

Policy & Procedures

Central Okanagan Area of Narcotics Anonymous

Adopted August 3, 2006 with

1. Amendments Completed to August 31, 2008
2. Amendments Completed to September 30, 2009
3. Amendments Completed to May 31st, 2010
4. Amendments Completed to September 30, 2013
5. Amendments Completed to April 1, 2014
6. Amendments Completed to December 1, 2018
7. Amendments Completed to February 21, 2019
8. Amendments Completed to October 3, 2019
9. Amendments Completed to January 2020
10. Amendments Completed to August 1 2022
11. Amendments Completed to October 19, 2022
12. Amendments Completed to March 22, 2023
13. Amendments Completed to April 6, 2023
14. Amendments Completed to August 1, 2024.
15. Amendments Completed to December 31, 2024.
16. Amendments Completed to March 2025.

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1. PURPOSE AND SCOPE

- 1.1 The Area known as the Central Okanagan Area of Narcotics Anonymous, (hereinafter referred to as the COASC), shall reside within the geographical boundaries of the Central Okanagan Valley in British Columbia, Canada.
- 1.2 The purpose of the COASC is to be responsible to the Groups, their members and their primary purpose, by linking together the Groups within the Area, by helping Groups deal with their basic situations and needs, and by encouraging the growth of the NA fellowship.
- 1.3 In all matters before the COASC, the Traditions of Narcotics Anonymous, the Twelve Concepts, these Guidelines, and Robert's Rules of Order will apply, in this order.
- 1.4 All COASC Subcommittees elected by the COASC will be fully accountable to the COASC in carrying out their assigned responsibilities. The COASC will be responsible for all reasonable Subcommittee expenses, as per projected budgets presented by the Subcommittee Chairpersons.
 - 1.4.1 All COASC Subcommittee Chairpersons elected by the COASC are directed to hold sub-committee meetings in public locations.
- 1.5 The standing sub-committees of the COASC are:
 - 1.5.1 Public Relations
 - 1.5.2 Literature
 - 1.5.3 Activities
 - 1.5.4 Policy and Procedures
 - 1.5.5 Newsletter
 - 1.5.6 Convention
- 1.6 The COASC will meet the first Thursday of every month, at a meeting place and time to be decided upon by the voting members.
- 1.7 A recognized Group, within the Area, should meet the following requirements:
 - 1.7.1 It should have two or more NA members;
 - 1.7.2 It should have a functioning service structure, as defined by this Area
 - 1.7.3 It should have an elected Group Service Representative, (hereinafter referred to as the GSR); and,
 - 1.7.4 It should be registered with the NA World Service Office.
- 1.8 Absence of a Group for two (2) consecutive COASC meetings automatically removes that Group from the Quorum for the COASC meeting, but not from voting rights.

2. NOMINATIONS & ELECTIONS

- 2.1 Members of the COASC should familiarize themselves with the Fourth Concept prior to electing executive members and Subcommittee chairpersons. See Appendix “E”.
- 2.2 Elections of Officers and Subcommittee chairpersons for the COASC will be held annually at a time and place decided by the COASC, but separate from the regular COASC October meeting.
- 2.3 The Executive positions open for annual nomination and elections shall be that of Chairperson, Vice-Chairperson, Secretary and Treasurer.
- 2.4 Nominations for any vacant Regional Committee Member (Hereinafter referred to as the RCM) or RCM Alternate positions will be accepted at this time (please see policies 4.6 & 6.6.2). The RCM Alternate may, with a vote of confidence, move into the vacant RCM position, and serve the first year of the two year mandate.
- 2.5 Subcommittee Chairpersons shall also be nominated and elected at the same time for the following standing Area Subcommittees;
- 2.5.1 Public Relations
 - 2.5.2 Literature
 - 2.5.3 Activities
 - 2.5.4 Policy and Procedures
 - 2.5.5 Newsletter
 - 2.5.6 Convention
- 2.6 Nominations for these elections may come from any member of Narcotics Anonymous.
- 2.7 All nominations must be in writing, seconded and accepted by the nominee.
- 2.8 Nominees must be present at the AGM or the Area Service Committee Election Meeting in order to be considered for COASC positions, and may not hold more than (1) position at a time at the COASC level.
- 2.9 After nominations are closed, COASC members may ask the nominees to provide either a written or oral service resume and to respond to questions concerning their ability to fulfill the position for which they have been nominated.
- 2.10 All elections will take place by secret ballot.
- 2.11 Two vote counters will be appointed by the Chairperson from non-voting NA members.
- 2.12 All ballots will be destroyed after each count.
- 2.13 All COASC elections will be by simple majority.

