

# Orange County Area Service Committee Guidelines

(Revised: Dec 2022 - APPROVED)

## 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, 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*. (page 25)

As quoted from *It Works How and Why*:

*".. these group representatives who meet periodically. These representatives share information with one another about how their individual groups are doing and help one another find solutions to problems one group or another may be having. " page 191*

## 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* (page 25) has one vote through either the Group Service Representative (GSR) OR Alternate Group Service Representative (Alt-GSR), if the GSR is not present. Groups choosing to host more than one recovery meeting have only one vote through either the Group Service Representative (GSR) OR Alternate Group Service Representative (Alt GSR), if the GSR is not present.

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. A voting member must 2nd the motion.
4. A quorum will be the voting members present. All decisions will require a 2/3 majority vote of all eligible voting members present, at the time of the vote, for a motion to pass.
5. All motions brought to the floor, and seconded will be followed first by a full discussion and may be extended or limited at the discretion of the Chair; then 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 ASC Committee vote. This may be a motion that cannot be clearly decided in the Area Service Committee Meeting and the Executive Committee will make every effort to communicate the motion clearly, to ensure that all pertinent information has been presented to the members, and to answer all questions which may assist the members in their decision making prior to entertaining the motion to refer the matter back to the groups.

Responsible service boards and committees consult the groups in matters directly affecting them and seek direction from the groups in matters not already covered by existing policy. (Tradition 9 “It Works How and Why” page 192)

7. **Motions to reconsider or rescind may be brought to the OCASC prior to the end of the second OCASC meeting after the motion has passed or failed.** 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 added into the guidelines as a numbered addendum by the next OCASC meeting and then inserted by the end of the year. This is the Duty of the Secretary -see Sec 7 #6 B.
9. Any motions to area guideline changes and regional motions seeking an OCASC vote shall be sent back to the groups for a group conscience for a minimum of one ASC cycle when time permits.
10. The OCASC biennial Guideline Review shall be done in the month of January 2025.

### **Section 3. OFFICERS**

Terms of all officers of the OCASC are for one year, with the exception of the RCM's who would serve for two years . 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.

The Chair, Vice Chair, Secretary, Treasurer, and Vice Treasurer of OCASC may not concurrently serve as a chair or vice chair , secretary and treasure at any OCASC subcommittee, members currently serving more than one position and are not affected until the end of their executive body term.

1. Elections for the OCASC Chair, Vice Chair and Secretary are held at the regular OCASC meeting in December.
2. Elections for the OCASC Treasure, Vice Treasurer, and Audit Committee members are held at the regular OCASC in January.
3. Elections for the RCM are held at the regular OCASC meeting in June during the even years. Elections for RCM Alternate are held at the regular OCASC meeting in June during the odd years.
4. 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 the eligible voting members present.
5. 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 for voting by the OCASC body.

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

1. Relapse constitutes automatic removal
2. Resignation.
3. Three absences, no call/no show, in a twelve month period except members of the Audit Committee.
4. Failure to fulfill duties and responsibilities of the elected position.
5. Misappropriation/misuse of OCASC funds and misconduct.

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

The 11<sup>th</sup> Concept of N.A. Service establishes the sole priority for the use of N.A. funds are to carry the message to the addict who still suffers and call for total fiscal accountability. Our 9th Tradition which states we may create service boards or committees directly to those servers 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 bank accounts of the OCASC, Area Service Office, Dare to Care, Area Activities and Learning Day. 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 U.S. 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. Members 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 has 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 next 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 and one other member of the executive body will notify said member by phone with a follow up email.

1. Should the OCASC remove an Officer(s) or member(s) with cause, the said individuals’ participation within the OCASC is immediately terminated.
  - a. 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 one (1) to five (5) years determined by and in accordance with the ASC 2/3rd majority vote. Recommendation for the length of time will be made by the sub-committee and if unable to, a member of the ASC committee will recommend a time period for removal.

- b. Any member removed from office and /or committee by the OCASC for misconduct 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 one (1) to five (5) years determined by and in accordance with the ASC 2/3rd majority vote. Recommendation for the length of time will be made by the sub-committee and if unable to, a member of the ASC committee will recommend a time period for removal.
- 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.
- d. Upon reinstatement, said member's suspension will be lifted and the member may resume a 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, will 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 will require a 2/3 majority vote of the-eligible voting members present at the time of vote.
- 2. The area bank 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 bank accounts is to be shared with the Chair.
- 3. All bank account signature cards must be updated according to the bank protocol. The ASO Chair must report on the status of-when applicable at the monthly meeting.
- 4. The Chair of OCASC shall review the OCASC's checkbook and bank statement and 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, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Treasurer or Vice Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the treasurer with counting, totaling, and verifying and signed off the funds
- 6. Any allocations for subcommittees or subcommittee members in regards to travel and other related expenses will require a 2/3 majority of eligible voting members present at the time of the vote 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, and 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 signers on any N.A. a bank 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. Any advanced OCASC funds, must be accounted for with the OCASC Treasurer by submitting documentation in form of receipts within sixty (60) days of the designated event completion.

