SOUTH DADE AREA SERVICE COMMITTEE OF NARCOTICS ANONYNOMUS

PROCEDURAL GUIDELINES

REVISED: AUGUST 2019
PURPOSE OF THE SOUTH DADE AREA SERVICE COMMITTEE

The South Dade ASC has been created by the Narcotics Anonymous groups of the South Dade Area to develop, coordinate, and maintain the services that may be required by the South Dade Area groups to help further our primary purpose.

The South Dade ASC shall provide a forum that allows the South Dade Area groups to effectively communicate their needs or concerns and share their experience with one another. The most important service, that the South Dade ASC provides, is of its groups’ support. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the Area Service Committee for help. We can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the Committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.
THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.
TWELVE CONCEPTS OF NARCOTICS ANONYMOUS 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.
South Dade ASC Meeting Agenda

- Call to Order
  - Opening Prayer
  - Reading of the Twelve Traditions
  - Reading of the Twelve Concepts of NA Service
  - Reading of South Dade ASC Purpose (III. Purpose)
  - Roll Call of Groups and Administrative Subcommittee
  - Quorum (determined from roll call)
  - Recognition of New Groups and New GSRs
- Secretary’s Report (approval of last month's minutes)
- 1st Treasurer’s Report (update from last ASC meeting)
- Open Forum (for general discussion, group concerns, or issues raised by reports)
- Reports
  - Group Service Representative (GSR) Reports
  - Tax Compliance Report
  - Subcommittee Reports
    - Activities
    - Hospital’s & Institutions
    - Public Relations (includes review of Meeting List, Helpline, Public Information and Website)
  - Ad-Hoc Subcommittee Reports (in alphabetical order)
  - Regional Committee Member (RCM) Report
- Impeachment Procedures
- 7. Nominations/Elections (for all open positions)
  - Qualifications
- 8. Recess (10 min.)
- 9. Old Business
  - Resolution of Motions (Call to Vote)
- 10. 2nd Treasurer’s Report
- 11. New Business
  - New Motions (no new motions will be accepted after New Business begins)
    - Motions for reimbursement of funds
    - Motions to increase budget
    - Other money motions
    - Group and Subcommittee Motions
    - Procedural Motions
  - Discussion and Debate
  - Resolution of Motions (Call to Vote)
- 12. Literature Report
- 13. Final Treasurer’s Report
- 14. Close of Session
  - Announcements
  - Review of Business
  - Notice of Next Meeting
  - Closing Prayer and Adjournment
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I. Name

The official name for this committee shall be the South Dade Area Service Committee, hereinafter referred to as South Dade ASC or South Dade Area.

II. Description

The South Dade ASC 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 within the South Dade Area, along with elected officers, subcommittee chairpersons, liaison and other participants, who meet monthly in an Area Service Committee to serve the common needs of the South Dade Area's groups and NA members. All ASC meetings are open to all NA members.

III. Purpose

The South Dade ASC has been created by the Narcotics Anonymous groups of the South Dade Area to develop, coordinate, and maintain the services that may be required by the South Dade Area groups to help further our primary purpose.

The South Dade ASC shall provide a forum that allows the South Dade Area groups to effectively communicate their needs or concerns and share their experience with one another. The most important service, that the South Dade ASC provides, is of its groups' support. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to the Area Service Committee for help. We can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the Committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some Areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

IV. ASC Services

The South Dade ASC shall provide a GSR Orientation Hour (open to anyone interested) on ASC Sunday, from 9:00am to 10:00am. This hour is to be facilitated by the Vice-Chairperson. It shall include orientation on our Procedural Guidelines, the GSR Guide, the Twelve Traditions of NA and the Twelve Concepts of NA Service.

• All new groups shall be provided with a “Starter Kit”.
• ASC will inform Groups five (5) months in advance of the World Service Conference if they would like a copy of the CAR. Groups can obtain a copy of the Conference Agenda Report (CAR) by email, download from our local (namiamu.org) or World Website (www.na.org), or order a copy from our Literature Office. If a Group does not have the resources to obtain a report, the Group may seek ASC help.
• All participants of the ASC shall receive a copy (either a Hardcopy or Electronic copy) of the South Dade ASC Procedural Guidelines provided by the ASC Secretary as well as a copy of the current ASC contact list, GSR Informational pamphlet and copies of commonly used ASC forms.

V. Meetings

Regular Meeting

The regular meeting of the South Dade ASC shall be the second Sunday of every month. All ASC meetings are open to any interested NA member.

Special Meeting
A special meeting or unscheduled meeting may be called to resolve an issue or question of significant importance or adopt resolutions pertaining to the ASC and NA as a whole. Special meetings may be called by any participant of the South Dade ASC, subject to a simple majority vote of the Administrative Subcommittee.

Proper notification of all voting participants is required, this being defined as a reasonable attempt by mail, phone or email 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.

VI. Attendance

When a GSR is not present for two (2) consecutive ASC meetings, his or her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again.

All participants, elected by the ASC, shall attend all ASC and Administrative Subcommittee meetings. In the event an elected participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically.

VII. Order of Business

An agenda is required for the necessary introduction of business (old or new) and must be made available to participants at the regular meeting of the ASC. It shall consist of the following:

1. Call to Order
   • Opening Prayer
   • Reading of the Twelve Traditions
   • Reading of the Twelve Concepts of NA Service
   • Reading of South Dade ASC Purpose (III. Purpose)
   • Roll Call of Groups and Administrative Subcommittee
   • Quorum (determined from roll call)
   • Recognition of New Groups and New GSRs
2. Secretary's Report (approval of last month's minutes)
3. 1st Treasurer's Report (update from last ASC meeting)
4. Open Forum (for general discussion, group concerns, or issues raised by reports)
5. Reports
   • Group Service Representative (GSR) Reports
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   • Subcommittee Reports
     o Activities
     o Hospital's & Institutions
     o Public Relations (includes review of Meeting List, Helpline, Public Information and Website)
   • Ad-Hoc Subcommittee Reports (in alphabetical order)
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   • Resolution of Motions (Call to Vote)
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      o Motions for reimbursement of funds
      o Motions to increase budget
      o Other money motions
      o Group and Subcommittee Motions
Procedural Motions
• Discussion and Debate
• Resolution of Motions (Call to Vote)

15. Literature Report
16. Final Treasurer's Report
17. Close of Session
• Announcements
• Review of Business
• Notice of Next Meeting
• Closing Prayer and Adjournment

VIII. Participants

There shall be three (3) categories of participants in the South Dade ASC: voting participants, nonvoting participants, and observers.

Voting Participants
Each voting participant shall be allowed one (1) vote on all matters coming before the ASC. A voting participant of the South Dade ASC shall be defined as the following:
• Group Service Representative (GSR) or GSR Alternate in their absence;
• ASC Chairperson in the event of a tie;

Non-Voting Participants
Each non-voting participant shall be allowed to debate, question, enter, or second motions or nominations, present reports, present points of personal privilege, call for points of order and question the Chairperson. However, non-voting participants shall not be allowed to:
• Vote on motions
• Vote on nominations
• Vote on any other matters requiring a vote
• Appeal the decision of the Chairperson

A non-voting participant of the South Dade ASC shall be defined as the following:
• ASC Officers: Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Regional Committee Member Alternate, and Tax Compliance
• Subcommittee Chairperson, Liaison, and Ad Hoc Subcommittee Chairperson
• Past Administrator
• Observers

Observers
Narcotics Anonymous members that are not addressed elsewhere in these guidelines shall be observers. Narcotics Anonymous members shall have the specific right to request the floor. The Chairperson has the exclusive right to grant or deny such request. The Chairperson’s decision is subject to appeal and may be overturned by a two/thirds majority vote.

IX. Quorum

A quorum of the ASC is the number of participants entitled to vote who must be present in order to conduct business. An official quorum must be established to conduct business. It is the Chairperson’s duty to determine that a quorum is present.

1. Quorum Defined
The South Dade ASC may conduct business when simple majority or one more than 50% of voting participants ARE present. In order to establish an accurate quorum, any group not represented at two (2) consecutive ASC meetings shall be dropped from the Roll Call.
2. Quorum Call
A quorum call from the floor is always in order. If eligible voting participants leave the ASC meeting before all business has been conducted, thus dissolving the quorum, normal business requiring a vote shall not be conducted in their absence. A simple majority of the original quorum must remain in order to vote.

X. Motion Procedures
All new main motions must be submitted before the start of New Business. Motions for new business shall be sorted into the following categories and entertained and resolved within each category in the order they are received.

