

**Orange County Area Service Committee Guidelines**  
**(Revised: January 2015)**

Article I

**NAME**

The name of this committee shall be The Orange County Area Service Committee: (OCASC)

Article II

**STATEMENT OF PURPOSE**

The primary purpose of the OCASC shall be to serve the groups and subcommittees common to the welfare of Narcotics Anonymous, by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. Narcotics Anonymous groups shall be defined as stated in the *Guide to Local Services*.

As quoted from *It Works How and Why*:

*“Unity is the spirit that joins members around the world in a spiritual fellowship that has the power to change lives. By striving to see beyond our individual ideas and the interest of our group, we come to understand that the common welfare of all NA must come first. Through our trust in a loving Higher Power, we find the strength to work together towards our shared goal of recovery from addiction. In the unity that grows in trust, we are all ready to work together for our common good: (page 133)*

Article III

**DEFINITION**

The OCASC is a committee formed by and is responsible to all of its members in the Orange County Area of Narcotics Anonymous. It is through this committee that the groups are free to concentrate their service on new members of their meetings and to better support other subcommittees and NA as a whole, maintaining flexibility to carry the message to the still suffering addict and the community in a more efficient manner. This committee shall be supported and funded through participation and direct support from groups in the Orange County Area.

**Section 1.** For the purpose of 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.

**Section 2. MOTIONS & VOTING**

1. Members: Each group as defined in The Guide to Local Services has one vote through either the Group Service Representative (*GSR*) OR Alternate Group Service Representative (*Alt-GSR*), if the GSR is not present. The voting members of the Executive Committee include the ASC Vice Chairperson, Secretary, Treasurer or Vice Treasurer (in the absence of the Treasurer), and Regional Committee Member (RCM) or Alternate Regional Committee Member (in the absence of the RCM). The ASO Chairperson or alternate ASO board member (in the absence of the Chairperson), the Narcotics Anonymous Youth Committee (NAYC), Representative and all Subcommittee Chairs or their representatives have one (1) vote. The Area Chairperson is an additional voting member, but votes only in the event of a tie.
2. Motions may be introduced verbally or in writing by any voting member of the OCASC, and a voting member must second all motions.
3. Any member of Narcotics Anonymous may present input on the meeting floor and may address the OCASC when recognized by the Area Chairperson. Any member of Narcotics Anonymous may submit in writing a motion under new business in order to address the OCASC.
4. A quorum will be the voting members present at the time of voting. Any decisions affecting Orange County Area Service Committee Guidelines or money matters require a 2/3 majority vote of all eligible voting members present for the motion to pass. The OCASC Chair will qualify the quorum prior to any matter

requiring a 2/3 majority vote. All other decisions require a simple majority vote except elections of trusted servants. Please see section 3. #2

5. All motions brought to the floor, following a brief discussion, shall generally be limited to 2 pros and 2 cons.
6. Any motion may be referred to the Group Service Representatives (GSRs) to take back to their group meeting for a wider group conscience by a majority vote. This may be a motion that cannot be clearly decided in the Area Service Committee Meeting.
7. The Area Guidelines may be amended at any regular meeting of this committee provided that the amendment has been submitted in writing prior to the meeting.
8. Approved guideline changes shall be inserted into the guidelines by next OCASC meeting. Duty of Secretary see Sec7 #6 B
9. The OCASC Annual Guideline Review should be done each year in the month of January.

### **Section 3. OFFICERS**

Terms of all officers of the OCASC are for one year. Officers may serve more than one year if voted in by the Committee. No officer shall serve more than two consecutive terms in the same position. A member may hold more than one elected position only when there are no qualified or willing members available.

1. Elections for the OCASC officers are held at the regular OCASC meeting in December. The elections for the Treasurer and Vice Treasurer will be held in January.
2. OCASC supports the idea of internship and so whenever possible the “Alternate” or “Vice” of any position should succeed to that position with a vote of confidence from the OCASC. Officers are elected by a 2/3 majority of voting members present.
3. Nominees who have accepted the nomination for a position as an OCASC officer will be asked to qualify, answer questions from the OCASC body and then leave the room so that further discussion and voting by the OCASC body can take place.