## **Section 6. GENERAL FUND & PRUDENT RESERVE**

1. The Area general fund and prudent reserve addresses operating expenses. The OCASC's bank account should maintain \$675.00 working capital, \$300.00 for OCASC events, and \$1800.00 for a prudent reserve. Any amount above the necessary monthly working capital and including the prudent reserve, should be contributed to the SCRSC. If there is no active Chair or Vice Chair of any Sub-Committee, the financials (money) must be returned to the OCASC Treasurer until such time as positions are filled.
2. 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 for a cost of \$345.75 (annually February, June, October) and three (3) cases of Introductory Guides for a cost of \$413.69(annually April, August, and December). If an H&I literature purchase exceeds 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. Public Relations: \$430.00 per month.
  - C. OCASC: \$675.00 per month. This for facility rent, copies, office supplies, and expenses for new group start-up. Also \$300.00 for OCASC Event Fund.

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

### **Area Chairperson**

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

- A. Has a minimum of five years clean time.
- B. Experience at Area level preferably as Vice Chair.
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 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 the 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 the next OCASC meeting after taking the position.
- M. Train their successor.
- N. Attend the OCASC annual guideline review meeting.

## **Vice Chairperson**

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

- A. Is to have a minimum of five years clean time.
- B. Experience at the Area level.
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 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 bank 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 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 four (4) consecutive months will be removed from the meeting directory. Once a meeting has not attended for two (2) months it will be announced at the OCASC. A meeting cannot be removed until it has been announced to be at risk at two (2) executive 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 reported that are found to be non-existent will be 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 meeting once confirmed.
- L. Is responsible for providing meeting information to the OCASC PR Web Coordinator who updates [orangecountyna.org](http://orangecountyna.org) and the Regional web-site coordinator. **Is responsible for obtaining the current guidelines from each subcommittee to forward to the OCASC PR Web Coordinator.**
- M. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- N. Responsible Monitoring and updating the directories base on the digital forms submitted throughout the month
- O. Will retain financial service of responsibility form for OCASC Treasurer and Vice Chair
- P. Train their successor.

## Secretary

### 5. Requirements of the Secretary

- A. Has a minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with 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 **with motions as stated** are entered as required. Attends annual OCASC guideline review and prepares copies for GSR 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. Maintains the GSR email contact list. Emails the GSRs one (1) week prior to the next OCASC meeting.
- F. When ASC Officers or Subcommittee Chairs change, the Secretary gets their email addresses and sends these updates to the OCASC PR Web Coordinator.
- G. Send updated OCASC Guidelines to the OCASC PR Web Coordinator to be updated on [www.orangecountyna.org](http://www.orangecountyna.org).



- H. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- I. Train their successor.
- J. Attend the ASC guideline meeting review annually documenting suggested changes.
- K. Will send records to ASO annually for record keeping.
- L. Create and Maintain a calendar for things such as guidelines, elections, facility dates, audits, CAR, quarterly group and subcommittee donations

## **Treasurer**

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

- A. Have a minimum of five years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with 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 Narcotics Anonymous.
- G. Is responsible for the distribution of approved funds to the OCASC subcommittees.
- H. Attends the Guideline review meeting.
- I. 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.
- J. Will be a signer on all Area Subcommittee bank accounts.
- K. 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 Treasurer.
- L. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
- M. Inventory six (6) Meeting starter packets, for new meeting GSRs (as voted on by the OCASC). Those starter packets are to include the seven (7) group readings and be distributed by ASO
- N. 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.
- O. Prepare for the annual audit with the Audit Committee in January.

- P. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the Vice-Treasurer with counting, totaling, and verifying and signing off the funds.
- Q. Delivers OCASC donations to the Region.
- R. Train their successor

## **Vice Treasurer**

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

- A. Have a minimum of four years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with 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 the next OCASC meeting after taking the position.
- G. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice-Treasurer before leaving the OCASC meeting. In the absence of the Vice-Treasurer a past treasurer, past executive member, or a member of the ASC body shall assist the Treasurer with counting, totaling, and verifying and signed off the funds.
- H. Train their successor.