Financial Motions
• Motions for reimbursement of funds
• Motions to increase budget
• Other money motions

Other Business
• Group and Subcommittee Motions
• Procedural Motions

RSC Motions
• Motions that require an Area conscience to be carried to the next RSC meeting

XI. Main Motions
A main motion is a formal proposal by an ASC participant requesting that the South Dade ASC take certain action. A main motion is a motion whose introduction brings new business before the ASC. All main motions must be made in writing and accompanied by a written intent. The motion should be clear, concise, and comprehensive. Participants are encouraged to ask fellow participants for help in wording motions, especially those who feel uncertain of their writing skills. The maker of the motion must be present for a vote to be taken.

Once the motion is stated by the Chairperson, the motion becomes the property of the ASC and must be disposed of in some manner. The maker is no longer free to modify or withdraw it, except with the unanimous consent of the ASC. 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.

A main motion reflecting Group Conscience as returned from groups will be voted on the next ASC meeting and shall not be subject to being over-ruled by Parliamentary Procedures.

1. Motion Begins
Once a motion is submitted in writing, it comes up for discussion during New Business. This motion, before it can be considered by the other participants at the ASC meeting, must be seconded by another participant of the ASC. A “second” is an indication that the idea deserves consideration of the other participants of the ASC. A second may be made, in writing, prior to submitting the motion, or it may come from the floor. A motion made by an Administrative Subcommittee participant (excluding GSR’s 1–4), may not be seconded by an Administrative Subcommittee participant of the ASC. If there is no second, the matter will die. All motions must be either made or seconded by a GSR.

2. Motion Seconded
Once seconded, however, it becomes the business of the participants of the ASC to consider the motion and debate its pros and cons. The Chairperson will usually call upon the participant making the motion as the first affirmative (i.e., in favor of) speaker, who will have a few minutes to explain the intent of the motion. When he or she is through, the Chairperson will ask for other participants who wish to speak for or against the motion. Debate on main motions is limited to two (2) pros and two (2) cons. Under limited circumstances, debate may be extended.

3. Motion Voted
Unless a motion to amend the motion is proposed, seconded, and accepted, or the motion is tabled or referred to a subcommittee, then debate is concluded, and it is time to vote. A simple majority vote is required to close, limit or extend debate. A simple majority of the votes cast by the voting participants is required for the motion to pass.

Unanimous Consent
This is a method that allows the ASC to move quickly through routine business. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent, unless there is an objection. If there is no objection to this, the minutes will reflect that all voting participants were in favor. If a participant objects to this, the matter will go to a vote as prescribed for the motion.

4. Out of Order
   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 ASC’s Procedural Guidelines, 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. Any voting participant of the ASC who wishes to challenge a ruling made by the Chairperson may appeal that ruling (see: “Point of appeal” under “Other Procedures”). If no appeal is made, or if the decision of the chair is upheld, the ASC moves on to other business.

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

1. Order of the Day
   NO vote required
   Is NOT DEBATABLE
   If a participant of the ASC feels that business is going too far astray from the original agenda, that participant can help get things back on track. The participant may simply say out loud, “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 (2/3) of the body informs the Chairperson otherwise.

2. Parliamentary Inquiry
   NO vote required
   Is NOT DEBATABLE
   If a participant of the ASC wants to do something but does not know how it fits in with the rules of order, all a participant of the ASC has to do is ask. At any time, a participant may simply say out loud, “Point of parliamentary inquiry: The Chairperson must immediately recognize the participant so that the person may ask how to do such-and-such.” The Chairperson 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.

3. Point of Appeal
   TWO-THIRDS (2/3) majority required
   Is NOT DEBATABLE
   Any time the Chairperson makes a decision, that decision may be appealed. Any voting participant of the ASC who wishes to appeal a decision may do so by saying, “I appeal the decision of the chair.” If the appeal is seconded, the Chairperson then asks, “On what grounds do you appeal my decision?” The voting participant states the reason(s). The Chairperson then speaks briefly to the intent of the ruling being appealed. The voting participant may not debate the ruling and the merits of the appeal. A vote is taken, requiring a two-thirds (2/3) majority to overrule the original decision of the Chairperson.

4. Point of Clarity
NO vote required
Is NOT DEBATABLE
This is a form of providing information in reference to a motion or item being discussed on the ASC floor. This is not a pro or a con. A point of clarity does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of clarity may offer information to Chairperson or another participant of the ASC.

5. Point of Information
NO vote required
Is NOT DEBATABLE
If a participant of the ASC needs certain information before making a decision about a motion at hand, that participant 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.” A point of information does not need a second; it is neither debatable nor to be voted upon. The participant raising the point of information may ask the question of either the Chairperson or another participant of the ASC.

6. Point of Order
NO vote required
Is NOT DEBATABLE
If a participant of the ASC finds that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the participant can ask the Chairperson for clarification of the rules at any time. The participant may simply say out loud, “Point of order.” The Chairperson then says, “What is your point of order?” The participant 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 chair does not agree, the chairperson says, “Overruled.” This decision, as all others, can be appealed.

7. Point of Personal Privilege
NO vote required
Is NOT DEBATABLE
If 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 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.

XIII. Discussion
Discussion or debate on main motions and most parliamentary motions is limited to two (2) pros and two (2) cons. Participants of the ASC speaking on an issue in debate have two (2) to three (3) minutes in which to speak. Under limited circumstances, debate may be extended. A two-thirds (2/3) majority vote is required to close, limit or extend debate. Only one (1) issue will be on the floor at any one (1) time and no other debate is in order. A participant of the ASC shall speak only when recognized by the Chairperson; to be recognized participants shall raise their hand.

XIV. Voting Procedures
The role of the GSR as a voting participant in South Dade ASC 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 ASC by responsibly exercising their best judgment and voting their groups consciences.

1. Regular Voting
All regular business voting shall be conducted by a show of hands vote. A simple majority vote (50% plus one) of the voting participants of the ASC, provided there is a quorum, shall reflect and record the votes cast. Certain motions require two-thirds (2/3) majority vote to pass, these include:

- To change procedural guidelines
- To close, limit or extend debate
- To elect a participant of the ASC to office
• To remove an elected participant of the ASC from office
• To take business away from a subcommittee that has not made a decision or a report on it, and return that business to discussion on the floor

A two-thirds (2/3) majority shall be determined from the total number of the votes cast; abstentions stand alone, and do not count as part of the votes cast. For example, when a vote is called for to accept the minutes or a treasurer's report, all those in favor signify by a show of hands and those opposed signify by a show of hands.

On a simple majority vote, all voting participants must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at his/her discretion or may call for the matter to be returned to the groups for a Group Conscience decision, and be brought back to the next ASC meeting.

2. Election Voting
All election voting shall be conducted by a written ballot vote. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC for all elections. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

3. Procedural Voting
All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent for Group Conscience, and then voted on at the following ASC meeting. A two-thirds (2/3) majority vote of the voting participants of the ASC, provided there is a quorum, shall reflect and record the collective conscience of the ASC. The two-thirds (2/3) majority needed to pass a motion shall be determined from the total number of votes cast; abstentions stand alone, and do not count as part of the votes cast.

4. Abstentions
If an issue comes before the ASC that directly affects the groups or is thought to be of importance to the NA fellowship, the Chairperson shall have the option to poll abstentions, if the Chairperson feels these abstentions would change the outcome of the motion.

XV. Nominations

Our 4th Concept states: “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

When selecting a participant of the ASC, we have a spiritual responsibility. If we place someone in a service position that does not have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA Service, then we bear the responsibility if this participant is unable to perform his/her responsibilities in a manner consistent with our principles.

At the ASC meeting in July, all ASC positions will be open for nomination. ASC participants who have not served two (2) consecutive terms may be nominated for another term of office.

Nomination Procedure
At the time of nominations at the ASC meeting in July, the nominee must be present in order to accept the nomination. Directly before the floor is opened for nominations, the Chairperson will state the qualifications and responsibilities of each position, as outlined in these guidelines.

A nomination shall be submitted only with the knowledge and consent of the nominee. Each nominee shall then state their qualifications for serving the fellowship as a whole (state clean time, a brief service history, and his/her qualifications for the position, and why they can and want to serve the fellowship).
The participants of the ASC shall question each nominee concerning matters relevant to their possible election. Each nomination must be seconded. **Once seconded, all nominations will be sent to groups and then voted on at the following ASC meeting. All nominees must submit their written qualification to the Secretary to be included in the minutes.**

**Waiving of Guidelines**

It is recommended that the South Dade ASC not waive guidelines. Motions to waive one part of the guidelines on a *temporary basis* should be rare and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend guidelines require a 2/3 Majority vote to pass.