### **Section 4. REMOVAL OF OFFICERS**

1. Relapse constitutes automatic removal.
2. Resignation.
3. Two unexcused absences of the regular committee meeting of this committee.
4. An excusable absence is one given prior to the regular meeting or an unforeseen event.
5. Failure to fulfill duties and responsibilities of the elected position.
6. Misappropriation / misuse of OCASC funds and misconduct.

#### **A. Misappropriation/Misuse of OCASC Funds**

The 11<sup>th</sup> Concept of NA Service establishes the sole priority for the use of N.A. funds is to carry the message to the addict who still suffers. The 12<sup>th</sup> Concept of N.A. Service gives the OCASC a mandate from the N.A. groups that call for total fiscal accountability. With this in mind any misappropriation or misuse of funds by any current or past Area Trusted Servant(s) or N.A. member(s) shall not be tolerated. The definition of “misappropriation of funds” includes but is not limited to theft, embezzlement, NSF fees or use of N.A. funds for purposes not expressly authorized by the OCASC, subcommittees or ad-hocs. This includes the theft of cash, check or any financial instrument (i.e. refunds, royalties or rebates from vendors to the N.A. fellowship) or asset (i.e. equipment, supplies or physical inventory).

#### **B. Audit**

The audit committee, committed to the OCASC, will conduct an audit of the checking accounts of the OCASC, Area Service Office, Dare to Care and Area Activities. Auditors will use a standard bank balance form to review deposits and withdrawals. An audit will cover a consecutive 12 month period for the subcommittee being audited.

#### **C. Misconduct**

Misconduct is defined as any action contrary to the 12 Traditions of N.A., The 12 Concepts of N.A. Service, the Guidelines of the OCASC, and the Guidelines of an OCASC subcommittee or ad-hoc. This includes, if applicable, any violation of California State or US Federal law to the extent that such

misconduct is detrimental to the N.A. fellowship. This also includes conduct that creates a benefit to a member or outside enterprise to the detriment of the N.A. fellowship.

#### **D. Interim Action - Suspension**

Should any OCASC Executive Committee member, subcommittee member or any non-elected N.A. member be suspected to have misappropriated or misused OCASC funds or have been involved in misconduct, the OCASC Executive Committee duly elected officers will vote in person or by phone to immediately “suspend” the member(s) involved from further Area Service. Suspension in this instance is not disciplinary action; it is a pause in active service to allow time for investigation of an incident.

1. A suspended officer or member may no longer represent him or herself to the fellowship or Service Board / Committee as an officer or member of the OCASC, its subcommittees or its Ad hocs. Additionally, a member upon notification of being suspended, by phone or letter from the Chair, may not be reimbursed for any service related expenses incurred during the course of their suspension.
2. Upon suspension of any member(s), the OCASC Executive Committee duly elected officers must make a full and timely investigation of the matter and report the findings at the next OCASC meeting.
3. Any member who participates in or who had knowledge of the suspected misappropriations or misuse of funds or misconduct shall be subject to the same actions taken against the suspected member(s) and are required to be present at the OCASC.
4. The presiding officer of the OCASC, immediately upon calling the following OCASC to order must report all interim actions / decisions made by the Executive Committee duly elected officers, fully disclosing the alleged misappropriation or misuse of OCASC funds or misconduct and the individual(s) involved. Any member(s) suspected of misappropriation or misuse of OCASC funds or misconduct may exercise the 10<sup>th</sup> Concept of N.A. Service to redress the issue at this time..

#### **E. OCASC Action: REMOVAL and REINSTATEMENT**

Once the OCASC Executive Committee’s duly elected officers investigate and report to the OCASC its finding of the suspected violation of the section, the OCASC must immediately vote on a motion to remove the individual(s) from the office and/or the committee “with cause”, to reinstate, or to extend the investigation. The Chair will notify said member by phone or letter.

1. Should the OCASC remove an Officer(s) or member(s) with cause, the said individuals’ participation within the OCASC is immediately terminated.
  - A. Additionally, any member removed from office and /or committee by the OCASC for misappropriation of funds may not hold an area elected office or handle any N.A. funds of the OCASC, its subcommittees and /or its Ad hocs for a period of five (5) years.
  - B. Any member removed from office and /or committee by the OCASC for misconduct may not hold an area elected office on the OCASC, its subcommittees and/or its Ad hocs for a period of two (2) years to five (5) years, at the discretion of the OCASC, on a case-by-case basis. Note: this period of time will be voted on and determined at the time of removal from office and /or committee.
  - C. If a trusted servant resigns from office or a committee prior to the OCASC having taken the aforementioned action and reaching a final resolution, the OCASC shall proceed to suspend the trusted servant. The OCASC shall investigate the matter and follow the aforementioned process to its normal conclusion.
2. Upon reinstatement, said member’s suspension will be lifted and the member will resume their role as full participant in the OCASC, its subcommittee or Ad hoc, as applicable.

#### **F. RESTITUTION**

1. A member removed from office for the misappropriation or misuse of OCASC funds will be subject to criminal and/or civil prosecution by the OCASC, its subcommittees or its Ad hocs, as applicable.
2. Members removed from office for the misappropriation or misuse of OCASC funds will be at the discretion of the OCASC or ASO Board of Directors, be asked to sign a promissory note and make restitution in full of all misappropriated OCASC funds in lieu of prosecution.

### **Section 5. Money Matters**

1. All money matters require a 2/3 majority vote of voting members present. Please see SECTION 3, # 2.
2. The area checking account signature card consists of the Treasurer, Vice Treasurer, Area Chairperson and the Vice Chairperson. Two (2) of these four (4) signatures are required on every check. One (1) being the primary signer (Treasurer or Vice Treasurer) and one (1) being a secondary signer (Chairperson or Vice Chairperson). No two (2) signers on the same account may reside in the same household. Any and all proprietary information relating to checking accounts is to be shared with the Chair including but not limited to online banking. When checks are originated through online banking/ bill paying services, the debit entry in the OCASC checkbook will be initialed by the Chair or Vice Chair. The OCASC Chair shall review the OCASC's checkbook and bank statement each month. The Chair shall verify that the ending balances coincide on a monthly basis. The Chair will initial the checkbook and statement as proof that this has been completed.
3. All checking account signature cards must be updated according to the bank protocol. The treasurer must report on the status of completion in the February meeting.
4. The Chair of each subcommittee that handles money shall look at that sub committee's checkbook and bank statement each month. That Chair shall verify that the ending balances of each statement coincide on a monthly basis. The Chair will initial the checkbook and statement as proof this has been completed.
5. All monies and receipts are to be totaled and verified by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. An Executive Officer shall count, total and verify monies in the absence of the Treasurer or Vice Treasurer.
6. Any allocations for subcommittees or subcommittee members in regards to travel and other related expenses for attendance at Learning Days, etc. require a 2/3 majority vote of members present and must be submitted two months prior to the event attendance.
7. All OCASC subcommittee bank transactions (i.e. direct deposit slips and receipts submitted for reimbursements) shall be maintained according to OCASC Treasurer duties and responsibilities.
8. No person(s) is to be reimbursed without a receipt for services rendered by the vendor where purchased. (Reimbursements would consist of copies, room rentals, services provided for an event.) If the receipt is lost, the subcommittee must vote to authorize reimbursement.
9. All OC area trusted servants performing money handling service or signer on any N.A. checking account must sign a Financial Service Acknowledgement of Responsibility Form, prior to fulfilling a money handling commitment (see financial form at the end of guidelines.) Signed forms will be held by the Vice Chair, see duties of the vice chair section 4.
10. In accordance to the ASO's responsibility for T-shirts for the Orange County Area is as follows:  
(See page 10 #25)
  - A. Subcommittee submits artwork to ASO (or RSO, WSO) for approval
  - B. Subcommittee submits (\$) quote to ASC for approval
  - C. Approved invoice is submitted to ASO for payment
  - D. ASO pays invoice to vendor
  - E. ASO creates invoice for subcommittee, \*including a 20% markup and sales tax
  - F. Subcommittee handles their own pick up of printed tee shirts
  - G. Subcommittee determines their own price and is responsible for their own sales at event
  - H. Within 3 days of event, subcommittee shall pay ASO invoice in full
  - I. In the event not all shirts are sold at the event, the responsible subcommittee is still liable for the full cost of the order (as noted above), and will come to an agreement as to when they can pay all money due. If the subcommittee event is insolvent, or if monies due are not paid within 30 days of the event, the ASC will then cover any unpaid monies due to the ASO (and will continue to collect from the responsible subcommittee).

\*This allows the ASO to generate revenue to cover overhead costs and fulfill our purpose.

## **Section 6. General Fund and Prudent Reserve**

1. The Area general fund and prudent reserve addresses operating expenses. The OCASC's bank account should maintain \$600.00 working capital, \$300.00 for OCASC events, \$200.00 for Public Relations, as well as the cost of one (1) case of Basic Texts and one (1) case of Introductory Guides, plus \$3,000.00 for a prudent reserve. Any amount above
2. All budget allocations are on a monthly basis and do not carry over to the subsequent months.

3. Any funds over the prudent reserve are donated to the SCRSC after monthly expenses for the following month have been met and reconciliation of the OCASC's bank account.
4. The subcommittee budget allocations are as follows:
  - A. Hospitals and Institutions: \$600.00 for monthly literature with a \$25.00 monthly operating expense. The OCASC will allocate three (3) cases of Basic Texts and three (3) cases of Introductory Guides as needed. If an H&I literature purchase will exceed the H&I monthly budget prior to their monthly order, H&I must make a written request for authorization to the OCASC to ensure the funds are available.
  - B. Activities: no expense is allocated to Area Activities because the Area Activities subcommittee has a prudent reserve of \$3,000.00 which includes a working capital of \$600.00. If there is no active Chair or Vice Chair of Activities Committee, the Area Activities checkbook must be returned to the OCASC Treasurer until such time as positions are filled.
  - C. Public Relations: \$200.00 per month.
  - D. OCASC: \$525.00 per month. This for facility rent, copies, office, phone lines, and expenses for new group start-up. Also 300.00 for OCASC Event Fund.

## **Section 7. REQUIREMENTS AND DUTIES OF THE EXECUTIVE BODY**

### **1. Requirements of the Area Chairperson**

- A. Has a minimum of four years clean time.
- B. Experience at Area level preferably as Vice Chair.
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Willingness to serve.

### **2. Duties of the Area Chairperson**

- A. To preside over the OCASC meeting, is responsible for keeping order and for conducting the meeting in a fair and responsible manner, that establishes a positive atmosphere of recovery and service.
- B. The Chairperson should coordinate discussion on all matters brought before the OCASC in an unbiased manner so there is a clear understanding by the voting members prior to taking a vote.
- C. Keeps the OCASC activities within the principles of the 12 Steps, 12 Traditions and 12 Concepts of service of Narcotics Anonymous and in accordance with our stated purpose.
- D. Is one of the authorized signers on the OCASC Bank Account.
- E. Is responsible for attending ASO Board of Directors meeting where he/she has voting privileges.
- F. To acknowledge guests or visitors, welcome them to the OCASC meeting.
- G. To state and put to vote all motions that legitimately come before the Area Service Committee. To announce the results of each vote, or in the case that a motion is not in order, to rule that motion out of order.
- H. To enforce the rules relating to debate and order within the assembly when appropriate.
- I. To expedite business in every way compatible with the rights of the members.
- J. To arrange the agenda for each OCASC meeting.
- K. In the absence of the Vice Chairperson, the Chairperson is responsible for fulfilling the Vice Chairperson's duties.
- L. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- M. Facilitate a monthly meeting with the chairs of each sub-committee, Area Activities, Public Relations, Hospitals and Institutions, Dare to Care and Phone-lines prior to the OCASC meeting.
- N. Train their successor.

### **3. Requirements of the Vice Chairperson**

- A. Is to have a minimum of three years clean time.
- B. Experience at the area level.
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Willingness to serve

### **4. Duties of the Vice Chairperson**

- A. It is the duty of the Vice Chairperson to work closely with the OCASC Chair at monthly OCASC meetings.

