

# Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

## I. Table of Contents

I.	Table of Contents.....	1
II.	General Committee Guidelines.....	1
III.	Nominations/Elections of Officers.....	3
IV.	Business Procedures.....	4
V.	ASC Finances.....	5
VI.	Officer Guidelines.....	6
VII.	Rules Of Order Table.....	9
VIII.	Parliamentary Procedures.....	9
IX.	Hospitals and Institutions.....	10
X.	Activities Subcommittee.....	13
XI.	Literature Input & Review Subcommittee.....	15
XII.	Convention Guidelines - 'Celebration Of Unity'.....	16
XIII.	Webpage.....	21
XIV.	Public Information.....	23
XV.	Helpline.....	23
XX.	Acronyms.....	23
XXI.	Index.....	24

## II. General Committee Guidelines

The Orlando Area Service Committee uses WSC approved "A Guide to Local Services in NA" handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

- A. All OASCNA meetings are open to NA members
- B. All OASCNA meetings are non-smoking
- C. The Administrative Committee is to include
  1. Area Chairperson
  2. Area Vice Chairperson
  3. Regional Committee Members (First and Second)
  4. Treasurer (Uses WSC approved "Treasurer's handbook (Revised)" as guidelines, Exceptions to those guidelines are listed below.(Added by motion number 040512 housekeeping.)
  5. Alternate Treasurer
  6. Secretary
  7. Alternate Secretary
  8. Literature Distributor
  9. Alternate Literature Distributor
- D. ASC Officers may not
  1. Be a GSR or Alternate GSR
  2. Hold two positions on area level
  3. Hold an elected position on the FRCNA convention committee
  4. Hold an elected position on the WCNA convention committee
- E. Removal of Officers
  1. Any ASC Officer may be removed from office by the ASC at any time by a 2/3-majority vote.
  2. Any ASC Officer who has two consecutive unexcused absences will be automatically resigned at the next ASC meeting.

F. Absences

1. Absences may be excused by the Area Chairperson
2. Elected trusted servants must address the ASC prior to leaving early. Leaving early may be assessed as an absence at the discretion of the chairperson.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

G. ASC Minutes

1. Will include current complete FRSO literature order
2. Will include GSR report forms
3. Will include blank Subcommittee report forms
4. Will include all approved Activities checklists
5. Will report all open/filled ad-hoc committee positions
6. Will include complete Treasurer's report
7. Flyers or other items not pertaining to actual minutes will not be included in minutes, but will be passed out at ASC
8. Will be available on the OASCNA website (Added by Motion number 0318 08/11/02)
9. Will exclude discussion occurring on the ASC floor (Added with Motion number 0498 on 2/8/04 Vote10/3/3)

H. Subcommittees may neither waive nor change their guidelines without the approval of the ASC

I. Literature/Literature Distribution

1. Literature is disbursed at the ASC meeting. Special need orders will be disbursed at the discretion of the Area Chairperson
2. Literature is to be disbursed in the following order of importance
  - a. Back orders to
    - (1) Groups
    - (2) Subcommittees
    - (3) All others
  - b. Current Orders to
    - (1) Groups
    - (2) Subcommittees
    - (3) All others
  - c. A new group starter kit is to include 1 set of 5 group reading cards; 1 "The-Group" booklet; 5 key tags of each color; and 5 copies of each of the following pamphlets:
  - d. The White Booklet
  - e. Recovery and Relapse
  - f. Just for Today
  - g. Sponsorship
  - h. One Addict's Experience
  - i. Welcome to NA
  - j. Am I An Addict?
3. All literature supplied to H&I and PI subcommittees will be stamped with the respective subcommittee name and the Helpline number.
4. The Orlando Area will provide RCM(s) with all literature needed to represent the Orlando Area at FRSCNA meetings and monthly meetings.

J. Flyers

1. All flyers or other items not pertaining the actual monthly minutes will be passed out at ASC.
2. All flyers passed out at ASC must be submitted to the Vice Chairperson for review before distributing at area.
3. All flyers submitted and passed out at ASC must have complete information regarding function, i.e. date, time, location with address, including city and state, or directions, contact person, disclaimer ("NA is not affiliated with-this facility") and include one of the following numbers; The Relay number for the Deaf, 1-800-955-8771, or 711, and Orlando Area's Helpline 407-425-5157. Added\Changed with Motion number 040702 Unanimous consent.
4. If a flyer displays one of the NA logos, a registered trademark symbol (a small circled letter "R") should appear to the right of the logo, as per WSO bulletin "Internal Use of NA Intellectual Property."
5. When the Area holds a function, an NA meeting is held, before, during, or after, and notice of such will be included on the flyers.

K. Meeting Lists

1. Current meetings lists are disbursed at the ASC meeting
2. Special needs orders will be disbursed at the discretion of the Area Chairperson.
3. Bids for printing of meeting lists are solicited quarterly.
4. Bids for meeting lists will be open at time of ordering the present quarter's meeting 'list and closed 30 days prior to the next quarter
5. New meetings lists will be approved for final printing by the OASCNA. Chairperson.

L. Area/Group Functions

1. The Orlando Area will celebrate its anniversary yearly in the month of February commemorating the founding of the Orlando Area on February 11, 1982.
2. The Orlando Area will host an annual area convention.
3. The Orlando Area will host a Celebration of Unity in recognition of the Orlando Area Anniversary on the weekend ~~that includes the third Sunday of every February beginning February 2000.~~ of the 4th Monday in May. "Memorial Day weekend" Changed with Motion # 390 on 5/11/03 Vote: 10/1/2 (moved from 9 to 3 as housekeeping by adhoc to revise these guidelines)
4. When the Area holds a function, an NA meeting is held, before, during, or after, and notice of such will be included on the flyers.
5. Any function to be held by the ASC at any facility in which a meeting is regularly held needs to contact the GSR or GSRs of that meeting place to alleviate any possible conflicts with the meeting and the potential function before the facility is secured for the function.
6. The Area Chairperson and Treasurer are to appoint a designated person for each function to sign receipts for Money collected at area functions.
7. Immediately following a scheduled activity, the Activity Chair, accompanied by the designated appointees, should go together to the closest location to purchase a money order made payable to OASCNA.
8. The Activities Chair is authorized to make bank deposits in the Area bank account when funds are collected after an area activity.
9. All groups planning an activity have it pre-coordinated by the Area Activities Chair (Intent is to minimize timing conflicts and overlapping of events.)

M. Internet

~~4. The Public Information Subcommittee will manage the OASCNA presence on the website [orlandona.org](http://orlandona.org).~~

1. The Webpage Subcommittee is to be the single point of accountability for all internet presence of OASCNA. (Added/Changed with motion 040505 Unanimous Consent 2 GSR's abstaining)

N. Schedule:

1. The Orlando Area Service Committee meeting for every May will be on the 1<sup>st</sup> Sunday of the Month. (Added with Motion # 0394 13/2/1 on 5/11/03)
2. The Orlando Area Service Committee meeting for every month excluding May will be on the 2nd Sunday of the Month. (Added as housekeeping by Adhoc to update these guidelines on September 10, 2004.)

### III. Nominations/Elections of Officers

1. Vote of Acclamation

A. For the election of Area Chairperson, second term Regional Committee Member and Subcommittee Chairpersons, a vote of acclamation is requested for the Area Vice Chairperson, first term Regional Committee Member and Subcommittee Vice Chairperson provided they have served for six months in the respective positions. If the "vote of acclamation" does not carry with a 3/4 majority vote, nominations are solicited, and elections are held.

B. General Elections

C. Nominations for Area positions are solicited in June. Nominations are to be closed at the July ASC and elections will be held. ASC elections are to remain in conjunction with RSC elections.

1. The position is announced and an explanation of office is read from the Area Service Guidelines to establish each.
2. The Chairperson reads the Fourth. Concept of NA Service:
3. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."
4. Nominations are accepted.

5. After accepting nominations the Chairperson will ask the floor if there are any further nominations.
6. A motion to close nominations must be made, seconded, and carried. If the motion to close does not carry, nominations will remain open until the following ASC meeting.
7. Before the actual elections, each nominee should state, in person, their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and why they want to serve.
8. Questions for the nominees will be accepted by the Chairperson, if appropriate.
9. Voting is done by paper ballot. Individual votes will not be reflected on the tally sheet, only totals.
10. A simple majority of the current roll call of the ASC is necessary for all ASC positions.

## IV. Business Procedures

### A. Quorum

1. A quorum is more than half the current ASC membership.
2. A quorum must be established to deal with motions at ASC. (See # 6) (Added by ad-hoc to revise this policy 9/04)
3. Quorum may be established at Roll Call or by request from the floor.
4. Any group missing its second consecutive ASC will be removed from Roll Call and will not be counted for quorum.
5. Any new group may be added to roll call by declaring its willingness to become a member of ASC. ~~They~~ Any new group(s) will be added to Quorum and receive voting privileges after 2 complete ASC attendances. (Added/Changed by ad-hoc to revise this policy 9/04)
6. Once quorum has been established, no subsequent roll call can cause quorum to be lost. (Added/Changed with Motion number 415 on 7/13/04 vote: 13/0/2)

### B. Recognition/Participation

1. To be recognized on the floor, a raise of the hand is necessary
2. Motion making/second will be allowed by the following:
  - a. GSRs or their alternates in their absence
  - b. Primary RCM or Secondary RCM in Primary's absence
  - c. Vice Chairperson, Secretary, Treasurer, and Literature Distributor, when germane to their position
  - d. Subcommittee Chairperson or Vice Chairperson in their absence, when germane to their position

### C. Motions

1. Main motions must be submitted in writing to the Vice-Chairperson. It should be brief, clearly stated, and contain intent.
2. Motions that pertain to policy of the ASC or its subcommittees will be tabled to groups.
3. Motions pertaining to finances will be brought to the floor and discussed in the order of the Fund Flow Chart.
4. The treasurer will make recommendations on all money motions.
5. Any contract, which deals with funds over \$500, must be submitted to the most appropriate service board for the Florida Region before signing.
6. Housekeeping motions not changing current policy or procedures are not required to be tabled to groups. The tabling of these "Housekeeping" motions will be left to the discretion of the Vice Chairperson. (Added by Motion number 040513 on 6/13/04 by vote 19/0/2. Moved to here by ad-hoc to revise this policy.)

### D. Discussion of Motions

1. All those who may make or second motions may participate in. discussion (See ~~above~~ B, #2 Added/Changed by ad-hoc to revise this policy.)
2. Discussion from others not mentioned in the previous section is at the discretion of the Chairperson

### E. Voting/Voting Procedure

1. Motions not directly affecting Groups may be voted on by all trusted servants on the ASC roll call
2. Motions directly affecting Groups may be voted on by GSRs, or their alternates in their absence, exclusively
3. The Chairperson is responsible for determining if a motion directly affects the Groups.
4. A majority is defined as more than half of all members who vote yea or nay for business motions.
5. A minimum of 2/3-majority vote of Groups present is required to carry any procedure motion. This includes a motion to suspend the rules.

6. Motions pertaining to finances will be voted on in the order of the Fund Flow Chart.

F. Abstentions

1. Abstentions are to be eliminated from the vote tally. Therefore, motions are carried or defeated by those casting either a Yea or Nay vote.
2. For the purpose of possible reconsideration, abstentions will go to the prevailing side of the vote.
3. Any group on the current roll call leaving prior to the close of business will have their vote counted as an abstention after their leaving.

G. Spiritual Inventory

1. An Ad-hoc Committee consisting of all outgoing and incoming Subcommittee Chairs & Vice Chairs, Admin Committee, and any interested GSR's, will be created at the time of elections (July) for the purpose of conducting an annual area inventory based on and using WSC approved "A Guide to Local Services in NA" (Added with Motion number 040607, pending approval no record of approval of motion in minutes)

## V. ASC Finances

- A. No cash is to be accepted at ASC meetings.
- B. The prudent reserve is considered emergency funds and is to be used for budgeted items only
- C. The prudent reserve will consist of
  1. 2 months literature inventory
  2. 3 months operating expenses
  3. 1 month subcommittee expenses
- D. An Ad-Hoc Committee' consisting of the outgoing and newly elected administrative committees and interested GSRs is to be created at the time of election for the purposes of:
  1. Evaluation of the Area's finances
  2. Updating the list of signers on the OASCNA bank account
- E. All disbursements will be made through OASCNA bank checking account which requires two signatures for each check
- F. ASC officers who are allowed to sign checks drawn on the OASCNA bank account, without exceptions or alternates, are:
  1. Area Chairperson
  2. Area Treasurer
  3. Area Vice-Chairperson
- G. The Activities Chair is authorized to make bank deposits in the area bank account when funds are collected after an area activity. The deposit is to be done in a money order purchased directly following the area function at which they were collected.
- H. The Priority List for ASC expenditures is as follows:
  1. ASC Hall rental
  2. Helpline expenses
  3. Literature
  4. Meeting lists
  5. ASC Minutes (Printing and distribution of)
  6. Subcommittees
  7. Ad Hoc Committees
  8. RSC Room.
    - a. Area is to secure and provide finances for up to (4) room nights when the Regional Service Committee is held outside Orlando area. ~~that are not within 60 miles or one hour one way. Trips to RSCs that do not fall within these guidelines will be reimbursable with fuel expenses for one vehicle~~ **Changed with Motion number 0371. Carries 15/2/1. (Remove number 9, changed to "a" under 8 motion number 040509 housekeeping, This changed 10 to 9 as well.)**
  9. 75% RSC Donation/25% WSC Donation
- I. Any contract, which deals with funds over \$500, must be submitted to the most, appropriate Florida Regional service board before signing.
- J. Any checks returned for insufficient funds will be covered, including bank charges, by the writer of the check and further payments must be by bank check or money order.
- K. Within 7 calendar days of the ASC, the Treasurer and/or Alt. Treasurer will submit the Treasurers' report to the Secretary and make deposit of monies collected at the ASC.