If a Guideline is not serving the needs of the ASC, it should be changed or modified. All procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on, and then voted on at the following ASC meeting. A change in guidelines shall require a two-thirds (2/3) majority.

**Waiving of Clean-time**

It is recommended that the South Dade ASC not waive the stated clean time requirements in order to elect someone to a position. Motions to waive clean time on a temporary basis should be rare and only used to solve a critical or emergency situation. A motion to waive the stated clean time requirements shall require 2/3 majority to pass.

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**XVI. Elections**

Elections of all ASC positions shall be conducted at the August ASC.

**Election Procedure**

Elections of ASC positions shall be conducted in August by written ballot, concealed, and tallied by the Secretary and the Vice-Chairperson. All nominees must be present at time of election. The Chairperson shall announce the election results. All written ballots must indicate the voting participant and the vote cast. Balloting procedure is to be followed until one candidate has received a two-thirds (2/3) majority vote. Election results shall not be published by number in the ASC minutes.

**Single Nominee**

In the case of only one (1) nomination at the time of elections in August, the nominee must be elected by a two-thirds (2/3) majority vote of the voting participants of the ASC.

**Assumption of Office**

All newly elected participants of the ASC shall assume the duties of their offices at the conclusion of the meeting at which the election took place. A **participant may serve only one (1) ASC position at a time.** However, Ad-hoc or temporary assignments are the exception, and shall not be in conflict with current position held. Upon election, Officers, Subcommittee Chairpersons, and Liaison shall resign as GSRs, if applicable. Their group shall then elect a new representative, thus ensuring all groups equality of representation.

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**XVII. Term of Office**

**Regular Term**

All participants of the ASC shall serve a one (1) year term to be elected in August, except for the RCM, which is a two (2) year term.

**Vacancies/Un-expired Terms**

If there is a vacancy, un-expired terms may be filled according to the above nomination and election procedures.

**Resignation**
A participant of the ASC may resign by providing written notice to the Administrative Subcommittee. Upon resignation from office of the RCM or ASC Chairperson, a Priority Vote of Confidence shall be taken for the RCM Alternate or Vice-Chairperson to fill the position. This Priority Vote of Confidence shall require a two-thirds (2/3) majority vote. In the event that a position is filled by vacancy, the participant may, at the completion of the un-expired term, be nominated for a complete term according to regular nomination and election procedures.

**Impeachment**

An elected participant of the ASC shall receive a letter of “Intent to Impeach” from the Chairperson of the ASC, due to one or more of the following:

- Two (2) consecutive absences from ASC meetings
- Two (2) consecutive absences from Administrative Subcommittee meetings
- Failure to perform responsibilities as outlined in these guidelines
- Negligence in handling NA funds

All other grounds for impeachment shall be brought to the floor in the form of a motion. Motion to impeach is always in order and requires a two-thirds (2/3) majority vote of the voting participants. Impeachment voting shall be done by written ballot.

**Removal**

An elected participant of the ASC shall be immediately removed from office by the Chairperson or Vice-Chairperson of the ASC due to one or both of the following:

**Interruption of Abstinence/Theft of NA Funds**

Our 10th Concept states: “Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.” If a participant of the ASC feels they have been wrongly accused, that participant can petition the ASC to address their grievance, without fear of reprisal.

**Re-election**

In keeping with the principle of rotating leadership, it is recommended that no participant of the ASC serve more than two (2) consecutive regular terms in the same position.

**XVIII. Financial**

NA funds are to be used for the sole purpose of furthering our Fellowship’s primary purpose. The South Dade ASC shall ensure that expenditures will help carry the NA message by vigorously applying the Twelve Traditions and Twelve Concepts to its financial procedures and practices.

**Fund Sources Group Donations**

The South Dade ASC shall not accept designated or earmarked funds. The South Dade ASC shall accept cash and group checks only. Personal checks shall not be accepted by the Treasurer. The ASC shall operate on a calendar year.

**Literature Sales**

The Literature Distribution Liaison shall accept cash and group checks only. Personal checks shall not be accepted by the Literature Distribution Coordinator. All literature distribution funds collected by the literature liaison shall be turned in to the Treasurer by the close of the ASC meeting.

**Activities and Fundraisers**

When holding events sponsored by the South Dade ASC, the Chairperson or Treasurer of the Subcommittee or whoever is responsible for money must turn in all funds to the Treasurer at the ASC meeting following the activity or fundraiser, along with a detailed expense report and all receipts.

*Any participant of the South Dade Area who handles or is responsible for ASC funds must have at least two (2) years of continuous abstinence and a steady source of income.*

**Checking Account**
The South Dade ASC, on behalf of itself and all its Subcommittees, shall have only one (1) checking account. The South Dade ASC checking account shall require two (2) signatures on all ASC checks, consisting of any two (2) of the corporate officers (Refer to section XIX. Corporation).

The South Dade ASC shall have and maintain online banking access. Online access shall be granted to the ASC Chairperson and Treasurer. Monthly bank statements will be available via the online bank portal and shall be reviewed, as part of the monthly reconciliation process performed by the Treasurer.

Following elections in August, the ASC Treasurer shall meet with the bank representative to update the signatories on the South Dade ASC bank account. A copy of the minutes showing the newly elected officers shall be provided to the bank representative. The bank representative will provide a signature sheet for the account that is to be completed by each officer authorized to sign checks. Each officer shall provide a copy of the following legal forms of identification: 1. Valid driver license and 2. Social Security number. ASC officers may complete the form provided to the Treasurer or may go, in person, to the bank to complete and submit the required information/documents. The above mentioned documents are NOT maintained by the South Dade ASC, however, they are required for the corporations bank account.

The South Dade ASC shall not maintain any credit, debit or ATM card(s) at any time.

Deposits
At the end of the monthly ASC meeting, all deposit amounts must be verified by the Treasurer and either the ASC Chairperson or Vice-Chairperson. All deposits shall be made within seventy-two (72) hours of receipt.

Financial Records
All South Dade ASC financial records must be kept in a neat, accurate and orderly fashion and be available for inspection at the request of any participant.

Budgets
All budgets shall be presented at the September Administrative subcommittee meeting for discussion and recommendation. The Chairperson, Treasurer, and Past Administrator shall be available to meet with all Subcommittee Chairpersons and Liaisons to review their proposed yearly budgets. Approved budgets will run from January through December.

Final budgets shall be presented at the November ASC meeting and sent back to groups for approval. If a subcommittee’s budget has not been approved, they will not receive the monies for their check request. In developing an annual (twelve month) budget, each participant shall list their total anticipated financial needs and obligations for the period in question and come prepared to justify the proposed expenditures before the ASC.

Once a budget has been set by the ASC, any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, assuming funds are available, and the requestor has provided all receipts/documents related to any prior funds given

Any changes to approve budgets that do not have a financial impact on the ASC i.e., An activities event is moved from March to April, shall require approval from the South Dade ASC in the form of a motion. All expenses, which are not included within the amounts of budgeted items or go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.

Financial Review
Once a year in February, the South Dade ASC, through a select committee, shall conduct a thorough review of the South Dade ASC finances. This select committee shall be coordinated by the Vice Chairperson and shall include the Treasurer, Assistant Treasurer, and Past Administrator among its participants. If necessary, this committee may hire a professional accountant as a special worker to assist the committee in its review. The committee shall present a report of its findings to the ASC.

Operating Funds

Commented [NT5]: Tax Compliance eliminated replaced with Past Administrator. Added to the responsibilities of the Past Administrator

Commented [NT6]: Tax Compliance eliminated replaced with Past Administrator. Added to the responsibilities of the Past Administrator
These are funds of a set amount provided to the Administrative Subcommittee 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 an operating fund is determined by the approved budget for each Subcommittee or Liaisons and replenished as necessary up to the approved budget limits.

**Distribution of Funds**

All distribution of funds by the Treasurer of the ASC shall be done in check form only. Any requests for distribution of funds that fall within the approved budget will automatically be paid by the Treasurer of the ASC, through a “Check Request Form” signed by the ASC Chairperson or Vice Chairperson, assuming funds are available.

For the purpose of accountability, the South Dade ASC requires all distribution of funds to be accompanied by a detailed expense report and receipt(s), within one (1) month or become liable for the funds. All expense reports and receipt(s) shall then be attached to the “Check Request Form”.

**Any requests for distribution of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.**

Any requests for distribution of funds that include the signing of contracts shall be submitted to the Administrative Subcommittee at least two (2) month prior to anticipated due date. This shall give the Administrative Subcommittee time to review the contract for any legal issues.