## **Audit Committee**

### **11. Requirements of Audit Committee**

- A. Minimum of five (5) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Knowledge of balancing a checkbook.
- D. Attends two to ~~four~~ five(2-45) audits per year.
- E. Cannot serve as an auditor while being a signer on any other bank account in Narcotics Anonymous.
- F. Willingness to serve.
- G. Will serve a minimum of one (1) year term, not more than ~~two~~ three(2-3) consecutive terms years.
- H. Audit Committee contains 3 or more auditors -
- I. Audit Elections - January May October
- J. Audit Nominations - December, April, August

## 12. Duties of Audit Committee

- A. Meet with the Treasurer or Vice Treasurer of one subcommittee ~~per quarter~~ the Audit Calendar
- B. Require twelve (12) consecutive months of bank statements be present.
- C. Examine all checks written, receipts, deposits made, and nature of checks written for accuracy.
- D. Minimum of two (2) auditors per audit to sign the form.
- E. Will submit a verbal and written report to OCASC by the next OCASC meeting.
- F. Submit form to the ASO for record keeping.
- G. See calendar below for audit calendar

Month	Committee
January	Area Service Committee
April	Area Activities Subcommittee
July	Area Service Office
October	Dare to Care Subcommittee

## Virtual Host Coordinator

### 13. Requirements of Virtual Host Coordinator

- A. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- B. A source of Income with ability to maintain account (example debit or credit card)
- C. No past misappropriation of funds
- D. Attend ASC meeting

### 14. Duties of Virtual Host Coordinator

- A. Position will be 1 year with the option of being re-elected for one additional years (no more than 2 consecutive terms)
- B. Responsible for coordinating collection of virtual meeting rent with meetings agreeing to stay 1 month in advance at all times.
- C. Coordinator will use personal credit card for virtual licenses
- D. Keep an ~~update~~ up to date Spreadsheet accounting for all members with Licensed Host accounts under the account and have an up to date financial log with payments available at the ASC meetings.
- E. Will coordinate with sub committee for account host
- F. Provide orientation for zoom users
- G. Train your successor.

## Regional Committee Member (RCM)

### 15. Requirements of the Regional Committee Member (RCM)

- A. Have a minimum of six (6) years clean time.

- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Will be a 2 year term maximum.
- D. Willingness to serve.

#### **16. Duties of the RCM**

- A. Is the Liaison between the Orange County Area, the Southern California Region and NAWS.
- B. Represents the **Orange County Area** 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 and Archive Coordinator.
- E. Attends the annual regional Southern California Regional Assembly Workshop (SCRAW)
- F. Coordinates and chairs the biennial CAR workshop as deemed necessary including procuring location, date, and flier creation as deemed necessary.
- G. Collect group vote by April ASC to submit vote(s) to RSC.
  - a. CAR Motions must be a 2/3rds vote
  - b. Provide CAR report to ASC Secretary in December
- H. If the Chair and Vice Chair are not present, he/she chairs the OCASC meeting.
- I. Attends OCASC guideline review meeting.
- J. Is responsible for providing world registration information.
- K. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
- L. Train their successor.

#### **RCM-Alternate**

##### **17. Requirements for the RCM-Alternate**

- A. Have a minimum of five (5) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Will be a 2 year term maximum.
- D. Willingness to serve and to become the RCM at the completion of term as alternate.

##### **18. 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, in the absence of RCM Alternate the OCASC Chair or Vice Chair 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. Attends the annual regional Southern California Regional Assembly Workshop (SCRAW)
- F. Assists the RCM with CAR Workshop.
- G. Attends the OCASC Guidelines Review meeting.

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

### **Area Packet Person**

#### **19. Requirements of Area Packet Person**

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

#### **20. Duties of the Area Packet Person**

- A. To coordinate with the 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 the next OCASC meeting after taking the position.
- E. Train their successor.

### **ASO Direct Elect Member**

#### **21. Requirements of ASO Direct Elect Member**

- A. Must have at least two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. The position is a one (1) year term
- D. ASO 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.

#### **22. Duties of the ASO 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.

### **GSR Orientation Coordinator**

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

- A. Have a minimum of three (3) years months clean time.
- B. One year GSR term experience at the OCASC
- C. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- D. Working knowledge of Narcotics Anonymous service structure.
- E. Willingness to Serve.
- F. —

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

- A. Orient, direct, and distribute paperwork to new GSRs at the OCASC meeting using 1/2/2021 GSR Orientation Form (see attached sample)

- B. Maintain and distribute GSR Orientation packet with a minimum of 20 on hand at each OCASC Meeting.
- C. Arrives one hour prior to OCASC to train new GSRs.
- D. Secures approval as needed by the OCASC for changes in the content of GSR orientation packet.
- E. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
- F. During orientation with new GSR's, must review the orientation packet.
- G. Train their successor.