## VI. Officer Guidelines

### A. Chairperson

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Service experience in one or more of the following
    - (1) Area Vice-Chairperson
    - (2) Subcommittee Chairperson
    - (3) GSR
    - (4) Other officer of the ASC
  - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
  - a. Directly responsible to the ASC body
  - b. Responsible for arranging agenda for ASC
  - c. Responsible to secure facility to hold monthly ASC
  - d. Presides over ASC
  - e. Organizes and maintains file systems for all information and minutes generated by the ASC
  - f. Responsible for printing of ASC stationary
  - g. Cosigner on the Area bank account
  - h. Cosigner on Activity fund verification
  - i. Approve meeting lists for final printing

### B. Vice Chairperson

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Service experience in one or more of the following
    - (1) Subcommittee Chairperson
    - (2) GSR
    - (3) Other officer of the ASC
  - c. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
2. Duties and Responsibilities
  - a. Directly responsible to the Area Chairperson
  - b. Performs the duties of the chairperson absence of the chairperson
  - c. Coordinates activities of subcommittees
  - d. Cosigner on the Area bank account

### C. Secretary

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs.
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. One year active in the NA service structure
  - d. General office or secretarial skills
  - e. Has access to typewriter (or computer) and copier
2. Duties and Responsibilities
  - a. Directly responsible to the Area Chairperson
  - b. Responsible for keeping an accurate record of each ASC meeting
  - c. Is responsible for sending one copy of the area minutes to each of the following within ten days of ASC:
    - (1) GSRs
    - (2) Subcommittee Chairpersons
    - (3) Subcommittee Vice Chairpersons
    - (4) Ad-Hoc Committee Chairs, as necessary
    - (5) Administrative Committee members
    - (6) Florida Regional Service Office
  - d. Is NOT a signer on the-Area bank account

### D. Alternate Secretary

1. Requirements
  - a. Minimum of three years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. One year active in the NA service structure

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

- d. General office or secretarial skills
  - e. Has access to typewriter (or computer) and copier
  2. Duties and Responsibilities
    - a. Directly responsible to the Area Secretary
    - b. Responsible for assisting the Area Secretary
    - c. Is NOT a signer on the Area bank account
- E. Treasurer
1. Requirements
    - a. Minimum if three years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
    - c. Previous service as Treasurer on the Group level
    - d. Bookkeeping experience
  2. Duties & Responsibilities
    - a. Directly responsible to the Area Chairperson
    - b. Keeps an accurate record of all funds and makes disbursements of funds when appropriate
    - c. Responsible for reporting financial status at every ASC meeting. This is to include a summary of all donations made subsequent to prudent reserve being met (75% RSC and 25% WSC), and this summary will also be in the written report
    - d. Is a signer on the Area bank account
    - e. Makes recommendations on all money motions.
    - f. To provide access of all subcommittee's bills to the appropriate subcommittee's chairs prior to paying of the said bills. (Added with Motion number 448 on 10/12/003 vote 9/1/3)
  3. Reports:
    - a. A copy of bank statements that is current. (Added with Motion number 490 on 1/04 Vote: Unanimous consent)
    - b. A balance sheet via either QuickBooks, or a spreadsheet, to include all current budgets and expenditures for each of the standing subcommittees of the OASCNA, excluding the Unity Committee. (Added with Motion number 490 on 1/04 Vote: Unanimous consent)
- F. Alternate Treasurer
1. Requirements
    - a. Minimum if three years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
    - c. Previous service as Treasurer on the Group level
    - d. Bookkeeping experience
  2. Duties & Responsibilities
    - a. Directly responsible to the Area Treasurer
    - b. Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate
    - c. Is NOT a signer on the Area bank account
- G. Literature Distributor
1. Requirements
    - a. Minimum of two years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c. Knowledge of purchasing and inventory
  2. Duties and Responsibilities
    - a. Directly responsible to the Area Chairperson
    - b. Responsible for all acquisitions and disbursements of literature and meeting lists while keeping accurate record of those acquisitions and disbursements
    - c. Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand
    - d. Is NOT a cosigner on the Area bank account
- H. Alternate Literature Distributor
1. Requirements
    - a. Minimum of two years continuous abstinence from all drugs
    - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
    - c. Knowledge of purchasing and inventory
  2. Duties and Responsibilities
    - a. Directly responsible to the Literature Distributor
    - b. Responsible for assisting the Literature Distributor
    - c. Is NOT a cosigner on the Area bank account

I. Regional Committee Members (Two positions: one elected in odd numbered years and one elected in even numbered years, designated as primary and secondary below respectively). The FRSC has stated that an area gets only one voice and vote on the RSC floor and it is at the discretion of each area to designate which RCM carries its group conscience and cast the vote for the Area.

1. Requirements
  - a. Minimum of three years" continuous abstinence from all drugs
  - b. Previous GSR experience
  - c. Active for at least one year in the Orlando ASC
  - d. Basic knowledge of OASC, its activities, and the groups within the area
  - e. Has a working knowledge of the 12 Steps, 12 traditions, and 12 Concepts
2. Duties and Responsibilities of the Primary RCM (in position second year)
  - a. Directly responsible to Orlando ASC
  - b. Provides a clear understanding of all communication between the Orlando ASC and the RSC when appropriate
  - c. Convey the Group conscience of the ASC to the RSC when appropriate
  - d. Attend as many Area subcommittees and Group business meetings as possible
  - e. Attend as many Regional subcommittee meetings as possible
3. Duties and Responsibilities of Secondary RCM (in position for first year of two year term)
  - a. Directly responsible to Primary RCM
  - b. Assists the Primary RCM
  - c. If the Primary RCM (second year in term), is unable to fulfill their term in office, the Secondary RCM, having served their term for six months, assumes the responsibility of the primary with regard to the FRSC meetings, until such time as the vote of acclamation can be obtained at OASCNA.
4. Reason for Removal
  - a. Non-attendance at 2 consecutive OASC meetings
  - b. Non-attendance at 2 consecutive FRSCNA meetings

J. Subcommittee Chairperson (Elected by ASC)

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs.
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of' the subcommittee
  - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a. Directly responsible to the Area Vice Chair
  - b. Submits a written report to the ASC on the progress of the subcommittee
  - c. Submit all subcommittee plans for approval of the ASC allowing enough time to go through proper channels
  - d. Hold workshops to promote awareness of the subcommittee within the fellowship
  - e. Prepare and submit a projected budget to the OASCNA for approval within 2 months of elections
  - f. Attend pertinent subcommittee meetings held within the Florida Region

K. Subcommittee Vice-Chairperson

1. Requirements
  - a. Minimum of two years continuous abstinence from all drugs
  - b. Has a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts
  - c. Willingness and desire to serve
  - d. Working knowledge of the purpose, direction, intent, and function of the subcommittee
  - e. Has six months' prior experience with that respective subcommittee
2. Duties and Responsibilities
  - a. Directly responsible to the Subcommittee Chairperson
  - b. Assists the Subcommittee Chairperson with all duties
  - c. Coordinates activities within the subcommittees
  - d. Attend pertinent subcommittee meetings held within the Florida Region



## VII. Rules Of Order Table

Motion	With Another on the Floor	Second Required	Debate	Amendable	Vote
Main	No	Yes	2 Pro/2 Con	Yes	Majority (1)
Amendment	Yes	Yes	2 Pro/2 Con (2)	No	Majority
Suspend the Rules	Yes	Yes	None	Yes	2/3
Table	Yes	Yes	1 Pro/1 Con	No	Majority
Take from Table	No	Yes	1 Pro/1 Con	No	Majority
Refer to Groups	Yes	Yes	1 Pro/1 Con	No	Majority
Refer to Committee	Yes	Yes	1 Pro/1 Con	No	Majority
Call the Vote (3)	Yes	Yes	1 Pro/1 Con	No	2/3
Reconsider (4)	No	Yes	2 Pro/2 Con	No	Majority
Appeal Decision	Yes	Yes	1 Pro/1 Con (5)	No	2/3
Recess	No	Yes	None	Yes	Majority
Adjourn	No	Yes	2 Pro/2 Con	No	Majority

1. 2/3 vote of groups present if motion is a matter of policy
2. If, and only if, the motion being amended is debatable
3. May not be made to suppress reasonable debate on the motion on the floor
4. Maker must be from prevailing side
5. Maker speaks pro; Chairperson speaks con; each has one minute
6. Majority is defined as more than half of all members who vote yea or nay

## VIII. Parliamentary Procedures

### A. Main Motion

A motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

### B. Amendment

An amendment must, in some way, involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. It is debatable only if the motion to be amended is debatable.

### C. Suspend the Rules

This motion is made when a member of the ASC would like to waive a certain procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority of groups present.

### D. Motion to Table

This motion may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order to:

- Get further discussion
- Deal with more pressing business
- A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

### E. Motion to Take From Table

This motion is meant to bring a motion previously tabled back to the floor for consideration. (See Motion to Table).

### F. Motion to Refer to Groups

When a motion to refer to groups is made, it is to send an item of business back to represented groups of the area for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of referring the motion. If passed, there will be two pros and two cons on the original motion so as to give information to take back to the groups

### G. Motion to Refer to Committee

When this motion is made, it is to send an item of business to a relatively small group of selected persons (a committee) so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the committee will bring up this issue at the next ASC meeting. Debate on a motion to refer to committee will be limited, to one pro and one con and the debate will pertain only to the desirability of committing the motion or the instruction to committee and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

H. Motion to Call for the Vote

This motion must be seconded and allows for only one pro and one con., A 2/3 majority vote of the voting members present is required to adopt this motion. The intent is to bring the original motion to a vote without any further amendment or debate. This motion is not made to suppress information but rather to expedite the proceedings.

I. Motion to Reconsider

This motion is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of a hasty, ill-advised or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be for rehashing motions whose outcome did not please an individual or a minority, this motion can only be made by a group who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the ASC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

J. Appeal Decision

By electing the ASC Chairperson, the ASC delegates the authority and the duty to make the necessary rulings on the questions of Parliamentary Procedures. Any two members have the right to appeal the decision on such a question. By one member making the appeal and another member seconding, the question is taken from the Chair, and given to the ASC for final decision. Chairperson shall speak con to the appeal and the maker of the appeal shall speak pro to the appeal, not to exceed one minute each.

K. Unanimous Consent

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to take a vote on a motion. If the Chairperson senses no opposition to a motion, he 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 of the voting members were in favor. If a member objects to this, the matter will go to vote as prescribed for the motion.

L. Withdraw or Modify

A request to withdraw or modify may be made by the maker of the original motion upon acceptance of a suggestion from another member. After a motion is made, it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

M. Point of Information

This is a question to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. It allows a member to ask a question and it is not to make a statement or give information.

N. Point of Order

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he may make a "Point of Order" which, in effect, is asking the Chairperson to make a determination of whether or not the procedure the member is questioning is, in fact, being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but, instead, is to bring to the attention of the Chairperson the fact that a member feels proper procedure is not being followed.

## IX. Hospitals and Institutions

The Hospitals and Institutions Subcommittee uses WSC approved "H&I Handbook" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~A. Panel member clean time requirement is ninety (90) days (Added with Motion number 0354 12/02.~~

~~A. Panel member clean time requirement is 6 Months, as stated in World Approved H&I Guidelines.  
(Changed with motion number 405 on 5/11/04 vote of 14/2/1~~

(Added H&I Subcommittee approved guidelines by Area Vice-Chair 8/8/04)

### A. Definition of H&I Subcommittee

1. The Orlando H&I Subcommittee is a subcommittee of the Orlando Area Service Committee (herein, OASCNA) and is directly responsible to that committee. It is made up of members from Narcotics Anonymous Groups in the Orlando Area.

### B. Purpose of H&I Subcommittee

1. The H&I Subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are unable to attend regular N.A. meetings.

**C. Definition of H&I Facility**

1. H&I facilities are defined as places which house either incarcerated persons who may be addicts or have a goal of helping addicts to live clean, as responsible and productive members of society. This is accomplished through the operation of panels, which visit facilities on a regular basis. These panels are usually made up of (1) a panel leader and (2) one to three panel members. The H&I Subcommittee does not assume responsibility for any member in a facility when that meeting is conducted by anyone other than the H&I Subcommittee.

**D. Purpose of H&I Meeting/Presentation**

1. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.

**E. Literature for Hospitals and Institutions**

1. Only Narcotics Anonymous approved literature, tapes approved for sale by WSO, Reaching Out, and the N.A. Way magazines may be taken into a facility by members of the H&I Subcommittee. Literature or any of these other items will be distributed by the Literature Distributor, as set forth under the qualifications and responsibilities.
2. Only Conference-approved literature should be used in meetings/presentations, however meeting schedules may be taken into some facilities.

**F. Business Meetings**

1. Business meetings shall be held not less than once monthly at a time and place designated by the membership.
2. No business meeting shall last for more than 1 ½ hours except by vote of the members present to extend this time limit.

**G. Orientation**

1. Presentation of the Do's & Don'ts after attending one's first H&I Subcommittee meeting.

**H. Voting Membership**

1. Subcommittee Vice Chairperson
2. Literature Distributor
3. Secretary
4. Panel Coordinator
5. Panel Leaders
6. OASCNA Chairperson
7. OASCNA Vice Chairperson
8. Any other member of Narcotics Anonymous at their second consecutive H&I Subcommittee meeting has voting member status until absent from two consecutive H&I Subcommittee meetings.

**I. Elections**

1. The H&I Subcommittee nominations for Chairperson and Vice Chairperson are brought to the OASCNA.
2. All other administration positions are elected in June.
3. Elections are to remain coordinated with OASCNA elections.

**J. Administrative Committee**

1. It is the responsibility of this committee to oversee the operation of the H&I Subcommittee. This committee, as a whole, serves within the spirit of Tradition Two.
2. This committee shall meet as necessary. The time and place shall be at the discretion of the Chairperson. However, any member of the H&I Subcommittee may request that the Chairperson call a special meeting of the committee.
3. Another responsibility is to be involved with area activities to promote H&I.
4. The Administrative Committee consists of:
  - a) Chairperson
  - b) Vice Chairperson
  - c) Secretary
  - d) Literature Distributor
  - e) Panel Coordinator

**K. Appointed Positions**

1. No single individual can hold more than one administrative position at one time. As necessary, individuals may be appointed, by the Chairperson in agreement with the Vice Chairperson, to positions that fulfill a particular need.

**L. Qualifications and Responsibilities of Administrative Committee**

**1. Chairperson (Elected by OASCNA)**

The duties and qualifications of the H&I Subcommittee Chairperson shall be the same as those outlined in the section "Subcommittee Chairperson Guidelines" in the OASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, OASCNA, RSC H&I Subcommittee.
- b) Responsibility for establishing an agenda for the H&I Subcommittee meetings.
- c) Presiding over H&I Subcommittee meetings
- d) If the H&I Subcommittee Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next OASCNA meeting.
- e) Will submit a written report for excused absences from Panel Leaders (for archival purposes).

**2. Vice Chairperson (Elected by OASCNA)**

The duties and qualifications of the H&I Subcommittee Vice Chairperson shall be the same as those outlined in the section "Subcommittee Vice Chairperson Guidelines" in the OASCNA Procedural Guidelines with the following additions:

- a) Active participation in the H&I Subcommittee, OASCNA, RSC H&I Subcommittee.
- b) Assist the Chairperson in presiding over the H&I Subcommittee meeting.
- c) If the Subcommittee Vice Chairperson misses two consecutive H&I Subcommittee meetings, a recommendation for removal from office may be presented from the H&I Subcommittee at the next OASCNA meeting.
- d) Will conduct Orientation for new H&I members.
- e) Must attend all H&I Subcommittee meetings. Absences may be excused by Chair.
- f) In the absence of a Panel Coordinator, it is the responsibility of the Vice Chairperson to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.

**3. Secretary**

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal clerical skills.
- f) Keep an accurate set of typed minutes of H&I Subcommittee meetings, workshops, and orientations. They should be ready for distribution at the H&I Subcommittee meeting.
- g) Keep an updated voting member list.
- h) Keep an updated Chase list for use by panel leaders.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- j) Keep a file of all correspondence and H&I Subcommittee reports.

**4. Literature Distributor**

- a) A 12 month commitment.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Minimal accounting skills.
- f) Keep an accurate log of incoming and outgoing literature.
- g) Make a report at each H&I Subcommittee meeting.
- h) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.

- i) Will submit a yearly budget (in May) to H&I Chairperson.

## 5. Panel Coordinator

- a) A minimum one year commitment.
- b) A minimum of one year continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions and 12 Concepts.
- d) Elected by the H&I Subcommittee.
- e) Good communication skills.
- f) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position. Absences may be excused by Chair.
- g) Have a willingness to attend prospective facility presentations.
- h) Maintain a record of all current meetings inclusive of address, phone number, contact person, rules, regulations, clearance forms, etc. of the facility wherever possible.
- i) It is the responsibility of the Panel Coordinator to see that the meetings/presentations are conducted in accordance with the policies of the H&I Subcommittee and the rules of the facility. The person acts as a liaison between the facility and the H&I Subcommittee. This is to include active facilities as well as the contact facilities.

## M. Qualifications and Responsibilities of the Panel

### 1. Panel Leader

- a) A minimum six month commitment, not to exceed 1 year without re-election.
- b) A minimum of one year of continuous abstinence from all drugs.
- c) An understanding of the 12 Steps, 12 Traditions, and 12 Concepts.
- d) Two months of activity in H&I work, consisting of at least two consecutive H&I Subcommittee meetings and observe at least four meeting/presentations.
- e) Elected by the H&I Subcommittee.
- f) Make a report at each H&I Subcommittee meeting.
- g) Select Presentation Chairperson, Panel Members, and Speakers.
- h) Keep track of literature made available in the facility by the H&I Subcommittee.
- i) Missing two H&I Subcommittee meetings in a row unexcused will constitute immediate removal from that position.
- j) Absences from the H&I Subcommittee meeting may be excused by the Chairperson. Excused absences include H&I commitment, work or school. A written or verbal report will be submitted to the Chair.
- k) Must always keep in mind that he may be seen as a representative of Narcotics Anonymous and should conduct himself responsibly.
- l) May forfeit position if 3 meeting/presentations are missed in 3 months.

### 2. Panel Members

- a) A minimum of six months of continuous abstinence from all drugs.
- b) A one meeting/presentation commitment.
- c) Take an active role in a meeting in whatever acceptable capacity requested by the Panel Leader.
- d) Adhere to the rules of the facility in which, in fact, they are a guest.
- e) Must always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.

## X. Activities Subcommittee

The Activities Subcommittee uses WSC approved "A Guide to Local Services in NA" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

### A. Purpose

B. The primary purpose of the Orlando Area Activities Subcommittee is to coordinate, plan, and implement activities that promote unity and generate funds for the fellowship. It is directly responsible to the Orlando Area of Narcotics Anonymous.

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

### C. Functions and Responsibilities

1. To provide a calendar for the following month to GSRs at each ASC
2. To provide the ASC with a checklist for its approval for each activity three months prior to the activity
3. To implement ASC directives in a timely manner
4. An awareness weekend shall be held every other year
5. The Activities Subcommittee is to make copies of all Orlando and Regional activities flyers for distribution at ASC
6. When the Area has a function, an NA recovery meeting is to be held at that function and announced on the flyer for that function.

### D. Meetings and Membership

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend
2. The subcommittee consists of the following:
  - a. Chairperson (Elected by OASCNA)
  - b. Vice-Chairperson (Elected by OASCNA)
  - c. Secretary
  - d. Task Force Leaders
  - e. General Members

### E. Qualifications for Membership

1. Be a member of Narcotics Anonymous
2. Have the personal time and abilities to perform the duties
3. Have a willingness and desire to serve in the position
4. Clean time and service experience
  - a. Chairperson
    - (1) See OASCNA procedural guidelines subcommittee chairperson guidelines
  - b. Vice-Chairperson
    - (1) See OASCNA procedural guidelines subcommittee vice-chairperson guidelines
  - c. Secretary
    - (1) Minimum 6 months continuous abstinence from all drugs
    - (2) Previous experience as a working member of the subcommittee
  - d. Task Force Leader
    - (1) Any person with the desire to make the commitment to the activity
  - e. General Members
    - (1) Any person with the desire to make the commitment to work with the committee.

### F. Responsibilities of Positions

1. Chairperson (Elected by ASC)
  - a. Arrange times and agenda for and preside over all subcommittee meetings.
  - b. Responsible for and present at all functions of the subcommittee.
  - c. Represent the subcommittee at monthly Area Service Committee meetings.
  - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
  - e. Responsible for follow up on all Task Force Leaders for all scheduled events.
  - f. Share responsibility with the Vice Chairperson and train to take over as Chairperson.
  - g. Responsible for preparing and maintaining an annual calendar of events.
  - h. Responsible for updating the Helpline Act. Mailbox in a timely manner.
2. Vice Chairperson (Elected by ASC)
  - a. Assist the Chairperson as necessary.
  - b. Perform the duties of the Chairperson in his absence.
  - c. Responsible for helping the Chairperson maintain a list of facilities and contacts for future events.
  - d. Follow up on Task Force Leaders and anyone who has taken a responsibility for any given event and report the progress to the Chairperson.
  - e. Responsible for the maintenance of all Area supplies such as, coffee, leftover sodas, sports equipment, cups, etc.
  - f. Make sure coffee, cups, sugar and artificial sweetener are at all events (where applicable) including ASC.
3. Secretary: (Elected by Act. Subcommittee)
  - a. Record accurate minutes and attendance at each committee meeting and maintain all records of the committee. This includes being responsible for the monthly calendar of events for the ASC.

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

4. Task Force Leader: (Elected by Act. Subcommittee)
    - a. Responsible for getting information pertaining to the event assigned to them.
  5. General Members
    - a. Will provide input and assistance to the committee.
- G. Agenda for Meetings
1. Opening Prayer
  2. Reading of the Twelve Traditions of Narcotics Anonymous
  3. Reading of the minutes of the previous meetings
  4. Old Business
  5. New Business
  6. Closing Prayer
- H. Motions
1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
  2. Motions may be brought to the floor by any voting member as a part of new business.
- I. Voting Members
1. A person who has attended two consecutive complete subcommittee meetings.
  2. Voting privileges, will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
  3. Voting privileges can be re established by attending two consecutive complete subcommittee meetings.
- J. Voting Procedures
1. A simple majority of the voting members is required to pass a motion.
  2. A quorum of at least three voting members must be present to vote on any motion.
- K. Statement of Policy
1. Subcommittee events will be planned one year in advance.
  2. Request to pursue a proposed, event will be submitted to the ASC six months in advance.
  3. Event particulars (who, where, when, etc.) will be firmed up four months in advance.
  4. An activities checklist will be submitted to the ASC three months in advance.
  5. Fliers will be sent to the Activities Chairperson of other Areas and the Region.
  6. That all groups planning an activity had it pre-coordinated by the Area Activities Chair.
  7. Intent is to minimize timing conflicts and overlapping of events.)
- L. Finances
1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
  2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer on an “as needed basis”.
  3. The Area Chairperson and the Treasurer are to appoint a designated person (for, each function) to sign receipts for money collected at Area functions. A money order should be purchased immediately following the activity and the money order should be deposited in the Area bank account. Receipt should be provided to the Area Treasurer the following ASC.
  4. A monthly accounting of all funds received and disbursed will be included in the Activities Chairperson’s Subcommittee Report to the ASC each month.
  5. Individuals collecting monies at N.A. events must have a minimum of two years clean time.

## **XI. Literature Input & Review Subcommittee**

The Literature Input & Review Subcommittee uses WSC approved “Literature Committee Handbook” as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

- A. Definition and Purpose
1. The Review and Input Literature Subcommittee of the Orlando Area Service Committee of Narcotics Anonymous is a group of recovering addicts from the fellowship of Narcotics Anonymous. This subcommittee is directly responsible to the Area Vice Chairperson and, further, to the OASCNA. This subcommittee, in turn, serves the Orlando Area of Narcotics Anonymous by:
    - a. Receiving, reviewing, inputing and submitting NA literature to the appropriate service body.
    - b. Serving has a communication link between the Orlando-Area Groups, the Florida Region, and the World Service Conference Literature Committee of N.A.
    - c. Holding at least one business meeting per month.
    - d. Abiding by the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

B. Duties of Elected Servants

1. Chairperson (Elected by ASC)
  - a. Qualified per OASCNA procedural guidelines under subcommittee chair.
  - b. Preside over all R&IL Subcommittee meetings and workshops held within the Area
  - c. Prepare and submit a budget to the OASCNA for approval.
2. Vice Chairperson (Elected by ASC)
  - a. Qualified per OASCNA procedural guidelines under subcommittee chair.
  - b. Act-as Chairperson in their absence.
3. Secretary
  - a. Accurately record the minutes and attendance of the subcommittee meetings and workshops.
  - b. A willingness to serve for one year.

C. Structure

1. Voting membership: Any member of NA in attendance.

D. Budget

E. The budget for Literature shall be used for on-going purchases as follows:

1. Manuscripts
2. Computer Disks
3. Literature from Region and World
4. Stamps and Envelopes
5. Long Distance Calls
6. Stationary (pens, pencils, paper, etc)
7. Workshops may require donation to facility as well as materials and refreshments.

## XII. Convention Guidelines - 'Celebration Of Unity'

The Celebration of Unity Subcommittee uses WSC approved "Convention Guidelines" as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

A. General Planning

A. These guidelines are supplemental to current approved WSC convention guidelines and OASCNA procedural guidelines. The convention subcommittee may not waive or change these guidelines without the approval of OASCNA.

1. Purpose

- a. Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.
- b. Because conventions are sponsored by service committees of Narcotics Anonymous, they should always conform to the NA principles and reflect our primary purpose.
- c. Planning Committee
- d. Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a community, which might be made up of representatives from groups sponsoring the convention. The committee is organized as a subcommittee of the ASC. The committee is a standing committee of the ASC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.
- e. Convention Committee Meetings
- f. All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.
- g. Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention committee meetings is considered a member. The chairperson of the subcommittee determines subcommittee voting



## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

privileges. All subcommittees hold separate meetings prior to Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations, and other details about their areas of responsibility.

h. Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business. An agenda or format should be prepared prior to meetings. The Convention Committee uses the agenda shown below:

- (1) Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer and the Twelve Traditions
- (2) Read and approve the minutes of the last meeting.
- (3) Chairperson's report (review progress to date and relay recent information).
- (4) Treasurers report (update on expenses and new balance),
- (5) Subcommittees' reports (reports include goals and progress of each committee).
- (6) Old business carried over from the last meeting.
- (7) New business to be undertaken before the next meeting.
- (8) Closing prayer.

2. These are the items to be approved by the OASCNA:

- a. Convention Date
- b. Convention Budget
- c. Hosting Hotel
- d. Convention Program

### B. Convention Committee

B. The Convention Committee is made up of members who were involved in the preliminary planning and bidding process. However, membership in the Convention Committee is open to all members of the fellowship. The Convention Committee consists of an Executive Committee, subcommittee chairpersons, and attending members.

1. The Executive Committee and subcommittee chair positions are identified as follows:

- a. Executive Committee
  - (1) Chairperson
  - (2) Vice-Chairperson
  - (3) Secretary
  - (4) **Alternate Secretary (Added with Motion number 336 10/02)**
  - (5) Treasurer
  - (6) Alternate Treasurer
- b. Subcommittee Chairpersons (Elected by the convention committee)
  - (1) Hotels and Hospitality
  - (2) Fund-Raising (entertainment)
  - (3) Registration
  - (4) Arts and Graphics
  - (5) Program
  - (6) Merchandising
  - (7) Marathon

2. Requirements and qualifications for the Executive Committee and subcommittee chairpersons are as follows:

- a. Chairperson five years clean time
- b. Vice Chairperson five years clean time
- c. Secretary five years clean time
- d. Alternate Secretary five years clean time
- e. Treasurer five years clean time
- f. Alternate Treasurer five years clean time
- g. Subcommittee Chairs two years clean time
- h. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA through application
- i. Willingness to give the time and resources necessary
- j. Ability to exercise patience and tolerance
- k. Active participation in Narcotics Anonymous

### C. The Executive Committee

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

C. The Executive Committee carries out (executes) the conscience of the overall committee. It functions as the administrative committee of the convention and holds separate periodic and special subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist subcommittees which may need extra help.

D. However it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters which affect the convention. The results of these discussions are included in reports at Convention Committee meetings.

E. As soon as possible the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention Committee and distributed to all members. Choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period.

The responsibilities and qualifications of the Executive Committee are as follows:

1. Chairperson
  - a. Five years clean time, demonstrates stability in the local community, and administrative abilities.
  - b. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee, and provides help when needed.
  - c. Helps resolve personality conflicts.
  - d. Keep activities within the principles of the Twelve Traditions, Twelve Concepts, and in accord with the purpose of the convention.
  - e. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
  - f. Prevents important questions from being decided prematurely. In order to foster understanding by the entire committee prior to action.
  - g. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Convention Committee meeting. Subcommittees should be given trust and encouragement to use their own judgment.
  - h. Prepares the agenda for Convention Committee meetings and Executive Committee meetings.
  - i. Votes only to break a tie.
  - j. Chairs the Convention Committee meeting as well as the convention.
  - k. Signer on convention bank account.
  - l. Elected by OASCNA.
2. Vice-Chairperson
  - a. Five years clean time, personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the hosting community.
  - b. Acts as chairperson if the chairperson is unavailable.
  - c. Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.
  - d. Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
  - e. Makes a report to the Orlando Area Service Committee on the progress of convention planning.
  - f. Signer on the convention bank account.
  - g. Elected by OASCNA.
3. Secretary
  - a. Five years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.
  - b. Keeps minutes of all committee meetings and subcommittee reports.
  - c. Mails minutes to committee members after approval by the Executive Committee Chairperson, minutes are mailed out within ten days after the Convention Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function.
  - d. Maintains a list of names, addresses and phone numbers of committee members for committee use.
  - e. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
  - f. Communicates to the local NA membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.
  - g. Signer on convention bank account.
  - h. Elected by the convention committee.

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

4. Alternate Secretary
  - a. Five years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.
  - b. Assists secretary in all duties
  - c. Elected by the convention committee.
5. Treasurer
  - a. Five years clean time, demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.
  - b. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the convention committee meeting.
  - c. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities, The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks.
  - d. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger. (Double entry bookkeeping)
  - e. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
  - f. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
  - g. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained, This information is included in the Treasurer's report.
  - h. Each check should require two signatures. Additionally, a complete treasurer's report within two months of the convention should be submitted to the Orlando Area Service Committee along with fund distribution. Many convention committees will have the report audited as a further safeguard of convention funds.
  - i. The Orlando Area Treasurer will make a periodic review of all financial records. The records will be reviewed at random periods. The financial records will be seized without prior knowledge to the treasurer.
  - j. Elected by the convention committee.
6. Alternate Treasurer
  - a. Five years clean time, demonstrates stability in the local community, accounting skills, service experience with conventions or other large scale fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.
  - b. Opens a bank account for the Convention Committee. Usually the signatures required for the account are any two of four signatures, which are the Convention Committee Chairperson, Vice-Chairperson, Secretary and Treasurer. The cards and account information are filled out at the convention committee meeting.
  - c. Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention which is used for planning fund-raising activities, The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks.
  - d. Keeps accurate records of all financial transactions with regards to individual budgets and a general ledger. (Double entry bookkeeping)
  - e. Writes all checks and is responsible for collecting receipts from subcommittees for money paid out.
  - f. Responsible for all monies including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.
  - g. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained, This information is included in the Treasurer's report.
  - h. Each check should require two signatures. Additionally, a complete treasurer's report within two months of the convention should be submitted to the Orlando Area Service Committee along with fund distribution. Many convention committees will have the report audited as a further safeguard of convention funds.
  - i. The Orlando Area Treasurer will make a periodic review of all financial records. The records will be reviewed at random periods. The financial records will be seized without prior knowledge to the treasurer.
  - j. Elected by the convention committee.

### D. Subcommittees

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

Nominated from and elected by the convention committee members, the subcommittee chairpersons should have general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election or appointment. It should be clearly understood that the subcommittees have specific service responsibilities to perform.

### E. All of the subcommittees must do the following:

- Submit annual budget
- Submit report at committee meeting
- Cooperate w/ appropriate committees in the convention committee, area, and region
- Provide receipts for all reimbursements (NO RECEIPT – NO MONEY)
  1. Hotels & Hospitality
    - a. Project attendance figures of the convention
    - b. Project necessary meeting space needed for the convention
    - c. All contacts & proposals must be submitted to convention committee for approval
    - d. Open and operate Hospitality area
    - e. Provides information inside and outside the fellowship in regards to the convention
  2. Fundraising & Entertainment
    - a. Holds fundraising events prior to the convention
    - b. Holds entertainment events during the convention
    - c. All events must be approved by the convention subcommittee
  3. Registration
    - a. Creates and distributes flyers and registration forms
      - (1) All fliers must carry the relay number for the deaf: 1-800-955-8771
    - b. Creates registration packets
    - c. Collects monies for registration before and during the convention
    - d. Keeps accurate records of attendance
  4. Arts & Graphics
    - a. Creates all necessary graphics and logos
      - (1) All fliers must carry the relay number for the deaf: 1-800-955-8771
    - b. Presents a variety of designs to be approved by the convention committee
  5. Program
    - a. Solicits and reviews tapes to determine speakers for convention
      - (1) All speakers at convention events, including fundraisers, must have a minimum of three (3) years clean time
    - b. Creates a program of meetings and events to be approved by convention committee
      - (1) There will be at least one Spanish-speaking meeting at the convention, with the topic determined by the Program Sub-Committee
    - c. Selects chairpersons for all meetings
    - d. Obtains a service to tape the meetings & events
    - e. During the convention ensures all meetings have chairpersons, and that they start and end on time
  6. Marathon
    - a. Holds a continuous meeting from after the first meeting of the convention until the closing meeting
    - b. Finds chairpersons for all time slots for the marathon meeting
  7. Merchandise
    - a. Coordinates the purchase and sales of all merchandise related to the convention
    - b. Keeps accurate receivable and payable records (NO RECEIPT - NO MONEY)
    - c. Acquisition and sales of NA approved Literature
    - d. Turn in complete set of financial records after convention
    - e. Handles all outside merchandise vendors for approval by convention committee

### **XIII. Webpage**

The Webpage Subcommittee uses WSC approved A Guide to Local Services in NA as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

#### **A. Purpose**

1. The primary purpose of the Orlando Area Webpage Subcommittee is to coordinate, plan, and implement internet information for the home groups of OASCNA, and OASCNA to further the primary purpose of NA. It is directly responsible to the Orlando Area of Narcotics Anonymous.

#### **B. Functions and Responsibilities**

1. Webpage is to manage [www.orlandona.org](http://www.orlandona.org) for OASCNA and all links on [www.orlandona.org](http://www.orlandona.org) website.
2. Webpage is to manage our OASCNA yahoo groups' site.
3. Webpage is to upload current OASCNA minutes to all internet sites for OASCNA.
4. Webpage is to upload current OASCNA meeting list to all internet sites for OASCNA.
5. Webpage is to upload current OASCNA procedural guidelines to all internet sites for OASCNA.
6. Webpage is to upload current OASCNA procedural guidelines, "changes log" to all internet sites for OASCNA.
7. Webpage is to publish current OASCNA approved Spanish Newsletter to all internet sites for OASCNA. (Added by Motion 040310 Unanimous Consent.)
8. To provide an accurate calendar of events for homegroups, and OASCNA on all internet sites.
9. All functions on calendars will have an area approved flyer of that function available for download.
10. All downloadable documents will be in Adobe Acrobat format (PDF) and Microsoft Word format (DOC) or Microsoft Excel format (XLS).
11. To act as liaison for NAWS database, for groups, and OASCNA, to maintain accurate information in NAWS database.
12. To implement ASC directives in a timely manner.
  - a. Webpage is to check, all accounts for OASCNA webpage's, reply and/or forward emails/information as needed (To appropriate Sub-committee, Admin Committee, GSR's) regularly, at least once a week. (Added with Motion number 040814 Housekeeping by Vice-Chair of Area.)

#### **C. Meetings and Membership**

1. All meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. The subcommittee consists of the following:
  - a. Chairperson (Elected by OASCNA).
  - b. Vice-Chairperson (Elected by OASCNA)
  - c. Secretary (Elected by Webpage subcommittee).
  - d. NAWS Liaison (Elected by Webpage subcommittee) (Added as house keeping by Ad-hoc to revise this policy)
  - e. General Members.