- B. In the absence of the Chairperson, the Vice Chairperson would assume the duties of the Chairperson.
- C. Is one of the authorized signers on the OCASC banking account.
- D. May fill any subcommittee chair position in the absence of the Subcommittee Chair in the event that their position has been vacated before their term is complete or a new officer elected.
- E. Coordinates and chairs any special ad-hoc committees of the OCASC.
- F. Is the direct liaison between the subcommittees and the OCASC.
- G. Coordinates and chairs the OCASC Guideline review.
- H. Coordinates meeting roster sheet and volunteer lists.
- I. Attends all ASO Board of Directors meetings.
- J. Report Meetings being dropped, added, and changed in the meeting directory to the ASO on a monthly basis. Any meeting that has not been represented at the OCASC meeting for six (6) consecutive months will be removed from the meeting directory. Once a meeting has not attended for four months it will be announced at the OCASC. A dark meeting cannot be removed until it has been announced to be at risk at two (2) OCASC meetings.
- K. Confirm the existence of each meeting listed in the Orange County Area Directory on a quarterly basis, (every three (3) months). Meetings that are found to be non-existent will be reported to the Vice Chair and removed from the Orange County Area Directory. Meetings conducted in languages other than English are exempt from the requirement to send a GSR representative to the OCASC at least once every six (6) months to remain the Orange County Area Directory.
- L. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- M. Responsible for bringing copies of the Group Update Form to the monthly OCASC meeting.
- N. Maintain copies of The Financial Services Acknowledgement of Responsibility form for the OCASC treasurer and maintain subcommittee audit results forms. Hold OCASC Financial accountability form.
- O. Train their successor.

#### **5. Requirements of the Secretary**

- A. Has a minimum of one year clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service in Narcotics Anonymous.
- C. Previous experience at group level (i.e. Group Secretary, Treasurer, and or GSR).
- D. Should be able to type and have access to a computer with a Word Processing Program and internet access.
- E. Willingness to Serve.

#### **6. Duties of the Secretary**

- A. The Secretary will take the minutes and records and make available to any member of the OCASC a copy upon request in a manner prescribed by the committee.
- B. To maintain record books in which guidelines, special standing rules and minutes are entered with any amendments to these as required. Attends annual OCASC guideline review and prepares copies for GSR's and Executive Body.
- C. Attends OCASC meeting.
- D. Responsible for bringing copies of the last month's minutes, and blank note forms to the OCASC meeting.
- E. Responsible for bringing copies of the last month's minutes, and blank note forms to the OCASC meeting.
- F. Maintains the GSR email contact list. Emails GSR's on the list a week prior to the next OCASC meeting.
- G. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- H. Train their successor.

#### **7. Requirements of the Treasurer**

- A. Have a minimum of four years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service in Narcotics Anonymous.
- C. At least one year of previous service at an area level.
- D. Experience in business, accounting, and bookkeeping or as a successful group Treasurer.
- E. Have a job or source of income.

F. Willingness to Serve.

### **8. Duties of the Treasurer**

- A. Is responsible for the OCASC Treasury, pay bills, receives and deposits contributions from the groups and subcommittees.
- B. Is an authorized signer on the OCASC bank account.
- C. Makes written financial reports to the OCASC on a monthly basis including an account of group and sub-committee donations on a quarterly basis.
- D. Is responsible for keeping an accurate balance and records of the OCASC bank account and of all monies.
- E. Is responsible for making donations to our region when funds exceed the prudent reserve and operating expenses.
- F. Makes available upon request financial records and receipts to any member of the OCASC.
- G. Sees that the account signature cards are kept current and up to date.
- H. Is responsible for the distribution of approved funds to the OCASC subcommittees.
- I. Attends Guideline review meeting.
- J. Share any and all proprietary information relating to the OCASC bank accounts with the Executive Committee. This includes but is not limited to on-line banking.
- K. Will be a signer on all Area Subcommittee checking accounts.
- L. Will retain Financial Services Acknowledgement of Responsibility forms for all OC Area sub-committee Treasurers and RCM. Note: The Financial Services Acknowledgement of Responsibility forms for the OCASC Treasurer will be retained by the Area Vice Chair.
- M. Must read and familiarize themselves with the ASC Guidelines before next OCASC meeting after taking position.
- N. Inventory six (6) Meeting starter packets, and distribute to new meeting GSRs (as voted on by the OCASC). Those starter packets are to include the seven (7) group readings.
- O. All OCASC subcommittee bank transactions (i.e. direct deposit slips and receipts submitted for reimbursements) shall be maintained according to OCASC Treasurer duties and responsibilities.
- P. Train their successor