## **Area Service Office (ASO)**

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

- A. 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 Direct Elects of the ASO are voted on the OCASC 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.

## **Regional NA Youth Committee Liaison**

### **26. Requirements of the Regional NAYouth Committee Liaison**

- A. A minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with 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 Liaison**

- A. Attends a monthly SCR NAYC meeting.

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

**Regional Activities Representative**

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

- A. Minimum of two (2) years clean time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Willingness to serve at any regional activities event.
- 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 OCASC, and obtain regional dates.
- C. Represent OCASC as a voting member at the regional level.
- D. Will report regional activities to OCASC once a month.
- E. Will sign the Trusted Servant Financial Services Acknowledgement form and provide it to the OCASC Treasurer.
- F. Train their Successor.

**Regional Activities Representative Alternate**

**30. Requirements of the Regional Activities Representative Alternate**

- A. Minimum of 18 months time.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. Willingness to serve at any regional activities level.
- D. Assumes duties of Regional Activities 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 Regional Activities Representative Alternate**

- A. Perform all duties of the Regional Activities Representative in their absence.
- B. Attend the Regional Activities meeting monthly
- C. Act as a liaison between Regional Activities and OCAAC in the absence of the Regional Activities Representative.
- D. Represent OCASC 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 Regional Activities Representative alternate would assume the duties of the Regional Activities Representative.

- G. Will sign the Trusted Servant Financial Services Acknowledgement form and provide it to the OCASC Treasurer.

## **LGBTQ Liaison**

### **32. LGBTQ LIAISON Requirements:**

- A. Minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. An active interest in the issues confronting LGBTQ members recovering in Southern California NA.
- D. Willingness to Serve.
- E. Liaison Position is a one (1) year term with a possibility of one more consecutive year. With a max of two (2) years.

### **33. LGBTQ Liaison Duties**

- A. Attends a monthly SCRNALGBTQC meeting.
- B. Attends a monthly OCASC meeting and provide a report from the regional SCRLGBTQC committee during the monthly meeting.
- C. Provides a direct line of communication between the SCRNALGBTQC and the OCLGBTQ Liaison Alternate

Note: The LGBTQ Liaison may also serve as an OCASC GSR.

### **OCLGBTQ Liaison Alternate:**

#### **34. Alternate Requirements**

- A. A minimum of 1 year clean.
- B. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- C. An active interest in the issues confronting LGTBQ members recovering in Southern California NA.
- D. Willingness to Serve.
- E. Willingness to move up to Liaison position
- F. Alternate Position is a one (1) year term with a possibility of one more consecutive year. With a max of two (2) years.

#### **35. Alternate Duties**



- A. Attends a monthly SCRNALGBTQC meeting when a Liaison is unable.
- B. Attends a monthly OCASC meeting
- C. Provides a report from the regional SCRLGTBQC committee during the monthly meeting when Liaison is unable
- D. Provides a direct line of communication between the SCRNALGBTQC and the OCASC when Liaison is unable

Note: The LGBTQ Liaison Alternate may also serve as an OCANA GSR.

## **Archive Liaison**

### **36. Requirements**

- A. Is elected by the OCASC
- B. Suggested to have a minimum of 1 year clean
- C. Suggested one year previous service experience
- D. Working knowledge of the 12 Steps and either a working knowledge or a willingness to learn 12 Traditions and 12 Concepts of Service with Narcotics Anonymous.
- E. Knowledge of Google Drive, access to a computer, and scanner
- F. Train their successor

### **37. Duties of the Archive Liaison**

- A. Until records prior to June 2021 are archived
  - Organize all documents currently held within the ASO file cabinet by committee, year and by month
  - Scan documents into the Google Drive in the appropriate folder in PDF format
  - Enlist members to assist in the process
  - Provide progress report ( what has been scanned and what's left )
- A. Maintain a folder within the Google Drive for the following committee's, ( adding new committees to the folder as appropriate)
  - Area Service Office
  - Area Service Committee
  - Hospitals & Institutions
  - Activities
  - Learning Day
  - Dare to Care
  - Public Relations
  - Regional Committee Member
  - Sponsorship Behind The Walls Liaison Report
  - Regional Activities Liaison Report
  - Youth Committee Liaison Report
  - LGBTQ Committee Liason Report
- B. To organize each committee's reports by year, within the year folder organized by month, to include the following:

- Reports
- Fliers
- Motions
- Agenda's
- Attendance Record (if applicable)
- A copy of the Directory (by month)
- Panel List (if applicable)
- Financial Reports

\*\* Any other committee pertinent information related to that committee

- C. Attend OCASC monthly
- D. Give a report to ASC of issues or problems to include who ~~does and does not send in~~ has and hasn't submitted documents.