2.14 In the event of a tie, a re-vote will take place, or as many as are necessary to break the tie.

3. **VOTING RIGHTS**

3.1 All Members present shall have a single vote in an election at an Area or AGM.

3.2 GSRs shall have 1 vote per home group in voting on Motions.

4. **ELECTION OF OFFICERS & SUBCOMMITTEE CHAIRS**

4.1 The minimum requirements for any elected position on the COASC should include:

4.1.1 A commitment to service;

4.1.2 Service experience;

4.1.3 The willingness to give time and resources necessary to do the job as well as a good working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

4.2 For the position of COASC Chairperson, a minimum of 2 years clean time is suggested.

4.3 For the position of COASC Vice-Chairperson, a minimum of 1 year clean time is suggested.

4.4 For the position of COASC Treasurer, a minimum of 2 years clean time is suggested.

4.5 For the position of COASC Secretary, a minimum of 1 year clean time is suggested.

4.6 For the position of RCM, a minimum of 2 years clean time is suggested. An RCM normally serves for a period of 2 years: the first year as RCM Alternate, the second year as the voting representative.

4.7 For Chairpersons of the standing COASC Subcommittees, suggested clean times are as follows:

4.7.1 Public Relations, a minimum of 3 years.

4.7.2 Literature, a minimum of 2 years.

4.7.3 Activities, a minimum of 2 years.

4.7.4 Policies and Procedures, a minimum of 1 year.

4.7.5 Newsletter, a minimum of 1 year.

4.7.6 Convention, a minimum of 4 years.

4.8 For the position of RCM Alternate, a minimum of 1 year clean time is suggested. The serving RCM Alternate usually fills the RCM position with a vote of confidence in October at the AGM.

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- 4.9 Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM and RCM Alt. must have their names & phone numbers on Area phone list.
5. TERMS OF OFFICE
- 5.1 The COASC Officers and Subcommittee Chairpersons are 14 month terms and shall begin serving office upon the completions of the annual COASA Annual General Meeting (hereafter referred to as the AGM) and shall continue to serve until the close of the December Area meeting of the following year. The last two months of the term are a mentoring role.
- 5.2 No Officer or Subcommittee Chairperson shall serve more than two consecutive one-year terms in the same position.
- 5.3 Any elected COASC Officer or Subcommittee Chairperson may be removed from office by a two-thirds majority vote of the COASC voting Areas.
- 5.4 An interruption of clean time constitutes an automatic immediate resignation from any office of the COASC.
- 5.5 Any officer of the COASC absent from 2 consecutive area meetings without representation will be automatically removed from their assigned designation.
- 5.6 When an Officer or Subcommittee Chairperson resigns or is removed during their term of office, or a new position is created:
- 5.6.1 The vice chair of area will assume the responsibilities of this position for no longer than 2 consecutive area meetings, (intent is to track down documents held by former chair or executive committee member).
- 5.6.2 The position shall be open for nominations at the next COASC meeting.
- 5.6.3 The term of office for the new officer should be from their election date until the close of the term outlined in 5.1.
- 5.6.4 The abbreviated term of office shall count as one term of office.

6. **JOB DESCRIPTIONS**

6.1 AREA CHAIRPERSON

- 6.1.1 Arranges agenda for and presides over the monthly meeting of the COASC as well as the AGM.
- 6.1.2 Has a vote at the area table only in case of a deadlock, and only in matters where a group conscience or an election is involved.

6.1.3 Is capable of handling an area business meeting with a firm, yet understanding demeanor.

6.1.4 May appoint and define the duties of special Subcommittees as authorized by COASC.

6.1.5 The Chairperson shall be a member of the Executive Committee with the accompanying responsibilities:

6.1.6 Should have at least 2 years clean time.

6.1.7 Is one of the signing authorities of the area bank account.

6.1.8 May be one of the signing authorities on sub-committee bank accounts if they meet the requirements.

6.2 VICE-CHAIRPERSON

6.2.1 Performs all duties of and has all the responsibilities of the Chairperson in his/her absence;

6.2.2 Has such responsibilities and performs such duties as may be required from time to time by the COASC;

6.2.3 Shall be a member of the Executive Committee with the accompanying responsibilities; and,

6.2.4 Is one of the signing authorities of the area bank account.

6.2.5 May be one of the signing authorities on sub-committee bank accounts if they meet the requirements

6.3 SECRETARY

6.3.1 Records and distributes the minutes of each COASC meeting.

6.3.2 Updates the COASC mail/phone/contact list of each COASC meeting.

6.3.3 Types and sends any letters and/or correspondence as the COASC dictates.

6.3.4 Keeps records for the COASC for a period of one year and then passes documentation to the Database.

6.3.5 Shall receive and distribute event flyers and/or other correspondence from other areas/regions and/or groups.

6.3.6 Shall be a member of the Executive Committee with the accompanying responsibilities

6.3.7 Is one of the signing authorities of the area bank account.

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6.3.8 Receives and distributes all the area correspondence.