**Reimbursement of Funds**

All reimbursement of funds by the Treasurer of the ASC shall be done in check form. There will be no cash reimbursements. No reimbursement shall be made without proper receipts or proof of payment. For the purpose of accountability, the South Dade ASC requires all reimbursements of expenses to be accompanied by receipts, and a “Check Request Form” signed by the ASC Chairperson or Vice Chairperson. All receipts to be paid by the South Dade ASC shall be signed, dated, and an explanation of what the receipt is for put on the back. Questionable items for reimbursement shall be decided upon by the Administrative Subcommittee and, if refused, may be appealed to the South Dade ASC.

Any requests for reimbursement of funds, which are not included within the amounts of budgeted items or to go above any item in the budget, shall require approval of the South Dade ASC in the form of a motion.

**Prudent Reserve**

Prudent Reserve is defined as an amount of money set aside (or held in ‘Reserve’) to ensure there are always funds available to cover expenses. As such, the South Dade ASC shall maintain sufficient funds in its prudent reserve to cover at least 3 months of expenditures, not to exceed $3000.00.

**Fiduciary Responsibility**

In order to protect the participants of the South Dade ASC, the South Dade Area groups, and NA as a whole, the South Dade ASC shall strive to meet its financial obligations to society before its internal needs. To maintain fiduciary restraint, the South Dade ASC will make every effort to avoid debt, thereby minimizing the number of financial obligations incurred outside the Fellowship. After meeting its external debts, the South Dade ASC 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 Public Relations needs, or possible donations to the RSC and NAWS 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:

- Payment of debts or expenses outside the NA Fellowship
- Payment of debts or expenses within the NA Fellowship
- South Dade ASC secretarial or administrative expenses.
- Approved budgets of South Dade ASC Officers, Subcommittees or Liaison
- RSC and NAWS donations
- All other approved South Dade ASC expenses

**Misuse of Funds**
All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. ASC funds spent without prior approval from the ASC is considered misuse. Negligence in handling funds or merchandise is also considered misuse.

**Theft of Funds**

All participants of the ASC shall be held accountable for funds and merchandise entrusted to them. Theft will not be tolerated and shall be grounds for immediate removal from any position. Legal action may be appropriate and required in the fulfillment of the South Dade ASCs 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 theft should be an action of last resort and undertaken only after having previously, followed several steps. These steps shall include the following:

- Conduct a thorough investigation to determine if theft has indeed occurred
- Immediately remove the participant(s) from their position
- Invite the participant(s) responsible for the theft to state their side
- Work out a plan for full financial restitution with the participant(s) responsible
- Make it clear that the consequences of not fulfilling the “Restitution Agreement” could include legal action being taken against them.

If indeed theft has occurred and a plan for full financial restitution has been made, the participant(s) involved in theft shall not be eligible to hold an ASC position for at least one (1) year following full financial restitution.

If a plan for full financial restitution has not been made, then the South Dade ASC will consider the appropriateness of taking legal action. Such a measure shall be passed only by a two-thirds (2/3) majority vote of the voting participant of the ASC.

**XIX. Other Financial Responsibilities**

**Corporation**

The South Dade ASC shall be incorporated for the protection of its participants, its groups, the area itself, and NA as a whole. South Dade Area Service of Narcotics Anonymous, Inc. is incorporated in the State of Florida as a non-profit organization with a tax identification number, and is accountable not only to the ASC, but to the State of Florida and the IRS.

The Corporation shall be updated annually with the Florida Division of Corporations via the www.sunbiz.org web portal to reflect the current officers and contact information for each. The address of the corporation shall be the address where the monthly ASC meeting is held. The mailing address shall be the Post Office Box maintained by the South Dade ASC.

The following elected ASC members shall serve as officers of the corporation and signatories for all banking and other matters requiring official signature for South Dade ASC business. Two officers are required for anything that requires an authorized or official signature. In the event that a position is not filled, the position will remain blank on the corporation filing documents.

- The ASC Chair shall be listed as the ‘Chairman’
- The Vice-Chair shall be listed as the ‘Assistant Chairman’ or ‘Officer’
- The Treasurer shall be listed as the ‘Treasurer’
- The Secretary shall be listed as the ‘Secretary’
- The Past Administrator shall be listed as an ‘Officer’
- The RCM shall be listed as an ‘Officer’

For IRS purposes and financial accountability, (consulting, filing of forms, producing, and signing reports, etc.), the South Dade ASC has designated the Treasurer, or in their absence, an individual appointed by the ASC Chairperson, as the agent of the corporation. Annual filing fees associated with the corporation shall be included as part of the administrative subcommittee budget.

**Post Office Box**

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The Administrative Subcommittee shall establish and maintain a post office box address for receipt of official South Dade Area correspondence. The post office box shall be the official mailing address of the South Dade ASC and the key holders shall be the Chairperson and the Treasurer of the ASC. The monthly rent shall be included as part of the administrative subcommittee budget.

Storage Unit
The Administrative Subcommittee shall secure all ASC belongings, including, ASC archives, decorations, and all other items that are utilized by the South Dade Area in a readily accessible storage unit. The ASC Chairperson shall maintain a sign-out sheet to track the date the key(s) was/were given out and who has current possession of the key. The Activities Chairperson shall be a second key holder. The monthly rent shall be included as part of the administrative subcommittee budget.

Website
The Administrative Subcommittee shall establish and maintain a website. The South Dade Area Service of NA, Inc., not an individual, shall own the website account and domain name. A notice shall be placed at the beginning of the website that signifies that it is the official website of the South Dade Area of Narcotics Anonymous. The information in the Website shall contain links and references to Narcotics Anonymous related information only. Any fees associated with the website shall be included as part of the public relations subcommittee budget.

ASC Literature Ordering, Receipt and Payment Process
The ordering of literature for the South Dade Area shall be done by the literature liaison according to pre-established par levels.
- Any literature needed above the pre-established par level, must be approved on the ASC floor. (See Appendix B “Literature Par Levels”)
Upon receipt of the literature, the literature liaison shall compare the merchandise received against the enclosed invoice and sign the invoice to verify that all items were received. This verification should take place prior to the next regularly scheduled ASC meeting.
- If a discrepancy is found, the literature liaison shall contact the Regional Service Office (RSO) and ensure that all items are addressed prior to the next regularly scheduled ASC meeting.
- After all items have been verified, the literature liaison shall sign and date the invoice to validate that it has been reviewed and approved.
Upon arrival at the next ASC meeting, the literature liaison shall present the signed invoice to the ASC Treasurer for review and approval. The ASC Treasurer shall review the invoice, verify the total amount to be paid and discuss any issues or concerns with the literature liaison. The ASC Treasurer shall present the approved invoice and total amount due to two (2) of the approved ASC bank signatories (ASC Chair, ASC Vice Chair, ASC Secretary or Past Administrator).
- After review, the signatories shall sign and date the invoice to document that the payment can be made.
- Only invoices signed by the literature liaison and two (2) approved bank signatories shall be paid by the ASC Treasurer.
- Payments made to the RSO may be done by manual check or telephone payment utilizing the ASC bank account information.

XX. ASC Officers

Chairperson
Qualifications
- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous
- Has five (5) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities
- Shall attend all ASC meetings for their full duration

Commented [NT9]: Motion 2018-12-09-01 (To direct the admin sub-committee to establish a procedure for the Literature Liaison in order to cover the guidelines for the quantity of merchandise to be ordered, whether the ordering to the Florida Service office should be approved, by whom and the checking of merchandise upon arrival against the invoice to be approved for payment and by whom.)
Responsibilities

- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall arrange for and preside over the monthly ASC meetings
- Shall prepare, copy, and bring a monthly agenda to all ASC meetings
- Shall coordinate provision of food and beverages, as well as setting up of the ASC meeting room
- Shall determine that quorum is present
- Shall enforce rules of decorum and discipline at the ASC Meetings, will keep discussion focused on the topic and within a reasonable time frame, and will be fair and impartial
- Shall refrain from speaking to the merits of or engaging in debate upon motions pending unless requested to do so by a participant of the ASC, at which time the Chairperson may step down for discussion
- Shall send a letter of “Intent to Impeach” to participants of the Administrative Subcommittee who have missed two (2) consecutive ASC Meetings or Administrative Subcommittee Meetings
- Shall announce the coming of elections two (2) meetings prior to the election meeting
- Shall write all correspondence on behalf of the ASC
- Shall be responsible for ensuring the archives are properly stored
- Shall within one month of passage, input any change to the” sheet into ASC Procedural Guidelines
- Shall be a key holder of the ASC P.O. Box
- Shall maintain a sign-out sheet for the key(s) to the ASC Storage Unit.
- Shall vote at the ASC meetings only to break tie votes; shall not make or second motions
- Shall fully mentor and train the next person taking on the position for at least 2 months
- Shall be a co-signer of the South Dade ASC bank account

Vice Chairperson

Qualifications

- Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous;
- Has four (4) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity

Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall serve as Parliamentarian of the ASC meetings
- Shall assume the Chairperson in performing his/her responsibilities
- Shall assist the Chairperson in performing his/her responsibilities
- Shall assume the responsibilities of the Chairperson or any other Administrative Subcommittee participant in his/her absence
- Shall be a coordinator between all Subcommittees to assure coordination of functions and proper cooperation of responsibilities
- Shall conceal and tally the vote of written ballots and pass results to the Chairperson
- Shall, in conjunction with the Secretary, maintain (3) new GSRs packages, consisting of a 3-ring binder with a copy of the South Dade ASC Procedural Guidelines and the GSR Guide
- Shall conduct the GSR Orientation Hour
- Shall coordinate the committee entrusted to conduct the annual financial review
- Shall make and second motions at the ASC; but shall not vote
- Shall arrange and preside over all Administrative Subcommittee meetings
- Shall vote at the Administrative Subcommittee only to break tie votes; shall not make or second motions
- Shall fully mentor and train the next person taking on the position for at least 2 months
- Shall be a co-signer of the South Dade ASC bank account

Commented [NT10]: addition

Commented [NT11]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)

Commented [NT12]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)
Secretary
Qualifications
• Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
• Has two (2) years of continuous abstinence from all drugs
• Has a working knowledge of the Twelve Steps
• Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
• Has a willingness and desire to serve in this capacity

Responsibilities
• Shall attend all ASC meetings for their full duration
• Shall attend all Administrative Subcommittee meetings
• Shall fulfill all Administrative Subcommittee duties
• Shall perform Roll Call for attendance and voting at the ASC
• Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, RCM and Alternate RCM
• Shall give Secretary’s Report at the ASC
• Shall maintain an updated mailing list of all South Dade ASC participants
• Shall keep an accurate record (minutes) of all ASC meetings, including but not limited to:
  o Times meeting starts and ends
  o Readings done and by whom
  o New GSR introduction
  o Subcommittee and RCM reports, with notations of motions to approve them, by whom and outcome
  o Any impeachment procedures and outcome
  o Any nominations and/or elections of officers, showing position being filled, who makes nomination and who seconds, qualifications and outcome
  o Old and New Business motions, as written by the maker including the intent, seconded by whom, and the outcome
  o Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers
  o Any other important business
• Shall make available ASC minutes to all participants of the ASC, including Alternate GSRs who request them, not later than two (2) weeks following the ASC meetings, which shall include all of the above recordings, plus:
  o An updated attendance list of groups and their GSRs, removing groups which have been absent two (2) consecutive times
  o An updated attendance list of participants of the Administrative Subcommittee
  o All reports submitted
• Shall copy and bring to the ASC, ten (10) additional copies of the South Dade ASC Procedural Guidelines
• Shall copy and bring to the ASC, Check Request, Meeting List Changes, Motion, Group Report and Subcommittee Report forms;
• Shall copy and bring to the ASC, updated Group Donation forms
• Shall copy and bring to the ASC, an updated “Additional Guidelines” sheet, with recently passed procedural motions
• Shall buy and bring to the ASC, all necessary office supplies
• Shall maintain an archive of all South Dade ASC minutes, guidelines, subcommittee reports and South Dade ASC business and correspondence and make these records available to any participant of the ASC
• Shall submit to the ASC for approval, a detailed annual budget, no later than November of each year
• Shall make and second motions at the ASC, but shall not vote
• [Shall fully mentor and train the next person taking on the position for at least 2 months]
• Shall be a co-signer of the South Dade ASC bank account

Commented [NT13]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on this position for at least 2 months)
Assistant Secretary
Qualifications
• Has been active for at least six (6) months in the ASC service structure of Narcotics Anonymous
• Has one (1) year of continuous abstinence from all drugs
• Has general office and secretarial experience, and organizational ability
• Has access to a computer and printer, and is computer literate
• Has a working knowledge of the Twelve Steps
• Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
• Has a willingness and desire to serve in this capacity

Responsibilities
• Shall attend all ASC meetings for their full duration
• Shall attend all Administrative Subcommittee meetings
• Shall fulfill all Administrative Subcommittee duties
• Shall assist the Secretary in performing his/her responsibilities
• Shall assume the responsibilities of the Secretary in his/her absence
• Shall keep an accurate record (minutes) of all Administrative Subcommittee meetings, including but not limited to:
  o Times meeting starts and ends
  o Readings done and by whom
  o Some general idea of what was said during Open Forum, by whom, and any specific recommendations given by the speakers
  o Old and New Business motions, and Administrative recommendations
  o Any other important business
• Shall make and second motions at the ASC; but shall not vote
• Shall fully mentor and train the next person taking on the position for at least 2 months

Treasurer
Qualifications
• Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
• Has three (3) years of continuous abstinence from all drugs
• Has a steady source of income
• Has a working knowledge of the Twelve Steps
• Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
• Has a willingness and desire to serve in this capacity

Responsibilities
• Shall attend all ASC meetings for their full duration
• Shall attend all Administrative Subcommittee meetings
• Shall fulfill all of the Administrative Subcommittee duties
• Shall act as the custodian of all South Dade ASC funds
• Shall keep an accurate recording of all financial transactions
• Shall maintain, through archive and current possession, all ASC meeting books and records for inspection by any participant of the ASC
• Shall present at all ASC meetings, a written and oral report of monthly contributions and expenditures, including projected expenses for the upcoming month
• Shall within seventy-two (72) hours of receipt, deposit all ASC funds into the South Dade ASC bank account
• Shall disburse funds as necessary in accordance with the decisions of the South Dade ASC
• Shall disburse all approved expenses in a timely manner
• Shall coordinate with Administrative Subcommittee to develop a prudent reserve that is adequate to serve the ASC

Commented [NT14]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)
• Shall coordinate with Administrative Subcommittee to develop detailed annual (12 month) budget projections to be updated quarterly (every three months) and submitted to the ASC for discussion and approval
• Shall present a written and oral full financial report in September in conjunction with the annual financial review
• Shall return the checkbooks and all financial records at the end of the term of office to the ASC Chairperson
• Shall be a key holder of the ASC P.O. Box
• Shall regularly collect and distribute all ASC mail
• Shall make and second motions at the ASC, but shall not vote
• Shall fully mentor and train the next person taking on the position for at least 2 months

Assistant Treasurer

Qualifications
• Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous;
• Has (2) years of continuous abstinence from all drugs
• Has a steady source of income
• Has a working knowledge of the Twelve Steps
• Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
• Has a willingness and desire to serve in this capacity

Responsibilities
• Shall attend all ASC meetings for their full duration
• Shall attend all Administrative Subcommittee meetings
• Shall fulfill all Administrative Subcommittee duties
• Shall assist the Treasurer in performing his/her responsibilities
• Shall assume the responsibilities of the Treasurer in his/her absence
• Shall act as liaison between the Treasurer and Literature Distribution Coordinator for the collection of ASC funds
• Shall participate in the budget development and annual financial review process
• Shall make and second motions at the ASC, but shall not vote
• Shall fully mentor and train the next person taking on the position for at least 2 months

Regional Committee Member (RCM)

Qualifications
• Has been active for at least two (2) years in the ASC service structure of Narcotics Anonymous
• Has three (3) years of continuous abstinence from all drugs
• Has a working knowledge of the Twelve Steps
• Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
• Has the ability to work for the common good, placing principles before personalities at all times
• Has a willingness and desire to serve in this capacity

Responsibilities
• Shall attend all ASC and RSC meetings for their full duration
• Shall attend all Administrative Subcommittee meetings
• Shall represent the "Group Conscience" of the South Dade ASC at the RSC, and shall vote on any motion at the RSC that has not been voted on by the ASC
• Shall maintain an updated and accurate binder consisting of monthly ASC and RSC reports, regional activities calendar and yearly budget
• Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, and Vice-Chairperson

Commented [NT15]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)

Commented [NT16]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)
Regional Committee Member Alternate (RCMA)

This is a training position for one (1) year, followed by a one (1) year term as RCM; therefore, it is a two (2) year commitment.

Qualifications
- Has been active for at least one (1) year in the ASC service structure of Narcotics Anonymous
- Has two (2) year of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the ability to work for the common good, placing principles before personalities at all times
- Has a willingness to serve two (2) years: one (1) year as Alternate and one (1) year as RCM
- Has a willingness and desire to serve in this capacity

Responsibilities
- Shall attend all ASC and RCM meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall assist the Regional Committee Member in performing his/her responsibilities
- Shall assume the responsibilities of the Regional Committee Member in his/her absence
- Shall assume the responsibilities of the Chairperson in the absence of the Chairperson, Vice-Chairperson, and RCM
- Shall make and second motions at the ASC; but shall not vote
- Shall fully mentor and train the next person taking on the position for at least 2 months

XXI. Liaisons

Literature Distribution Liaison

The South Dade Area Literature Distribution Liaison is a Narcotics Anonymous member who shall coordinate all ordering and distribution of NA approved literature to the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the South Dade Area Literature Distribution Liaison is to maintain a stock of NA approved literature that can be purchased by local groups at the monthly ASC meeting, and any other time as approved by the ASC. The resale price of all literature will be an additional 20% to cover the cost of shipping & handling.

Qualifications
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties

Commented [NT17]: Motion 2016-11-13-02 (To add to the South Dade ASC Guidelines the following to each elected participants responsibilities: Shall fully mentor and train the next person taking on that position for at least 2 months)
Responsibilities

- Has a willingness and desire to serve in this capacity

**Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, monthly literature orders and all literature order receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall purchase all literature within a timely manner
- Shall keep an accurate record of monthly literature inventory and sales
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, no later than November of each year
- Shall make and second motions at the ASC; but shall not vote
- Shall fully mentor and train the next person taking on the position for at least 2 months

**Literature Distribution Liaison Alternate**

**Qualifications**

- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has access to a computer and printer, and is computer literate
- Has access to the internet
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

**Responsibilities**

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall Literature Distribution Liaison in fulfilling their duties.
- Shall coordinate with Treasurer to ensure that all invoices are paid
- Shall ensure that all literature is ordered within a timely manner
- Shall make and second motions at the ASC; but shall not vote
- Shall fully mentor and train the next person taking on the position for at least 2 months

**Past Administrator**

**Qualifications**

- Has been active for at least three (3) years in the ASC service structure of Narcotics Anonymous
- Has five (5) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has a willingness and desire to serve in this capacity
- Has held an administrative position at the South Dade ASC within the last 5 years.

**Responsibilities**

- Shall chair, as need, the policy and guideline review committee
- Shall be available to meet with each the Subcommittee Chairperson and Liaison to review their proposed yearly budgets
- Shall chair the ASC Subcommittee meeting in the absence of the ASC Vice-Chair
- Shall serve as a resource to the ASC.
GSR Representative
There shall be four (4) GSR Representatives who shall be voted into position and participate in the Administrative Subcommittee. The only requirements for this position are: be a current GSR of an active group in the South Dade ASC and have one (1) year of continuous abstinence from all drugs.

XXII. Standing Subcommittees

Administrative
The purpose of the Administrative Subcommittee is to coordinate the services that are offered to the groups through the South Dade ASC. The responsibilities may include, but are not limited to, group outreach, research on business, legal or tax issues, finding resolutions for controversies, mediating disputes, and conducting periodic audits of South Dade Area finances. The participants who are elected to serve on this subcommittee have usually served their home group and area and have gained the experience necessary to qualify them for these positions of trust. The Administrative Subcommittee shall be chaired by the ASC Vice-Chair or Past-Administrator (in the absence of the ASC Vice-Chair).

The Administrative Subcommittee shall consist of the following ASC members:
- Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Regional Committee Member Alternate and Past Administrator
- Standing Subcommittee Chairpersons, Liaisons, Ad-Hoc Chairpersons and GSR Representatives

All motions for procedural guideline changes or creation of ASC procedure shall automatically be referred to the Administrative Subcommittee for recommendation. The Administrative Subcommittee shall recommend a course of action. These motions with their recommendations shall then be sent to groups to vote on.

The Administration Subcommittee shall, without going back to the groups, make changes to correct punctuation, spelling, grammatical, and other errors as long as it does not change the content.

Once a year, immediately following the Service Inventory, the Administrative Subcommittee should review the procedural guidelines of the ASC and develop recommended changes if it is found that they would better serve the Area at its present stage of development, maturity and level of services provided.

In the event any Administrative Subcommittee participant misses two (2) consecutive ASC meetings or Administrative Subcommittee meetings, impeachment procedures shall commence automatically. The Administrative Subcommittee shall meet directly after each monthly ASC meeting.

Activities
The Activities Subcommittee is a committee made up of Narcotics Anonymous members who coordinate and plan entertainment & other activities, to promote unity and maintain an atmosphere of recovery in the fellowship of Narcotics Anonymous in the South Dade Area.

The purpose of the Activities Subcommittee is to provide functions designed to enhance recovery and build NA unity and a member’s sense of belonging. All functions should have integrity. Any function planned by the Activities Subcommittee will be brought to the South Dade ASC for approval. (Example: dances, picnics, sporting events, etc.). No addict seeking the celebration of recovery will be turned away at any South Dade dance, picnic, sporting events, fundraisers, etc. All Activities Subcommittee functions (dances, comedy shows, etc.) held indoors shall be non-smoking. In keeping with the spirit of unity, the Activities Subcommittee will not plan functions during another South Dade Area function, South Dade ASC meeting, in Area de Habla Hispana function, a Beach & Bay Area function or a North Dade Area function.

For accountability purposes, any participant of the Activities Subcommittee that handles funds must have at least two (2) years of continuous abstinence and a steady source of income.
The Activities Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Activities Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the Entertainment Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a steady source of income
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all of the Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall be a second keyholder for the ASC storage unit
- Shall maintain an updated and accurate binder consisting of yearly budget, calendar of events, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall distribute flyers for all functions two (2) months prior to function
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, Subcommittee plans, special events, workshops, etc., no later than November of each year.
- Shall submit to the ASC for approval a set of updated Guidelines, no later than December of each year
- Shall make and second motions at the ASC, but shall not vote.

Hospitals and Institutions

The Hospitals and Institutions Subcommittee is a committee made up of Narcotics Anonymous members who initiate, coordinate and conduct all local NA H&I presentations within the South Dade Area of Narcotics Anonymous.

The purpose of the Hospitals and Institutions Subcommittee is to conduct H&I presentations that carry the NA message of recovery to any addict in jails, hospitals and institutions whose attendance at regular NA meetings is restricted. Any presentation initiated by the Hospitals and Institutions Subcommittee shall be in cooperation with the Public Relations Subcommittee.

The Hospitals and Institutions Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Hospitals and Institutions Subcommittee shall meet at least once a month, the date, time, and location to be determined by the group conscience of participants who regularly attend.

Chairperson Qualifications

- Has been active for at least six (6) months in the H & I Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

Chairperson Responsibilities

- Shall attend all ASC meetings for their full duration

Commented [NT26]: Motion 2015-12-13-02 (That Activities chair hold a second key to the storage for convenience of storing decorations)

Commented [NT27]: Motion 2017-05-21-01 (To change South Dade Area Guidelines, to change Sub-Committee Chairs Responsibilities to attend South Florida Region at least two (2) times a year (instead of only one). This requirement could apply to only when the RSC falls within 50 miles from Central Miami.)
• Shall attend all Administrative Subcommittee meetings
• Shall fulfill all Administrative Subcommittee duties
• Shall hold at least one (1) meeting monthly of its membership
• Shall own, read and understand the World Services H & I Handbook
• Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, subcommittee minutes, subcommittee presentation roster, subcommittee flyers, subcommittee literature orders, and subcommittee expense reports with copies of receipts
• Shall ensure the Subcommittee has literature and updated meeting list monthly
• Shall be accountable for all distributed literature
• Shall attend the South Florida Region Service Committee (RSC) meeting when the RSC is within 50 miles of Central Miami, at least two (2) times a year
• Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
• Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
• Shall make and second motions at the ASC; but shall not vote
• Shall attend at least one (1) Regional Meeting a year

Public Relations
The South Dade Area Public Relations Subcommittee is a committee made up of Narcotics Anonymous members who help to create awareness of Narcotics Anonymous in the community. The Public Relations Subcommittee produces, reviews and distributes Public Information including the South Dade Area Meeting List, manages the South Dade Area Helpline and updates and maintains the South Dade Area Website.

The South Dade Area Public Relations Subcommittee will meet in an approved establishment, readily accessible for all Narcotics Anonymous members to attend. The Public Information Subcommittee shall meet at least once a month, the date, time and location to be determined by the group conscience of participants who regularly attend.

Public Information
Public Information opens and maintains communication between the fellowship of Narcotics Anonymous in the South Dade Area and the general public, and between the ASC, RSC and WSC levels of service. They respond to all requests for health fair and public presentations in a timely and effective manner. In addition, they provide informational packet mailings, media PSA’s, posters, and basic text donations to local libraries.

Meeting List
The Public Relations Subcommittee shall coordinate, produce, and distribute an updated and accurate Miami-Dade County meeting list to the fellowship of Narcotics Anonymous in the South Dade Area. The meeting list is provided to the South Dade ASC groups at no charge and shall be updated monthly, with up-to-date copies provided at each ASC.

Helpline
The South Dade Area Helpline is manned and operated by members of Narcotics Anonymous with at least one (1) year of continuous abstinence who establish, coordinate, and maintain an effective phone-line service where the general public seeking help and/or information can call and have a one on one conversation with a recovering addict via the telephone.

The purpose of Helpline is to provide a phone-line service where the general public can call and talk anonymously with a recovering addict 24 hours a day, 7 days a week. Any referral given by the Helpline shall be without endorsement. The Public Relations Subcommittee shall establish a schedule of phone-line coverage to ensure that there is always someone available to answer the phone.

Website
The Public Relations committee shall oversee and maintains an updated and accurate website in the South Dade Area for the fellowship of Narcotics Anonymous and the general public.
The purpose of the website is to provide communication designed to enhance recovery and build NA unity. A notice will be placed at the beginning of the website that signifies that it is the official website of the South Dade ASC of Narcotics Anonymous, Inc. The website account and domain name shall be owned by the South Dade Area Service of Narcotics Anonymous, Inc., not an individual. The website will not use information from non-NA sources. Access to the website shall be by user name and password provided by the Public Relations chair.

The information in the Website shall contain links and references to NA related information only. Since information on the website is accessed from around the world, only helpline phone numbers, and NA service offices shall be included on these web pages. Anonymous e-mail addresses will be provided for contact information and technical maintenance.

**Chairperson Qualifications**
- Has been active for at least six (6) months in the Public Relations Subcommittee
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

**Chairperson Responsibilities**
- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee duties
- Shall hold at least one (1) monthly meeting of its membership
- Shall own, read and understand the World Services Public Relations Handbook
- Shall maintain an updated and accurate binder consisting of yearly budget, ASC reports, correspondence letters, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
- Shall coordinate with Treasurer to ensure all bills are paid
- Shall attend the South Florida Region Service Committee (RSC) meeting when the RSC is within 50 miles of Central Miami, at least two (2) times a year
- Shall submit to the ASC for approval, a detailed annual budget including RSC travel, subcommittee plans, special events, workshops, etc., no later than November of each year
- Shall submit to the ASC for approval, a set of updated guidelines, no later than December of each year
- Shall make and second motions at the ASC; but shall not vote

**XXIII. Ad-hoc Subcommittees**
An Ad-hoc Subcommittee is defined as a temporary committee created to serve a single purpose, and by doing so, after the objective is fulfilled its existence is no longer needed. The ASC Chairperson shall name the Ad-Hoc Subcommittee and appoint a Chairperson.

**Chairperson Qualifications**
- Has two (2) years of continuous abstinence from all drugs
- Has a working knowledge of the Twelve Steps
- Has an understanding of the Twelve Traditions and ASC Procedural Guidelines through application
- Has the time and resources necessary to complete these duties
- Has a willingness and desire to serve in this capacity

**Chairperson Responsibilities**
- Shall attend all ASC meetings for their full duration
- Shall attend all Administrative Subcommittee meetings
- Shall fulfill all Administrative Subcommittee participants’ duties

**Commented [NT29]:** Motion 2017-05-21-01 (To change South Dade Area Guidelines, to change Sub-Committee Chairs Responsibilities to attend South Florida Region at least two (2) times a year (instead of only one). This requirement could apply to only when the RSC falls within 50 miles from Central Miami.)
• Shall hold at least one (1) monthly meeting of its membership
• Shall maintain an updated and accurate binder consisting of budget, ASC reports, subcommittee minutes, subcommittee flyers, and subcommittee expense reports with copies of receipts
• Shall coordinate with Treasurer to ensure all bills are paid
• Shall submit to the ASC a report of the Subcommittees’s plans

XXIV. Group Service Representative (GSR)

One of the first things a GSR does at the ASC Meeting, after giving the group’s contribution to the ASC Treasurer - and getting a cup of coffee-is to fill out a Group Report Form. You will find these blank forms on the flyer table or ask the Assistant Secretary. GSRs, through the authority delegated to them by their groups, should fully participate in the meetings of the ASC by responsibly exercising their best judgment and voting their informed Group consciences on day-to-day South Dade ASC business. Listen carefully and be sure to write down any announcements that you need to make your group aware of. If any issues come up where you need to vote, be sure you understand what is going on; if not, ASK. Don't base your vote on what everyone else does.

Pick up a sufficient number of copies of the RSC Activities Calendar of Events, together with any flyers, newsletters, etc. that you will find on the flyer table, and make them accessible to the members of your group, to make sure that your group is fully informed of the fellowship’s on-going events.

Check the latest edition of the Dade County Meeting List. See to it that all information is correct. If not, please make sure to indicate the correct data in the “Meeting List Changes” form.

When a GSR is not present for two (2) consecutive ASC meetings, his/her group will no longer be on the Roll Call or part of quorum. When a GSR returns to an ASC meeting, the group will be included once again. The GSR of any group that has been removed from the Roll Call will not receive a copy of the monthly ASC minutes until said GSR returns to the ASC meeting.

XXV. Service Inventory

Our 9th Tradition states: "N.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve."

The South Dade Area Service Committee exists to carry the message of recovery in accordance with the principles of this tradition. As such, the South Dade Area Service Committee should always review itself periodically. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and some even fail. A service inventory will help the South Dade Area keep things on track.

A service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its services and participants, its growing pains, suggestions for improvement and its adherence to the Twelve Traditions of NA.

Emphasis should be given overall to how the South Dade Area is performing its responsibilities to the participants it serves. This inventory shall be done at least once a year in June but may be scheduled at other times if it is desirable to re-focus the Area on its mission.

Each participant of the ASC shall answer the questions contained in this format prior to arriving at the service inventory meeting in June. Other topics may be included that address current issues or concerns that the groups, the Area, the Region, or NA as a whole is facing at the discretion of the ASC. The service inventory shall include the following questions:

Generally, the inventory can be broken into two (2) parts:

1. How did I do in the performance of my duties?
   • Do I show up?
• Do I know what I am supposed to do? If not, have I consulted the South Dade ASC Guidelines, the Guide to Local Services, or the person who held this position before me?
• Do I do what I am supposed to do?
• Do I represent my group’s conscience?
• Do I keep my Group, Subcommittee or Area, informed about the Area, Region and World Services?

2. How did the South Dade Area do in performance of its functions?
• As a representative of a meeting or subcommittee, do I feel confident that the South Dade Area will help my meeting or subcommittee resolve any problems it may face?
• Do the South Dade Area subcommittees serve the needs of my meeting or NA as a whole?
• Is my group’s conscience being sought and heard when matters arise, which affected my meeting or NA as a whole?

Our 12th Tradition states: “Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.”

Does the South Dade Area remember our 12th Tradition and do we “place principles before personalities”? We are a spiritual fellowship. The function of the South Dade Area is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity serving the fellowship of NA within the South Dade Area.

XXVI. Flyers and Printed Material

All flyers concerning announcements of NA functions at facilities not affiliated with N.A. must state so; i.e.; “NA is not affiliated with this facility.”

When designing flyers or printed material remember that they are released in Hospitals and Institutions as well as other facilities which relate to NA. Appropriate use of language and artwork is crucial because these items, in a sense, represent NA to the public.

Any participant of the ASC may distribute flyers and other forms of printed material regarding announcements of N.A. functions. However, to avoid duplication of material, fees, annual effort, postage or other costs, all printed material will be made available during the ASC meeting.

Any and all Flyers and Announcements should be sent to the Public Relations Chairperson for posting on the South Dade NA Website.

All flyers and other printed material will be placed on display at a specific location and may be picked up before or after the ASC meeting or, one at a time, after an oral presentation to the ASC is made. All left over flyers and printed materials will be picked up by Literature Distribution Liaison. In the absence of the Literature Liaison, any participant of the Administrative Subcommittee can do it.