### **9. Requirements of the Vice Treasurer**

- A. Have minimum of three years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service in Narcotics Anonymous.
- C. Experience in business, Accounting, bookkeeping or as a successful group Treasurer.
- D. Have a job or source of income.
- E. Willingness to Serve.

### **10. Duties of the Vice Treasurer**

- A. It is the duty of the Vice Treasurer to work closely with the OCASC Treasurer at monthly OCASC meetings.
- B. To collect donations and make receipts for donations.
- C. To assist in the preparations for the monthly financial report.
- D. In the absence of the Treasurer the Vice Treasurer performs all tasks of the OCASC Treasurer.
- E. Must attend the Guideline Review meeting.
- F. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- G. Train their successor.

### **11. Requirements of Auditor**

- A. Minimum of five (5) years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service in Narcotics Anonymous.
- C. Knowledge of balancing a checkbook.
- D. Gainfully employed.
- E. Attends four (4) audits per year.
- F. Cannot serve as an auditor while serving as a treasurer of the area or an area sub-committee.
- F. Willingness to serve.

**12. Duties of Auditor**

- A. Meet with the Treasurer or Vice Treasure of one subcommittee each quarter.
- B. Require twelve (12) consecutive months of bank statements be present.
- C. Examine all checks written, deposits made, and nature of checks written for accuracy.
- D. Minimum of two (2) auditors per audit to sign the form and report the results to the OCASC Chair.
- E. Turn in form to the Vice Chair of the Area.

**13. Requirements of the Regional Committee Member (RCM)**

- A. Have a minimum of three (3) years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of Service in Narcotics Anonymous.
- C. Willingness to serve.

**14. Duties of the RCM**

- A. Is the primary link of communication between the Orange County Area and the Southern California Region.
- B. Represents the OCASC at the monthly Southern California Regional Service Committee.
- C. Is responsible for seeing that the OCASC's "Group Conscience" is represented at the regional level.
- D. Gives an accurate verbal account of the RSC meeting in an unbiased manner, covering motions made and how he/she voted and submits a monthly written report to the OCASC Secretary.
- E. Delivers OCASC donations to the region.
- F. Chairs Ad hoc committee on C.A.R.
- G. If the Chair and Vice Chair are not present, he/she chairs the OCASC meeting.
- H. Attends OCASC guideline review meeting.
- I. Is responsible for providing meeting information to Regional Office and or web-site coordinator.
- J. Is responsible for providing world registration forms.
- K. Must read and familiarize themselves with the OCASC guidelines before next OCASC meeting after taking position.
- L. Train their successor.

**15. Requirements for the RCM-Alternate**

- A. Have minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service in Narcotics Anonymous.
- C. Willingness to serve and to become the RCM at the completion of term as alternate.

**16. Duties of RCM-Alternate**

- A. Works closely with the RCM and shares the responsibility of the position.
- B. In absence of The RCM, the alternate will assume the position of the RCM.
- C. Attends the regular monthly Regional Service Committee meetings with the RCM.
- D. Chairs the OCASC meeting if the Chair, Vice Chair and RCM are not there.
- E. Assists the RCM with C.A.R. Ad hoc committee meeting.
- F. Attends the OCASC Guidelines Review meeting.
- G. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- H. Train their successor.

**17. Requirements of Area Packet Person**

- A. Have a minimum of six months clean time.
- B. Willingness to Serve.

**18. Duties of the Area Packet Person**

- A. To coordinate with Regional Activities Rep, Orange County Area Activities Committee, OCASC Secretary and other subcommittees to arrange for pick-up of flyers for the GSR Packets.
- B. Make up GSR packets.
- C. Deliver packets to the OCASC meeting before the meeting begins on a monthly basis.

- D. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- E. Train their successor.

**19. Requirements of Direct Elect Member**

- A. Must have at least two (2) years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service in Narcotics Anonymous.
- C. The position is a one (1) year term
- D. Direct Elect Members may be voted in for up to two (2) additional one (1) year terms, but cannot be the Direct Elect member for longer than three (3) consecutive years.
- E. Willingness to Serve.

**20. Duties of the Direct Elect Member**

- A. Assist with table set-up for Business Sunday.
- B. Assist with closing filing and checking orders.
- C. Assist with closing duties and returning inventory and table storage.

**21. Requirements of the GSR Orientation Coordinator**

- A. Have a minimum of eighteen (18) months clean time.
- B. One year GSR term experience at the OCASC
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service in Narcotics Anonymous
- D. Willingness to Serve.

**22. Duties of the GSR Orientation Coordinator**

- A. Orient, direct, and distribute paperwork to new GSRs at the OCASC meeting
- B. Maintain and distribute GSR Orientation packet with a minimum of 20 on hand at each OCASC meeting.
- D. Arrives thirty (30) minutes prior to OCASC to greet new GSRs
- E. Secures approval as needed by the OCASC for changes in the content of GSR orientation packet.
- F. Must read and familiarize themselves with the OCASC guidelines before next OCASC meeting after taking position.
- G. Train their successor.

**23. Requirements of the GSR Orientation Coordinator Alternate**

- A. Have a minimum of one (1) year of clean time.
- B. One year GSR term experience at the OCASC
- C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service in Narcotics Anonymous.
- D. Willingness to Serve.

**24. Duties of the GSR Orientation Coordinator Alternate**

- A. Assist the GSR Orientation Coordinator to orient, direct, and distribute paperwork to new GSRs at the OCASC meeting.
- B. Assist the GSR Orientation Coordinator inventory, and distribute GSR orientation packets.
- C. Arrives thirty (30) minutes prior to OCASC to greet new GSRs
- D. Assist the GSR Orientation Coordinator secure approval as needed by the OCASC for changes in the content of GSR orientation packets.
- E. Must read and familiarize themselves with the OCASC Guidelines before next OCASC meeting after taking position.
- F. Train their successor.

**25. Orange County Service Office (ASO)**

- A. The OCASC should maintain a pool of members for the ASO to draw from when a position becomes available or needs to be filled. Two years is the suggested requirement of clean time and service at the Area level to fulfill a position in the ASO.
- B. Three of the Directors of the ASO are provided by the OCASC through an election process. These three Directors are called Direct Elects and the term for a Direct Elect is one (1) year.
- C. The ASO is responsible for providing an accurate financial report monthly to the OCASC.

- D. The ASO is also responsible for providing an accurate inventory report monthly to the OCASC.
- E. The ASO makes available upon request financial reports to OCASC.
- F. The ASO is responsible for making a monthly written report available to the OCASC.
- G. The ASO is to keep the OCASC informed of any changes regarding the purchase of literature.
- H. The ASO is responsible for maintaining and storing OCASC ARCHIVES.
- I. The ASO shall abide by any motions by the OCASC and implement those decisions reached by the OCASC as stated in the ASO Guidelines.

### **Pricing Guidelines**

The ASO pricing structure is REGIONAL COST + 10% + SALES TAX = Final Price  
For literature, chips and other merchandise purchased from the WSO or RSO.

The ASO's responsibility for T-shirts for the Orange County Area is as follows:

- A. Subcommittee submits artwork to ASO (or RSO, WSO) for approval
- B. Subcommittee submits (\$) quote to ASC for approval
- C. Approved invoice is submitted to ASO for payment
- D. ASO pays invoice to vendor
- E. ASO creates invoice for subcommittee, \*including a 20% markup and sales tax
- F. Subcommittee handles their own pick up of printed tee shirts
- G. Subcommittee determines their own price and is responsible for their own sales at event
- H. Within 3 days of event, subcommittee shall pay ASO invoice in full
- I. In the event not all shirts are sold at the event, the responsible subcommittee is still liable for the full cost of the order (as noted above), and will come to an agreement as to when they can pay all money due. If the subcommittee event is insolvent, or if monies due are not paid within 30 days of the event, the ASC will then cover any unpaid monies due to the ASO (and will continue to collect from the responsible subcommittee).