## SECTION 8 - GUIDELINES TO FORM SUBCOMMITTEE

1. Detailed information must be provided to the OCASC on why this committee is needed.
2. Detailed information must be provided to the ASC on how the committee intends to accomplish their goals.
3. Explanation why the event/task could not be accomplished through an existing committee.
4. The request for the new committee should be sent to the groups for possible questions.
5. If a motion to create this committee is made, it shall be sent to the groups for approval.
6. If the committee is created, their guidelines shall be provided to the ASC for Fellowship review and approval.

### **Section-8 9. SUBCOMMITTEE DUTIES AND RESPONSIBILITIES AS MANDATED REQUIRED BY THE OCASC.**

Committees are directly responsible to OCASC. It is necessary to fully define the responsibilities of these committees so they may fulfill the purpose in which they are created.

1. OCASC guidelines supersede all sub-committee guidelines.
2. Should have a file listing contacts and procedures for the activities it performs and be accessible to future participants such as but not limited.
  - a. Bank records if applicable.
  - b. Monthly Minutes to include motions passed and failed.
  - c. Vendor contacts and contracts if applicable.
  - d. Previous art work and flier if applicable.
3. Two people residing in the same household can not count money or be signers on the committee bank.
4. Committees should carry out their responsibilities in accordance with our 12 traditions and concepts.
5. Committees without a bank account shall submit a budget request before the OCASC in December for the upcoming year to be approved by OCASC which will be in effect, if approved in January.

6. Vendors that are of a family or potential conflict of interest must be disclosed prior to contracts being awarded.
7. 3 separate bids must be captured for vendors providing services over 500.
8. Chair or their designees for monitoring and maintenance for the committee email account.
9. Chairs are responsible for reading subcommittee guidelines and Sections XYZ in ASC Guidelines.
10. Any committee that wants to schedule an event must announce a date and location for their subcommittee events at least two (2) months prior to the event. Also it must be announced at two (2) OCASC meetings, otherwise the event cannot take place.
11. All Area subcommittees shall provide the OCASC **Vice Chair** a copy of their current guidelines to be filed and stored by the **Vice Chair**. The Vice Chair will provide the Web Servant with copies of all current guidelines.
12. All area subcommittees who handle or are responsible for money shall provide monthly financial reports to the Vice Chair.

#### **SECTION 10 Pandemic Response**

1. During a pandemic the OCASC will abide by County of Orange guidelines regarding in person gatherings when gatherings of 50 or more are prohibited, OCASC will meet virtually.

# 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)

# GSR Orientation 1-2-2021

## TASKS

1. Sign in for your Group - Three (3) consecutive absences you will be removed from the directory.
2. Pick up Area Reports and Event Fliers.
3. Submit Literature order and pick up from the OCASO.
4. Donate extra Group funds to OCASC, SCRSC or NAWS.
5. Give the information of the GSR to the ASC secretary to receive minutes.

## SUGGESTIONS

The following are suggestions to help support you in your GSR position. Refer to your group if you have questions or concerns.

- A. The GSR is the link between their Group and NA's service structure. The NA service structure consists of the OCASC, SCRSC and NAWS. GSR's carry their Group's conscience and concerns to our OCASC. GSRs then report back to their Group on OCASC, SCRSC and NAWS projects, activities, and concerns.
- B. GSR's vote their Group's conscience to the best of their ability on motions and votes taken at the OCASC. GSR's may submit motions proposed by their Group to the OCASC, in writing when necessary.
- C. GSRs are given a lot of information at the OCASC meeting. Deciding what information is important to the group is challenging. Long reports can be given over two weeks. Written reports from the RCM, H&I, Activities, etc. can be made available to interested group members. It is important to make the GSR report positive, interesting, and not too long.
- D. GSRs are encouraged to attend the annual SCRAW in February to stay informed on NAWS business. Attending the SCRAW will help understand the CAR and CAR motions.
- E. Each group is invited to vote on CAR motions in April on applicable years. The GSR brings their Group's conscience to the OCASC. Groups are encouraged, but

not required, to vote. Some Groups allow the GSR to decide these votes on behalf of the group.

F. Mentor an Alternate GSR as your replacement.

## **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*.

## MOTION TABLE

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

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