Orange County Area Service Committee Guidelines

(Revised: Jan 2025)

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.

For the purpose of maintaining order, this committee is generally conducted in accordance with *Robert's Rules of Order*. We shall prioritize reaching 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 1. TIME & DAY

The OCASC generally meets the 2nd Sunday of the month at 5 pm, group conscience may allow for change of time, day, or location of the meeting.

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. Alternatively, 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 second the motion.

4. 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 by a full discussion, and may be extended or limited at the discretion of the Chair. Discussion will be moved to two pros and two cons when no new information is presented.

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 OCASC vote. This may be a motion that cannot be clearly decided in the OCASC 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". (*It Works How and Why* Tradition 9, 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.

8. 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.

9. 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.

10. 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.

11. The OCASC biennial guideline review shall be done in the month of January.

Section 3. OFFICERS

Terms of all officers of the OCASC are for one year, with the exception of the RCMs 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, Treasurer, and Vice Treasurer of OCASC may not concurrently serve as a Chair, Vice Chair , Treasurer, or Vice Treasurer at any OCASC subcommittee.

1. Elections for the OCASC Chair, Vice Chair and Secretary are held at the regular OCASC meeting in December. Nominations for these positions occur in November.

2. Elections for the OCASC Treasurer, and Vice Treasurer are held at the regular OCASC meeting in January. Nominations for these positions occur in December.

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. Nominations for these positions occur in May.

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 FROM OFFICE

1. Relapse constitutes automatic removal.
2. Three absences, without prior notification, in a twelve month period constitutes removal.
3. Failure to fulfill duties and responsibilities of the elected position.
4. Misappropriation/misuse of OCASC funds and misconduct.

A. Misappropriation/Misuse of OCASC Funds

The 11th Concept of NA Service establishes the sole priority for the use of NA funds are to carry the message to the addict who still suffers and call for total fiscal accountability. Our 9th Tradition states we may create service boards or committees directly to those they serve. With this in mind any misappropriation or misuse of funds by any current or past Area Trusted Servant(s) or NA 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 NA 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 NA 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, any violation of California or Federal law. This also includes conduct that benefits a member personally or an outside enterprise. Additionally, misuse of the NA name for personal gain is not permitted.

D. Interim Action - Suspension

Should any OCASC Executive Committee Officer, 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 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 10th 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, 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 and 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 subcommittee and if unable to, a member of the ASC committee will recommend a time period for removal.

b. 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.
c. Upon reinstatement, said member's suspension will be lifted and the member may resume a role as a full participant in the OCASC, its subcommittee or ad hoc, as applicable.

F. Restitution

1. 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, asked to sign a notarized promissory note and make restitution in full of all misappropriated OCASC funds in lieu of prosecution.

2. 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, it's subcommittees or it's ad-hocs, as applicable.

Section 5. MONEY MATTERS

1. All money matters will require a 2/3 majority vote of voting members present at the time of the 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 any 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 the bank signature card, when applicable, at the monthly OCASC 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 officer, or a member of the ASC body shall assist with counting, totaling, verifying, and signing off the funds
6. Any travel allocations, and related expenses, for OCASC Executive Officers, or subcommittee members, must be submitted in writing two months prior to the event, and requires a 2/3 majority of the voting members present at the time of the vote.
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 an itemized 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 ASC voting members must vote to authorize reimbursement.

9. All OC area trusted servants performing money handling service or signers on any NA bank account must sign the Trusted Servants Financial 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.
10. Any advanced OCASC funds must be accounted for with the OCASC Treasurer by submitting documentation in the 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 are intended to cover operating expenses. Any excess amount beyond the monthly working capital, including the prudent reserve, will be contributed to the Southern California Regional Service Committee (SCRSC). In cases where a subcommittee lacks an active Chair or Vice Chair, any financial resources will be returned to the OCASC Treasurer until those positions are filled.