#### **D. Qualifications for Membership**

1. Be a member of Narcotics Anonymous.
2. Have the personal time and abilities to perform the duties.
3. Have a willingness and desire to server in the position.
4. Clean time and service experience.
  - a. Chairperson
    - (1) See OASCNA procedural guidelines subcommittee chairperson guidelines.
    - (2) Knowledge of one or more of the following webpage languages: HTML, XHTML, PHP, and/or JAVA.
    - (3) Knowledge of webpage design software.
    - (4) Knowledge of FTP (file transfer protocol).
    - (5) Internet Access.
    - (6) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as need on computer.
    - (7) Access to printer, and image scanner.

## Orlando Area Service Committee of Narcotics Anonymous Procedural Guidelines

### b. Vice-Chairperson

- (1) See OASCNA procedural guidelines subcommittee vice-chairperson guidelines.
- (2) Knowledge of webpage languages: HTML, XHTML, PHP, and/or JAVA.
- (3) Knowledge of webpage design software.

(4) Knowledge of FTP (file transfer protocol).

(5) Internet Access.

(6) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as need on computer.

(7) Access to printer, and image scanner.

### c. Secretary

(1) Minimum 6 months continuous abstinence from all drugs.

(2) Previous experience as a working member of the subcommittee.

(3) Access to a computer, typewriter, and image scanner. .

### d. General Members

(1) Any person with the desire to make the commitment to work with the committee.

## E. Responsibilities of Positions

1. Chairperson (Elected by ASC).
  - a. Arrange times and agenda for and preside over all subcommittee meetings.
  - b. Responsible for and present at all functions of the subcommittee.
  - c. Represent the subcommittee at monthly Area Service Committee meetings.
  - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
  - e. Attend as many Regional weekends a possible.
  - f. Share responsibility with the Vice Chairperson and train to take over as Chairperson.
2. Vice Chairperson (Elected by ASC)
  - a. Assist the Chairperson as necessary.
  - b. Perform the duties of the Chairperson in his absence.
  - c. Responsible for helping the Chairperson.
3. NAWS Liaison (Elected by Webpage Subcommittee)
  - a. Maintain NAWS database for OASCNA homegroups, and OASCNA Service Committees
  - b. Responsible to the Webpage Chair. Added as house keeping) by Adhoc to revise this policy)
4. Secretary (Elected by Webpage Subcommittee)
  - a. Record accurate minutes and attendance at each committee meeting and maintain all records of the committee.
5. General Members
  - a. Will provide input and assistance to the committee.

## F. Agenda for Meetings

1. Opening Prayer,
2. Reading of the Twelve Traditions of Narcotics Anonymous.
3. Reading of the minutes of the previous meetings.
4. Old Business.
5. New Business.
6. Closing Prayer.

## G. Motions

1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
2. Motions may be brought to the floor by any voting member as a part of new business.

## H. Voting Members

1. A person who has attended two consecutive complete subcommittee meetings.
2. Voting privileges, will be forfeited if a member does not attend two consecutive complete subcommittee meetings.
3. Voting privileges can be re established by attending two consecutive complete subcommittee meetings.

## I. Voting Procedures

1. A simple majority of the voting members is required to pass a motion.
2. A quorum of at least three voting members must be present to vote on any motion

## J. Finances

1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer on an "as needed basis".
3. Webpage will provide a budget to OASCNA by September each year.
4. Budget will consist of:
  - a. Domain name registration on the internet.
  - b. Cost of hosting websites on the internet.
  - c. Cost of webpage creating, editing software.
  - d. Cost of document creating software.

## XIV. Public Information

The Public Information Subcommittee uses WSC approved A Guide to Public Information Handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~1. The Public Information Subcommittee uses the approved Public Information Handbook for its Guidelines. Added with Motion number 040508-6/13/04 housekeeping) Changed/Removed with motion 040512.~~

## XV. Helpline

The Helpline Subcommittee uses WSC approved A Guide to Phoneline Service Handbook as its guidelines. Exceptions to those guidelines are below: (Added by motion number 040512 Housekeeping)

~~1. Helpline uses World Service Conference guide to Phoneline Service. (Added with motion number 040511, housekeeping) Changed/Removed with Motion 040512~~

## XX. Acronyms (Changed to XX motion number 040506 housekeeping)

I. ASC	Area Service Committee
J. FRSC	Florida Regional Service Committee
K. FRCNA	Florida Regional Convention of Narcotics Anonymous
L. GSR	Group Service Representative
M. GSRA	Group Service Representative Alternate
B. (Or AGSR)	Alternate Group Service Representative
N. GTLS	Guide to Local Services
O. H&I	Hospitals and Institutions
P. IP	Information Pamphlet
Q. PI	Public Information
R. RCM	Regional Committee Member (replaces Area Service Rep)
S. RSC (FRSC)	(Florida) Regional Service Committee
T. RSO (FRSO)	(Florida) Regional Service Office
U. RD	Regional Delegate (replaces Regional Service Rep)
V. AD	Alternate Delegate (replaces Regional Service Rep Alternate)
W. WSC	World Service Committee

## XXI. Index (Changed to XXI motion number 040506 housekeeping)

Alternate Secretary .....	1, 6, 17, 19	GSR .....	1, 2, 3, 6, 8, 23	Quorum See quorum, See quorum, See quorum
Alternate Treasurer .....	1, 7, 17, 19	GSRs .....	See GSR	RCM .....
ASC .....	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 21, 22, 23	guidelines....	1, 2, 5, 10, 13, 14, 15, 16, 21, 22, 23	report...2, 5, 7, 8, 14, 17, 18, 19, 20
bank account..	3, 5, 6, 7, 15, 18, 19	H&I.. See Hospitals and Institutions		reports .....
budget .....	8, 16, 18, 19, 20	Hospitals and Institutions	10, 13, 23	requirements .....
Budget .....	See budget	IP	23	responsibilities....
Chairperson.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, 23	literature .....	2, 5, 7, 15	RSC .....
clean time .	4, 10, 15, 17, 18, 19, 20	meeting lists .....	3, 6, 7	RSO .....
commitment.....	14, 22	member	4, 9, 10, 14, 15, 16, 21, 22	Secretary... 1, 4, 5, 6, 7, 14, 16, 17, 18, 19, 21, 22
convention ..	1, 3, 16, 17, 18, 19, 20	membership .....	14, 21	service.....
Convention .....	16, 17, 18, 19, 23	minutes	2, 6, 10, 14, 15, 16, 17, 18, 19, 22	19, 20, 21
duties.....	6, 7, 8, 16	motion .....	4, 5, 7, 9, 10	subcommittee....
elections .....	See election, See election, See election, See election, See election, See election	OASCNA... 1, 2, 3, 5, 8, 14, 15, 16, 17, 18, 21, 22		17, 18, 19, 20, 21, 22, 23
flyers.....	2, 3, 14, 20	PI See Public Information		<b>Treasurer</b> ... 1, 2, 4, 5, 7, 15, 17, 19, 23
		<b>Public Information</b> .....	3, 23	Vice-Chairperson .....
		purpose.....	5, 8, 13, 16, 18, 21	Voting .....
		quorum.....	4, 15, 23	WSO.....
				2, 24