6.3.9 May be one of the signing authorities on sub-committee bank accounts if they meet the requirements.

6.4 TREASURER

6.4.1 Keeps an accurate record of the financial transactions of the COASC.

6.4.2 Prepares and presents a financial report at each regular COASC meeting.

6.4.3 Is responsible for the COASC Area bank account.

6.4.4 Dispenses monies to the COASC officers or Subcommittees at the direction of the ASC.

6.4.5 Shall be a member of the Executive Committee with the accompanying responsibilities.

6.4.6 Is one of the signing authorities of the Area bank account and may be a signer for subcommittee bank accounts.

6.4.7 Completes and submits a year-end financial statement to COASC

6.4.8 The Treasurer shall submit for COASC approval an annual expense budget. The Treasurer shall consult with other Executive and Subcommittee Chairpersons in preparing this submission.

6.5 REGIONAL COMMITTEE MEMBER, hereafter referred to as the RCM.

6.5.1 Is the delegate of the COASC to the BCRSC.

6.5.2 Shall provide reports to the BCRSC on matters and other related activities of the COASC and similarly provide a complete report to the COASC on matters and issues arising at the BCRSC.

6.5.3 Should attend Subcommittee meetings of COASC.

6.5.4 Will attend home group business meetings when requested by home groups in the COASC.

6.5.5 Shall be a member of the Executive Committee

6.5.6 May be one of the signing authorities on sub-committee bank accounts if they meet the requirements.

6.6 RCM ALTERNATE

6.6.1 performs all the duties of the RCM in his/her absence.

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6.6.2 May, with a vote of confidence, and upon completion of the term of RCM Alt., move to position of RCM.

6.6.3 Shall be a delegate representing the COASC at BCRSC.

6.6.4 Should attend all BCRSC meetings, when financially prudent.

6.6.5 Should attend Subcommittee meetings of the COASC.

6.6.6 Should attend as many group business meetings within the COASC as possible.

6.6.7 Shall be a member of the Executive Committee.

6.6.8 May be one of the signing authorities on sub-committee bank accounts if they meet the requirements.

6.7 SUBCOMMITTEE CHAIRPERSON

6.7.1 Should provide a sub-committee report including all financial transactions to the COASC at each regular COASC meeting.

6.7.2 Should attend all COASC meetings.

6.7.3 Should chair sub-committee at all regular committee meetings.

6.8 AD-HOC COMMITTEE

6.8.1 The COASC may, from time to time, form a special committee to study a particular problem or do a special task. Such a committee usually meets a few times and performs its task and then disbands. AD-HOC Committees are to report directly to the Area Service Committee. The COASC will vote on any action that may be required as a result of the AD-HOC Committees findings.

6.9 EXECUTIVE COMMITTEE

6.9.1 The Executive Committee shall be comprised of the Chairperson, the Vice-Chairperson, Secretary, Treasurer, RCM and the RCM Alternate of the COASC.

6.9.3 Executive Committee members shall attend all COASC meetings.

6.9.4 As trusted servants of the COASC, the Executive Committee may make any extraordinary decisions between regularly scheduled COASC meetings.

6.9.5 One member of the of the executive will be a signing authority on the sub-committee accounts.

7. VOTING RIGHTS AND PROCEDURES

- 7.1 A quorum is established when a 2/3 majority of area groups is in attendance. If there is a lack of group representation at area the last area meetings attendance will set precedence for total area groups and a 2/3 majority of that total will establish quorum.
- 7.2 It is the responsibility of the voting members to notify the Chairperson when they leave the room and to ensure the chair, in their absence recognizes their alternate during their absence.
- 7.3 The items requiring two-thirds majority vote are;
- 7.3.1 Policy or procedure matters
- 7.3.2 The expenditures of COASC funds
- 7.4 Regular voting procedure requires a simple majority vote (i.e. more than fifty percent)

8. MOTIONS

- 8.1 Any member of NA is allowed to make, second and discuss a motion at COASC meeting.
- 8.2 All motions should be submitted in writing and only GSR's or alternates may vote.
- 8.4 Motions that create or change policy must go back to the groups and include a financial impact.
- 8.5 Any money motion not outlined by existing policy and exceeding \$500 must go back to the groups for approval.