2. The subcommittee budget allocations are as follows:

    A. Hospitals and Institutions (H&I): $497.43 per month, which includes $447.43 for literature and $50.00 for operating expenses. If H&I requires more literature than the monthly budget allows, they must submit a written request for authorization to the OCASC to ensure sufficient funds are available.

    B. Public Relations: $268.33 per month, which includes $200.00 for literature, and $50.00 for the phone bill, $1.67 for Web Domain Registration, and $16.66 event fund.

    C. OCASC: $650.00 per month, which includes $550.00 for rent (OCASO contributes $100 towards rent) $75.00 for operating expenses, and $25.00 reserved for an OCASC event.

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 in OCASC service, preferably as Vice Chair.
C. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous.
D. Willingness to serve.

2. Duties of the Area Chairperson

A. To preside over the OCASC meeting and 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. Facilitates discussion on all matters brought to the OCASC in an unbiased manner to ensure a clear understanding by the voting members prior to taking a vote.
C. Keeps the OCASC actions 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 and welcome them to the OCASC meeting.
G. To restate and put to vote all motions that come to 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 arrange the agenda for each OCASC meeting.
I. In the absence of the Vice Chairperson, the Chairperson is responsible for fulfilling the Vice Chairperson's duties.
J. In the absence of the Vice Treasurer, an Auditor, RCM or a member of the ASC body shall be appointed by the acting ASC Chair to assist the Treasurer during the meeting.
K. In the absence of the Vice Treasurer the OCASC Chair shall assist the Treasurer by counting, totaling, verifying and final signing off of the funds.
L. Must read and familiarize themselves with the OCASC guidelines before taking the position.
M. Attend the OCASC biennial guideline review.
N. Train their successor.

Vice Chairperson

3. Requirements of the Vice Chairperson

A. Is to have a minimum of five years clean time.
B. Experience in OCASC service, or subcommittees.
C. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service of 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 adhoc 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. 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 to the OCASC meeting once confirmed.)
K. 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 meeting. A meeting cannot be removed until it has been announced to be at risk at two (2) consecutive OCASC meetings.
L. Is responsible for providing meeting information to the OCASC PR Web Coordinator, who updates orangecountyna.org.
M. Is responsible for obtaining the current guidelines from each ASC subcommittee to forward to the OCASC PR Web Coordinator.
N. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
O. Will retain completed Orange County Area Trusted Servants Financial Responsibility Forms for: Chair, Vice Chair, Treasurer, Vice Treasurer of ASC, ASO, Activities, Dare to Care, and Learning Day. (Forms must be retained for any signers of subcommittees with a bank account.)
P. Train their successor.

Secretary

5. **Requirements of the Secretary**

A. Has a minimum of two 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 of Narcotics Anonymous.
C. Previous or current experience as a GSR or trusted servant at the area level.
D. Must have administrative skills, a working laptop, and internet access.
E. Willingness to serve.

6. **Duties of the Secretary**

A. The Secretary will type the ASC minutes and make available by a manner prescribed by the committee.
B. Organizes and maintains documents in the digital drive.
C. Responsible for emailing last month's minutes, and blank GSR note forms to OCASC participants.
D. Maintains the GSR email contact list. Emails the GSRs draft minutes, reports, fliers within two weeks.
E. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
F. Attend the ASC guideline review biennially documenting proposed changes.
G. Will send records to Archives monthly for record keeping.

H. Create and Maintain a calendar for dates such as guidelines, elections, schedule modifications, audits, and CAR Learning Day.
I. Train their successor.

Alternate Secretary

7. **Requirements of the Alternate Secretary**

F. Has a minimum of two years clean time.
G. Working knowledge of the 12 Steps, and either a working knowledge or a willingness to learn 12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
H. Previous or current experience as a GSR or trusted servant at the area level.
I. Must have administrative skills, a working laptop, and internet access.
J. Willingness to serve.

