



NARCOTICS ANONYMOUS
Santa Cruz Area Service Committee
PO Box 5143, Santa Cruz, California, 95063

GUIDELINES
Approved June 5, 2017

I. PURPOSE

Our purpose is to further the unity of the Santa Cruz Area Narcotics Anonymous fellowship by serving the specific needs of its members groups. We, the Area Service Committee will maintain open channels of communication between the groups, NA as a whole, and the local community. We do this to strengthen our fellowship in its primary purpose, “to carry the message to the addict who still suffers.” We will also help coordinate functions of the Subcommittees in accordance with the Twelve Traditions and the Twelve Concepts of Service.

II. BOUNDARIES

The Santa Cruz Area Narcotics Anonymous includes all of Santa Cruz County.

III. FUNCTIONS

To hold regular monthly meetings; and as often as needed.

To record and distribute the minutes of the regular SCASC meetings no later than one week prior to the next SCASC meeting to the SCASC officers; subcommittee chairpersons and/or their representatives: the General Service Representatives (GSR's) and their alternates; the Regional Committee Members (RCMs); the Regional Service Committee (RSC); and, any member requesting a copy.

To maintain a post office box.

To maintain financial records based on the fiscal year of July 1st through June 30th.

To maintain a general checking account as follows: with two (2) of the following signatures required: Chairperson, Vice Chairperson, Treasurer and Assistant Treasurer.

To follow the Treasury Operating Guidelines & Procedures as per section 6.

Perform a financial audit twice during the fiscal year to ensure prudent use of the SCASC's funds.

To encourage and support all subcommittees in their effort to carry the message of Narcotics Anonymous.

To provide reimbursement for travel to the Regional Service Committee Meeting for each of the following: Both RCMs and a representative from PR & H&I at the current California mileage rate at the time of budget setting.

To review and update the SCASC Guidelines and approve all SCASC Subcommittee Guidelines annually (no later than two months prior to the SCASC elections).

To conduct Policy Committee meetings comprised of SCASC participants on an as needed basis. The policy committee will investigate all matters and motions referred to the committee and discuss those matters and motions, adjusting wording for clarification if necessary. The policy committee is responsible for bringing recommendations to the SCASC regarding the specific motions referred and/or offer an amendment to the motion for the SCASC to consider.

IV. OPERATIONAL GUIDELINES

A. Anyone is welcome to attend the monthly SCASC meeting.

Individuals may be recognized at the discretion of the Chairperson.

B. Voting Participants:

A voting member holds only one vote.

1. Group Service Representatives (GSR) or Alternate GSRs from within the Santa Cruz Area. (One vote per group)
2. Administrative Officers which consists of the following:
 - a. Chairperson (may only vote in the event of a tie)
 - b. Vice Chairperson
 - c. Secretary
 - d. Treasurer
 - e. Assistant Treasurer
 - f. Regional Committee Members (2)
3. Chairperson or representative from each standing subcommittees which consist of the following:
 - a. Activities
 - b. Dinosaur Days
 - c. Hospitals and Institutions (H&I)
 - d. Lighthouse Newsletter (if active)
 - e. Literature
 - f. Monterey Bay Convention of Narcotics Anonymous (MBCNA)
 - g. Public Relations (PR)
 - h. Set 'em Free
 - i. Surf Camp
 - j. Western Service Learning Days (WSLD)

C. Attendance and Performance:

1. Administrative officers shall attend all SCASC and Administrative Committee meetings. In the event that an officer cannot attend, the Chairperson shall be notified. If two (2) consecutive meetings are missed the Chairperson shall bring the matter up before the SCASC for review and possible action by the SCASC.
2. If an Administrative officer is not fulfilling their responsibilities, the Chairperson is required to bring the matter to the next SCASC meeting. In the event that the Chairperson is not fulfilling their responsibilities it becomes the obligation of the Vice-Chair to bring it to the SCASC. If a motion to remove an officer from office is made and seconded, it must pass with a two-thirds TWO-THIRDS VOTE before it is acted upon. Any officer removed from office will have the right to petition the SCASC for a redress of a personal grievance without fear of reprisal. If a motion to reinstate an officer to their office is made and seconded, it must pass with a two-thirds TWO-THIRDS VOTE before it is acted on. Officers who have been removed from office may not be nominated to fill any vacant office until the next annual elections at the SCASC at which time they will be considered the same as any other member of Narcotics Anonymous. Upon the opening of any Administrative position mid-term, the Administrative Committee can appoint a temporary replacement to complete the term. (See 'Resignations' under section G.)
3. A group shall be represented by its GSR or Alternate GSR at all regular SCASC meetings for its entirety. If a group is not represented at two (2) consecutive meetings, the SCASC Vice- Chair or another representative from SCASC will be sent to ensure that the meeting still exists with the exception of the NA Spanish Area Meetings.
4. Subcommittees shall be represented by their elected representative at all regular SCASC meetings. If a Subcommittee is not represented at two (2) consecutive SCASC meetings, the SCASC liaison will notify the Subcommittee it is considered inactive. If the Subcommittee is not represented at the subsequent SCASC meeting, the SCASC liaison will attend the next scheduled Subcommittee meeting for the purpose of conducting an election of a new Subcommittee representative.
5. If a subcommittee does not hand in a revised budget for the next year, it will be assumed the subcommittee does not need SCASC funds the following year and will not be allowed to request funds from the SCASC until a budget is submitted and approved by the SCASC
6. All members of NA are welcome to attend all regular SCASC meetings as non-participant observers using their representatives as a channel by which to communicate. The Chairperson at their discretion may call on a non-participant to speak.
7. New meetings must attend at least two (2) consecutive SCASC meetings before being placed on the SCASC Schedule. All requests to be placed on the Area Schedule must be passed by a main motion at the SCASC and can receive a new meeting packet as per SCASC motion and approval.
8. In the event of disruptive or violent behavior, guidelines suggested in the "Disruptive & Violent Behavior" service pamphlet with are implemented.
9. Open positions in the Administrative Committee and SCASC Subcommittee will not be

considered for possible votes in the Quorum Count.

D. Elections

1. The SCASC will conduct elections for its Administrative officers annually at the June SCASC meeting.
2. Nominations for officers must be made at the May SCASC meeting prior to the election and nominees must be present at the time of their nomination to accept the nomination and relay their service resume.
3. The Chairperson provides blank service resumes and notice of annual elections at the regular SCASC meeting in the month of April two (2) months prior to the election.
4. In no event will elections take place in the same month as nominations.
5. Nominations for Administrative officers may only be made and seconded by SCASC voting participants.
6. In the event there are multiple nominees for an office and none receives a majority vote, a run-off election will be held immediately for the two (2) receiving the largest number of votes.
7. In the event a majority vote cannot be achieved, the election will be postponed until the following SCASC meeting July. Nominations may be reopened for that particular office if another election has been scheduled for the following month.
8. All Administrative officers must be elected by a majority vote per secret written ballot. Votes are to be tallied by two SCASC members not on the current ballot.
9. Nominated members must be in attendance to be elected & if at time of election not present, nomination voided.

E. Fundraisers

1. The SCASC or Subcommittees may present a motion for a proposed fundraiser (including the budget) to the SCASC for approval.
2. All proceeds of fundraisers over prudent reserve and budget of the Subcommittee will be turned over to the SCASC treasury.

F. Flyer Guidelines

All SCNA flyers should contain the following when applicable:

1. The hosting Area's or Subcommittee's name including "Santa Cruz Narcotics Anonymous" when applicable.
2. The date and time of the event.
3. The address of the event (a detailed map with directions is recommended).
4. The amount of the donation.
5. The contact name and telephone number, including the area code. (The regional website address is suggested.)
6. The nature of the function.
7. Since our primary purpose is to carry the message of recovery to the addict, the word "meeting" should appear the same size or larger than the event name when applicable.

8. The NA Logo, 'Narcotics Anonymous' or the Service Symbol with the copyright symbol must be included.
9. Neat and simple, appropriate artwork.
10. No other Logos (i.e. business, venues, etc.).
11. No mention of outside enterprises.
12. The flyer is to be emailed or given in person to the Vice Chair of the SCASC for approval prior to distribution. It is recommended this is done before multiple copies are made. These flyer guidelines are for all Santa Cruz County of Narcotics Anonymous to enable us to communicate clearly, carry the message and adhere to the 12 Traditions of our fellowship.

G. Theft Policy

The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12 Concepts give the SCASC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds cannot be tolerated. Should an Administrative Committee member, Subcommittee Chair/Vice Chair, or Subcommittee member be found to have misappropriated or misused SCASC funds, the presiding officer of the SCASC immediately upon calling the SCASC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

1. SCASC ACTION: The SCASC, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a TWO-THIRDS VOTE. Should the SCASC remove a member, said individual(s) participation within the SCASC is immediately terminated. Additionally, any member removed by the SCASC for misappropriation of funds may not hold an elected seat on the SCASC or its Subcommittees for a period of five (5) years.
2. Restitution: Individuals removed for misappropriation of funds are expected to make full restitution of all SCASC funds. Should a member (be) removed for misuses of funds fail to make full restitution, said member will be subject to criminal and/or civil prosecution by the SCASC.

H. Resignations

If an SCASC member delivers a resignation, verbally or in writing, to the presiding officer of the SCASC the resignation will be considered effective immediately and non-retractable. If the member wishes to be re-elected to the Committee, they can do so as required by the SCASC Guidelines. Upon resignation the Administrative Committee can appoint a temporary replacement to complete the term.

I. Bidding Process

If the SCASC or any of its subcommittees needs to purchase any unbudgeted item, (i.e., computer, printer, etc.) the member requesting the item must bring a minimum of three different bids to the SCASC for review. The body must be provided with all available information to make an informed decision and passed with a TWO-THIRDS VOTE.

V. PARTICIPANTS OF THE AREA SERVICE COMMITTEE

A. Administrative Committee

This committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, Treasurer, Assistant Treasurer and two RCM's, all of whom will be elected by a majority vote at the June SCASC meeting. Each elected administrative officer will attend at least one Subcommittee as a liaison between the subcommittee and the SCASC and will hold a voting position on the subcommittee they are assigned to. Rotation will be decided among the officers.

1. **Chairperson**

Requirements and Responsibilities:

- a. Service experience at the area level.
- b. A minimum of four (4) years clean time.
- c. Arranges agenda with Administrative Committee.
- d. Presides over regular SCASC meetings.
- e. Presides over SCASC Policy/Administrative Committee Meetings.
- f. Is responsible for correspondence and maintaining archives.
- g. Is co-signer on SCASC bank accounts.
- h. Votes only in cases of a tie.
- i. Provides notice of annual elections and blank service resumes at the regular SCASC meeting in the month of April (2) months prior to elections.
- j. Submits a report both to the SCASC and the Administrative meeting.
- k. Act as a liaison for at least one SCASC Subcommittee.
- l. Audits the SCASC Bank Account twice annually.
- m. Has access to online banking.

2. **Vice Chairperson**

Requirements and Responsibilities:

- a. A minimum of four (4) years clean time.
- b. The willingness to become Chairperson upon election at the SCASC.
- c. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chair.
- d. Is a co-signer on the SCASC bank account.
- e. Does NOT have access to online banking.
- f. To respond to the needs of the groups upon the groups' request. Contacts groups when the group has missed two (2) consecutive SCASC meetings with the exception of the NA Spanish Area Meetings.
- g. Approval of any flyers prior to being distributed by the SCASC.
- h. Attends SCASC Policy/Administrative Committee Meetings.
- i. Leads GSR orientation prior to SCASC meeting; welcoming all new GSR's and alternate GSR's, providing a copy of the SCASC Guidelines, GSR Orientation Handbook and other related materials as well as an overview of the SCASC monthly business meetings.

- j. Double check the cash count and agree with Assistant Treasurer's tally at the conclusion of the monthly SCASC meeting.
- k. Make the SCASC deposit in the bank in a reasonable time (two business days).
- l. Submits a report both to the SCASC and the Administrative meeting.
- m. Act as a liaison for at least one SCASC Subcommittee.
- n. Coordinate the process of annual subcommittee guideline reviews. This includes providing copies to the administrative committee for discussion, working with the subcommittee admin liaison to take back suggested changes to the subcommittee when applicable, and facilitating the process of having the final approved guidelines added to the website.

3. Secretary

Requirements and Responsibilities:

- a. A minimum of one (1) year clean time.
- b. Prepares, takes, prints and distributes minutes to all voting members of the SCASC no later than one week prior to the next SCASC meeting.
- c. Keeps records of current year's minutes. At the end of their term, passes these minutes to the Chairperson for the archives.
- d. Updates and keeps a record of the SCASC contact list to include name, phone and email of the SCASC participants. Updates this list and distributes the list to SCASC Administrative members only.
- e. Attends SCASC Policy/Administrative Committee Meetings.
- f. Maintains all Subcommittee Guidelines.
- g. Submits a report both to the SCASC and the Administrative meeting.
- h. Act as a liaison for at least one SCASC Subcommittee.

4. Treasurer

Requirements and Responsibilities:

- a. A minimum of four (4) years clean time.
- b. Service experience at the Area level, ideally a previous Assistant Treasurer.
- c. Maintains the SCASC P.O. Box.
- d. Custodian of the Certificate of Liability Insurance.
- e. Has Online banking access.
- f. Custodian of SCASC bank account:
- g. Maintain and be the primary signatory on the SCASC checking account, which is to serve as the principle repository for all funds of the SCASC and Subcommittees who are not authorized to maintain separate bank accounts.
- h. Ensure that there are four authorized co-signers from the Administrative committee whose signatures are on file with the bank.
- i. Obtain a co-signature on all checks written for payment.
- j. Maintain a check register of deposits and payments, online banking, which reflects the status of SCASC funds at all times. The check register shall be available for inspection by any

member of the SCASC at all times.

- k. Refuses Debit Card and Online Bill Pay options.
- l. Pay all approved expenses and invoices.
- m. Submit an annual written financial report to the RCM's to be presented to the RSC.
- n. Adhere to the 'Treasury Operating Guidelines and Procedures' as per section 6.
- o. Submits a report both to the SCASC and the Administrative meeting.
- p. Act as a liaison for at least one SCASC Subcommittee.

2. Assistant Treasurer

Requirements and Responsibilities:

- a. A minimum of three (3) years clean time.
- b. Service experience at the Area level.
- c. Willingness to become Treasurer, upon election at the SCASC.
- d. Is a co-signer on the SCASC bank account.
- e. Does NOT have access to online banking.
- f. Assists SCASC Treasurer and Treasury Coordinator as required.
- g. Accepts group donations and issues receipts at the monthly SCASC meeting.
- h. Perform the duties of Treasurer in their absence.
- i. Adhere to the 'Treasury Operating Guidelines and Procedures' per section 6.
- j. Submits a report both to the SCASC and the Administrative meeting.
- k. Act as a liaison for at least one SCASC Subcommittee.

2. Regional Committee Member - RCM 1 & RCM 2

Requirements and Responsibilities

- a. A minimum of three (3) years clean time.
- b. Attends all regular SCASC meetings and all regular RSC meetings.
- c. Works closely with the SCASC Admin and Subcommittee representatives as a source of information and guidance in matters concerning the Twelve Traditions and the Twelve Concepts of Service.
- d. Participates at the RSC as the voice of the SCASC. The RCMs shall have a vote of confidence from the SCASC to vote at the RSC on behalf of the SCASC with both RCMs having a counted vote there and at the SCASC.
- e. Annually in June deliver the upcoming fiscal year Certificate of Liability Insurance from RSC Meeting to the SCASC Treasurer.
- f. Distributes minutes of the RSC meeting as directed by the SCASC.
- g. In the absence of the Chairperson and the Vice Chairperson, the RCM 1 performs the duties of the Chairperson at the SCASC.
- h. Attends SCASC Policy/Administrative Committee Meetings.
- i. Submits a report both to the SCASC and the Administrative meeting.
- j. Act as a liaison for at least one SCASC Subcommittee.

B. Subcommittees

The Santa Cruz Area of Narcotics Anonymous Subcommittees are:

1. Activities
2. Dinosaur Days
3. Hospitals & Institutions
4. Lighthouse Newsletter (If Active)
5. Literature
6. MBCNA
7. Public Relations
8. Set 'em Free
9. Surf Camp
10. Western Service Learning Days (WSLD)

All Subcommittees:

1. A Subcommittee is established to serve any specific need, which may arise within the Santa Cruz Area.
1. These Subcommittees shall be established by a TWO-THIRDS VOTE.
2. Subcommittees shall hold regularly scheduled meetings open to all NA members.
3. Subcommittees shall elect their own officers, Regional Subcommittee Representatives (if needed) and SCASC Representatives. However, the first Subcommittee Chairperson shall be elected at the SCASC by a majority vote at the same time the Subcommittee is established.
4. Subcommittees who fail to submit financial reports, on a monthly basis to the SCASC Administrative will be denied funding by the SCASC for the month they fail to submit.
5. Area Subcommittees are directly responsible to the SCASC.
6. Subcommittees may make donations only to the SCASC, not to other Subcommittees, service offices or service committees including Norcal NA or NAWS unless stated in their SCASC approved Subcommittee Guidelines.
7. Subcommittees are restricted from spending funds on non-budgeted items unless those items are approved at SCASC as per 'Budgeting Timeline' section in the 'Treasury Operating Guidelines and Procedures'.
8. Subcommittee guidelines shall be reviewed and updated within two months of annual elections and submitted to the SCASC Administrative Committee for approval

C. General Service Representative (GSR) and Alternate GSR

GSR's and Alternate GSR's are elected by their respective groups from the Santa Cruz area and represent that group at the monthly SCASC meeting. Each group has one (1) representative and one (1) vote at the SCASC; it is suggested that both the GSR and Alternate GSR attend the SCASC meeting to gain experience and insure a continuity of service to the group.

Requirements and Responsibilities:

1. Recommended clean time requirement of GSR and Alternate GSR: A minimum of one (1) year.

2. The willingness and desire to serve for one year.
3. Active participation in the group they are to serve.
4. Knowledge of the Twelve Steps and the Twelve Traditions.
5. An understanding of NA service structure, the Twelve Concepts and the responsibilities of a GSR.
6. Provide a written monthly report to SCASC Secretary regarding the status of their meeting.
7. Attend the SCASC meeting to its entirety.
8. Recommended to attend one (1) GSR Training.

VI. TREASURY & FINANCIAL OPERATING GUIDELINES & PROCEDURES

A. SCASC Treasury Report Includes:

1. Summary
 - a. Quick overview of Financial Statements (FS).
 - b. Subcommittees' reports turned in to date.
 - c. Top 5 donating meetings.
 - d. Other basic topics regarding the SCASC Treasury.
2. Check Register.
3. Bank Reconciliation.
4. Financial statements, which include: Budget vs. Actuals for the Month and YTD, Income, Expense, and Operational Expenses Balances.
5. Provide reducing operational expenses balance from receipt of MBCNA funds for two (2) years until start of new budget end of second year.

B. Budgeting Process:

1. Fiscal year July 1 to June 30.
2. The budget is a 2-year plan, which is completed no later than April 15th towards the end of the treasury term.
3. The first year is already done and just needs to be adjusted based on responses back from Subcommittees and their changes for the next year following the end of term.
4. The second year budget needs to be created based on the current year's actuals.
5. The budget should include all the Donation Income and Area's expenses flowing through the SCASC Bank Account.
6. There will be an Operational Expenses Balance through the months as the income & expense flows through the budget.
7. All expenses are approved up to the budgeted amount within the month and do not need motions or additional SCASC approval.
8. The SCASC Treasurer will have access to online banking however; there will be no debit card or online bill pay options.
9. Each subcommittee shall submit an itemized budget to the SCASC every year for the proposed committee expenses. A subcommittee cannot request funds from the SCASC until a budget has been submitted and approved. Add section to IV.C: "All subcommittee budgets are approved

as a part of the full SCASC budget in May.

C. Budgeting Timeline:

1. February SCASC – Make announcement. Hand out budget for the next year for revisions from the Subcommittees.
2. Subcommittees will need to make notes of additions or deletions to the budgeted line items.
3. March SCASC – Subcommittees Revisions are due back to the SCASC to put together in a master budget to make sure the income and expense are in balance.
4. If a Subcommittee does not hand in revised budget it is assumed they are approving current budget numbers.
5. If the budget is out of balance – Administrative Committee shall discuss possible cuts and take suggestions to the SCASC for input and approval.
6. April SCASC – Submit Administrative proposed budget to SCASC for final approval.
7. May SCASC – Vote on final budget.
8. June SCASC – Provide Certificate of Liability Insurance to SCASC meeting facility when applicable.
9. July 1st – Budget takes affect for new fiscal year. This is also the first month for the newly elected Treasurer.

D. Prudent Reserve & Operational Expenses

1. (1) year rent for SCASC, SCASC Administrative Meeting, PR, and H&I.
2. (1) year rent of SCASC & H&I PO Box.
3. (2) months NA Hotline.
4. (2) months reserve for cost of literature for the PR & H&I Subcommittees.
5. (2) months reserve for cost of Literature's Storage Fees.
6. A Prudent Reserve of \$1,000 will be maintained.
7. Total operational expenses plus prudent reserve: \$4440.00 for FY18 budget
8. Balances budgeted above the General Operating Fund can be donated to the NorCal NA Region and/or NAWS.

E. Cash Handling

1. Treasurer does not handle any cash.
2. All checks will be signed by two check signers.
3. Assistant Treasurer should be the collector of cash at SCASC, provider of receipts, and creates total tally of the money collected at the SCASC meeting. In the event that the Assistant Treasurer cannot attend the SCASC the Chairperson may appoint a temporary SCASC member with previous SCASC treasury experience.
4. The SCASC Vice-Chair should double check cash count, agree with Assistant Treasurer's tally, and deposit money in the bank in a reasonable time (within 2 business days) and receive the deposit receipt.

5. Treasurer will fill out deposit slip based on the agreed upon amount from Assistant Treasurer and SCASC Vice-Chair.
6. Treasurer will verify amount deposited based on Assistant Treasurer's tally and deposit receipt from the bank.
7. No Cash Reimbursements.
8. No Credit cards, debit cards, or online bill pay options are allowed on any Santa Cruz Area
9. Service Committee of Narcotics Anonymous (SCASCNA) accounts.
10. No cutting checks for self-reimbursement.

F. SCASC Operations

1. All check request motions should go through Treasurer to decipher which expenses are in budget and which expenses are out of budget and will need approval.
2. Treasurer will also determine based on financial statement given at SCASC the allowable money available to pay bills.
3. The Treasurer is never allowed to cut checks greater than the books total cash balance.
4. Immediate notification to the body is required if we will need to spend operational expenses.

G. Priority of Expenditures

Priorities can change with a Main Motion from the SCASC body and TWO-THIRDS VOTE.

1. Operational Expenses
2. Budget Expenses
3. Non Budgeted Expenses

H. Priority of Excess Money

1. Money's can be donated out of our Area if all requirements are met:
 - a. Operational expenses are at balance.
 - b. Prudent Reserve is at balance.
 - c. SCASC approves amount donated with a TWO-THIRDS VOTE.
2. Any excess funds wanting to be donated above \$1,000 must be approved by the SCASC with a TWO-THIRDS VOTE.
3. Any funds below \$1,000 may be donated by the SCASC body per SCASC voting procedures.

VII. SUGGESTIONS FOR NA GROUPS WITHIN THE BOUNDRIES OF THE SANTA CRUZ AREA OF NARCOTICS ANONYMOUS - See Appendix A.

This concludes the Santa Cruz Area Service Committee Guidelines

DEFINITION OF TERMS

ADJOURN:

To end the committee meeting.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To stop all business and end the meeting.	No	Yes	No	Majority

AMENDMENT:

The amendment must in some way still involve the same question that is raised by the motion to which it is applied. When a motion is made and seconded it belongs to the committee as a whole.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To change part of the language of a motion.	No	Yes	Yes	Majority

AMEND BY SUBSTITUTION:

To alter a main motion by completely rewriting it while preserving its intent.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
For clarification.	No	Yes	Yes	Majority

APPEAL THE DECISION (of the chair):

To challenge a decision the Chair has made about the rules or order.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To maintain order and policy.	Yes	Yes	Yes	Majority

CALL TO QUESTION:

To instigate a vote. Allows for only 2 pros and 2 cons during discussion. This must be voted on with two-thirds in favor of stopping further discussion. This motion is not made to suppress information but rather expedite the proceedings.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To proceed with business.	Yes	Yes	No	Quorum

FRIENDLY AMENDMENT:

Amendment made by original writer of a motion before it is seconded. If the chair senses there is no objection from the committee, the chair may accept the amendment by ‘unanimous consent’. If any member objects, the friendly amendment will not be permitted and a motion will be required.

Purpose:	Interrupt	Seconded:	Debatable:	Vote:
To change original motion.	No	Yes	Yes	Majority

MAIN MOTION:

A main motion is an idea a committee member wants the committee to put into practice. It is a motion whose introduction brings business before the SCASC body. Such a motion can only be made when no other motion is pending. A main motion must be in writing, preferably on an SCASC motion form and are to be submitted to the SCASC chairperson. All motions must pass with the majority of more than 50% or two-thirds (as indicated in the Definition Of Terms) of the participants who cast votes excluding abstention and/or blank ballots. Abstentions will be considered non-votes; however, no motion will pass unless 2/3 of the quorum is voting affirmative or negative for any motion. Policy motions must hold a quorum and Majority vote (more than 50%) is allowed on all other motions.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To acknowledge an SCASC practice.	No	Yes	Yes	Varies

**Narcotics Anonymous
Santa Cruz Area Service Committee
GUIDELINES**

MOTION AFFECTING POLICY:

These are motions affecting NA policy that include, but are not limited to, changes in the SCASC Guidelines, Subcommittee Guidelines, establishing new subcommittees, and offering suggestions as to how groups conduct their meetings.

Purpose:	Interrupt:	Seconded	Debatable:	Vote:
Acknowledge an SCASC practice in Policy.	No	Yes	Yes	Quorum

ORDER OF THE DAY:

To make a committee return to its agenda if it gets onto another track.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To proceed with business.	Yes	No	No	None

POINT OF INFORMATION:

To be allowed to ask a question about a motion being discussed, not to offer information.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
For clarification of a motion.	Yes	No	No	None

POINT OF ORDER:

To request clarification of the rules of order when it appears they are being broken.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To maintain order and Policy.	Yes	No	No	None

RECONSIDER:

To reopen for debate a motion that has been previously passed. This is to take into account a motion that was passed hastily. It permits the correction of a motion accounting new information. It is not to be used for rehashing motions on which outcomes displeased an individual. This motion can only be made by an SCASC member who voted on the prevailing side or a member who spoke on the prevailing side of the original motion. After the closing of the SCASC meeting a motion can no longer be reconsidered. A motion may not be reconsidered more than once.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
For correction of a previous motion.	No	Yes	Yes	Majority

REFER TO COMMITTEE:

To halt debate and send the motion or information to be discussed at Admin, an ad-hoc or subcommittee delaying a vote at the SCASC meeting.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
For clarification and research.	No	Yes	Yes	Majority

REFER TO GSRs:

To have GSRs inform their groups of a particular motion and receive their consideration. The issue would then be voted on at the next SCASC meeting. Debate to refer to GSRs may have only 2 pros and 2 cons and the debate will pertain only to the desirability of referring the motion. If passed, there will be 2 pros and 2 cons on the original motion so as to give information to the GSRs to bring back to their groups.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To obtain input on motion from the groups.	No	Yes	Yes	Majority

REMOVE FROM THE TABLE:

To resume consideration of a motion previously tabled before the time set.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To acknowledge a motion in the present.	No	Yes	No	Majority

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RESCIND, REPEAL:

To void the effect of a motion previously passed or submitted. Only the issuer of the motion may rescind a motion before a vote is cast (see ‘friendly amendment’).

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To rid the body of a passed motion.	No	Yes	Yes	Quorum

SUSPEND THE RULES:

To waive a certain SCASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To allow a variance from SCASC policy.	No	Yes	Yes	Quorum

TABLE:

To put off a motion for further consideration at a later date and time.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To receive input and allow research.	No	Yes	No	Majority

UNANIMOUS CONSENT:

This is a method which allows the SCASC to move quickly through routine business or questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the chairperson senses no opposition to a motion he/she may state that the motion passes by unanimous consent. If there is no objection, permission is then granted from the body and business moves on. If a member objects, the matter will go to a vote as prescribed for the motion.

Purpose:	Interrupt:	Seconded:	Debatable:	
	Vote: To expedite business.		No	No
	Yes	None		

WITHDRAW:

After a motion is made and seconded it belongs to the SCASC as a whole and the maker must request the SCASCs permission to withdraw. A request to withdraw may only be made by the maker of the motion. The ‘withdraw’ may be treated by the chairperson as a ‘unanimous consent’ matter, that is, if there is no objection, permission is granted. If there is an objection the chairperson automatically puts the request to vote which is not debatable.

Purpose:	Interrupt:	Seconded:	Debatable:	Vote:
To rid the body of a pending motion.	Yes	No	No	Unanimous

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A Short List of NA Acronyms/Terms

Acronym/Term	Meaning	Description
GSR	Group Service Representative	An elected representative from a meeting or group to the SCASC.
H&I	Hospitals and Institutions	A subcommittee of the SCASC, which takes panels and meetings into places where addicts do not have access to regular NA meetings in order to carry the message of recovery in NA.
Majority	Majority of Quorum Call	More than 50% of the Quorum Call
NAWS	Narcotics Anonymous World Services, Inc.	Refers to the legal name for world services.
Quorum	Number of voting members	In order to conduct business at the SCASC, a quorum of no less than two thirds (2/3) of the voting participants must be established. A quorum, once established, shall be considered to be in effect until adjournment or until it is determined by a recount that a quorum no longer exists. The chairman or any voting participant may request a recount at any time during the meeting.
Quorum Call	Attendance Call	To determine if two-thirds of eligible voting members of SCASC are in attendance.
RCM	Regional Committee Member	Elected by the SCASC to represent their areas conscience at the RSC.
RD	Regional Delegate	Elected by the RSC to represent their region at the WSC.
RSC	Regional Service Committee	Service body that serves the NA areas that comprises it. Members are RCMs, RDs, and RSC Admin/Officers.
RSO	Regional Service Office	Location of the RSC and Regional Literature
SCASC	Santa Cruz Area Service Committee	A committee created to provide common services for NA groups in Santa Cruz County, being composed of GSRs, Admin/Officers, and Subcommittees. Usually is an acting part of Region to which it sends RCMs.
TWO-THIRDS VOTE	The minimum number needed to pass/fail a main motion	A two-thirds vote means at least two-thirds of the votes cast (not counting members who abstain) at a legal meeting with a quorum being present.
Voting	A method for ASC participants to express their support or objection to an item of business or election	All motions must pass with the majority of more than 50% or two-thirds (as indicated in the DEFINITION OF TERMS) of the participants who cast votes excluding abstention and/or blank ballots. Abstentions will be considered non-votes; however, no motion will pass unless 2/3 of the quorum is voting affirmative or negative for any motion.

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SCASCNA Guidelines.

Suggestions for Narcotics Anonymous Groups in the Santa Cruz Area

Our Second Tradition tells us, “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.” Our trusted servants, therefore, are the backbone of the group and their regular attendance at all meetings is extremely important.

One of the pitfalls which has caused many NA groups to suffer or even fold has been the election of officers who were unqualified to serve or did not have a history of recovery in our fellowship. Often NA elections have seemed to be popularity contests rather than the selection of trusted servants. The officers of a group must be chosen with great care because of the responsibilities that their offices carry and the potential effect bad officers can have on the group. Fulfilling the commitment to serve is important.

As a general guide, we have found that trusted servants are most successful if they have certain assets necessary for the performance of their responsibilities. These qualifications include:

1. The willingness and desire to serve
2. A history of recovery in NA (we suggest a minimum of one year clean time)
3. An understanding and working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Active participation in the group

Suggested clean time requirements for group officers are defined as, Secretary, Treasurer, GSR and Alternate GSR.

Other service responsibilities such as coffee maker, setup person, greeter, literature person etc. are also highly valued positions and offer newcomers a chance to participate in service without specific clean time requirements