9. OPERATING EXPENSES

- 9.1 COASC operating funds shall be disbursed in the following order;
- 9.1.1 COASC monthly meeting space rental
- 9.1.2 Executive Operating Expenses
- 9.1.3 Subcommittee's Operating Expenses
- 9.1.4 Travel to and from RSC for RCM and/or Alternate
- 9.2 All monies accumulated from group contributions, and other Narcotics Anonymous sources, shall be maintained by the COASC Treasurer in a bank account subject to disbursement to Area Subcommittees, and paying Area obligations at the direction of the COASC
- 9.3 Disbursements of funds
- 9.3.1 All financial expenditures past, present or future must be preapproved. Area rent can be prepaid by the area treasurer without having to have pre-approval from the table and up to 6 month's at a given time (ie. October-March)

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- 9.3.2 All disbursements of COASC funds shall be paid with cheques from the Area bank account. All donations to COASC must be by cheque, money order, or e-transfer
- 9.4 The Treasurer shall submit an annual expense budget for COASC approval. The Treasurer shall consult with other Executive and Subcommittee Chairpersons in preparing this submission
- 9.5 Each Subcommittee with a seed fund of seventy five dollars (\$75.00) or more shall maintain its own operating bank account requiring a minimum of two signatures for all disbursements
- 9.6 Accounting of Operating Expenses shall be included in COASC Meeting Reports. Annual accounting reports of operating funds shall be submitted at the COASC Meeting immediately prior to regularly scheduled elections
- 9.7 Public Relations are supplied with five hundred dollars (\$500.00) per month, operating fund. The PR chairperson will submit a complete report each month at the ASC meeting, including itemized expenditures with receipts. The Treasurer will replenish this fund at the direction of the ASC.
- 9.7.1. Public Relations provides mentorship and support for GSRs and other group positions, for groups on how to register with NA World Services, conduct Group business meetings, deal with finances, and can help groups determine their needs by helping to facilitate Group inventories
- 9.7.2. Public Relations supports and mentors groups in the Central Okanagan, North Okanagan, and South Okanagan areas of Narcotics Anonymous by attending Group business meetings, and by offering workshops on various group positions or business in a spirit of support and mentorship.
- 9.8 Newsletter will have a fifty dollar (\$50.00) float to cover operating expenses. The newsletter chair will present a complete report each month at the ASC meeting including itemized expenditures with receipts. will replenish this fund at the direction of the ASC
- 9.9 The COASC Secretary will have a forty-five dollar (\$45.00) float to cover operating expenses. The Secretary will present a complete monthly report at the ASC meeting, including itemized expenditures with receipts. The Treasurer will be replenished this fund at the direction of the COASC.
- 9.10 The Activities Subcommittee shall have a nine hundred dollar (\$900.00) seed fund. Consistent with the 12 Concepts of NA Service, the 12 Traditions, and established policies and procedures in this manual, the Activities Subcommittee:
- 9.10.1 Remit any balance above its seed fund to the COASC with a complete financial report at the Area meeting following each event;

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- 9.11 The Policy and Procedures Subcommittee shall have a thirty dollar (\$30.00) float as its operating costs. All expenditures, with receipts, shall be reported monthly to the COASC. Funds shall be replenished at the direction of the ASC. An operating float is allotted to the Policy and Procedures Subcommittee in order to carry out the following:
- 9.11.1 Conduct an annual review of the ASC Policy and Procedures Manual, and make any resulting recommendations to the ASC.
- 9.11.2 Draft amendments to the current Policy and Procedures Manual at the direction of ASC.
- 9.12 A review of funds earmarked will be done annually. This review shall be completed at the first area meeting following elections
- 9.13 Annual financial reports, including last month's receipts (or copies), to be included in year's end report (October). The newly elected Area Treasurer and another appointed member will review these yearly books, during the first quarter. If the Treasurer is taking the position for a second term, two members will be appointed to review that Treasurer's books
- 9.14 The Literature Subcommittee's annual review will be done by two appointed members
- 9.15 COASC will provide a Literature Starter Kit, with contents available ASC Literature, to any new group requesting one at an ASC meeting. Contents under appendix "A" back of manual
- 9.16 The Convention Committee's funds in excess of their \$3000.00 seed fund at the direction of the COASC shall be submitted to the COASC with a complete financial report at the COASC meeting by September following each COANA Convention

10. PRUDENT RESERVE

- 10.1 A prudent reserve shall consist of sufficient funds to operate for two (2) months. This amount shall be considered separate from expendable funds. Currently, \$2000.00 is considered adequate

11. VOTING ON FINANCIAL EXPENDITURES

- 11.1. All motions requiring expenditures of COASC funds shall require a two-thirds (2/3) majority vote by GSRs only.

12. COASC TRAVEL FUND (to and from BCRSC meetings)

- 12.1 The purpose of the COASC Travel Fund is to get the RCM and/or Alternate to regularly scheduled BCRSC meetings. The sum of Five Hundred Dollars (\$500.00) shall be set aside for quarterly travel to and from BCRSC meetings subject to the following expenses guidelines:

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- 12.1.1 Two Hundred Fifty Dollars (\$250.00) for fuel, ferries, etc.;
- 12.1.2 Seventy-Five Dollars (\$75.00) per person, per night for accommodations; and,
- 12.1.3 Fifty Dollars (\$50.00) per person per day for food.

- 12.2 In accordance with NA's 12 Concepts, which states. . .*NA funds are to be used to further our primary purpose, and must be managed responsibly.* . . members must use this fund with discretion and respect for our primary purpose. To that end, sharing travel expenses with other members whenever and wherever possible is mandatory. All expenditures must be itemized and payment requested by motion at a regularly scheduled ASC meeting.

- 12.3 All expenditures must be itemized with receipts attached, and requested, by motion at a regularly scheduled COASC meeting.

- 12.3.1 Extraordinary expenses, such as attendance by Subcommittee Chairpersons or other NA members wishing to attend, must be by Motion accompanied with a formal vote of confidence from their Committee(s) and/or Group to be pre-approved at a regularly scheduled COASC meeting.

13. LITERATURE SUBCOMMITTEE

- 13.1 The COASC requires our Literature Subcommittee to sell NA literature at no more than 7% above cost. Cost is understood to include our own handling costs. With this principle in mind, the pricing of NA literature, medallions, etc. is at the discretion of the Literature Subcommittee

- 13.2 The Literature Subcommittee shall have Four Thousand Five Hundred Dollars (\$4,800.00) for its operations. The Literature Subcommittee must first support itself. After paying its bills, including insurance, any remaining funds should be placed in the Literature Subcommittee's bank account

\$4,000.00 will be used to accumulate a stockpile of literature adequate to supply the Area for a minimum of one quarter. After this stockpile has been established, funds and inventory in excess of \$4,800.00 should be returned to the COASC.

- 13.3 All Literature purchases over thirty dollars (\$30.00) must be paid by cheque or money order.

- 13.4 The Literature Subcommittee will obtain an insurance policy (re: theft, water damage, vandalism, etc.) to cover the maximum amount of literature in the stockpile

- 13.5 The Literature chair shall provide a detailed report at each COASC meeting including the amount of literature supplies on hand as well as all money on hand.

14. REPORTS

- 14.1 All GSR's or Alternates; COASC Officers and Subcommittee Chairpersons are expected to submit a report to the COASC at each committee meeting. These reports must be legibly written or typed.

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- 14.2 Any and all motions contained within the body of a report will be dealt with in the appropriate area of New Business.
- 14.3 Accounting of Operating Expenses and inventory, where applicable, shall be included in COASC Meeting Reports. Annual accounting reports of operating funds shall be submitted at COASC meetings immediately prior to regularly scheduled elections. All excess funds will be returned to COASC at this meeting; similarly, any outstanding expenses will be reimbursed

15. AMENDMENTS TO POLICY AND PROCEDURES

- 15.1 Corrections to Policy & Procedures document of grammatical, spelling and typing errors, and the numbering system may be made by a Policy Committee decision providing the intent of the document is not changed.
- 15.2 Any changes or amendments to the COASC policy and procedures must be sent to the Groups for ratification.

16. WORLD SERVICE CONFERENCE AGENDA REPORT (CAR)

- 16.1 The RCM shall, on the Area meeting following publication of CAR, hold a workshop hosted by the RCM and or RCM Alt. for the benefit of GSR's, their Alternates and any interested members. This workshop is to ensure contents of the CAR reach the fellowship

17. CONVENTION COMMITTEE

- 17.1 The COASC convention committee is a standing Subcommittee of the COASC. This Subcommittee is responsible for the organization and implementation of the COASC annual convention and shall be organized along the lines outlined in the WSC convention guidelines.
- 17.2 The COASC Convention will maintain a \$4000.00 seed fund submitting a projected annual budget by Decembers ASC meeting [annually].
- 17.3 The Convention Subcommittee shall maintain a bank account with cheques signed by two (2) authorized trusted servants. Typical signers would be Chair, Vice-Chair and Treasurer. All transactions shall be by cheque.
- 17.4 Due to the substantial amount of funds involved, the treasurer of the Convention Committee must have a minimum of two years clean time. A majority of area executives will select two [2] NA members not on the current Convention Committee each with at least two [2] years clean time to audit the Convention Treasurer's books. The audit must be completed prior to the annual September COASC meeting following each Convention.

18. Theft of NA Funds

- 18.1 In the event of a theft of COASC funds, this Area Service Committee shall be guided by the *World Service Office Bulletin # 30 – Theft of NA Funds*. SEE SECTION 21. (pg. 21)

19. STANDARD FORMAT FOR MEETING AGENDA

- **COASC meeting will take place the first Thursday of each month at 6:30 P.M**
Chairperson calls the meeting to order: ○ Full moment of silence; ○ Service Prayer (Appendix “B”)
 - Read one of the 12 Traditions (Appendix C) & one 12th Concept per area (Appendix “D”) ○ Read the long form of a Concept.
- **Roll call:**
 - Recognition of new Groups or Committees.
 - Minutes from the last meeting. ⌚ **Officers' reports:**
 - Chairperson’s Report; ○ Vice-Chairperson’s report; ○ Treasurer’s report; ○ Secretary’s report;
 - RCM and/or RCM Alternate reports; ⌚ **Subcommittee reports:**
 - Literature; ○ Activities; ○ Newsletter ○ Policy and Procedures;
 - Convention;
 - Archives;
- **Group reports**
- **Short open discussion**
- **8 minute break**
- **Unfinished Business:**
 - Business arising from the minutes of the last meeting
- **New Business:**
 - New business arising from Officer's reports; ○ New business arising from Subcommittee's reports; ○ New business arising from RCM reports.
 - Other new business.
- **Motions**
- **Sharing Session**
- **Announcements**
- **Closing prayer**

