**Introduction**

In Narcotics Anonymous, we rely on a loving God as He expresses Himself in our group conscience, rather than on personal opinion or ego. By working the steps, we learn to depend on a Power greater than ourselves, and to use this Power for our group purposes. We must be constantly on guard that our decisions are truly an expression of God’s will. There is often a vast difference between group conscience and group opinion, as dictated by powerful personalities or popularity. Some of our most painful growing experiences have come as a result decisions made in the name of group conscience. True spiritual principles are never in conflict; they compliment each other. The spiritual conscience of a group will never contradict any of our Traditions.

From page 61 Basic Text Fifth Edition

**Service Motivation Of Narcotics Anonymous**

Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not, and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship, it prevents us from providing the services necessary for growth.
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This handbook is printed at the Literature and Archives Sub-committee’s expense. Please turn in when ending your membership with this subcommittee. This Sub-committee operates on a very limited budget provided for by funds from our membership. Please help us to reduce our costs so that we may further carry the message of recovery to the still suffering addict.

This handbook can be amended at anytime by a motion presented by a member or officer of this sub-committee and may not be complete. Complete review and reprinting is at the discretion of this sub-committee only as funds are approved.
Nominations And Elections

Election of Sub-committee Officers:
A. Nominations and elections of will be held within the Sub-committee as needed.
B. The term of commitment is one year.
C. Persons accepting nomination must present in writing to the Sub-committee the following:
   A. Acceptance of the nomination
   B. Qualifications; service experience, any special skills
   C. Amount of continuous clean time in NA
   D. Willingness/ Ability to serve
   E. Elected Sub-committee Chairs will present a written statement to the SCASC Secretary for final GSR approval

Clean time requirements can be waived by simple majority vote.

Officers

Literature And Archives Officers are: Chairperson, Vice Chairperson, Secretary, Editor, Alternate Editor, Treasurer, Archivist and Reporter.

1. Membership in the sub-committee is required to be nominated.
2. All reports are required to be typed.
3. Officers shall attend NA meetings regularly; adhering to the Steps and Traditions.
4. After motion to form ad-hoc committee is voted on and passed the Chairperson sh
designate its Chairperson from any officer or member who volunteers.
Chairperson & Vice Chairperson

Duties Of The Chairperson: The Chairperson develops agenda for distribution with the minutes. He/She presides over the sub-committee meetings. He or she is responsible for all outgoing correspondence. At all meetings, the Chairperson shall vote only in the case of a tie. The Chairperson activates all ad-hoc committees. The Chairperson must be capable of conducting the meeting with a firm but gentle hand. The Chairperson and the Vice-Chairperson each gives an oral report at the beginning of each regular meeting. These reports are given to the Secretary and may be hand written due to possibility of last minute changes to meeting. The Chairperson oversees all activities of the Archivist.

Duties of the Vice-Chairperson: The Vice-Chairperson coordinates all sub-committee concerns. The Vice-Chairperson is expected to maintain a physical presence at all sub-committee meetings. In the absence of an active Chairperson the Vice-Chairperson serves as Chairperson Pro-Tem. He/She appoints another Trusted Servant to chair an Ad-hoc sub-committee. The Vice-Chairperson will maintain an attendance list of all officers and follow up on absenteeism. In the absence of the Chairperson, the Vice-Chairperson shall be directed to perform the duties of that position.

Elections and Qualifications: The Chairperson and Vice-Chairperson is an elected position lasting for a term of two years. After one year as Vice-Chairperson the Chairperson is replaced by the Vice-Chairperson. A new Vice-Chairperson is elected every year. They will have a minimum of two years continuous abstinence from all drugs.

Secretary

The Secretary keeps accurate minutes of each Sub-committee meeting, and is required to type and distribute copies of the preceding months minutes to each officer and member at the commencement of each sub-committee meeting. These minutes should be verified by the Chairperson before copies are made. The secretary shall maintain a contact list of all officers and members. The Secretary shall keep an attendance record. Minutes will include attendance, any motions passed, and any new meetings added to Area. The Secretary will keep a copy of each month’s minutes and at the end of his/her term pass them on to the new Secretary. To perform the duties of this office the Secretary must have access to a typewriter or computer with a printer. The Secretary will have a minimum of one-year continuous abstinence from all drugs.
Editor & Alternate Editor

The editor oversees creation and format of newsletter. The responsibility of printing and distributing the newsletter is the Editor’s. This cost is reported directly to the sub-committee at the next regular meeting. At the discretion of the Editor for purposes of filling unused space in the newsletter “on topic” unaltered material may be selected from the Basic Text or Just For Today or It Works – How And Why. Submits and presents to the sub-committee a typed report of all newsletter related activities at each regular sub-committee meeting.

The Alternate Editor maintains a file of submissions approved by the sub-committee but have not yet been printed in the newsletter. These may be included in a future newsletter at the discretion of the Editor without any further need of approval. Also maintains a list of all active meetings receiving an allocation of the newsletter. The Alternate editor will assume all duties and responsibilities of the Editor in the absence of the Editor.

Qualifications and Elections: The Editor and Alternate Editor are elected positions are elected positions lasting for two years. After one year as Alternate Editor the Editor is replaced by the Alternate Editor. A new Alternate Editor is elected every year. They will have a minimum of one-year continuous abstinence from all drugs.

Special Notes: Passed by motion July 05. The Editor may receive up to but not beyond those funds allocated for production of the newsletter if he or she has access or possession to production equipment to cover expenses. A written request must be presented to the Chairperson, which then is presented to the SCASC for payment.

Artwork: Artwork is jointly at the discretion of the Editor and Alternate Editor and doesn’t need approval of the sub-committee. Any copy written or registered must bear a circled C or R as required by law.

Treasurer

The Treasurer shall make a report of expenditures and balance available at every regular sub-committee meeting to the Chairperson. At the end of each calendar year a typed annual report is given to the Chairperson. The Treasurer cannot allocate funds at any time. Allocation of all funds is the responsibility of the Chairperson. The Treasurer is responsible for maintaining a fiscal record of all Sub-committee transactions. The treasurer will coordinate with the Chairperson the development of the following years projected budget to be delivered to SCASC by the November meeting for approval. This projected budget will be presented to the sub-committee for review, amendments and passed by motion in October. The treasurer will have a minimum of six months continuous abstinence from all drugs.
Reporter

The Reporter delivers to the editor a schedule of any events occurring in the state for publication in the newsletter. Gives a report of any events happening in the state when asked by the sub-committee. Attends and reports on the state convention, IRCNA. Assists Editor and Alternate Editor in creation of the newsletter. Actively seeks submissions to the newsletter and develops a flyer to announce topic of upcoming newsletter. Submits to Chairperson a receipt from IRCNA the cost of the convention registration. This cannot include food or lodging. The cost of registration may possibly not be reimbursed. The Reporter will have a minimum of six months continuous abstinence from all drugs.

Archivist

The Archivist maintains all material required by the SCASC to be stored for historical and other purposes as directed by the SCASC. He/She may maintain a record of all documents and items stored and location of each. He/She will maintain a separate binder of all SCASC minutes. He/She will maintain a binder of all published SCANA newsletters. A yearly inventory is required by the SCASC (shortly after new SCASC officers assume office) and this sub-committee is required to give the Archivist any support required to make and verify the inventory. The SCASC may require the Archivist give a typed report of the yearly inventory to be presented to the AREA at its discretion. This position is a separate entity within this sub-committee, but under the direct oversight of this sub-committee and supports any requests made by the SCASC or its other Sub-committee Chairpersons. No material within the Archives may be altered, relocated, disposed of or reproduced without written consent of the SCASC Chairperson and review by this sub-committee Chairperson. Persons, organizations, or media outside of the Fellowship of NA is strictly forbidden access to archived material. The Archivist is elected within this sub-committee and has all membership and voting rights of this sub-committee. The Archivist can be removed from office by this sub-committee. It is recommended but not necessary that the Archivist keep a log of all persons with direct access to the Archives and those who enter the archives for research and other purposes. The Archivist will have a minimum of one-year continuous abstinence from all drugs.
Sub-committee Member

You will be involved with matters having an effect on NA recovery in this area. It is strongly recommended you have a sponsor who is an NA member.

1. You must attend three consecutive sub-committee meetings to become a member. It is your responsibility that the secretary has record your attendance.
2. At that time you may receive a handbook. The Secretary is responsible for giving you a copy of the handbook if one is available. Remember that the sub-committee pays for the handbook out of a very limited budget. One may not always be available. Please turn in handbook when ending your membership.
3. Not attending three consecutive meetings or relapse of drug use will end your membership in this sub-committee.
4. There is to be no use of a cell phone during the meeting. Camera phones are in violation of the Traditions also against State and Federal law.
5. Your children are welcome, but is your responsibility to monitor their behavior and noise level. Language used and adult during the meeting may not be appropriate for children to hear or witness.
6. As a member you may in writing propose a motion for consideration, debate and vote.
7. As a member you may debate and vote on any motion presented.

Officer Removal

Removal of a sub-committee officer from service responsibilities is necessary under certain conditions. Officers can be removed by motion, followed by simple majority vote.

Conditions are as follows:
1. Relapse of drug use as defined by the Basic Text.
2. Failure to notify another sub-committee officer of absence prior to regularly scheduled sub-committee meeting.
3. Failure to carry out delegated tasks and responsibilities in the manner described in the description of officer position.
4. Misappropriation of NA Fellowship funds.
Rules of Order For SCANA
And Sub-committees

Decorum Statement:
Meetings will be conducted according to these rules of order, adapted from Robert’s Rules of Order. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules and to conduct themselves accordingly. Once the meeting is under way only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson’s right to be in control of the process of this meeting, so that you can have maximum benefit of its content.

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

Motions:
There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main motions and Parliamentary motions.

Main Motions:

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such by done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he/she feels the idea is important—this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions.
Every motion requires a second—the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second. A person simply raises his/her hand, and when recognized by the chair says, "I second that". If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.
(Continued On Next Page)
Once a motion has been made the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons:

The motion goes against the committee’s standing policy,
Clearly contradicts one of the Twelve Concepts for NA Service Or Traditions,
Or is inappropriate at that particular point in the meeting at which it is made.
Robert’s Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

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

Parliamentary Motions

Parliamentary motions can be best understood as “sub-motions” that are made during debate on a main motion, which affects in some way the main motion. There are many more of these than space and practicality permits; a few that seem to be the most practical are discussed here.

1. MOTION TO AMEND
   SIMPLE MAJORITY VOTE REQUIRED
   CAN BE DEBATED

   This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, he/she can say, “I move to amend the motion...” and suggest specific language changes in the motion. If an amendment has been moves and seconded, debate the turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then debate resumes on the merits of the main motion (as amended, of the amendment carried). When debate is exhausted on the merits of the main motion itself a vote is taken and the body moves on to the next item of business.

2. MOTION TO CALL THE PREVIOUS QUESTION
   TWO-THIRDS MAJORITY VOTE REQUIRED
   CANNOT BE DEBATED

   For our purposes this may be the most important parliamentary motion. It is used often. This motion is made by a member saying, “I call for the question” or “I move the previous question.” It is another way of saying, “I move that debate stop right now and that we vote immediately”. This is one of many 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 chair must recognize you when you make this motion and a vote must be taken with not debate. Of two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on to other business. (Continued Next Page)
One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about a half-understood question. On the other hand the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because he/she knows members will stop it soon enough.

3. MOTION TO TABLE
   SIMPLE MAJORITY VOTE REQUIRED
   CANNOT BE DEBATED

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

4. MOTION OF REMOVE FROM THE TABLE
   SIMPLE MAJORITY VOTE REQUIRED
   CAN BE DEBATED

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

5. MOTION TO REFER
   SIMPLE MAJORITY VOTE REQUIRED
   CAN NOT BE DEBATED

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to a subcommittee for further study; or it can be sent to a special ad-hoc committee. This can be done by a member saying, "I move to refer the motion to such-and-such subcommittee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at their next meeting of the full committee.
6. MOTIONS TO RECONSIDER OR RESCIND
TWO-THirdS MAJORITY VOTE REQUIRED
CAN BE DEBATED

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to wither 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 member must have been with the winning side on the original vote.
The member making the motion must have information on the issue that was not available in the original debate on the motion.

These limits are placed to protect the committee from having to reconsider again and again the motions it has passed, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met. The chairperson will declare the motion out of order. The committee will then proceed with the next item of business.

7. REQUEST TO WITHDRAW A MOTION
UNANIMOUS CONSENT REQUIRED
CANNOT BE DEBATED

Once a motion has been made and the debate begins, the maker of the motion may move to withdraw it. The chair asks of there are any objections. If there is even one, the motion stays on the floor and debate resumes. If there are no objections the motion is withdrawn. The committee will then proceed with the nest item of business.

8. OFFERING A SUBSTITUTION MOTION
SIMPLE MAJORITY VOTE REQUIRED
CAN BE DEBATED

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

9. MOTION TO ADJOURN
TWO-THIRDS MAJORITY VOTE REQUIRED
CAN NOT BE DEBATED

Any member may move to adjourn at any time. This motion is always in order. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished the chair may declare the meeting adjourned without a motion.
Other Procedures

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

Order of the Day
If a committee member feels that business is going too far astray from the original agenda, he/she can get things back on track. He/She says, “I call for the order of the day”. This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda”. This does not require a second and is not debatable. Regardless of what else is going on at the time it requires an immediate vote.

Point of Order
If a committee member feels that something that is happening is in violation of the rules of order and of the chairperson does not appear likely to do anything about it. The member can raise a point of order. He/She need not raise their hand but may simply say out loud, “Point of Order”. The chairperson then says, “What is your point of order?” The member then states how he/she feels the rules of order are being violated. If the chair person agrees with the judgment, he/she replies, “Your point is taken.” The situation is cleared up. If he/she does not agree, he/she replies, “Overruled.” This decision as all others can be appealed.

Point of Appeal
Any time the chairperson makes a decision that may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chairperson.” The chairperson says, “On what grounds?” The member states his/her reasons. The chairperson then speaks briefly to the intent of his/her ruling. A vote is taken, requiring two-thirds majority to overrule the decision of the chairperson.