

Eastern Nebraska Area of Narcotics Anonymous

Guidelines

FINAL - 3-25-2018

Annual Time Line

<p>January</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for Chair/Vice Chair • Sub-Committee Audits 	<p>July</p> <ul style="list-style-type: none"> • Area Service Meeting • Sub-Committee Audits
<p>February</p> <ul style="list-style-type: none"> • Area Service Meeting • Annual Policy review/revisions • Close Encounters Convention 	<p>August</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for Secretary / Treasurer / Vice Treasurer / Policy Chairperson
<p>March</p> <ul style="list-style-type: none"> • Area Service Meeting 	<p>September</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for RCM / RCM ALT • Submit Subcommittee Budgets
<p>April</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for Chair/Vice Chair 	<p>October</p> <ul style="list-style-type: none"> • Area Service Meeting • Approve Subcommittee Budgets
<p>May</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for Secretary / Treasurer / Vice Treasurer / Policy Chairperson 	<p>November</p> <ul style="list-style-type: none"> • Area Service Meeting
<p>June</p> <ul style="list-style-type: none"> • Area Service Meeting • Area Inventory 	<p>December</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for RCM / RCM ALT

ENNA Bylaws/Guidelines

Table of Contents

Article I	Name, Description and Boundaries.....	3
Article II	Purpose.....	3
Article III	Functions Section 1 – Function of ASC.....	3-4
Article IV	Meetings Section 1 – Suggested ENNASC meeting format.....	4
Article V	Participants Section 1 - Definition..... Section 2 - Participation.....	5 5
Article VI	Business Procedure Section 1 – Definitions..... Section 2 – Vote Allocation..... Section 3 – Quorum..... Section 4 – Motions requiring a 2/3 vote..... Section 5 – New Motion Procedure.....	5 6 6 6 6-7
Article VII	Elections Section 1 – Nominations and elections for all elected positions..... Section 2 – Elections – general information.....	7 7
Article VIII	Subcommittees – Purpose and Function Section 1 – Definitions.....	8-9
Article IX	Subcommittees - Definitions Section 1 – Public Relations..... Section 2 – Literature..... Section 3 – Activities Committee..... Section 4 – Close Encounters of the Clean Kind.....	9-10 10 10-11 11-12
Article X	Elected Officers..... Section 1 – Chairperson’s Requirements and Duties..... Section 2 – Vice Chairperson’s Requirements and Duties..... Section 3 – Policy Chairperson’s Requirements and Duties..... Section 4 – Secretary’s Requirements and Duties..... Section 5 – Treasurer’s Requirements and Duties..... Section 6 – Vice Treasurer’s Requirements and Duties..... Section 7 –RCM Requirements and Duties..... Section 8 –RCM-Alt Requirements and Duties.....	12 13 13-14 14 14-15 15-16 16 16-17 17-18
Article XI	Finances.....	18-19
Article XII	Financial Disbursements.....	19-20
Article XIII	Addendum’s..... Financial Questionnaire..... Sample Rules of Order..... Twelve Traditions..... Twelve Concepts for NA Service..... Annual timeline (DRAFT ONLY).....	20 21-22 23-28 29 30 31

Article I – Name, Description and Boundaries

- A. This body shall be known as the Eastern Nebraska Area Service Committee of Narcotics Anonymous, hereinafter referred to as ENNASC, and shall serve the Eastern Nebraska Area of Narcotics Anonymous, hereinafter referred to as ENNA.
- B. The ENNASC is a service body of Narcotics Anonymous directly responsible to the NA groups of the ENNA. It consists of Group Service Representatives (GSRs) from NA groups in ENNA, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the groups in ENNA.

Article II – Purpose

- A. The purpose of the ENNASC is to carry out services on behalf of groups in ENNA so that the groups can focus on their primary purpose of carrying NA's message to the still-suffering addict through their meetings and to further the unity of the fellowship within our area and other areas by maintaining communication between the groups represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts of Service.

Article III – Functions

Section 1: Function of ASC

- A. Conduct a monthly business meeting held at 4pm on the 4th Sunday of each month at 1725 S. 60TH Street Omaha NE unless otherwise directed by ASC chairperson.
- B. Disseminate information to and receive information from Narcotics Anonymous groups through their Group Service Representatives (GSRs).
- C. Distribute Narcotics Anonymous literature.
- D. Administer and maintain a 24-hour helpline.
- E. Administer and maintain a website.
- F. Provide Regional Committee Member (RCM) for active participation in the Nebraska Regional Service Committee.
- G. Establish, fund and support subcommittees that are responsible to the ASC as determined by group conscience.
- H. Maintain a post office box for the ENNASC to serve Narcotics Anonymous.

- I. Maintain a storage unit for ENNASC materials.
- J. Support existing groups and encourage the development of new groups.
- K. Maintain bank accounts as deemed necessary by the ENNASC.
- L. Complete an Area inventory annually at the June ENNASC meeting.
- M. Supply Area NA meeting directories. Any Narcotics Anonymous meeting may be included in the print directory at the next printing.

Article IV – Meetings

- A. The ENNASC shall hold one regular business meeting on the fourth Sunday of each month. A special meeting may be called by: 1. A Majority of the GSRs, or; 2. The Chair or Vice Chair, on being advised of a matter of special urgency.
- B. Committee, Subcommittee, and Ad-hoc Subcommittee written reports as well as financial reports shall be submitted to the ENNASC Secretary at the ENNASC meeting. Such reports shall be included in the minutes.
- C. All ENNASC meetings shall be open to any member of Narcotics Anonymous as non-participant observers. The only participants are listed in Article V – Participants, unless the Chair requests special input or clarification.

Section 1: Suggested ENNASC meeting format

- A. Opening Prayer
- B. Reading of our 12 Traditions and 12 Concepts of Service
- C. Roll Call/ GSR Reports
- D. Approval of the last ENNASC meeting minutes.
- E. Executive Committee Reports
- F. Subcommittee Reports
- G. Old Business
- H. Open Forum
- I. New Business
- J. Treasurer's Report
- K. Announcements/Next Business Meeting Date and Location.
- L. Closing Prayer.

Article V - Participants

Section 1: Definition

- A. GSR and GSR-Alternates who have been elected to represent their group's conscience
- B. Duly elected officers:
 - a. Executive Committee: Chairperson, Vice-Chairperson, Policy Chairperson, Secretary, Treasurer, Vice-Treasurer
 - b. Subcommittee Chairpersons
 - c. RCM and RCM-Alternate

Section 2: Participation

- A. These participants are expected to attend all ENNASC meetings. NA Members from groups within ENNA are encouraged to attend ENNASC meetings and to use their GSRs to express their groups' conscience. Non-participant members may speak if the Chair grants them the floor.
- B. These participants must attend old business, new business, and open forum for two (2) consecutive months to obtain voting rights. Two consecutive absences from any of these three sections (old business, new business and open forum) will cause the group to become inactive and voting rights will be forfeited. After attending all three sections (old business, new business and open forum) two consecutive months, the group will be considered active and voting rights will be reinstated at the following month.
- C. In order for an absence to be considered excused, the GSR, Alt GSR or those representing a GSR, must contact the ASC chairperson or vice chairperson in advance of the ENNASC meeting to inform them of their groups absence along with the reason they are unable to attend. Chair will announce at roll call that the group has been excused. The secretary will note accordingly in the minutes.
- D. Absence from two unexcused consecutive ENNASC meetings by any participants elected by the ENNASC will be cause enough for removal by a 2/3 vote.

Article VI – Business Procedure

Section 1: Definitions

- A. ENNASC meetings will be conducted according to the Sample Rules of Order contained in A Guide to Local Service in Narcotics Anonymous, adapted from Robert's Rules of Order, except in instances where these guidelines conflict with those rules.

Section 2: Vote Allocation

- A. Each group is entitled to one vote through their GSR or GSR-Alternate. In the event of such a representative's absence, a person who represents a group's conscience may vote for the group, provided they are not voting on behalf of any other groups. Hereinafter, the term "GSR" will be implied to mean GSR, GSR-Alternate, or any other NA member legitimately given a group's conscience in place of a GSR.
- B. The Executive committee shall be excluded from voting with the exception of the Chair who shall have one vote only in the event of a tie.
- C. The executive committee is allowed to hold a GSR position and vote as a GSR with the exception of the Chairperson who is excluded from holding a GSR position so they may vote in the event of a tie.

Section 3: Quorum

- A. Quorum is defined as the minimum number of voting members that must be present in order for business to be legitimately transacted. In ENNASC, quorum is defined as 2/3 of eligible voting groups' GSRs being present.
- B. When a minimum of 2/3 of the voting GSRs of the ENNASC are present, business may be conducted.
- C. Once quorum is determined at roll call, business shall be conducted regardless of attendance fluctuations. (March 2016)

Section 4: Motions Requiring a 2/3 Vote

- A. Waiving or changing the guidelines
- B. Removal of officers and/or subcommittee Chairs
- C. Expenditures of funds outside the Area's customary operating expenses, operating expenses, above any subcommittee's prudent reserve.

Section 5: New Motion Procedure:

(See Addendum: Sample Rules of Order for details not covered here)

- A. GSRs are the only participants who may make and second motions except in the case of Subsection 5B, below.
- B. Subcommittee Chairs may make motions only on matters that directly affect their subcommittees and may not vote.
- C. Using a form provided, the motion maker submits the written motion to the Secretary.

- D. The Chair will instruct the Secretary to read the motion aloud.
- E. The Chair will ask if anyone is willing to second the motion. If seconded, the motion will be addressed by the ASC. If not, the motion dies.
- F. The Chair will acknowledge those members wishing to speak.
- G. Once discussion is completed, a vote will be taken.
- H. In the case of votes requiring only a simple majority, the chair may declare a motion to have passed or failed without a count if there is a visually obvious majority; however, any ENNASC participant may call for a count of hands which will then be carried out. Votes requiring 2/3 majority must always be counted and recorded in the ENNASC minutes if consent is not unanimous.

Article VII - Elections

Section 1: Nominations and elections for all elected positions

- A. Chair/Vice Chair – Nominations open in January, Elections in April
- B. Secretary / Treasurer / Vice Treasurer / Policy Chairperson – Nominations open in May, Elections in August
- C. RCM / RCM Alternate – Nominations open in September, Elections in December

Section 2: Elections –general information

- A. Nominations may only be made by GSRs.
- B. All nominees must be present at the time of their nomination in order to be elected to a position in the ENNASC.
- C. In the event of a prematurely vacated office, the ENNASC will elect a replacement to fill that office until the next regularly scheduled election.
- D. The Area Vice-Chair, RCM-Alternate, and Subcommittee Vice-Chairs do not automatically assume the next higher position. They must be elected by the ENNASC.
- E. Election of Subcommittee Chairs and/or ENNASC officers is by simple plurality (i.e. whoever gets the most votes wins). **(Continued on page 8)**

- F. All elected participants are suggested to serve and remain as a resource until the following 1-2 ASC meetings to ensure that the trusted servant who takes their position next is properly oriented.

Article VIII – Sub-Committees Purpose and Function

Section 1: Definitions

- A. Subcommittees are directly responsible to the ENNASC. Newly proposed subcommittees shall function as ad-hoc (temporary) committees. It is necessary to clearly define responsibilities of these created subcommittees so that they may fulfill the purpose for which they were created.
- B. ENNA Subcommittees shall include, but not limited to the following:
 - i. Public Relations (Public Information, Hospitals & Institutions, Project Primary Purpose, and Phone-line)
 - ii. Activities
 - iii. Literature
 - iv. Close Encounters of the Clean Kind
- C. Subcommittee guidelines shall include, but are not limited to, the following:
 - i. Name.
 - ii. Purpose and Need.
 - iii. Functions: Each subcommittee should maintain contacts and procedures for the activities it performs.
 - iv. Voting procedures
 - v. Meetings (including time and place).
 - vi. Clean time requirements for officers and members.
 - vii. Procedures for financial accountability.
 - viii. Each subcommittee, to insure its purpose is being carried out, should have an established budget in written form.
 - ix. All statements, invoices and correspondence will be addressed to the ENNASC Post Office Box.
- D. Requirements:

ENNA Bylaws/Guidelines

- i. All Subcommittee Chairs shall attend all ENNASC meetings. A Subcommittee Vice-Chair may attend in the Chair's absence. The Subcommittee Chair is responsible for creating a working committee made up of members willing to serve.
- ii. The ENNASC shall approve and implement Subcommittee guidelines; said guidelines are to be drafted by subcommittee officers and active members and shall be presented for approval at any ENNASC meeting.
- iii. In the event of conflict between Area guidelines and Subcommittee guidelines, the Area guidelines supersede.
- iv. Subcommittee Chairperson, Treasurer, and Vice Treasurer (where applicable) are elected within their respective committees and approved by the ASC.
- v. No one person shall hold more than one elected position at the ENNASC or Subcommittee Chairperson at one time.
- vi. All Subcommittees shall, maintain their own checking account, and submit to an audit in the months of January and July.
- vii. All Subcommittees must submit a monthly financial report which includes copies of bank statements and check registers.
- viii. Shall submit in September annual budget to the ENNASC for approval in October.
- ix. Subcommittees requesting funds outside of their annual budget must submit requests 2 months in advance.
- x. Shall operate within the Twelve Traditions, Twelve concepts, ENNA Guidelines, and any other World Service materials that may apply (RE: Public Relations handbook, etc.)

Article IX – Subcommittees - Definitions

Section 1: Public Relations

A. Hospitals and Institutions

- i. To coordinate the efforts of carrying the message of Narcotics Anonymous to addicts living in controlled environments.
- ii. Subcommittee Chairperson to attend monthly subcommittee meeting with area panel chairpersons.

B. Project Primary Purpose (P3)

- i. Provide Narcotics Anonymous literature to people in jails and correctional institutions where addicts are not able to attend regularly scheduled meetings.
- ii. P3 will be self-supporting thru the sales of merchandise designed and sold by the committee.

C. Public Information Committee

- i. Coordinate the efforts of carrying the NA message via public service announcements and public literature distribution to professionals in our community who have regular contact with addicts.
- ii. Compile, print, and distribute a regularly updated area meeting directory.
- iii. Maintain an Area Website

D. Phone-line Committee

- i. Operate and maintain a 24-hour, 12-Step Area Narcotics Anonymous Phone-line/Hotline/Helpline in accordance with NA World guidelines and to coordinate all aspects of said phone line with ENNASC activities and subcommittees.

Section 2: Literature

- A. Committee handles all literature purchases and sales for groups within ENNA.
- B. Literature has an established combination of inventory and cash on hand totaling \$5,000.
- C. Exceptional losses due to circumstances other than normal operating expenses are to be compensated by a vote of the ENNASC.

Section 3: Activities Committee

- A. To organize activities (dances, picnics, etc.) for the ENNA fellowship.
- B. Any funds in excess of prudent reserve shall be given to the ENNASC. The subcommittee is expected to replenish its own funds.
- C. Where any activity costs more than prudent reserve to produce, further approval and funds must be obtained by a vote of the Area.

- D. In the event of the activities committee is suspended due to lack of trusted servants or other circumstances as deemed necessary by the ASC the following shall take place to ensure the opportunity for the gathering of addicts in the Eastern Nebraska area of NA to provide an atmosphere to celebrate recovery:
- i. ASC treasurer shall immediately assume responsibility for activities account.
 - ii. Groups shall become eligible to place bids for hosting area events two months prior to the event.
 - iii. Hosting group shall provide rent price, date, and secured location, schedule of events including speakers and/or workshop chairs and whether food will be provided.
 - iv. Hosting group shall provide flyer for event.
 - v. Hosting group shall provide setup and cleanup of function.
 - vi. Hosting group shall provide people to take donations, sell raffle tickets, sell pop with at least two years clean time at all times.
 - vii. ASC treasurer shall be in contact with the hosting group and provide bookkeeping of expenses and income of event.
 - viii. ASC Vice chair shall be in contact with the hosting group to provide support continuity of planning.
 - ix. ASC Vice chair shall assist in securing DJ for dance functions.
 - x. ASC Vice chair shall provide report to ASC on area event.
 - xi. All ASC events to be approved at the ASC by the participating GSRs.

Section 4: Close Encounters of the Clean Kind

- A. The Close Encounters Convention subcommittee is responsible for facilitating the annual ENNA convention, which is a celebration of our recovery.
- B. The Close Encounters of the Clean Kind Convention Subcommittee:
- i. Is self-supporting and maintains its own checking account
 - ii. Shall, upon closing out each convention fiscal year, any and all monies over the start-up funds for the next convention should be forwarded to the ASC
 - iii. Has a seed or start-up in the amount of \$3000.00, plus \$1000.00 to be allocated for the upcoming year convention (continued on page 12)

- iv. Will operate within the Twelve Traditions, the Twelve Concepts, ENNA Guidelines, and any World Service approved service materials that may apply
- v. Has a suggested clean time requirement for the chairperson of this subcommittee of three (3) years
- vi. Has a suggested clean time requirement for Treasurer of five (5) years
 - i. Must answer questions on the Treasurer Financial Questionnaire
- vii. Has a suggested clean time requirement for Vice Treasurer of four (4) years
 - i. Must answer questions on the Treasurer Financial Questionnaire
- viii. Any funds in excess of prudent reserve shall be given to the ENNASC. The subcommittee is expected to replenish its own funds.
- ix. Specific details regarding clean time for this committee can be found in their guidelines.
- x. All debit cards should be returned back to the bank so the bank can close the accounts. Then back a receipt to area to show the debit card and account are taken care of.

Article X – Elected Officers

- A. It is strongly suggested that all elected officers have:
 - i. The willingness to serve.
 - ii. A working knowledge of the 12 Steps and 12 Traditions.
 - iii. An active participation in the area they are to serve, holding no other executive committee position.
 - iv. Either a working knowledge of the 12 Concepts of Service or the stated desire to gain such knowledge.
- B. Required duties of the Executive Committee:
 - i. Responsible for correspondence, maintaining ENNASC files and archives.
 - ii. Shall meet annually to review policy revisions in February.
 - iii. Conducts new GSR orientation one half hour prior to the ASC meeting.

- iv. In the spirit of rotation, no one person shall serve no more than 2 consecutive terms in the same position.

Section 1: Chairperson's Requirements and Duties:

- A. Three years clean time.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.
- D. Willingness to serve as Chair, if approved by a vote of confidence the following term.
- E. Ability to chair in a firm and understanding manner.
- F. Plan an agenda for and preside over the monthly ENNASC meeting.
- G. Coordinate duties of the Executive Committee.
- H. Co-signer on ENNASC bank account.
- I. Term shall be 1 year.

Section 2: Vice Chairperson's Requirements and Duties:

- A. Two years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.
- D. Perform Chair's duties in the Chair's absence.
- E. Stay informed of subcommittee activities and when able, be available for to assist with any subcommittee problem.
- F. Assume the duties of Treasurer in the event of the Treasurer and Vice Treasurer's absence.
- G. After an NA meeting has been absent for two consecutive ENNASC meetings, the Vice Chair will be responsible to check the status of the meeting and report to the ENNASC by the following meeting.
- H. Inform appropriate Subcommittee immediately so changes to directory and website can be made.

- I. Co-signer on ENNASC bank account.
- J. Key holder for storage facility.
- K. Key holder of ENNASC post office box.
- L. Responsible to, in coordination with Secretary, check mail twice a month.
- M. Assist the Secretary in mail distribution at the ENNASC
- N. Term shall be one year.

Section 3: Policy Chairperson's Requirements and Duties:

- A. Three years clean time.
- B. Has a working knowledge of service at the area level.
- C. Expected to attend all ENNASC meetings.
- D. Has an intimate knowledge of ENNASC guidelines and policies.
- E. Is available to answer questions and/or clarify issues relating to ENNASC guidelines and policies. Updates guidelines within 30 days of a change of policy, and submits updated guidelines to ENNASC Webmaster for posting online.
- F. Makes the ENNASC Guidelines available at ASC meetings.
- G. Identifies parts of the ENNASC Guidelines that are ineffective or could be changed and brings this to the attention of the GSRs at ASC meetings.
- H. As necessary, forms Ad-Hoc Committees to explore or clarify issues of policy.
- I. Policy Chairperson can make motion to change guidelines for GSR's to vote on or take back to groups
- J. Term shall be one year.

Section 4: Secretary's Requirements and Duties:

- A. One year clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.

- D. Keep accurate minutes at each ENNASC meeting.
- E. Distribute copies of the agenda and minutes at each ENNASC meeting within 14 days.
- F. Include flyers for NA events with associated service body noted on flyers.
- G. Maintains address/phone list for elected officers and GSRs to be included in the minutes.
- H. Informs appropriate Subcommittee immediately so changes to directory and website can be made (when necessary).
- I. Maintains voting eligibility of groups and attendance records.
- J. Maintains the ENNASC archives in conjunction with the ASC Executive Committee.
- K. Is key holder of ENNASC post office box.
- L. Is responsible, in coordination with Vice Chairperson to check mail twice a month.
- M. Responsible for mail distribution at the ENNASC.
- N. In absence of Policy Chairperson maintain log of policy actions at the ASC and update changes regularly to be made available online.
- O. In absence of Policy Chairperson is responsible to update guidelines with policy actions of the ENNASC annually with the ASC executive committee. (See elected officer duties)
- P. Term shall be one year.

Section 5: Treasurer's Requirements and duties:

- A. Three years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.
- D. Shall submit a financial questionnaire prior to new treasurer election. (See addendum: Financial Questionnaire)
- E. Have knowledge and understand bank reconciliations in order to maintain the current Monthly Treasurer's Report.
- F. Ability and access to use online banking to manage the ENNASC bank account.

ENNA Bylaws/Guidelines

- G. Custodian and Signer on ENNASC bank account.
- H. Report contributions and expenditures at every regular ENNASC meeting, as well as in an annual report at the end of the calendar year. As available, all funds over and above prudent reserve and operating budgets shall be donated to the Nebraska Region.
- I. Maintain ENNASC Prudent of \$600.00 and operating budget of \$400.00. (June 2016)
- J. Pay regular and customary monthly and annual expenses.
- K. Deposit monies received in ENNASC account within five business days.
- L. Shall conduct an audit every January and July of all subcommittee accounts.
- M. View all accounts with the bank to oversee area Sub Committees Accounts.

Section 6: Vice Treasurer's Requirements and duties:

- A. Two years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.
- D. Shall submit a financial questionnaire. (See addendum: Financial Questionnaire)
- E. Have knowledge and understand bank reconciliations in order to maintain the current Monthly Treasurer's Report.
- F. Ability and access to use online banking to manage the ENNASC bank account.
- G. Custodian and Signer on ENNASC bank account.
- H. Report, in the absence of the Treasurer, contributions and expenditures to the ENNASC.
- I. Deposit monies received in ENNASC account within five business days in the treasurer's absence.
- J. Shall conduct an audit every January and July of all subcommittee accounts with the Treasurer.
- K. Vice Treasurer shall assume all responsibilities of the Treasurer in the case of early vacancy of the Treasurer position, with the approval of the ENNASC.

- L. Willingness to serve as Treasurer, if approved by a vote of confidence the following term.

Section 7: Regional Committee Member's Requirements and duties:

- A. Three years clean.
- B. Has a working knowledge of service at the Area level.
- C. Expected to attend all ENNASC meetings.
- D. Represent members and groups in ENNA.
- E. Liaison between the Nebraska region and surrounding Regions.
- F. Attend all Regional meetings, taking part in any decisions which affect the Region, speaking as the voice of the ENNASC conscience.
- G. One year's service as an RCM-Alternate.
- H. Well-versed in NA service practices and principles.
- I. Keep the ENNASC informed of the larger world of NA by providing, but not limited to the following:
 - i. Important issues being discussed at various levels of service
 - ii. Reports/updates relevant to Subcommittee affairs
 - iii. Functions/workshops being sponsored by Regional committees
 - iv. Functions/workshops being held in neighboring Areas
- J. Chairs yearly Conference Agenda Report workshop for the Area.
- K. Submit a monthly report to the ENNASC.
- L. In the absence of Chair or Vice Chair the RCM will assume those duties for that area. (April 2016)

Section 8: Regional Committee Member Alternate's (RCM-Alt.) Requirements and duties:

- A. Two years clean.
- B. Has a working knowledge of service at the Area level. (continued on page 18)

- C. Expected to attend all ENNASC meetings.
- D. Willingness to serve as RCM, if elected the following term.
- E. Attends all Regional meetings, standing in for RCM if the RCM is absent or for any reason is unable to fulfill their term.
- F. Assists the RCM in matters pertaining to Narcotics Anonymous.

Article XI - Finances

- A. No personal checks will be accepted by the ENNASC.
- B. For sake of anonymity there will be no names listed on treasurer reports (8-2010)
- C. In order to avoid nepotism, cohabitation is prohibited with regard to the signatories on any ASC account (no one living under the same roof should be signatories on the same account)
- D. The ASC prudent reserve shall be \$600.00. Operating expense limit is \$400.00. In order for expenditures to create a balance that is below \$400.00 2/3 majority approval is required. Funds in excess of \$600.00 after monthly disbursements shall automatically be forwarded to the Nebraska Regional Service committee. Balances of \$400.00 to \$600.00 shall constitute monthly operating expense and be carried forward to the next ASC.
- E. In the event a new treasurer is elected:
 - i. The ASC checking account should be audited.
 - ii. The out-going treasurer should make themselves available to answer questions or provide explanation as required.
 - iii. The newly elected ASC treasurer, ASC chairperson and ASC vice-chair person should conduct the audit.
 - iv. The ASC chair may appoint any other NA member or members to participate.
- F. In the event that ENNASC funds have been misappropriated and/or grossly mismanaged, the following actions may be taken:
 - i. The Executive Committee will inform the ENNASC, at the soonest opportunity, of the allegation(s).

- ii. Through consensus, and as recorded in writing by a member thereof, the Executive Committee may remove the name of the member in question from access to the ENNASC bank account or subcommittee account.
- iii. The Executive Committee shall initiate an internal investigation into the allegation(s) of financial misconduct, including conducting an immediate audit of the finances in question.
- iv. The ENNASC, upon the vote of the participating GSRs of the ENNASC, reserves the right to contact the local Police Department and may ask that they initiate an investigation into the allegation(s).

Article XII – Financial Disbursements

- A. The following budgeted expenses are disbursed without ASC approval, provided funds in excess of the prudent reserve are available:
 - i. ASC meeting rent (up to \$40.00 per month)
 - ii. ASC storage unit rent (up to \$693.00 per year)
 - iii. ASC post office box rent (up to \$60.00 annually)
 - a) A total of 3 keys should be available to ASC
 - iv. ASC secretary expenses (up to \$80.00 per month)
 - v. ASC to reimburse the RCM & RCM Alt for all fuel costs related to approved travel for ENNA. To also reimburse RCM & RCM Alt for lodging costs when traveling beyond 200 miles. All reimbursement requests need to be submitted to area prior to travel, and all receipts upon completion of travel. (motion approved 9/17)
 - i. Public Relations, which includes Hospitals and Institutions; Project Primary Purpose; Public Information Committee and Phone-line Committee expenses (up to \$200.00 per month) noted in addendum?
 - ii. Budgeted expenses in excess of the amount defined in Financial Disbursements and non-budgeted special expenditures in excess of \$100.00 should be submitted for ASC approval at least one month in advance of disbursement.
- B. To be automatically paid from the ASC checking account.
 - i. H & I expenses (up to \$125.00 per month)
 - ii. PI expenses (up to \$45.00 per month except during months when meeting lists are printed, in which case, the amount shall be \$135.00 and \$140.00 a year web service)

- iii. New group start (up to \$50.00 per new group)
- iv. Literature prudent reserve build-up (up to \$30.00 per month)
- C. Budgeted expenses in excess of the amount defined in items A through J above and non-budgeted special expenditures in excess of \$100.00 should be submitted for ASC approval at least one (1) month in advance of disbursement.
- D. All financial requests must include the following:
 - i. Detailed financial motion which includes the specific entrant and financial impact statements.
 - ii. Documentation of prices, such as phone or written price quotes, or receipts should be included with financial requests. Receipts, once obtained, should be turned into the ENNASC Treasurer.

Article XIII – Addendums

- A. Financial Questionnaire (see page 21-22)
- B. Sample Rules of Order as per “A Guide to Local Services in NA” (see page 23-29)
- C. Twelve Traditions of Narcotics Anonymous (see page 30)
- D. Twelve Concepts for NA Service (see page 31)

FINANCIAL QUESTIONNAIRE

1. Identification

- a. Do you have a Nebraska or Iowa Driver's License, Social Security Card or any other form of ID that the bank could use?

2. Past Problematic History

- a. Is there any fraudulent activity on an account that would prevent you from being a signer on the account?
- b.
- c. Any outstanding fees or charges or unpaid checks on closed or suspended bank accounts that would automatically disqualify you from being a signer on a bank account?
- d. History of continuous non-sufficient fund on an account that would disqualify you from being a signer on an account?
- e. Do you have anything that would disqualify you from being a signer on an account?
- f. Are there any court orders that would inhibit you from establishing bank interactions?

3. Abilities to Effectively Manage an Account as Treasurer

- a. Can you manually balance an account to a bank statement monthly?
- b. Can you keep accurate current records of all transaction in a spreadsheet either on the computer or on paper?
- c. Can you prepare and present all records for a bi-annual audit by the ASC?
- d. Can you participate in annual budget planning where applicable?

4. Questions for All Treasurer Nominees

- a. Have you misappropriated funds from the fellowship?
- b. Are your personal finances stable enough to allow you to handle funds without issue?

- c. Do you have any banking or personal issues that would preclude you from becoming a signer on the bank account?
- d. Do you have or are you willing to learn the necessary skills to effectively manage a bank account?

5. Questions for All Elected Position Nominees

- a. Have you ever left a position in NA before your term was up?
- b. What prior positions have you held that would make this spiritual fulfilling service experience?

SAMPLE RULES OF ORDER

On 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 seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

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	INTERRUP T	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now 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

Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
1. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
2. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
3. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Copyright © 1989, 1990, 1991 by Narcotics Anonymous World Services, Inc. All rights reserved.
The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service,
published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.

Annual Time Line

<p>January</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for Chair/Vice Chair • Sub-Committee Audits 	<p>July</p> <ul style="list-style-type: none"> • Area Service Meeting • Sub-Committee Audits
<p>February</p> <ul style="list-style-type: none"> • Area Service Meeting • Annual Policy review/revisions • Close Encounters Convention 	<p>August</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for Secretary / Treasurer / Vice Treasurer / Policy Chairperson
<p>March</p> <ul style="list-style-type: none"> • Area Service Meeting 	<p>September</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for RCM / RCM ALT • Submit Subcommittee Budgets
<p>April</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for Chair/Vice Chair 	<p>October</p> <ul style="list-style-type: none"> • Area Service Meeting • Approve Subcommittee Budgets
<p>May</p> <ul style="list-style-type: none"> • Area Service Meeting • Nominations Open for Secretary / Treasurer / Vice Treasurer / Policy Chairperson 	<p>November</p> <ul style="list-style-type: none"> • Area Service Meeting
<p>June</p> <ul style="list-style-type: none"> • Area Service Meeting • Area Inventory 	<p>December</p> <ul style="list-style-type: none"> • Area Service Meeting • Elections for RCM / RCM ALT