****Breaks to be called at the Chairperson's discretion****

20. Sample Rules of Order [Numbered for Referencing]

(Reprinted from A Guide to Local Service in Narcotics Anonymous)

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

20.1 DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honoured system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts. Please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

20.2 DEBATE, LIMITS

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

20.3 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*.
Sample Rules of Order 105

20.4 MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of

all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a **second**—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the 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.

Once a motion has been made, the chairperson may rule it **out of order**. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may **appeal** that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

20.5 PARLIAMENTARY MOTIONS

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

20.5.1. Motion to AMEND. SIMPLE majority required. Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “**I move to amend the motion...**” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. **This is called making a friendly amendment.**

20.5.2 Motion to call the PREVIOUS QUESTION. TWO-THIRDS majority required. Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, ***“I call for the question,”*** or ***“I move the previous question.”*** It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

20.5.3. Motion to TABLE. SIMPLE majority required. Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to ***table*** it. This is done by saying,

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

20.5.4. Motion to REMOVE FROM THE TABLE. SIMPLE majority required. Is NOT DEBATABLE.

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

20.5.5. Motion to REFER. SIMPLE majority required. Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, *“I move to refer the motion to the such-and-such subcommittee.”* If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

**20.5.6. Motions to RECONSIDER or RESCIND. MAJORITY required varies.
Is DEBATABLE.**

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

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.
- These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.
- The motion to reconsider requires a simple majority.
- The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made.
- If prior notice is not given, the motion to rescind requires a two-thirds majority.

**20.5.7. Request to WITHDRAW A MOTION. UNANIMOUS CONSENT required.
Is NOT DEBATABLE.**

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

20.5.8. Offering a SUBSTITUTE MOTION. SIMPLE majority required. Is DEBATABLE.

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

20.5.9. Motion to ADJOURN. SIMPLE majority required. Is NOT DEBATABLE.

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

20.6 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.

20.6.1 Order of the Day

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

20.6.2 Point of Information

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

20.6.2 Point of Order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud,

“*Point of order.*” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others can be appealed.

20.6.3 Point of Appeal

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

20.6.4 Parliamentary Inquiry

If a committee member wants to do something but doesn’t know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that person may ask how to do such-and such. The chair will answer the question, possibly by

referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

20.6.5 Point of Personal Privilege

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

20.6.6 Voting Procedures

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favour, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. These are only brief notes on rules of order for business meetings. **For further information, see *Robert's Rules of Order—Newly Revised*.**

21. Theft of NA Funds – WSO BULLETIN #30 [Topics numbered for referencing]

The following paper was written by the Board of Trustees in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue, We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that they will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for; literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

21.1 Safeguarding Funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place.

Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place but not used. Some of us have hesitated to either institute or use these measure because it makes us uncomfortable-we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

21.2 Selecting Trusted Servants

Our Fourth Concept tells us how to select our trusted servants. "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because these questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

21.3 Responsible Management

"NA funds are to be used to further our primary purpose, and must be managed responsibly." Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurers Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes be monitored by another person; two

people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

21.4 When Safeguards Fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "let's throw the thief in jail" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved.

This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual; taking steps of increasing severity should they prove necessary.

First of all, a thorough review of all books and financial records should be conducted to make sure funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the individual(s) who took the money is

informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present enough time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best not to drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement. A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to pay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, the WSB and the WSO as resources.

21.5 Resolution and Recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to

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POLICY & PROCEDURES DOCUMENT*

remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principals, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs. The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still-suffering addict. The process necessary to deal with such incidents typically has long term effects, conflicts between members, disunity, disillusioned members-on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

APPENDIX "A"

LIST OF STARTER KIT ITEMS PROVIDED TO NEW GROUPS

1. Basic Text x 1
2. Just For Today x 1
3. It Works, How and Why x 1
4. Treasurer Workbook x 1
5. The Group Booklet x 1
6. An Introduction to NA x 1
7. NA White Booklet x 10
8. In Times of Illness x 1
9. #1 Who, What, How, and Why x 5
10. #6 Recovery and Relapse x 5
11. #7 Am I an Addict x 5
12. #8 Just For Today x 5
13. #12 Triangle of Obsession x 5
14. #22 Welcome to NA x 5
15. Welcome FOBS x 5
16. 30 Day FOBS x 5
17. 60 Day FOBS x 5
18. 90 Day FOBS x 5
19. 6 Month FOBS x 5
20. 9 Month FOBS x 5
21. 1 Year FOBS x 2
22. 18 Month x 2
23. Multiple Year FOBS x 2
24. Set of Readings x 1

APPENDIX "B"

Service Prayer

God, grant us knowledge that we may work according to
Your Divine precepts. Instill in us a sense of Your purpose.

Make us servants of Your will and grant us a bond of
selflessness, that this may truly be Your work, not ours – in
order that no addict, anywhere, need die from the horrors of addiction.

APPENDIX "C"



The Twelve Traditions of NA

First Tradition	<p><i>Our common welfare should come first; personal recovery depends on NA unity.</i></p>	Seventh Tradition	<p><i>Every NA group ought to be fully self-supporting, declining outside contributions.</i></p>
	<p>Our First Tradition concerns unity and our common welfare. One of the most important things about our new way of life is being a part of a group of addicts seeking recovery. Our survival is directly related to the survival of the group and the Fellowship. To maintain unity within NA, it is imperative that the group remain stable, or the entire Fellowship perishes and the individual dies.</p>		<p>By encouraging our group to pay its own way, the Seventh Tradition gives our group the freedom to share its recovery as it sees fit, not obligated to outside contributors. Further, it gives our group the freedom that comes from inner strength, the strength that develops through applying spiritual principles.</p>
Second Tradition	<p><i>For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.</i></p>	Eighth Tradition	<p><i>Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.</i></p>
	<p>Our direction in service comes from a God of our understanding, whether we serve as individuals, as a group, or as a service board or committee. Whenever we come together, we seek the presence and guidance of this loving Higher Power. This direction then guides us through all our actions. [...] When we choose a member to serve us in some capacity, we exercise mutual trust.</p>		<p>In this tradition we say that we have no professionals. By this, we mean we have no staff psychiatrists, doctors, lawyers, or counselors. Our program works by one addict helping another. If we employ professionals in NA groups, we would destroy our unity. We are simply addicts of equal status freely helping one another.</p>
Third Tradition	<p><i>The only requirement for membership is a desire to stop using.</i></p>	Ninth Tradition	<p><i>NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.</i></p>
	<p>The Third Tradition encourages freedom from judgment. It leads us on the path of service toward an attitude of helpfulness, acceptance, and unconditional love. [...] Addiction is a deadly disease. We know that addicts who don't find recovery can expect nothing better than jails, institutions, and death. Refusing admission to any addict, even one who comes merely out of curiosity may be a death sentence for that addict.</p>		<p>NA groups join together, combining their resources to create service boards and committees that will help them better fulfill their primary purpose. Those boards and committees are not called to govern NA; they are called, rather, to faithfully execute the trust given them by the groups they serve.</p>
Fourth Tradition	<p><i>Each group should be autonomous except in matters affecting other groups or NA as a whole.</i></p>	Tenth Tradition	<p><i>Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.</i></p>
	<p>Each group does have complete freedom, except when their actions affect other groups or NA as a whole. If we check to make sure that our actions are clearly within the bounds of our traditions; if we do not dictate to other groups, or force anything upon them; and if we consider the consequences of our action ahead of time, then all will be well.</p>		<p>There are a great number of addiction-related issues that others might expect a worldwide society of recovering drug addicts to take positions on. [...] Our answer, according to Tradition Ten, is that our groups and our fellowship take no position, pro or con, on any issues except the NA program itself. [...] For our own survival, we have no opinion on outside issues.</p>
Fifth Tradition	<p><i>Each group has but one primary purpose—to carry the message to the addict who still suffers.</i></p>	Eleventh Tradition	<p><i>Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.</i></p>
	<p>What is our message? The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom. When all is said and done, our primary purpose can only be to carry the message to the addict who still suffers because that is all we have to give.</p>		<p>The existence of a public relations "policy" implies the importance of a public relations "program" in carrying out our fellowship's primary purpose. [...]As NA groups, service boards, and committees, we deliberately and energetically cultivate good public relations, not as an incidental result of our normal activity but as a way to better carry our message to addicts. [...] Public anonymity helps keep the focus of our public relations on the NA message, not the PI workers involved.</p>
Sixth Tradition	<p><i>An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.</i></p>	Twelfth Tradition	<p><i>Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.</i></p>
	<p>Within the limits established by Tradition Six, we have tremendous freedom to carry the message of recovery and help other addicts. We have clear boundaries set by our identity as Narcotics Anonymous. When we take care to observe those boundaries, our outside relationships enhance our ability to carry the message to the addict who still suffers rather than diverting us from our primary purpose.</p>		<p>Anonymity is one of the basic elements of our recovery and it pervades our Traditions and our Fellowship. It protects us from our own defects of character and renders personalities and their differences powerless. Anonymity in action makes it impossible for personalities to come before principles.</p>

Excerpts from the Basic Text and *It Works: How and Why*

APPENDIX "D"



Twelve Concepts for NA Service

First Concept
To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.

The primary responsibility of an NA group is to conduct its recovery meetings, carrying the message directly to the addict who still suffers. Groups join their strength in the service structure, ensuring that other services—H&I, PI, literature development, for example—are fulfilled effectively and without distracting the groups from their own primary purpose.

Second Concept
The final responsibility and authority for NA services rests with the NA groups.

The groups have final responsibility for and authority over the service structure they have created. By fulfilling their responsibility to provide their service structure with the conscience and ideas, people, and money it needs, the groups also exercise their authority. Conversely, the service structure must always look to the groups for support and direction.

Third Concept
The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

In day-to-day matters, the groups have given our service boards and committees the practical authority necessary to do the jobs assigned them. This is not a blank check issued to the service structure; the groups still bear final authority. To make Concept Three work, we must carefully select trusted servants.

Fourth Concept
Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

Leadership is very important to the welfare of our fellowship. The essay on this concept describes an array of leadership qualities to be considered when selecting trusted servants.

Fifth Concept
For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

In defining a single point of decision for each service assignment, we eliminate confusion about who has authority to do what. We also clarify accountability for our services: whoever is given the authority for a particular task will be held accountable for the fulfillment of that task.

Sixth Concept
Group conscience is the spiritual means by which we invite a loving God to influence our decisions.

Group conscience is the means by which we bring the spiritual awakening of the Twelve Steps to bear in making service-related decisions. It is fundamental to our fellowship's decision-making process. It is not, however, merely a euphemism for "voting" and is not itself the NA decision-making process.

Seventh Concept
All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

All members of a service body bear substantial responsibility for that body's decisions; therefore, all of them should be allowed to fully participate in its decision-making processes. NA service is a team effort. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.

Eighth Concept
Our service structure depends on the integrity and effectiveness of our communications.

Regular communication is essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.

Ninth Concept
All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

To check judgment, to guard against hasty or misinformed decisions, and to invite the sharing of new ideas, our services must consider all viewpoints when making plans. This is essential to the development of a fair, wise, balanced group conscience.

Tenth Concept
Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept encourages us to treat each other with respect in the service environment, and provides us with a means of making amends when we wrong others. The essay describes ways in which an individual who feels he or she has been wronged can go about seeking redress of his or her grievance.

Eleventh Concept
NA funds are to be used to further our primary purpose, and must be managed responsibly.

The Eleventh Concept establishes the sole absolute priority for the use of NA funds: to carry the message. The importance of that priority calls for total fiscal accountability. Direct contributions to each level of service help us focus on our primary purpose, and enhance accountability.

Twelfth Concept
In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Within the context of the Twelve Concepts, as a body, this concept serves much the same function as Tradition Twelve in the context of the traditions. It brings our consideration of concepts for NA service back to the spiritual root of selfless service. "A structure based on that foundation could only be one of service, never of government."

Excerpts from the booklet, *Twelve Concepts for NA Service*

APPENDIX "E"

ELECTION QUESTIONS

1. HOW LONG HAVE YOU BEEN CLEAN?
2. DO YOU HAVE AN NA SPONSOR AND DO YOU SPONSOR NA MEMBERS?
3. DO YOU HAVE AN NA HOMEGROUP THAT YOU ATTEND REGULARLY?
4. DO YOU WORK THE 12 STEPS OF NA AS PART OF YOUR RECOVERY?
5. DO YOU HAVE A WORKING KNOWLEDGE OF THE NA TRADITIONS AND CONCEPTS?
6. WHAT SPECIAL SKILLS DO YOU BRING TO THIS POSITION?
7. HAVE YOU EVER QUIT A SERVICE POSITION AND IF SO WHY?
8. WHY DO YOU WANT TO SERVE IN THIS POSITION?
9. WHERE WILL YOU GET SUPPORT FOR YOUR POSITION?

ADDITIONAL QUESTIONS FOR DEALING WITH NA FUNDS:

1. ARE YOU COMFORTABLE DEALING WITH NA FUNDS
2. ARE YOU WILLING TO FOLLOW ESTABLISHED NA GUIDELINES FOR DEALING WITH FUNDS?
3. HAVE YOU EVER MISAPPROPRIATED OR STOLEN NA FUNDS?
4. HAVE YOU HAD EXPERIENCE PREPARING A FINANCIAL REPORT and/or DO YOU HAVE EXPERIENCE WITH EXCEL?
5. DO YOU HAVE THE TIME AND RESOURCES TO FULFILL THIS POSITION?

APPENDIX “F”

Roberts Rules of Order Chart

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous