

Piedmont Area Service Committee

Policy and Guidelines

Draft 1

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In Draft Stage

Purpose of the ASC

The Piedmont Area Service Committee (PASC) is a body made up of Group Service Representatives (GSR), duly elected officers and chairs of all standing committees within the Piedmont Area. This body meets monthly for the express purpose of serving the specific needs of its member groups. The most important service that the Area Service Committee (ASC) provides is that of its groups support. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its ASC for help. These situations are almost limitless in scope, but we have learned that we can get much accomplished when we work together.

Administrative Committee

The Administrative Committee is comprised of:

- Area Chairperson
- Area Vice Chairperson
- Secretary
- Treasurer
- Literature
- Regional Committee Member

Membership - Officers

Term of Service

In order to coordinate its services, the ASC elect officers yearly. Leadership and the ability to organize gives the ASC direction and the incentive must come from its Officers. Members may serve only one ASC elective position at a time. *Ad hoc* or temporary assignments are not in conflict. Upon election, Officers shall resign as GSR's. Their group then elects a new representative, thus ensuring all groups equality of representation.

Resignation/Removal

Voluntary - should be made in writing to the ASC. Advance notice prior to leaving an office is greatly appreciated.

Involuntary

- a) Missing 2 consecutive ASC meetings
- b) Relapse
- c) Removal requires a $\frac{3}{4}$ vote of the GSR's. The maker of Removal motion will have the floor to show cause and then the officer or subcommittee Chairperson or Officer in question has the floor to respond. Voting is by paper ballot. Removal can be done in position holder's absence.

Upon resignation or removal all Officers will relinquish access to Area bank accounts and insure the proper turnover of Officer related documents and files.

Qualifications & Responsibilities of ASC Officers

ASC Officers may not:

- Be a GSR or Alternate GSR
- Hold 2 positions at Area level
- Be absent without making prior arrangements with the Chairperson

CHAIRPERSON

Requirements

- a) Minimum of two (2) years continuous abstinence from all drugs
- b) Service experience in one or more of the following
 - a. Area Vice-Chairperson
 - b. Subcommittee Chairperson
 - c. GSR
 - d. Other officer of the ASC
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts

Duties and Responsibilities

- a) Directly responsible to the ASC body
- b) Responsible to secure facility to hold monthly ASC
- c) Presides over ASC
- d) Responsible for following defined PASC meeting format
- e) Conducts business meeting to follow guidelines including order of new business motions
- f) Organizes and maintains administrative documents generated by the ASC
- g) Cosigner on the Area bank account
- h) Directs the Treasurer to prepare and submit a projected Administrative budget at the March ASC to commence on the new fiscal year beginning in June
- i) At the ASC meeting, the Chairperson only votes in the event of a tie
- j) In the absence of a vacating Subcommittee Chair or Subcommittee Vice-Chair, orient each new Subcommittee Chairperson as to the position

VICE-CHAIRPERSON

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) Service experience in the NA Service Structure as Officer or Subcommittee Chair
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts

Duties and Responsibilities

- a) Directly responsible to the Area Chairperson
- b) Performs the duties of the chairperson in his/her absence
- c) Coordinates the activities of subcommittees
- d) Stand-in for Officers in their absence
- e) Serves temporarily to perform minimum subcommittee functions in cases of leadership vacancies
- f) Cosigner on the Area bank account

- g) Position is typically a two-year commitment
- h) After serving for one year as Vice-Chairperson, it is customary to serve as the next ASC Chairperson after a priority vote of confidence is taken

SECRETARY

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) General office and administrative skills
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Area Chairperson
- b) Responsible for keeping an accurate record of each ASC meeting
- c) Prepares and distributes copies of ASC Minutes to each GSR and officer no later than 2 weeks following the ASC meeting
- d) Responsible to contact Officers and subcommittee chairs for reports not received at Area
- e) **Not a** Cosigner on the Area bank account

ASC Minutes

- a) PASC minutes will include written reports presented to the ASC by subcommittee officers, ad hoc committees, and VRCC Representative and other reports considered significant by the ASC secretary or administrative committee
- b) Will be distributed to the current GSR List and posted to the Area website as a pdf – this will be done within 2 weeks of the ASC Meeting.
- c) Will include Subcommittee reports as well as activity conducted during the meeting such as questions and answers to reports ,elections, topics discussed during open forum ,and new business motions with pros & cons. Discussion will remain anonymous and therefore not include names.
- d) Revisions should be submitted prior to the upcoming ASC and incorporated in an Area-wide revision also to be posted on the website
- e) Corrections to Subcommittee reports will be forwarded to the appropriate subcommittee contact person for review and re-submission. It is **not** the Secretary's job to correct reports submitted
- f) Will include complete Treasurer's Report
- g) Will include a literature order form and any flyers

ALTERNATE SECRETARY

Requirements

- a) Minimum of six (6) months continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for in the NA service structure and the willingness to give time and resources to do the job

- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) General office and administrative skills
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Area Secretary
- b) In the absence of the Secretary, responsible for keeping an accurate record of each ASC meeting
- c) Support the preparation and distribution of ASC Minutes and other related tasks

TREASURER

Requirements

- a) Minimum of two (2) years continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) Previous service as Treasurer on the Group level
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Area Chairperson
- b) All monies are channeled through the Treasurer and no committee may have a treasurer or bank account
- c) Signer on the Area Bank account
- d) Makes recommendations on all financial proposals and motions at the ASC
- e) Responsible for keeping an accurate record of all donations and expenses
- f) Financial status is reported at every meeting and in the Area Minutes to include:
 - 1) Total Donations received
 - 2) Expenses incurred
 - 3) Prudent Reserve
 - 4) Review the current Area Bank Statement with the Chairperson online
- f) Disburses funds for expenses and events as approved
- g) Budgeted amounts are subject to available funds so the Treasurer is responsible to inform the ASC when funds are available
- h) On a quarterly basis (at the close of the area service meeting in the months of Jan, April, July and Nov.) any funds in excess of the quarters bills, any planned expenses that will occur prior to the next area service meeting, and prudent reserve will be forwarded to the Regional Service committee and the NA World Service: 50% TO RSC and 50% to WSO

Handling Donations from Groups and Subcommittees

- a) All funds collected at ASC meetings will be counted, reported and prepared for deposit during said ASC
- b) Groups are encouraged to bring Money Orders or large bills to aid the counting of donations and the preparation of the deposit
- c) All collected funds will be taken to the bank by the Treasurer and one other member of the executive committee and placed in a lock night deposit bag at the

- conclusion of each ASC. If the Treasurer and Vice Treasurer are absent or unable to complete the bank drop, the duties of the Treasurer will be assigned pro tem by the Chair and 2 members of the executive committee will make the deposit.
- d) In no instance will area funds be transported to or stored in any member's home
 - e) Treasurer works closely with subcommittees such as Special Events to insure events are budgeted, advances are approved by motions, prudent donation collections are done at events, and monies are recorded and deposited.

Annual Budget Process

- a) Area Chairperson directs the Treasurer to begin the next Fiscal year budgeting process each March
- b) Treasurer prepares a worksheet for each applicable entity with information on last years' budget and actual expenditures. Each entity then returns to the April Annual budget meeting to submit a projected officer or subcommittee budget
- c) Treasurer conducts the Annual budget meeting in April to review submissions and work with subcommittee chairs to fairly allocate projected funds into a draft budget.
- d) Treasurer submits draft budget to the May ASC for approval by groups for a vote at the June meeting.

VICE-TREASURER

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) Previous service as Treasurer on the Group level
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Area Treasurer
- b) Assists the Treasurer in keeping an accurate record of all funds and makes disbursements of funds when appropriate
- c) Is NOT a signer on the Area bank account

LITERATURE CHAIR

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) Some knowledge of purchasing and inventory
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Area Chairperson

- b) Responsible for all acquisitions and disbursements of literature lists while keeping accurate record of those acquisitions and disbursements
- c) Gives the literature invoice to the Treasurer as received
- d) Follows the budgeted guidelines from the Treasurer for orders
- e) Responsible for updating the NAWS Literature Order Form with changes so an up-to-date literature order form is available to groups
- f) Submits a written report to the ASC which includes all transactions from the previous month and current inventory on hand
- g) Distributes Starter kits to new groups. Literature chair is responsible to define the contents of the current Starter kit with approval as a motion and may update the contents as new literature is available or conditions (e.g. budgets) change
- h) Performs an annual inventory to insure needed quantities of frequently requested literature are consistently maintained and special items that have not been requested are purged
- i) Includes individual requests for literature at his/her discretion but only if the special order is paid in advance directly to the Treasurer
- j) Is NOT a cosigner on the Area bank account and does not handle money

ALTERNATE LITERATURE CHAIR

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) A willingness to serve, service experience, active for at least six months in the NA service structure and the willingness to give time and resources to do the job
- c) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- d) Desire to learn purchasing and inventory
- e) Access to computer and email

Duties and Responsibilities

- a) Directly responsible to the Literature Chair
- b) Responsible for assisting Literature Chair
- c) Is NOT a cosigner on the Area bank account

REGIONAL COMMITTEE MEMBER (RCM)

Requirements

- a) Minimum of two (2) years continuous abstinence from all drugs
- b) Previous GSR experience
- c) Active for at least six months in the NA Service Structure
- d) Basic knowledge of the PASC, its activities, and the groups within the area
- e) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- f) Willing to make a two (2) year commitment

Duties and Responsibilities

- a) Directly responsible to Piedmont ASC
- b) Represent the group conscience of the ASC at the regional level and provide the area with a report of the regional meeting

- c) Attend all regional service conferences and takes an active part in the decisions that affect the region
- d) Distribute flyers from the Region

ALTERNATE REGIONAL COMMITTEE MEMBER (ALT. RCM)

Requirements

- a) Minimum of one (1) years continuous abstinence from all drugs
- b) Previous GSR experience
- c) Active for at least six months in the NA Service Structure
- d) Basic knowledge of the PASC, its activities, and the groups within the area
- e) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- f) Willing to make a four (4) year commitment - first two years are spent as the Alternate and filling in for the RCM if absent or unable to fulfill the duties. After serving for two years as the Alt. RCM, it is customary to serve as the next RCM after a priority vote of confidence is taken

Duties and Responsibilities

- a) Directly responsible to the RCM
- b) Assists the RCM

Reason for Removal

- a) 2 consecutive unexcused absences from Piedmont ASC meetings
- b) 2 consecutive unexcused absences from Regional meetings

QUALIFICATIONS AND RESPONSIBILITIES OF THE ASC SUBCOMMITTEE CHAIRPERSONS

Subcommittee Chairperson (Elected by ASC)

Requirements

- a) Minimum of one (1) year continuous abstinence from all drugs
- b) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- c) Willingness and desire to serve
- d) Working knowledge of the purpose, direction, intent, and function of the subcommittee
- e) Has six months' prior experience with that respective subcommittee

Duties and Responsibilities

- a) Directly responsible to the Area Vice Chair
- b) Submit a monthly written report of accomplishments and upcoming plans to the ASC. **Must include Date and Location of meeting, number attending, business conducted, issues or items of interest to the Area, and month's expenditures against budget or special motions
- c) Any plans that involve special considerations or financial expenditures not included in their budgets must be in the form of a motion to be voted on at the ASC

- d) Prepare and submit a projected subcommittee budget to the Treasurer for the Annual budget meeting in March/April to review submissions and work with the March ASC to commence on the new fiscal year beginning in June
- e) The subcommittees are responsible for electing their own Vice-Chairperson and Secretary but may not have a Treasurer. All funding is funneled through the ASC Treasurer
- f) Maintain up-to-date Guidelines for the subcommittee. Work within the subcommittee structure to prepare, review, and update guidelines pertaining to the purpose and service positions in the subcommittee
- g) Attend Regional, Area Support and Fellowship Development meetings, when available, within the Piedmont Region
- h) Any subcommittee of the Piedmont Area that wishes to put on an event or activity that could potentially negatively or adversely affect a group's status, reputation or good standing with their meeting place, must inform the affected group(s) before reserving or booking that meeting space

Subcommittee Vice-Chairperson (Elected by Subcommittee)

Requirements

- a) Minimum of one (1) year continuous abstinence from all drugs
- b) Has a working knowledge of the 12 Steps, 12 Traditions, and familiar with the 12 Concepts
- c) Willingness and desire to serve
- d) Working knowledge of the purpose, direction, intent, and function of the subcommittee
- e) Has six months' prior experience with that respective subcommittee

Duties and Responsibilities

- a) Directly responsible to the Subcommittee Chairperson
- b) Assists the Subcommittee Chairperson with all duties
- c) Conducts subcommittee meetings if the Chairperson is absent
- d) Coordinates activities within the subcommittees

** prior to election of a subcommittee chair who has served at least six (6) months as vice-chair, the position does not require announcement at Home Groups

STANDING SUBCOMMITTEES

Hospitals and Institutions (H&I)

Public Information (PI)

Special Events

Other ad hoc subcommittees may be formed from time to time to perform some specific task. These ad hoc subcommittees may be established and appointed by the ASC, by a majority vote or by the Chairperson with the consent of the ASC.

Subcommittees will keep and maintain their own Guidelines- must be filed with the ASC and kept on the website for reference.

Hospitals and Institutions

The H & I subcommittee at the area level is responsible to coordinate all H&I activities within the Piedmont area. As such the subcommittee:

- a) Initiates, coordinates, and conducts all H&I meetings in the area
- b) Elects Panel Leaders and orients volunteers on carrying the message
- c) Maintains an ongoing file of all matters that concern H&I
- d) Submits literature orders to support meetings as needed within the approved budget

Public Relations

The area PR Subcommittee attempts to carry the NA message of recovery by informing those who work with addicts what NA is, and where we can be found. This subcommittee may find itself cooperating a great deal with neighboring areas in order to avoid conflicts.

The PR subcommittee functions are:

- a) Uses all media avenues to promote the fellowship: print media, radio, television, posters, mail outs, attendance at conventions of related fields, or presentations to groups such as attorneys, judges, clergy or police groups
- b) Updates the area-meeting directory four times a year and forwards updates to the regional and world sites for updates to phonenumber and online meeting locaters
- c) Replenishes literature racks at key locations such as emergency rooms and other locations
- d) Maintains and coordinates an effective 24-hour answering service. The purpose is to have a means for an addict seeking recovery to contact a member of NA and find the way to an NA meeting
- e) Maintains and updates information on the PASC website at www.piedmontvana.org.

Special Events

The Special Events Subcommittee is responsible for coordinating and planning activities that promote unity and fellowship.

- a) Any functions planned by this subcommittee must be presented to the ASC before commitments are made
- b) The motion for the ASC for each event should include a location, date, draft flyer and a general description of the event
- c) Motions should include a request for an amount of budgeted funds with a breakdown of the facility, food, entertainment, decorating, and other costs
- d) Any activities involving the receipt of money should be coordinated with the Treasurer to ensure accountability. Established processes to collect member contributions/donations, record the amounts, handle the money and report them as part of the event summary will be worked out with the Treasurer.
- e) Reimbursements to members for event expenses and the Event summary report will include receipts for expenses. Reimbursements are done by the Treasurer or against an advance of funds for the event.
- f) Storage for decorations and event items will be established and if required, included in the budgeted expenses.

Virginia Regional Corporation Convention Representative (VRCC)

The VRCC is a nonstock corporation that has financial and administrative responsibilities of the Annual Virginia Convention of Narcotics Anonymous.

- a) The Piedmont area may elect one person to the Board of Directors of this corporation. This position requires three years consecutive clean time and a willingness to serve as well as any other requirements of the VRCC
- b) This representative will be elected annually and serve for one year
- c) The person may be elected to a second term but an Alternate VRCC Representative may be elected. The same requirements apply to the Alternate
- d) The VRCC representative has the right to make reports and speak to issues before the PASC; however, this representative is not a member of the PASC and cannot vote or be the maker or seconder of motions
- e) Since the VRCC rep is not a member of the PASC, this person may hold other positions within this body
- f) The VRCC rep will become familiar with their responsibilities under Virginia law
- g) The holder of this position may be removed by a $\frac{3}{4}$ vote of the PASC

Area Service Committee Meetings

Area Service Committee meetings are held on the first Sunday of each month starting at 4:00pm. Changes are announced as needed to accommodate Holiday weekends.

GSR Participation

In order to provide these services, an ASC needs the active participation of its GSRs and Officers. Groups support the ASC both financially and emotionally. It takes money to provide these services. It is each group's responsibility to offer this support. However, as an area grows, the financial needs of the ASC also grow. In order to provide a full line of services, it requires a steady, reliable, flow of money. Some additional funds are provided through activities. These alternative sources of financial support are helpful, however the bulk of the responsibility still falls on the groups.

The active participation of each Group Service Representative is essential for a successful ASC. GSR's must keep their group informed and must represent that group's conscience in all ASC decisions. GSRs should evaluate each vote in terms of the needs of those they serve in the group and the needs of N.A. as a whole. In addition to this, a GSR participates in helping carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of subcommittee functions and the aid given to groups with specific situations are services, which require much more effort than a monthly ASC meeting. GSRs should consider their commitment to the ASC and to their groups. In taking the position, they have assumed 2 hours a month for Area Service.

Quorum

1. Quorum is defined as the minimum number of voting members that must be present in order for business to be legitimately transacted. In the Piedmont area, quorum is achieved when $\frac{2}{3}$ of eligible voting groups' GSRs are present

2. Eligible GSRs are from those groups that are present for the current roll call and are not currently on the Administrative Committee or Subcommittee Chairpersons
3. Once quorum is determined at roll call, business shall be conducted regardless of attendance fluctuations
4. If there is no quorum, GSR reports may be accepted by the Chairperson but no other business will take place except that allowed by parliamentary procedures

ASC Meeting Format

- 1) Opening Serenity Prayer
- 2) Read 12 Traditions, Definition of ASC, 12 Concepts of NA service
- 3) Roll Call (Group Service Representatives, Chairperson, Vice-Chairperson, Secretary, Treasurer, RCM, Alt. RCM, Standing Subcommittee Chairpersons, Ad hoc Subcommittee Chairpersons)
- 4) Floor is opened for members to address the ASC.
- 5) Secretary's Report (The secretary will note any changes that are needed for the previous minutes and then move for the minutes to be accepted, with or without changes)
- 6) RCM's Report
- 7) Subcommittee's Reports
- 8) VRCC representative's Report
- 9) Ad Hoc Committee's or Other Special Reports (if applicable)
- 10) Recess (optional)
- 11) Treasurer's Report
- 12) GSR's Reports (optional)
- 13) Old Business
- 14) Elections (if needed)
- 15) New Business - Motions
- 16) Announcements pertaining to N.A. activities or events
- 17) Review business of the day
- 18) Plans for next meeting are discussed
- 19) Closing Prayer

Voting Members

All GSR's or alternates and duly elected officers and subcommittee chairs or their representatives are voting members of the ASC; except on matters that reflect a group conscience or a vote to refer to groups, in which case only GSR's or their alternates may vote. The Chairperson will cast a vote in the case of a tie (the Chairperson may confer with the Administrative Subcommittee, which is made up of the Chairperson, Vice-chairperson, Secretary and Treasurer, for this vote).

Elections

Definition

- a) Elections are conducted for Officers and Subcommittee Chairs
- b) An election is announced at the ASC prior to the election so that nominations may be solicited from each group within the area
- c) A current officeholder can serve another term but not a third term

Nominating and Election Process

- a) An explanation of the position is read from the Area Service Committee Guidelines before nominations are opened to establish each position's responsibilities
- b) Nominations are opened and accepted from GSR'S which need no second. The Chairperson will then ask for nominations from the floor and these nominations do require a second
- c) A motion must be made and seconded to close nominations.
- d) At the time of nominations, each nominee should state, in person, their qualifications for serving the fellowship in this service position:
 - a. State clean time,
 - b. homegroup affiliation,
 - c. sponsor relationship,
 - d. past service positions,
 - e. history of resigning/completing those positions,
 - f. leadership qualities and experience,
 - g. ability to fulfill reporting requirements,
 - h. ability to serve, reasons for wanting to serve (moving from Vice to Chair, what have you learned, past service experience, and why they can serve and want to serve the fellowship)
- e) After all the nominees have stated their qualifications, discussion is in order, with the nominee present. Discussion may include questions and up to 2 pros and 2 cons
- f) In the case of only 1 nomination for a position, a vote is taken which requires a $\frac{3}{4}$ majority to pass. If the vote fails, the election is sent back to groups for further consideration
- g) Voting is done by paper ballot. If there are more than 2 nominations, the voting is a process of elimination until 1 nominee receives the majority of those voting
- h) This procedure is repeated until all elections are concluded
- i) Any officer elected to a position will serve a 12 month term from date of election

Priority Vote of Confidence - Vice and Alternate Office Holders

- a) When holding elections for the position of Chairperson and RCM, the Vice-chairperson and the ALT RCM are given a priority vote of confidence. This is a vote that requires $\frac{3}{4}$ majority if those voting to pass, If the vote fails, the election is sent back to groups for further consideration.
- b) All ASC Subcommittees elect their own vice-chairpersons and other positions. Members may serve Sub-committee positions other than Chairperson and be an ASC Officer. Vice-Chairs for subcommittees follow the same process as the priority vote of confidence.

ASC Motions & Decision-Making Procedures

All ASC meetings are open to N.A. members and any member has a voice on the floor. If a member wishes to speak at the ASC, they must first raise their hand and be recognized by the Chairpersons.

Maker of Motions: GSR's or their Alternate GSR's; All ASC Officers except the Chairperson; Subcommittee Chairpersons or their Vice-Chairpersons; and ad hoc Subcommittee Chairpersons.

Regional Motions: motions which the Central Atlantic Region of Narcotics Anonymous (CARNA) has referred back to the areas will be discussed by the RCM at the ASC immediately following the CARNA business meeting.

- a) By default, these motions will be referred to the groups, and come back up on the ASC floor as old business at the following ASC meeting.
- b) At the ASC business meeting where the RCM first reports on the regional motions, the ASC may vote not to refer the motions to the groups. The ASC may then either vote on the Regional Motions at once, or they may give the RCM a vote of confidence to act on the regional motions as she or he sees fit.

ASC Motions: for new business will be made in writing and should include a written intent and a Secunder of the motion. It is recommended that a form be used that shows the intent of the motion and the actual formal wording of the motion.

- a) Discussion on motions will be limited to 2 pros and 2 cons
- b) If an issue comes up that pertains to an existing subcommittee, and has not been addressed in that subcommittee, it should be referred to that subcommittee for consideration
- c) The rules of order of the ASC will be the most recent version of the Sample Rules of order beginning on page 105 of our **Guide to Local Service** except where in conflict with the 12 traditions, 12 concepts of NA service, or the PASC Guidelines.
- d) To make changes to the existing policy of the PASC, a $\frac{3}{4}$ majority vote is required.

The ASC monthly meeting will be limited to 2 hrs. The Chairperson will announce at 5:45 that business be concluded or tabled to next ASC meeting.