8. **Duties of the Alternate Secretary**

J. The Alternate Secretary will type the ASC minutes and make available by a manner prescribed by the committee.
K. Organizes and maintains documents in the digital drive.
L. Responsible for emailing last month's minutes, and blank GSR note forms to OCASC participants.
M. Maintains the GSR email contact list. Emails the GSRs draft minutes, reports, fliers within two weeks.
N. Must read and familiarize themselves with the OCASC Guidelines before the next OCASC meeting after taking the position.
O. Attend the ASC guideline review biennially documenting proposed changes.
P. Will send records to Archives monthly for record keeping.
Q. Create and Maintain a calendar for dates such as guidelines, elections, schedule modifications, audits, and CAR Learning Day.
R. Willingness to move into the secretary position.

Treasurer

7. **Requirements of the Treasurer**

A. Have a minimum of five years clean time.
B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
C. At least one year of previous service at an area level.
D. Experience in business, accounting, and bookkeeping or as a 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, pays bills, receives and deposits contributions from the groups and subcommittees.
B. Is an authorized signer on the OCASC bank account.

C. Submits financial reports to the OCASC on a monthly basis including an account of group and subcommittee 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. Makes available upon request financial records and receipts to any member of Narcotics Anonymous.
F. Is responsible for the distribution of approved funds to the OCASC subcommittees.
G. Attends the biennial guideline review.
H. Share any and all proprietary information relating to the OCASC bank accounts with the Executive Committee. This includes but is not limited to online banking.
I. Will be a signer on all area subcommittee bank accounts.
J. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
K. Allocate funds for new meeting starter packets, approved by the OCASC. (Those starter packets are to include the seven group readings and be distributed by ASO)
L. 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.
M. Prepare for the annual audit with the Audit Committee in January.
N. 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, verifying and signing off the funds.
O. Sign Trusted Servant Financial Responsibility Form.
P. 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, 12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
C. Experience in business, accounting, bookkeeping or as a 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. Prepares the financial quarterly report and sends to the OCASC executive body.
E. Responsible for reporting monthly Zelle donations.
F. Responsible for mailing donations via check to the Southern California Region of NA when funds exceed the prudent reserve and operating expenses.
G. In the absence of the Treasurer the Vice Treasurer performs all tasks of the OCASC Treasurer.
H. Must attend the biennial guideline review.

I. Must read and familiarize themselves with the OCASC guidelines before the next OCASC meeting after taking the position.
J. All monies and receipts are to be totaled, verified and signed off by the Treasurer and Vice Treasurer before leaving the OCASC meeting.
K. Sign Trusted Servant Financial Responsibility Form.
L. Train their successor.

Audit Committee

11. **Requirements of Audit Committee**

A. Minimum of five years clean time.
B. Working knowledge of the 12 Steps,12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
C. Knowledge of balancing a checkbook.
D. Cannot serve as an auditor while being a signer on any other bank account in Narcotics Anonymous.
E. Willingness to serve.
F. Will serve a minimum of a one year term, not more than three consecutive terms.
G. Audit Committee contains 3 to 5 auditors.
H. Audit Committee Nominations - December and June
I. Audit Committee Elections - January and July

12. **Duties of Audit Committee**

A. Meet with the Treasurer or Vice Treasurer of one subcommittee according to the Audit Calendar.
B. Auditors will communicate with the subcommittee prior to the audit, to schedule and advise what is needed.
C. All subcommittees with a checking account are required to provide twelve consecutive months of bank statements at the time of the audit. If this information is not provided the audit cannot take place.
D. The audit will examine all checks written, receipts, deposits made, and nature of checks written for accuracy.
E. Minimum of two auditors present at each audit.
F. Will submit a verbal and written report to OCASC by the next OCASC meeting.
G. Submit audit form to the ASC Vice Chair for record keeping.
H. See calendar below for audit schedule.

AUDIT CALENDAR

Month	Committee
January	ASC
March	Activities
June	Learning Day
August	Dare to Care
October	ASO

Regional Committee Member (RCM)

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

A. Have a minimum of six years clean time.
B. Working knowledge of the 12 Steps,12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
C. Will serve a consecutive three year term, may not serve two consecutive terms.
D. Willingness to serve.

14. **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 by attending the monthly Southern California Regional Service Conference.
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 SCRSC meeting and Conference Agenda Report in an unbiased manner, covering motions made, how they voted, and submits a monthly written report to the OCASC Secretary and Archive Caretaker.
E. Attends the Southern California Regional Assembly Workshop (SCRAW).
F. Coordinates and chairs the CAR workshop as deemed necessary including procuring location, date, and flier creation.
G. Collect group vote on CAR by April ASC to submit vote(s) to SCRSC.
    a. Provide CAR report to ASC Secretary in December.
    b. CAR Motions require a 2/3rds vote to carry.
H. If the Chair and Vice Chair are not present, RCM chairs the OCASC meeting.
I. Attends OCASC guideline review.
J. Must read and familiarize themselves with the OCASC guidelines after nomination.
K. Train their successor.

RCM-Alternate

15. **Requirements for the RCM-Alternate**
A. Have a minimum of five years clean time.
B. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service of Narcotics Anonymous.
C. Will serve a consecutive three year term.
D. Willingness to serve and to become the RCM at the completion of term as the 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. In the absence of RCM Alternate the OCASC Chair or Vice Chair will assume the position of the RCM.
C. Represents the Orange County Area by attending the monthly Southern California Regional Service Conference.
D. Chairs the OCASC meeting if the Chair, Vice Chair and RCM are not there.
E. Attends the Southern California Regional Assembly Workshop (SCRAW).
F. Assists the RCM with planning and executing the OC CAR Workshop.
G. Attends the OCASC guideline review meeting.
H. Must read and familiarize themselves with the OCASC guideline after nomination.

GSR Orientation Coordinator

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

A. Have a minimum of three years 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 of Narcotics Anonymous.
D. Working knowledge of Narcotics Anonymous the service structure.
E. Willingness to serve.

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

A. Review, direct, and distribute GSR Orientation Document (see attached sample) to new GSRs at the orientation before OCASC meeting.
B. Arrives one hour prior to OCASC to train new GSRs.
C. Secures approval as needed by the OCASC for changes in the content of GSR orientation packet.
D. Must read and familiarize themselves with the OCASC guidelines after nomination.
E. Train their successor.

Area Service Office (ASO)

19. **Orange County Area Service Office (ASO)**

A. The ASO is responsible for providing an accurate verbal and written report about office business and financials monthly to the OCASC.
B. The ASO is also responsible for providing an accurate inventory report biannually to the OCASC.
C. The ASO is to keep the OCASC informed of any changes regarding the purchase of literature.
D. The ASO shall abide by any motions by the OCASC and implement those decisions reached by the OCASC as stated in the ASO Guidelines.
E. The ASO pricing structure is REGIONAL COST + 10% + SALES TAX = Final Price for literature, chips, and other merchandise purchased from the RSO or WSO.

ASO Direct Elect Member

20. **Requirements of ASO Direct Elect Member**

A. Must have at least one year 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 of Narcotics Anonymous.
C. Three Direct Elects are voted in by the ASC for a one year term.
D. ASO Direct Elect members may be voted in for up to two additional one year terms, but cannot be the Direct Elect member for longer than three consecutive years.
E. Willingness to serve.

21. **Duties of the ASO Direct Elect Member**

A. Assist with table set-up for business on area Sunday.

B. Assist with filling, checking orders, door sales, cash register, or other duties.
C. Assist with closing duties and returning inventory and tables to the storage.
D. Assist with ASO inventories.
E. Helps to find additional Direct Elects.
F. Assist other ASO board positions with the intention of eventually succeeding them.

Regional Liaisons
(All Regional Liaisons may also serve as a GSR)

Regional NA Youth Committee Liaison

22. **Requirements of the Regional NA Youth Committee Liaison**

A. A minimum of one 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 of Narcotics Anonymous.
C. An active interest in the issues concerning young people recovering in Southern California NA.
D. Willingness to serve.

23. **Duties of the Regional NAYC Liaison**

A. Attends a monthly SCRNAYC meeting.
B. Attends the monthly OCASC meeting and provides a written and verbal report.
C. Provides a direct line of communication between SCRNAYC and the OCASC

Regional Activities Representative

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

    A. Minimum of two 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 of Narcotics Anonymous.
    C. Have at least one year of service experience on an area level.
    D. Have reliable transportation.

25. **Duties of the Regional Activities Representative**

    A. Attend the monthly Regional Activities meeting.
    B. Attends the monthly OCASC meeting and provides a written and verbal report.
    C. Serve at Regional Activities events.
    D. Train their successor.

Regional Activities Representative Alternate

26. **Requirements of the Regional Activities Representative Alternate**
    A. Minimum of 18 months 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 of Narcotics Anonymous.
    C. Have at least one year of service experience on an area level.
    D. Have reliable transportation.

27. **Duties of the Regional Activities Representative Alternate**

    A. Perform all duties of the Regional Activities Representative in their absence.
    B. Recommended attendance of the Regional Activities monthly meeting.

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 of Narcotics Anonymous.
    C. An active interest in the issues concerning LGBTQ members recovering in Southern California NA.

33. LGBTQ Liaison Duties

    A. Attends a monthly SCRNALGBTQ committee meeting.
    B. Attends the monthly OCASC meeting and provides a written and verbal report.

LGBTQ Liaison Alternate:

34. LGBTQ Liaison Alternate Requirements

A. A minimum of one 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 of Narcotics Anonymous.
C. An active interest in the issues concerning LGTBQ members recovering in Southern California NA.
D. Willingness to move up to liaison position

35. LGBTQ Liaison Alternate Duties

A. Attends a monthly SCRNALGBTQ committee meeting when a liaison is unable.
B. Attends the monthly OCASC meeting and provides a written and verbal report.
C. Provides a report from the regional SCRNALGTBQ committee during the monthly meeting when liaison is unable.

Sponsorship Behind the Walls Liaison

36. Sponsorship Behind the Walls Liaison Requirements

A. A minimum of two years 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 of Narcotics Anonymous.

37. Sponsorship Behind the Walls Liaison Duties

A. Attends the monthly Regional Sponsorship Behind the Walls meeting.
B. Attends the monthly OCASC meeting and provides a written and verbal report.
C. Responsible for all correspondence.
D. Maintain regular communication with all sponsors from the Orange County Area.
E. Provides potential sponsors with the Sponsor Application Form and Regional requirements for Sponsors.

OCNA Archives Caretaker

38. OCNA Archives Caretaker Requirements:

A. Ten years of clean time.
B. One year of ASC experience.
C. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
D. Knowledge of Google Drive.
E. Access to a scanner and a computer.
F. Sign Trusted Servant Financial Responsibility Form.

39. OCNA Archives Caretaker Duties:

A. For documents, literature or memorabilia collected observe the Archiving Procedure document. **Archival Procedure.**
B. Communicate with OC Activities subcommittee, OC Unity Day, or any OC NA Homegroup that would like to have the Archives booth at their events.
C. Utilize the archives checklist for all items brought to and returned from events.
D. Assemble a team of two or three willing and knowledgeable recovering addicts to help with the booth.

E. Before setting up the booth, polish display cases, buff fingerprints off book covers, and complete general upkeep of all protective resources for the archives.
F. Store all archives keys in a safe location off site. (The ASO has a copy of the keys as well).
G. Be responsible for all display resources (display cases, tablecloths, magnets, clips, and bungee cords) in one accessible location.
H. Provide a written report to area once a month on the status of the archives and whether or not any items were digitized and added to the archives collection. Email archives reports to the ASC Chair, Vice Chair, Secretary, and Treasurer.,
I. If protective/display resources need to be acquired, the ASC has allocated a budget of $100 per month.
J. Remit any expense receipts to the ASC Treasurer.
K. Host OC NA Archive's Drive annually or biennially.
L. Maintain all OC NA Archives with the highest level of respect and integrity.
M. Train Successor.

OCNA Assistant Archives Caretaker

40. OCNA Assistant Archives Caretaker Requirements:

A. Ten years of clean time.
B. One year of Area Service Committee experience.
C. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA.
D. Knowledge of Google Drive.
E. Access to a scanner and a computer.
F. Sign Trusted Servant Financial Responsibility Form.

41. OCNA Assistant Archives Caretaker Duties:

A. Learn the Archival procedure.
B. Assist in the duties of the Archives Caretaker as needed.

Section 8. SUBCOMMITTEE DUTIES AND RESPONSIBILITIES AS REQUIRED BY THE OCASC.

Subcommittees are directly responsible to OCASC. It is necessary to fully define the responsibilities of these subcommittees so they may fulfill the purpose for which they are created.

1. OCASC guidelines supersede all subcommittee guidelines.
2. Subcommittees should carry out their responsibilities in accordance with our 12 Traditions and 12 Concepts.
3. 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.
4. Subcommittee Chairs are responsible for reading and understanding their current subcommittee guidelines and current OCASC guidelines.
5. Subcommittees are responsible for monitoring and maintaining the subcommittee email account.
6. Any subcommittee that wants to schedule an event must announce a date and location for their subcommittee event at least two months prior to the event. Also it must be announced at two OCASC meetings, otherwise the event cannot take place.
7. Fliers for events must be approved by the OCASO
8. Regional Insurance must be acquired for all events.

9. Should have a file listing contacts and procedures for the activities it performs and be accessible to future participants such as but not limited to:
    a. Bank records if applicable.
    b. Monthly minutes to include motions passed and failed.
    c. Vendor contacts and contracts if applicable.
    d. Previous artwork and fliers if applicable.
10. Subcommittees 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.
11. All area subcommittees who handle or are responsible for money shall provide monthly financial reports to the Vice Chair.
12. Two people residing in the same household can not count money or be signers on the same subcommittee bank.
13. A trusted servant of any OCASC subcommittee cannot be a signer on two OC area bank accounts.
14. Vendors who may pose a potential conflict of interest must be disclosed prior to contracts being awarded.
15. Three separate bids must be requested for vendors providing services over $500.00.

Section 9. PROCEDURES TO CREATE NEW A SUBCOMMITTEE

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

Narcotics Anonymous

Orange County Area Service Committee

Trusted Servants Financial Responsibility Form

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 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 5-5-2025

TASKS

1. Sign in for your Group. Four consecutive absences and your group will be removed from the directory.
2. Pick up area reports and event fliers.
3. Submit literature and merchandise order and pick up from the OCASO.
4. Make group contributions to the area Treasurer.
5. Provide your email address to the ASC Secretary to receive minutes and reports.

Responsibilities

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. GSRs carry their group's conscience and concerns to the OCASC. GSRs then report back to their Group on OCASC, SCRSC and NAWS projects, activities, and concerns.
B. GSRs vote their group's conscience to the best of their ability on motions and votes taken at the OCASC. GSRs may submit motions proposed by their group to the OCASC.
C. GSRs are given a lot of information at the OCASC meeting. Deciding what information is important to your group maybe challenging. Long reports maybe broken up over two weeks. Written reports from the RCM, H&I, Activities, etc. can be made available to interested group members after the meeting. It is important to make the GSR report positive, interesting, and concise.
D. GSRs are encouraged to attend the annual Southern California Regional Assembly Workshop in February to stay informed on World Service Conference business. Attending the SCRAW will help in understanding the Conference Agenda Report and motions.
E. GSRs are encouraged to attend the area CAR workshop.
F. The GSR brings their Group's conscience on CAR motions by the OCASC meeting in April. Groups are encouraged, but not required, to vote. Some groups allow the GSR to decide these votes on behalf of the group.
G. 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 underway, 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 been 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 the 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	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, *not* to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous