



**ORANGE COUNTY LEARNING DAYS  
SUBCOMMITTEE GUIDELINES  
2018-19**

**STATEMENT OF PURPOSE:**

The purpose of the Orange County Area Learning Days Subcommittee is to plan, publicize and host Area events that promotes interest in and learning about approved NA literature, service committees, new materials, challenges, and our primary purpose regarding how we carry the message to the still suffering addict and how we might improve upon it. The main intention of these events will be to place emphasis on the use of the 12 Steps, 12 Traditions, and the 12 Concepts of Service in our service efforts. The structure of these events should foster interest in and use of the guiding principles by all participants. A secondary intent is to foster unity and cooperation between our service committees and the members of our area, reinforcing that our common goal is carrying the message. All participants shall conduct themselves in a way that exemplifies the principles contained in our Twelve Steps, Twelve Traditions, and Twelve Concepts of Service.

**RESPONSIBILITIES AND FUNCTIONS:**

1. To improve how we carry the message of recovery to the still suffering addict,
2. To improve the ways, we deliver services in our areas.
3. To help service committees share information, new materials, challenges, and rewards with each other and other members and groups.
4. To maintain a close working relationship with the OCASC.
5. To support, participate, and communicate on a regular basis with ASC Committees (H&I, PR, Activities, Phone-lines, Dare to Care, and ASO).
6. To conduct all business in accordance with the Twelve Traditions of Narcotics Anonymous and the Twelve Concepts of NA Service.
7. Establish and maintain an OCLD archives.
8. Provide assistance, coordinate with Areas within the Southern California Region to support groups and any other facet to which we can provide information or support.
9. To work to increase interest and participation in service in our area,



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**VOTING PROCEDURES**

1. Voting members shall include OCLD trusted servants who have previously attended two consecutive meetings and have not missed two consecutive meetings. Voting privileges will be extended at the third consecutive OCLD committee meeting.
2. Quorum is defined as a simple majority of the voting members present and may be established by a show of hands; or when requested, by roll-call.
3. Business motions shall pass with a simple majority of the voting members present.
4. Motions regarding guideline changes, money matters, or removal of a trusted servant from their position shall require a 2/3 majority of voting members present.
5. Any responsibilities or decisions that arise between meetings are to be resolved by the executive body and reported at the next scheduled meeting.
6. Officers for the learning day subcommittee (Chairperson, Vice-Chairperson, Treasurer, Vice-Treasurer, and Secretary) shall be elected in the “guideline review meeting” in April of each year. The newly elected officers will assume their duties upon election.
7. Elections of trusted servants shall require a simple majority of the voting members present.
8. Committee meetings are open to all interested members of NA, however, only OCLD Subcommittee Members are eligible to vote (in accordance with item #1 of the “Voting procedures”).
9. For maintaining order, this committee is generally conducted in accordance with Robert’s Rules of Order. We shall prioritize reaching a consensus and focusing on the group conscience on all matters brought to the committee. If a group conscience is reached no vote is needed in accordance with the guidelines.

**QUALIFICATIONS**

- (A) The Chairperson shall have at least four years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve.
- (B) The Vice-Chairperson shall have at least three years of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and a willingness to serve, and shall be willing to step up to Chairperson position after one year of service as Vice-Chairperson.



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- (C) The Secretary shall have at least one year of consecutive clean time, a working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, and a willingness to serve.
- (D) The Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, and a willingness to serve.
- (E) The Vice-Treasurer shall have at least two years of consecutive clean time, a verifiable form of income and must disclose any wage garnishments or liens against them, working knowledge of the 12 Steps, 12 Traditions, 12 Concepts of Service and/or a willingness to learn, a willingness to serve, and be willing to step up to the Treasurer position after one year of service as Vice-Treasurer.

**DUTIES OF THE OFFICERS**

- (A) The Chairperson shall:
  - 1. Attend and preside at all subcommittee meetings.
  - 2. Prepares an agenda for each OCLD subcommittee meeting.
  - 3. Provide a written agenda for each OCLD subcommittee meetings.
  - 4. Ensures that all OCLD trusted servants fulfill their duties
  - 5. Oversee and coordinate the events/functions.
  - 6. Attend, as a voting member of the ASC committee meeting and submit a written copy of the OCLD subcommittee report to the ASC secretary.
  - 7. Votes on behalf of the OCLD at ASC when applicable.
  - 8. Be a signer on the committee bank account.
- (B) The Vice-Chairperson shall:
  - 1. Perform the duties of the Chairperson in their absence.
  - 2. Assist the Chairperson in overseeing and coordinating the events/functions.
  - 3. Attend all OCLD subcommittee meetings.
  - 4. Must attend three Area Meetings.



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- (C) The Secretary shall:
1. Take minutes of all OCLD subcommittee meetings.
  2. Provide previous month's minutes to all committee members 72 hours prior to current meeting.
  3. Assist the Chairperson and Vice-Chairperson in overseeing the function.
  4. Attend all OCLD subcommittee meetings.
  5. Archive subcommittee meeting documents and pass down documents to the new secretary.
  6. Maintain accurate membership roster
- (D) The Treasurer shall:
1. Maintain subcommittee checking account and reconcile the bank account monthly.
  2. Be responsible for all income.
  3. Pay all expenses in a timely manner.
  4. Supply subcommittee with monthly printed financial report at subcommittee meetings.
  5. Attend all OCLD subcommittee meetings.
  6. Shall issue receipts for all money received from all sources.
  7. Be a signer on the committee bank account.
- The Vice-Treasurer shall:
8. Attend all subcommittee meetings.
  9. Perform the duties of the Treasurer in their absence.
  10. Assist Treasurer as needed.
  11. Responsible for second verification of all cash transactions.

**OPERATIONAL GUIDELINES**

- (A) The learning day subcommittee shall meet on the first (1<sup>st</sup>) Sunday of each month. In the event of holiday, the meeting will be held on an alternate date. As scheduled events near, the committee may require more frequent meetings.
- (B) Committee officers shall serve for a term of one year. All committee officers may succeed themselves in office, but none may serve more than two consecutive terms in the same office. With the exception that a third year may be added with a majority vote of members present.
- (C) Any learning days subcommittee officer/member may be removed, at the discretion of the members, from office and/or the committee by a majority vote of members present for any of the following reasons:
1. Repeated, absence (two or more meetings)
  2. Inability or failure to carry out the responsibilities and duties of their position.



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3. Relapse.
  4. Misappropriation of NA funds is an automatic forfeiture of any elected service position.
  5. Inappropriate and/or disruptive/disorderly behavior.
- (D) Any portion of these guidelines may be waived at any time by a 2/3 vote of the voting body. The amended section shall be added to the guidelines by creation of an addendum.
- (E) A “Guide to local Services in Narcotics Anonymous” should be used only as a reference.
- (F) An annual Guideline Review, chaired by OCLD Vice-Chair, will convene in April of each year. The previous year’s addendum will then be incorporated into these guidelines.
- (G) Any transaction involving the use of funds shall be approved by a majority vote of members present.
- (H) All monies must be accounted for at the end of the event. Three officers of the subcommittee must be present during the accounting (two being the Treasurer and the vice treasurer).
- (I) Only authorized members of the learning day subcommittee may handle money related to the event.
- (J) Transfers of funds to the Treasurer shall take place at the subcommittee meetings only.
- (K) Any NA member may participate in subcommittee regardless of clean time.
- (L) An appointed subcommittee member shall notify speakers, leaders, and readers.
- (M) The subcommittee may select volunteers to create artwork for the event. All artwork must adhere to Regional guidelines.
- (N) Group conscience of the subcommittee may amend these subcommittee guidelines.

**GUIDELINE REVIEW MEETING**

- A. A Guideline Review Meeting will be held in April of each year to review the current guidelines and elect the officers for the Executive Body.
- B. The current Committee Chair will facilitate the Guideline Review Meeting.
- C. Any NA member may attend the Guideline Review Meeting and may also suggest changes to the guidelines, but only members in good standing will be allowed to vote.
- D. The current Committee Guidelines will be read, in its entirety, by the Chair and suggested changes will be discussed and voted on according to Robert’s Rules of Order.
- E. The Secretary will be responsible for making all approved changes to the guidelines within two (2) weeks of the Guideline Review Meeting and an electronic file will be emailed to all committee members.



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It is important to understand that these guidelines are not stern rules; they are created to help the OCLD subcommittee operate smoothly. A group conscience may waive portions of these guidelines. The basic tenets from Robert's Rules of Order shall be followed at all subcommittee meetings.

**SIMPLE RULES OF ORDER  
(From The NA Guide To Local Service)**

On this and the following pages, you'll find a simple set of rules of order. They have 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.

**DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored 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.

**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.

**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.



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**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 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 to 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 member who seconds the motion 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 the motion then speaks briefly ab 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 several 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 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.

**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.

**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



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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 pro formally amended. This is called making a friendly amendment.

**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.

**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 the motion itself. If it passes, the committee moves on to its next item of business as if the main motion had been business. The tabled motion will be included in the committee agenda on the date specified.

**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.



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**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.

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

Sometimes a member feels that a motion the committee has acted upon 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 acted upon 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 has acted upon, 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 of the voting members present.

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



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Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are 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.

**8. Offering a SUBSTITUTE MOTION. SIMPLE majority required. Is DEBATABLE.**

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

**9. Motion to ADJOURN. 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.

**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.

**10. 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.

**11. 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.

**12. 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



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chairperson for clarification of the rules at any time. The member may simply say aloud, “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.

**13. 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.

**14. 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.

**15. 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.



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**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 favor, 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.

**ADDENDUM #1 Financial Record Keeping (approved by committee on 7-1-18):**

- (E) The Chairperson shall:
1. Attend and preside at all subcommittee meetings.
  2. Prepares an agenda for each OCLD subcommittee meeting.
  3. Provide a written agenda for each OCLD subcommittee meetings.
  4. Ensures that all OCLD trusted servants fulfill their duties
  5. Oversee and coordinate the events/functions.
  6. Attend, as a voting member of the ASC committee meeting and submit a written copy of the OCLD subcommittee report to the ASC secretary.
  7. Votes on behalf of the OCLD at ASC when applicable.
  8. Verify Financial Records with Treasurer monthly
- (F) The Treasurer shall:
1. Maintain subcommittee financial records and verify records with Committee Chair monthly.
  2. Be responsible for all income.
  3. Pay all expenses in a timely manner.
  4. Supply subcommittee with monthly printed financial report at subcommittee meetings.
  5. Attend all OCLD subcommittee meetings.
  6. Shall issue receipts for all money received from all sources.