

**GUIDELINES**  
**AND**  
**PROCEDURES**  
**FOR THE**  
**SIERRA FOOTHILLS AREA SERVICE COMMITTEE**  
**OF**  
*NARCOTICS ANONYMOUS*



## **Part 1**

### **Area Guidelines**

#### **I. Boundaries**

This body shall be known as the Sierra Foothills Area Service Committee (ASC) of Narcotics Anonymous. This service shall include but not be limited to El Dorado, Nevada, and Placer counties.

#### **II. Purpose**

Our purpose is to further the unity of the fellowship within the Sierra Foothills Area by serving the specific needs of its member groups and maintaining a channel of communication between the Sierra Foothills Area and the rest of NA as a whole; to communicate with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening the unity of (serving) our fellowship. This body shall coordinate NA functions common to the various Area Subcommittees in accordance with the Twelve Traditions and Twelve Concepts of NA.

#### **III. Functions**

These functions can only be carried out by the support of our groups. Both financial and physical support is a must. Without these contributions, our services will not be accomplished. (Refer to the Second Concept.)

1. Hold ASC and Administrative meetings monthly or as needed. (Refer to schedule)
2. Hold new GSR Orientation 45 minutes before each ASC meeting in order to help the GSR's carry out their duties.
3. Conduct Area Conscience meeting prior to the World Service Conference meeting to review Conference Agenda Report. (WSC occurs every 2 years)
4. Record and distribute minutes of the regular ASC meetings to the ASC Administrative Committee, subcommittees, GSR's, and specified others if requested.
5. Maintain a post office box.
6. Maintain a general checking account.
7. Encourage and support all subcommittees in their effort to carry the message of NA in strict accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
8. Contribute to the growth of NA as a whole by cooperating with the RSO, by supporting the RSC, and the Fellowship of Narcotics Anonymous as a whole.
9. In February, ASC participants to conduct an inventory during the regularly scheduled Area Services meeting. (A Guide to Local Services in NA, page 58.)

#### **IV. Participants of the ASC**

##### **A. Administrative Committee**

This committee shall be comprised of the ASC Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, Policy Advisor, Regional Committee Members (RCM I & II), TAC Liaison, and all subcommittee chairs and/or their alternates. It is suggested that they be elected from active participants of the ASC who have a commitment to serve, previous service experience, willingness and resources to do the job, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.

## 1. **Chairperson**

### Requirements:

- a. A minimum of four years clean time to be considered for Chairperson.
- b. A Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand.
- c. Minimum one year general service experience as a GSR, subcommittee and/or administrative committee position at the ASC is essential background for selection.
- d. A Chairperson should be an effective communicator and be available to the membership, especially the subcommittee chairpersons and members. A Chairperson should be sensitive to the conscience of the area, while also being objective.

### Duties:

- a. Preside over and provide an agenda for the ASC meetings.
- b. Preside over Administrative Committee meetings.
- c. Signatory on the ASC bank account.
- d. Votes only in the case of a tie.
- e. Announces facility rules and regulations at every ASC meeting.
- f. Train the Vice-Chairperson in the performance of duties of the Chairperson.
- g. Attend all subcommittee meetings on a rotating basis with the Vice-Chairperson.
- h. Hold keys and be the point of contact for the P.O. Box.

## 2. **Vice-Chairperson**

### Requirements:

- a. A minimum of three years clean time.
- b. Minimum one year general service experience as a GSR, subcommittee and/or administrative committee position at the ASC is essential background for selection.
- c. The specific qualifications listed above for the Chairperson are also important characteristics to be used when selecting a Vice-Chairperson.
- d. The willingness to become Chairperson the following year.

### Duties:

- a. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chair.
- b. Signatory on the ASC bank accounts.
- c. Maintains regular communication with all subcommittees. When a concern arises with a subcommittee, the Vice-Chairperson will attend that next subcommittee meeting.
- d. Investigates lack of participation of groups. After three consecutive GSR absences at ASC, the Vice-Chair will contact that groups GSR. If unable to contact them, then attend that groups meeting to encourage their participation at ASC.
- e. Assumes the duties of Secretary or Treasurer if a vacancy arises.
- f. Shall attend all subcommittee meetings on a rotating basis with the Chair.
- g. Shall be the sole point of contact for Pioneer United Methodist Church.

### 3. **Treasurer**

#### Requirements:

- a. A minimum of three years clean time.
- b. A consistent source of income and/or employment.
- c. General bookkeeping and computer skills.
- d. Minimum one year general service as a Treasurer or Alternate Treasurer.

#### Duties:

- a. Custodian and signatory of the ASC checking accounts.
- b. Keeps an accurate financial ledger, with all deposits verified by the Chair, Vice-Chair, or Alternate Treasurer.
- c. Makes sure all approved expenses are paid.
- d. Gives a written report on the financial status of the Area including appropriate subcommittees at each regular meeting. A description of each expense will be included in all Treasurer Reports.
- e. Submits a statement at the end of the term of office to ASC and RCM to present at Region.
- f. Responsible for issuing receipts for all monies received.
- g. Responsible for checking the post office box regularly and distributing mail to the appropriate subcommittees.
- h. Give a verbal report of all receipts and expenditures at the end of ASC meeting. This report should include an approximate ending balance and funds available for the donation to the RSC.
- i. Review all subcommittees' financial statements submitted to the ASC, and when requested, assist them with their financial matters.
- j. Train the Alternate Treasurer in the performance of the duties of the Treasurer.
- k. For subcommittee events, issue payments directly to vendors wherever possible and/or subcommittee member for consumable purchases.
- l. Check the ASC mailbox in the months/weeks leading up to an activity for Pre-Registration forms and forward to appropriate subcommittee.
- m. Confirm that funds from an activity and/or ASC meeting have been deposited into the ASC bank account within three business days.
- n. Will provide (for viewing) the bank statement to any member upon request.

### 4. **Alternate Treasurer**

#### Requirements:

- a. A minimum of three years clean time.
- b. General bookkeeping and computer skills.
- c. The willingness to become the Treasurer upon election the following year.
- d. Consistent source of income and/or employment.

#### Duties:

- a. Will assist Treasurer in duties and, in the absence of the Treasurer, will perform those duties.

- b. Co-Signatory of the ASC Bank Account.

## 5. **Secretary**

### Requirements:

- a. A minimum of one year clean time.
- b. General secretarial and computer skills.

### Duties:

- a. Manage print order and distributes an Agenda package before each regular ASC meeting. The Agenda package includes a copy of the ASC agenda, the minutes of the last ASC meeting, literature order form, GSR report, treasurer's report, GSR outline, and any other items as needed.
- b. Emails the minutes to the GSR's and the Administrative Committee within one week of the previous ASC meeting.
- c. Counts votes on all motions and insures that the tally is recorded in the minutes.
- d. Maintains a current written log of all motions and policy actions for reference at ASC meetings.
- e. Keeps record of previous years minutes, passing them on to the next Secretary for the archives.
- f. Updates participant roll call and phone list on a monthly basis and includes absentee GSR list in the minutes.

## 6. **Alternate Secretary**

### Requirements:

- a. A minimum of one year clean time.
- b. General secretarial and computer skills.
- c. The willingness to become the Secretary upon election the following year.

### Duties:

- a. Assist secretary in duties.

## 7. **Regional Committee Member I & II**

### Requirements:

- a. A minimum of three years clean time.
- b. Previous experience at the Regional Service level.

### Duties:

- a. Provides communication between these service levels and the various areas within the Northern California Region.
- b. Attends all regular ASC and RSC meetings.
- c. Participates at the RSC as the voice of the Areas' group conscience. The RCM shall have a vote of confidence from the ASC to vote on items not on the agenda, or where a specific decision has not been obtained, evaluating each item with the needs of the fellowship in mind.
- d. Make copies of the RCM reports to be distributed at ASC meetings.

- e. Make a concise synopsis of RSC meeting to be presented at ASC Meeting.
- f. Submit RSC report to Webmaster one week prior to ASC.
- g. Responsible for informing the Area on the progress and content of the Conference Agenda Workshop.
- h. Attend a Conference Agenda Workshop.

#### 8. **Policy Advisor**

##### Requirements:

- a. A minimum of four years clean time.
- b. A minimum of three years Area service experience.
- c. A working knowledge of the SFANA ASC Guidelines, the Service Structure of NA, A Guide to Local Services in NA, Roberts Rules of Order and Parliamentary Procedure.

##### Duties:

- a. Conduct new GSR Orientation and give a copy of the current ASC Guidelines and Procedures and the Twelve Concepts for NA Service to all new GSR's at their first ASC meeting.
- b. In January of each year, the ASC Guidelines and Procedures are to be reviewed, updated, and redrafted. They are then distributed to all ASC Participants.
- c. To research and seek guidance from Region or World Services for better understanding of our procedures, traditions and concepts as requested by the ASC.
- d. Maintains up to date copies of all ASC and subcommittee guidelines and submits revisions of most current copies to Public Relations for inclusion on website.

#### 9. **TAC Liaison**

##### Requirements:

- a. Minimum of one year clean time.

##### Duties:

- a. Attend all TAC, ASC, and Admin meetings.
- b. Carry all concerns between Area and TAC.

#### 10. **Alternate TAC Liaison**

##### Requirements:

- a. Minimum of one year clean time.

##### Duties:

- a. Attend the monthly TAC meeting in the event the TAC liaison is unable to attend.
- b. Assists the TAC Liaison in duties.
- c. Has the willingness to become the TAC Liaison the following year upon election.

#### B. **Subcommittees**

It is suggested that subcommittees nominate their Chairperson and Vice-Chairperson for election at ASC. It is strongly suggested that a Subcommittee Chairperson have three years continuous clean time and Vice-Chairperson have two years continuous clean time. The

Subcommittee Chairpersons, or Vice-Chairperson, shall attend all ASC Administrative Committee meetings and the monthly ASC.

No Subcommittee shall be established without operational procedures being approved by a simple majority vote of the Administrative Committee Members. Any changes made to these procedures must be brought to the Administrative Committee for approval prior to adoption.

Subcommittees will provide Policy Advisor with copies of the subcommittee guidelines.

**Subcommittees are as follows:**

**1. Hospitals and Institutions**

Acts as a resource to the Groups and individual members in their efforts to carry the message of NA into institutions, such as, jails, prisons, hospitals, detox centers and recovery homes. Its goal is to carry the message to those who cannot come to meetings.

**2. Public Relations**

Acts as a vehicle to provide information regarding our message to those who seek it, by making contact with radio, television, and press within the Area. PR also provides speakers for area institutions as per request (i.e. schools, hospitals, community agencies, etc.), maintains the Area Hotline and collects, composes, and distributes updated meeting directories of all meetings within the Area. Its goal is to uphold Traditions while carrying out our public information services.

**3. Newsletter**

Acts to organize, publish, and distribute a monthly newsletter by encouraging input and participation from members of the fellowship for the purpose of increasing unity and carrying the message of recovery.

**4. Webmaster**

Maintains area website ([www.sfana.org](http://www.sfana.org)).

**5. Literature**

Obtains, inventories, and orders WSC approved literature for purchase by the Groups at all regularly scheduled ASC meetings. Also updates Literature Order form as needed.

**6. Activities**

Will serve to provide events and activities to generate unity & friendship among the Area and to provide for the social needs of members learning to live clean. This subcommittee shall be available for coordination of group functions or activities.

**C. Ad-hoc Committees**

Shall be formed as needed to carry out a short-term goal of the ASC and shall be disbanded upon completion of that goal. These subcommittees shall not have a represented vote at any ASC meeting.

**D. G.S.R. and Alternate G.S.R.**

These guidelines shall not define the position of Group Service Representative, or Alternate Group Service Representative, but would suggest that all GSR's and their Alternates sit on one of the standing subcommittees.

**E. Observers**

All members of NA not addressed elsewhere are welcome and are encouraged to attend all regular ASC meetings as Observers. An observer does not vote or make motions but may be called on to speak at the Chairperson's discretion.

**V. Amendment of Guidelines**

- A. These Guidelines (Part 1) may be amended by a two-thirds majority vote at the regular meeting in June and December. Or at a special meeting provided that the exact wording of the amendment has been submitted in writing a month prior, tabled, and referred to the groups before the vote.
- B. Part 2, Operational Procedures, may be amended at anytime by a two-thirds majority of the voting participants.

## **Part 2**

### **Operational Procedures**

#### **II. Parliamentary Procedure**

In accordance with the Sierra Foothills ASC Guidelines and Procedures, and A Guide to Local Services in Narcotics Anonymous, Robert's Rules of Order (Newly Revised) is adopted by the ASC in matters not specified.

#### **III. Voting Procedures**

- A. The quorum of the ASC shall be a simple majority of its voting participants. A simple majority is defined as fifty percent of voting participants plus one.
- B. Once a quorum is determined to exist, it is presumed to still be present unless a Question of Quorum is raised. Then, if a quorum is no longer found to exist, no further business may be voted on but any prior action will stand.

#### **IV. Voting Participants**

- A. GSRs, alternate GSRs (in the absence of the GSR), and the Chairperson in the event of a tie.
- B. No ASC participant may hold more than one voting position at a time.

#### **V. Groups**

The group's responsibility to the service structure is to elect a GSR who will serve the best interests of the group and the entire NA Fellowship. By carefully selecting its GSR, then sending him or her to serve on the groups behalf, the group fulfills a large part of both its responsibilities and authority for NA services. (Refer to the Second Concept)

- A. All new groups should register with the ASC Secretary.
- B. A group will become an active participant of the ASC immediately. It is suggested that they refrain from voting until their second consecutive ASC meeting.
- C. A new group will be added to the schedule and help line immediately.
- D. A new group may request a starter kit, which will consist of TWO each of the following: NA White Books, IP's 1, 5, 6, 7, 8, 9, 11, 12, 14, 16, 19, 22, and 24. The kit will also include a set of meeting readings, a Basic Text, one Group Booklet and A Guide to Local Services.

#### **VI. GSR's**

The primary commitment of a Group Service Representative (GSR) is to represent their meeting at the monthly Area Service Committee (ASC) meeting. They serve as a link between their meeting and NA as a whole. They are the link that binds us together and promotes our common welfare. The active participation of each group's GSR at the monthly ASC meeting is essential for a strong area fellowship.

**\*\* THIS SECTION TO BE READ AT THE BEGINNING OF EACH AREA MEETING.\*\***

The role of GSR is not simple, nor is it to be taken lightly. Unless in conflict with the group's autonomy, the responsibilities of a GSR should include:

- A. Attending the entire ASC meeting. If unable to attend, contact the alternate GSR so that your meeting will be represented.
- B. Acting for the group they represent, making a monthly report, and voting on issues that arise at the ASC meeting based on the needs of those they serve.
- C. Keeping their group informed about what is happening in the Sierra Foothills Fellowship and with NA as a whole. Members of a group should be able to come to their GSR and learn of activities, subcommittee news, times and locations of subcommittee meetings, how our service structure works in general, and how to be more involved with NA.
- D. Fulfilling your meeting's literature needs.
- E. Bringing your meeting's donations for area to the monthly ASC.
- F. Delivering literature, flyers, and the relevant issues and motions discussed at the monthly ASC to your meeting.
- G. Training your alternate GSR to provide your meeting with effective representation and continuity of service.
- H. Turning in 7th tradition and literature orders to the ASC Treasurer, prior to the opening of the meeting.

## **VI. Reports**

### **A. GSR**

1. GSR's should fill out the provided GSR report forms with all relevant information.

### **B. Administrative Committee Members, Ad-Hoc Committees, and Liaisons**

1. Submit a written report to the ASC monthly.
2. Subcommittee to report the time and location of their meeting.
3. Reports shall contain all pertinent information regarding their position or committee.

## **VII. Motions and Decision making Process**

- A. Only participants of the ASC, with the exception of the Chairperson, can make motions. All motions must be submitted in written form and will be handled in the order submitted. Only participants of the ASC can second a motion.
- B. Motions to change the ASC Guidelines and/or motions for expenditures over four hundred dollars are to be tabled and referred back to the groups for a group conscience. They will appear on the following month's agenda under old business.
- C. Motions that were referred to groups will require a simple majority of the participating GSR's with the exception of guideline changes that require a two-thirds majority.
- D. An amendment to the guidelines or procedures shall be effective immediately upon adoption unless otherwise stipulated.

## **VIII. Elections**

- A. All Administrative Committee and subcommittee nominations will be in March and April, with the elections held in April. TAC Liaison is to be elected at the first ASC meeting following the TAC Convention.
- B. A simple majority will be required for the election of all officers.
- C. No elected officer may hold the same office for more than two consecutive terms.
- D. Short-term replacements are defined as the filling of any elected position mid-term. A short-term should not be counted as one of the two consecutive terms.
- E. All nominees must be present when nominated in order to qualify themselves.
- F. Elected officials will assume their position at the end of that ASC meeting.
- G. Clean time will not be waived for any elected positions.

## **IX. Removal of Elected Members**

A service member may be removed from their position for non-compliance. A two-thirds vote is required for removal. Non-compliance includes, but is not limited to:

- 1. Loss of clean time.
- 2. Non-fulfillment of the regular duties of their position.
- 3. Absence at three regular meetings of the ASC without prior notification to the ASC Chairperson.
- 4. Elected members of the ASC committee may resign by providing written notice to the ASC Chairperson at least two weeks in advance of the upcoming regular meeting of the committee.

## **X. Attendance**

- A. Each Administrative Committee member shall attend all regular ASC and Administrative Committee meetings. In the event that an Administrative Committee member cannot attend, the Chairperson shall be notified. If two consecutive meetings are missed, the Chairperson shall bring the matter up before the ASC for review.
- B. Each group shall be represented by its GSR or Alternate GSR at all regular meetings. If a group is not represented at two consecutive ASC meetings, a representative shall be sent to investigate the status of that group. Groups unable to attend Area Service are requested to notify the Administrative Committee.
- C. All subcommittees shall be represented by its Chairperson or Vice-Chairperson at all regular ASC and Administrative Committee meetings. If a Subcommittee is not represented at two consecutive meetings, the ASC Chairperson shall bring the matter up before the ASC for review.

## **XI. General Financial**

- A. The ASC will operate according to a budget, which is reviewed and updated at a meeting of the Administrative Committee annually. The proposed budget is then submitted to the ASC for approval in December.
- B. In January, an Ad-Hoc Committee will make an annual audit of the bank account-alongside the Treasurer.
- C. After all ASC financial obligations are paid each month, all remaining funds over our prudent reserve will be donated to the Northern California Regional Service Committee (NCRSC). (Refer to the eleventh Concept)

- D. Prudent reserve is defined as two times the monthly budgeted expenses.
- E. A minimum amount of \$50 will be sent to the NCRSC every month, regardless of whether prudent reserve has been met.
- F. The ASC will provide funding for the RCM, the Alternate RCM, and subcommittee representatives who are required to attend monthly RSC meetings. The reimbursement rate will be \$0.25 per mile.

**XII. Amendment of Procedures:**

These Procedures may be amended by a two-thirds majority of the voting participants at any regular ASC meeting, provided that the exact wording of the amendment has been submitted in writing.

**Part 3  
Parliamentary Procedures**

**I. Main Motion**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made in writing and must receive a second before the maker may speak to the motion.

**II. Parliamentary Motions**

Parliamentary motions are made during the debate on a main motion, which affect in some way the motion.

**III. Motion to Amend**

An amendment is a motion to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable.

**IV. Motion to Table**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made intent is to be given. The motion to table is in order for A. to get further information. B. More pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, at a specified time stated in the motion to table, or during unfinished business at the next ASC. This motion is not intended to kill a main motion or suppress debate on it.

**V. Motion to Refer to Group**

When a motion to refer to group is made, it is to send an item of business to the groups for them to consider and return with their group conscience. Unless specified, the motion will be brought up at the next ASC meeting for a vote. Debates on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the groups, and not the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the groups.

**VI. Motion to Reconsider**

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by a voting participant who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

## **VII. Unanimous Consent**

This is a motion that allows the ASC 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 is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all the voting as prescribed for the motion.

## **VIII. Motion to Amend**

During the debate on a Main motion, if a member feels that the motion would benefit from a change in its language, the member can say "I move to amend the motion. ...." and suggest specific language changes to the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. The debate resumes on the merits of the main motion (as amended, if the amendment carried).

## **IX. Motion to Call the Vote**

A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

## **X. Point of Information**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

## **XI. Point of Order**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that proper procedure is not being followed.

## **XII. Suspend the Rules**

A motion to suspend the rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority of the voting participants.

*Refer to A Guide to Local Services in Narcotics Anonymous and Robert's Rules of Order (Newly Revised) for additional Parliamentary Procedures.*