XXVII. 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. A few that seem to be the most practical are discussed below.

1. Motion to ADJOURN
   SIMPLE majority required
   Is NOT DEBATABLE
   Any participant of the ASC 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.
2. **Motion to AMEND**
   **SIMPLE majority required**
   **Is DEBATABLE**
   This is the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, “I move to amend the motion . . .” and suggest specific language changes in the motion, as long as the idea or subject is not changed. A motion to amend must be moved and seconded before it can be debated. When debate on the motion to amend is finished, a vote is taken. Then debate resumes on the merits of the main motion (as amended, if the motion to amend has carried). When debate is finished on the merits of the main motion itself, a vote is taken and the ASC moves on to the next item of business. If the motion to amend does not pass, the ASC continues to debate the main motion, a vote is taken, and the ASC moves on to the next item of business.

3. **Motion to CALL THE VOTE**
   **TWO-THIRDS (2/3) 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 participant saying, “I call for the vote.” 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 (2/3) of the voting participation feels that no more debate is necessary, a vote is taken and the ASC moves on to the next item of business.

4. **Motion to RECONSIDER or RESCIND**
   **MAJORITY required varies**
   **Is DEBATABLE**
   Sometimes a participant feels that a motion the ASC has passed will prove harmful. That participant 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:
   - The motion must have been passed in either the last month or the current meeting.
   - The participant making the motion must have information on the issue that was not available in the original debate on the motion.
   - The participant must have been with the winning side in the original vote.
   These limits are placed to protect the ASC from having to reconsider again and again the motions it passes while still allowing it to examine 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 reconsider requires a simple majority.** The motion to rescind requires a simple majority, provided that participants of the ASC 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 (2/3) majority vote.**

5. **Motion to REFER**
   **SIMPLE Majority required**
   **Is DEBATABLE**
   Sometimes the ASC 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 subcommittee for further study. A participant saying, “I move to refer the motion to the such-and-such subcommittee” can do this. A motion to refer must be moved and seconded before it can be debated. If the motion to refer passes, the ASC moves on to the next item of business. If the motion to refer does not pass, the ASC may either continue debate the main motion or vote 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 ASC.

6. **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. Saying, “I move to remove from the table the motion to such-and-such” does this. If this motion passes, the motion that has been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table does not pass, the ASC moves on to the next item of business.

7. **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. Saying, “I move we table this motion until such-and-such a date/meeting” does this. This motion is not debatable; if it is moved and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the ASC moves on to the next item of business. The tabled motion will be included in the ASC agenda on the date specified.

8. **Motion to WAIVE OR SUSPEND THE RULES**
*UNANIMOUS CONSENT required*
*Is NOT DEBATABLE*
When a participant of the ASC wishes to do something during a meeting that would violate one (1) or more of its own regular rules, it can adopt a motion to waive or suspend the rules. The proposed action cannot be in conflict.

9. **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 (1) objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the ASC moves on.
## Appendix A: Rules of Order

<table>
<thead>
<tr>
<th>Parliamentary Motion</th>
<th>Purpose</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debatable</th>
<th>Amend</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion</td>
<td>An idea a participant wants to put into practice</td>
<td>No</td>
<td>Yes</td>
<td>2 pros, 2 cons</td>
<td>Yes</td>
<td>Varies</td>
</tr>
<tr>
<td>Adjourn</td>
<td>To end the committee meeting</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Amend</td>
<td>To change part of the language in a motion</td>
<td>No</td>
<td>Yes</td>
<td>2 pros, 2 cons</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Call to vote</td>
<td>To stop debate and vote right now on the motion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Reconsider</td>
<td>To reopen for debate a motion previously passed</td>
<td>No</td>
<td>Yes</td>
<td>2 pros, 2 cons</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Rescind</td>
<td>To void the effect of a motion previously passed</td>
<td>No</td>
<td>Yes</td>
<td>2 pros, 2 cons</td>
<td>No</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Refer to Groups</td>
<td>To send a motion to groups before a vote</td>
<td>No</td>
<td>Yes</td>
<td>1 pro, 1 con</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Refer to Subcommittee</td>
<td>To send a motion to a subcommittee before a vote</td>
<td>No</td>
<td>Yes</td>
<td>1 pro, 1 con</td>
<td>Yes</td>
<td>Simple</td>
</tr>
<tr>
<td>Remove from Table</td>
<td>To resume consideration of a motion tabled</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Table</td>
<td>To put off consideration of a motion to a later date</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Simple</td>
</tr>
<tr>
<td>Waive or Suspend the Rules</td>
<td>To request the rules of order be suspended</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Unanimous</td>
</tr>
<tr>
<td>Withdraw</td>
<td>To allow a motion’s maker to take back a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Unanimous</td>
</tr>
</tbody>
</table>

### Other Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Purpose</th>
<th>Interrupt</th>
<th>Second</th>
<th>Debatable</th>
<th>Amend</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order of the Day</td>
<td>To make the committee return to its agenda</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Parliamentary Inquiry</td>
<td>To ask how to do something</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Point of Appeal</td>
<td>To challenge a decision of the Chairperson</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Two-Thirds</td>
</tr>
<tr>
<td>Point of Clarity</td>
<td>To be allowed to offer information about a motion</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Point of Information</td>
<td>To be allowed to ask a question about a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Point of Order</td>
<td>To request the rules of order be followed</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Point of Personal Privilege</td>
<td>To make a personal request of the chairperson</td>
<td>If Urgent</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
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</table>
## Appendix B: Literature PAR Levels

<table>
<thead>
<tr>
<th>Description/Name</th>
<th>Item #</th>
<th>Par Level</th>
</tr>
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<tbody>
<tr>
<td>Base Text, English, hard cover</td>
<td>EN-1101</td>
<td>25</td>
</tr>
<tr>
<td>Just For Today, soft cover</td>
<td>EN-1112</td>
<td>10</td>
</tr>
<tr>
<td>It Works, hard cover</td>
<td>EN-1140</td>
<td>10</td>
</tr>
<tr>
<td>Living Clean: The Journey Continues, Hardcover</td>
<td>EN-1150</td>
<td>10</td>
</tr>
<tr>
<td>White Booklet</td>
<td>EN-1500</td>
<td>100</td>
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<tr>
<td>The Group IP #2</td>
<td>EN-3102</td>
<td>50</td>
</tr>
<tr>
<td>Working Step Four in NA #10</td>
<td>EN-3110</td>
<td>50</td>
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<tr>
<td>By Young Addicts For Young Addicts #13</td>
<td>EN-3113</td>
<td>50</td>
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<tr>
<td>For Those in Treatment #17</td>
<td>EN-3117</td>
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<td>The Loner #21</td>
<td>EN-3121</td>
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<tr>
<td>For The Parents...Of Young People #27</td>
<td>EN-3127</td>
<td>50</td>
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<tr>
<td>NA Groups and Medication</td>
<td>EN-2205</td>
<td>50</td>
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<tr>
<td>Principles and Leadership in NA Service</td>
<td>EN-2206</td>
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<tr>
<td>Social Media &amp; Our Guiding Principles</td>
<td>EN-2207</td>
<td>50</td>
</tr>
<tr>
<td>Information Pamphlets</td>
<td>EN-3103 – 2306</td>
<td>50 of each</td>
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<tr>
<td>Group Reading Cards</td>
<td>EN-9130</td>
<td>5 sets</td>
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<tr>
<td>White Chips</td>
<td>EN-4200</td>
<td>80</td>
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<tr>
<td>30 Days – Orange</td>
<td>EN-4201</td>
<td>60</td>
</tr>
<tr>
<td>60 Days – Green</td>
<td>EN-4201</td>
<td>60</td>
</tr>
<tr>
<td>90 Days – Red</td>
<td>EN-4201</td>
<td>60</td>
</tr>
<tr>
<td>6 Months – Blue</td>
<td>EN-4201</td>
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</tr>
<tr>
<td>9 Months – Yellow</td>
<td>EN-4201</td>
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</tr>
<tr>
<td>1 Year – Moonglow</td>
<td>EN-4206</td>
<td>40</td>
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<tr>
<td>18 Months – Grey</td>
<td>EN-4207</td>
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<tr>
<td>Multiple Years – Black</td>
<td>EN-4208</td>
<td>40</td>
</tr>
<tr>
<td>Medallions 1-6 years</td>
<td>EN-43</td>
<td>10 of each</td>
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<tr>
<td>Medallions 7-40 years</td>
<td>EN-43</td>
<td>5 of each</td>
</tr>
</tbody>
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