\*This allows the ASO to generate revenue to cover overhead costs and fulfill our purpose.

### **26. Requirements of the Regional NAYC Representative**

- A. A minimum of 1 year clean.
- B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service in Narcotics Anonymous.
- C. An active interest in the issues confronting young people recovering in Southern California NA.
- D. Willingness to Serve.

### **27. Duties of the Regional NAYC Representative**

- A. Attends a monthly SCR NAYC meeting.
- B. Attends a monthly OCASC meeting. Note: The NAYC Representative may also serve as an OCANA GSR.
- C. Provides a direct line of communication between SCR NAYC and the OCASC.

### **28. Requirements of the Regional Activities Representative**

- A. Minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service in Narcotics Anonymous
- C. Willingness to serve at any regional activities level.
- D. Have at least one (1) year of service experience on an area level.
- E. Possess a source of income.
- F. Have reliable transportation.

### **29. Duties of the Regional Activities Representative**

- A. Attend the monthly Regional Activity Meeting.
- B. Act as a liaison between Regional Activities and OCAAC, and obtain regional dates.
- C. Represent OCAAC as a voting member at the regional level.
- D. Will report regional activities to OCASC once a month.

### **30. Requirements of the Vice Regional Activities Representative**

- A. Minimum of 1 year clean time.

- B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service in Narcotics Anonymous
- C. Willingness to serve at any regional activities level.
- D. Assumes duties of Regional Representative if needed.
- E. Have at least one (1) year of service experience on an area level.
- F. Possess a source of income.
- G. Have reliable transportation.

**31. Duties of the Vice Regional Activities Representative**

- A. Perform all duties of the Regional Activities Representative in their absence.
- B. Attend the Regional Activities meeting on a quarterly basis.
- C. Act as a liaison between Regional Activities and OCAAC in the absence of the Regional Activities Representative.
- D. Represent OCAAC as a voting member at the regional level in the absence of the Regional Activities Representative.
- E. Report Regional activities to the OCASC once a month in the absence of the Regional Activities Representative.
- F. In the absence of the Regional Activities Representative, the Vice Regional Activities Representative would assume the duties of the Regional Activities Representative.

**Section 8. SUBCOMMITTEE DUTIES AS MANDATED BY THE OCASC.**

**1. OC Area Activities.**

- A. Area Activities must announce a date and location for their subcommittee events within two (2) months prior to the event. Also it must be announced at two (2) OCASC meetings, otherwise the event cannot take place.

**2. Guidelines**

- A. All Area subcommittees shall provide the secretary of OCASC a copy of their current guidelines to be filed and stored by the Secretary.

# Narcotics Anonymous Orange County Area Service Committee

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## *Trusted Servants Financial Services Acknowledgement*

I, \_\_\_\_\_, have received, and read a current copy of the Guidelines of the Orange County Area Service Committee of NA® (henceforth OCASC).

It is my intent to accept a money-handling, volunteer position within the OCASC. I understand that it is a requirement of the OCASC that all Trusted Servants performing a money-handling service position sign this Acknowledgement prior to accepting such a position, and I do so of my own free will under no duress.

I understand that NA® funds are not to be used for any form of personal use, and that to do so constitutes misappropriation. I understand that should I be suspected of misappropriation of funds, the procedures outlined in the Guidelines of the OCASC will be initiated, and adhered to through completion.

Should I be found to have misappropriated funds, I understand that the matter might be turned over to the Law Enforcement Authorities, inclusive of the Local Police and DA's office, solely at the discretion of the OCASC.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(witness)

## **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*.

### **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 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 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.

## 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 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*.

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

**4. Motion 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.

**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 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.

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

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The 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.**

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.

**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.

**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.

**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.

**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.

**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.

**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.

### **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*.