

BRAZOS VALLEY AREA OF NARCOTICS ANONYMOUS

GUIDELINES OF THE BRAZOS VALLEY AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

[Adopted by the Area Service Committee of the Brazos Valley of Narcotics Anonymous by Attending Group Representatives on
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Brazos Valley Area Service Committee (ASC) of Narcotics Anonymous (NA) Guidelines

In keeping with the spiritual nature of Narcotics Anonymous (NA), our structure should always be one of service, never of government (12th Concept for NA Service).

I. Purpose of the Area Service Committee (ASC)

This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers.” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery — “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live” (Tradition 5). The Brazos Valley Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, “the final responsibility and authority for NA services rests with the NA Groups” (2nd Concept).

- A. The name of this assembly shall be the Brazos Valley Area Service Committee of Narcotics Anonymous (BVANA), hereafter referred to as either “BVANA” or “ASC.”
- B. The purpose of the ASC is to support the Brazos Valley-area groups in fulfilling our primary purpose, to carry the message to the addict who still suffers.
- C. The ASC receives its direction from the NA groups of the Brazos Valley area. The ASC shall be directly responsible to the groups of BVANA in all its actions.
- D. The ASC, its officers and subcommittees shall not make any decision, pass any proposal, or take any action that conflicts with the Twelve Traditions (Appendix A), Twelve Concepts (Appendix B), or Twelve Steps of Narcotics Anonymous (Appendix C).
- E. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
 - 1. The Twelve Traditions, Twelve Concepts, and Twelve Steps of Narcotics Anonymous;
 - 2. The current ASC Guidelines;
 - 3. A Guide to Local Services in NA and conference approved service handbooks

II. Membership and Committee Members

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, BVANA, and NA as a whole. Therefore, membership in the ASC is comprised of those trusted servants elected by the groups to represent them.

- A. Any Narcotics Anonymous member or interested person may attend the ASC meeting.

- B. ASC members consist of the GSR and Alternate-GSRs, ASC Officers, and Subcommittee Facilitators. ASC officers include the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, Regional Committee Member (RCM) 1 and RCM 2. These officers shall perform their duties as described by these guidelines and A Guide to Local Services in NA.

III. Area Service Committee Meetings

The ASC is a resource for groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on.

- A. The ASC shall meet the first Sunday of each month.
- B. Workshops, Learning Days, or any other major BVANA committee meetings or events will be established and approved by the ASC.
- C. All permanent subcommittee meetings (Hospitals and Institutions, Public Information, Activities, and Policy) shall meet each month with the time and place to be scheduled by the individual subcommittee.
- D. The ASC shall include a GSR orientation conducted as needed by the Area Facilitator at the ASC meeting (Appendix D).
- E. All BVANA meetings and functions are non-smoking.
- F. If the Area Facilitator is unable to facilitate the ASC meeting, the Co - Facilitator shall fulfill those duties for that ASC (A Guide to Local Service). If the Co - Facilitator is unable to facilitate the ASC meeting, the RCM1 shall fulfill those duties for that ASC.
- G. ASC Meeting Format (Appendix E).

IV. Decision-Making

As a spiritual body, we believe that ‘a flexible approach invites a loving Higher Power into our group conscience’ (*It Works*, 1st ¶, p. 138). Therefore, we try to reach all decisions via consensus believing that this process takes into ‘consideration the needs of everyone concerned’ (*It Works*, 1st ¶, p. 136). In the event that we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA (pages 104-110) to reach our decision. One of the reasons we try to achieve consensus is that it ensures we follow our 9th Concept, “all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view we try to make sure this

happens at the ASC. The reason all committee members are allowed to vote on many decisions is the 7th concept, which states, “all members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.” The reason we limit voting to GSRs on old business, guideline changes, and proposals to refer or table to groups, is to adhere to the 2nd and 3rd concepts which state, “the final responsibility and authority for NA services rests with the NA groups,” and “the NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.” We believe that when a decision needs to go back to groups for a group conscience, only the groups should participate in that decision. When a decision goes back to groups for guidance, any ASC committee member can participate in their home group’s conscience insuring that their voice is heard through their GSR.

- A. All Area proposals and decisions except elections will first be considered using consensus-based decision-making (Appendix F). For the ASC’s purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC. If at the end of discussion the ASC has not reached agreement (this is defined as having seventy-five percent of eligible voting members in agreement), those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
- B. Any decision goes back to the groups when one GSR feels they cannot carry the conscience of their group.
- C. All guideline changes, old business (including CAR (Conference Agenda Report) motions), and proposals to refer or table to groups for a group conscience will be decided by GSR’s only. All committee members except the member acting as Facilitator may vote or participate in decision-making during new business, elections, and all other ASC decisions except those exceptions listed in this section.
- D. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold, or groups they represent.
- E. The order of succession for GSR’s at the ASC shall be:
 - 1. Group Service Representative (GSR);
 - 2. Alternate GSR;
 - 3. A member of the group designated by the group.
- F. A group will no longer be considered a voting member if its designee is not present and has been absent from the last two consecutive ASC meetings. When a returning group has been present for two consecutive ASC meetings, their GSR or group representative may vote at the second meeting in which they are in attendance. New groups become

voting members as of their third consecutive ASC.

- G. A 2/3 majority vote of those eligible is required to change or accept policy or guidelines in the absence of consensus.
- H. The Facilitator or Acting Facilitator shall act as a neutral party and refrain from active debate on all proposals. However, if the Facilitator or Acting Facilitator wishes to participate in the discussion of a proposal, he/she must step down as facilitator during that discussion.
- I. Any member of Narcotics Anonymous may make a proposal or nomination and participate in discussion.
- J. New proposals may not be submitted after the beginning of new business. Proposals may be amended or withdrawn at any time prior to voting.
- K. All proposals must be submitted to the Facilitator in writing to ensure accuracy (Appendix G). The Policy Facilitator will keep a copy of all passed or failed proposals in a proposal log.
- L. A two-thirds majority vote of voting members present at the ASC is required to pass a proposal for removal of a trusted servant from office.

V. Elections

During our election process, we focus on the 4th concept, which states that effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

- A. Elections shall be held annually in October for all ASC positions. Nominations for all positions are taken in August and September.
- B. Any vacancies prior to October will be filled on a temporary basis until elections in October. If a position becomes open, a group must have thirty (30) days to bring nominations to the ASC. Thereafter, all nominations must be in the ASC minutes for thirty (30) days prior to voting. The thirty day requirement will not be enforced if the position has been vacant for thirty (30) days or more.
- C. All ASC Officers except RCM1 and RCM2 are elected for a term of one year. RCM1 and RCM2 will be elected for two-year terms. RCM1 will be elected in odd years; RCM2 will be elected in even years. The senior RCM (the RCM who has served in the position longest) is responsible to carry the area conscience to the RSC.
- D. No ASC member shall hold more than one ASC office except where a member of the Executive Committee (Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, RCM1 and RCM2) may temporarily fill the vacant position until an election can be held

and the position filled.

- E. No ASC Subcommittee Facilitator shall facilitate more than one ASC subcommittee; however, they may be a member of another subcommittee.
- F. No member shall be allowed to serve as a Group Service Representative (GSR) and Area Officer simultaneously.
- G. No Area Officer shall be eligible to serve more than two consecutive full terms in the same ASC office.
- H. Nominees must be present on the day of elections in order to still be considered for the position for which they are running.
- I. In the event of a tie during an election, the Executive Committee will serve as additional voting members in an effort to break the tie. These members consist of the Facilitator, Co-Facilitator, Recorder, Treasurer, Co-Treasurer, and the Policy Facilitator. The Facilitator would only vote if their vote were necessary to assure an odd number of voters.
- J. An ASC Trusted Servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the ASC Facilitator or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a proposal to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the proposal, a letter or phone call will not be required. Non-compliance includes any of the following but is not limited to:
 - 1. Loss of abstinence from drugs.
 - 2. Failing to perform the duties of the position.
 - 3. Three consecutively missed ASC meetings.
- K. During elections of the ASC trusted servants the nominees shall leave the room following all discussion and prior to voting.

VI. Subcommittees

Just as groups create an ASC to help them fulfill their primary purpose, the ASC creates subcommittees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of subcommittees is based on the 9th tradition, the creation of “service boards or committees directly responsible to those they serve.” The ASC may establish subcommittees from time to time to carry on the work of the ASC. These subcommittees shall perform their duties as described by these guidelines, ASC approved subcommittee guidelines, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any subcommittee handbooks approved by the World Service Conference of Narcotics Anonymous. Permanent subcommittees shall be formed by approval of the voting members of the ASC.

- A. The permanent subcommittees shall include the following:
 - 1. Hospitals & Institutions (H & I)
 - 2. Public Information (P.I.)
 - 3. Literature
 - 4. Activities
 - 5. Policy

- B. The ASC Facilitator may appoint special subcommittees or they may be formed by an approved proposal of the voting members of the ASC. These special subcommittees include but are not limited to the following:
 - 1. Ad-hoc (specific situation)
 - 2. Select (usually research)

- C. All subcommittee Facilitators shall attend and submit a **written report** at the regular ASC meeting and all subcommittees must reserve and announce meeting times and places at least one (1) week in advance.

VII. Financial Responsibility

The basis of this section is the 11th concept which states “NA funds are used to further our primary purpose, and must be managed responsibly.” We believe that to manage our money responsibly we must have safeguards and financial controls in place to ensure that the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly

- A. BVANA will establish only one ASC business checking account for all funds.

- B. BVANA will use a fiscal year (October through September) for its financial cycle.

- C. All monies accumulated from group contributions, activities, and all other sources shall be maintained and deposited in the BVANAASC checking account.

- D. All deposits to the ASC checking account shall be made within 48 hours of receipt of funds.

- E. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other trusted servant should be present to receive the money.

- F. All expenditures from the BVANA account will require one of the following documents to be presented to the Treasurer:

1. A bill from an approved vendor for regular monthly bills approved by the ASC.
 2. A check request form for non-budgeted expenses. These should be accompanied by receipts unless the ASC approves pre-payment of expenditures.
 3. Reimbursements will only be made for receipts presented to the ASC which are 60 days or less in age.
- G. The signers for the BVANA checking account shall consist of the Area Facilitator, Treasurer, and RCM I. Internet access for account review only will be available to all ASC Officers if it is available.
- H. BVANA shall not obtain an ATM or check card. BVANA shall not do online bill pay.
- I. The bank statements for the BVANA account will be mailed to the ASC P.O. Box and reviewed by, reconciled and maintained for the purpose of record keeping by the Area Treasurer. These records will be available to any ASC officer immediately upon request.
- J. A prudent reserve for the ASC, Activities income, and all other income will be maintained in the ASC checking account.
- K. The ASC checking account will be audited annually by the ASC Executive Committee (excluding the Treasurer) in November.
- L. The BVANA shall utilize the following spending guidelines and pay expenses as prioritized below:
1. Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
 2. Payment of ASC debts or expenses within the fellowship of Narcotics Anonymous.
 3. Approved budgets of ASC subcommittees and officers.
 4. All other expenses approved by the ASC.
- M. The Area Treasurer is responsible for insuring that the BVANA complies with all Federal, State, and local laws and tax regulations.
- N. The Area Treasurer shall reconcile the area checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all current fund balances and bank statements. The outgoing Treasurer shall also submit an annual financial statement for the preceding year at the October ASC meeting summarizing all income and expenses from the previous fiscal year (The ASC fiscal year is defined as beginning October 1st and ending September 30th). A copy of the bank statement should be submitted with and reconciled to the annual report.
- O. The Area Treasurer shall provide a receipt for all donations made to the Area.
- P. The BVANA shall adopt a budget for the coming fiscal year at the October ASC meeting. The ASC will disperse moneys based on the “pie percentages.”

- Q. The Area financial meeting will be held quarterly and thereafter any proposed changes in “pie percentages” or changes in current expenditures will be made to the ASC. This meeting will take place in November, February, May, and August. All those which are required to attend the ASC, with exception of RCMs are required to attend the Area financial meetings.
- R. A prudent reserve will be established at the October ASC for the coming fiscal year. The prudent reserve will equal either \$300 or three months of regular monthly expenses, whichever is greater.
- S. All funds set aside for the Tejas Bluebonnet Region of Narcotics Anonymous as determined by the Pie System shall be passed on to them quarterly following the December, March, June and September ASC.

VIII. Trusted Servants

“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.” (2nd Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a BVANA trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). We trust our trusted servants.

A. Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Demonstrated ability to run a business meeting using consensus-based decision making.
3. The area committee Facilitator is responsible for conducting committee meetings, preparing the agenda, and various administrative duties. The facilitator’s primary tools are the short-form rules of order, which appear at the end of this guide, a firm hand, a calm spirit, and a clear mind. The Facilitator can find additional help in books about business meetings, decision-making processes, and volunteer organizations that are often readily available at local bookstores and libraries.
4. Attend and facilitate monthly ASC meeting.
5. Prepare agenda for ASC meetings.
6. Outgoing Facilitator will conduct annual Guideline review with the incoming officers.
7. Conduct GSR Orientation at ASC meeting as needed (Appendix E).
8. Call for annual audits.
9. Submit written report at ASC meeting.
10. Minimum of 2 years clean.

B. Co-Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Assist in coordinating subcommittee activities and attend their meetings when possible.
3. The primary responsibility of the area committee Co - Facilitator is the coordination of the area subcommittees. The area Co - Facilitator keeps in regular touch with the chairpersons of each subcommittee to stay informed of their projects and problems, attending subcommittee meetings whenever possible. If disputes arise within a subcommittee or between subcommittees, the ASC Co - Facilitator helps find solutions to them. The Co - Facilitator works closely with subcommittee facilitators when they prepare their annual reports and budget proposals.
4. The Co - Facilitator is also responsible to assist the Facilitator in conducting area committee meetings.
5. Attend monthly ASC.
6. Facilitate monthly ASC in absence of Facilitator.
7. Review bank reconciliations and monthly bank statements at each monthly ASC.
8. Monitor Area Checking account for unusual activity.
9. Submit written report at ASC meeting.
10. Approve meeting minutes within 24 hours of receipt.
11. Minimum of 1 year clean.

C. Treasurer¹

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Demonstrated ability to perform basic bookkeeping functions.
3. The treasurer receives contributions from the groups, administers the area's checking account, pays the rent for the committee's meeting hall (7th Tradition taken), reimburses officers and subcommittee facilitators for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the area committee at each of its meetings. The Treasurer's Handbook, available from the World Service Office, contains a more detailed description of the treasurer's job and most of the forms treasurers need for keeping their records.

¹ The area treasurer's job is critical to the committee's work. Because of the added responsibility of handling money associated with service as treasurer, it's especially important that area committees select their treasurers with care. If the committee selects someone who is not capable of handling the job, then the committee is at least partly responsible if money is stolen, area expenses are not paid, or funds aren't properly accounted for. It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

4. Perform all Area Treasurer duties listed in the BVANA financial guidelines (see section VII).
5. Attend monthly ASC.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other trusted servant should be present to receive the money.
7. Submit written report at ASC meeting.
8. Approve meeting minutes within 24 hours of receipt.
9. Minimum of 2 years clean.

D. Co-Treasurer

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Willingness to learn and follow all area financial procedures.
3. Demonstrated ability to perform basic bookkeeping functions.
4. Learn to perform all Area Treasurer duties listed in the BVANA ASC guidelines.
5. Attend monthly ASC.
6. Whenever Area funds are expected to be received (such as a dance or banquet), the Treasurer or Co-Treasurer and one (1) other trusted servant should be present to receive the money.
7. Automatically becomes nominated to be Treasurer following annual Area administrative officer elections.
8. Approve meeting minutes within 24 hours of receipt.
9. Minimum of 1 year clean.

E. Recorder

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Strong computer skills and a demonstrated ability to take accurate notes.
3. Handle all paperwork.
4. Take clear, accurate minutes of area committee meetings and distribute those minutes.
5. Attend monthly ASC.
6. Record and send accurate meeting minutes to an officer for approval within 5 days of each ASC and immediately upon approval to the remaining committee members.
7. Furnish a copy of ASC Guidelines and the past three month's minutes to new ASC Committee Members.
8. E-mail approved minutes to web servant within 24 hours of approval.
9. Minimum of 1 year clean.

F. Regional Committee Member (RCM1 and RCM2)

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area Guidelines and A Guide to Local Services in NA.
2. Ability to clearly communicate Regional and World Services information orally and in writing.
3. Serve as the core of the Regional Service Committee (a body which coordinates

- service forums throughout the region, is responsible for the regional convention, and conducts the regional assembly).
4. Keep the ASC in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service.
 5. Be well-versed in NA service practices and principles.
 6. Be closely acquainted with the fundamentals of service in NA.
 7. Familiar with all published service manuals and bulletins (puts the resources of the whole fellowship at the RCM's fingertips).
 8. Carefully study the reports from their own areas' groups, officers, and subcommittee facilitators so that they can pass their areas' experience on to others at the regional meeting. Take time to talk personally with other participants in their area committees and get a better idea of what needs and concerns the regional committee should address.
 9. Attend and represent BVANA at the Regional Service Committee meeting.
 10. Attend monthly ASC, quarterly RSC, Regional Assembly, and Conference Agenda Report (CAR) workshop.
 11. The RCM who has served longest will be responsible to carry the Area conscience to the RSC.
 12. Verify that the NAWS website schedule information is accurate.
 13. Compile and report all NA member votes on CAR motions to Regional Assembly.
 14. Facilitate monthly ASC in Facilitator and Co-Facilitator's absence.
 15. Submit written report at ASC meeting.
 16. Approve meeting minutes within 24 hours of receipt.
 17. RCM I - minimum of 3 years clean, RCM II – minimum of 2 years clean

G. Hospitals & Institutions (H&I) Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, A Guide to Local NA Services, ASC-approved H&I Guidelines and H&I Handbook.
2. Attend monthly ASC.
3. Facilitate H&I subcommittee meeting.
4. Perform duties as described in the H&I Guidelines (to be developed by the H&I subcommittee and approved by the ASC).
5. Provide expenditure report at each ASC.
6. Submit written report at ASC meeting.
7. Minimum 6 months H&I experience.
8. Minimum of 1 year clean.

H. Public Information (PI) Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area approved PI Guidelines (to be developed by the PI subcommittee and approved by the ASC) and currently approved PI Handbook.
2. Attend monthly ASC.
3. Facilitate PI subcommittee meeting.
4. Perform duties as described in the PI Guidelines.

5. Submit written report at ASC meeting.
6. Maintain the schedule information for meetings within the Brazos Valley Area.
7. Print Schedules and distribute at ASC as needed.
8. Minimum of 1 year clean.

Phoneline Duties to be performed by Public Information Subcommittee:

- I. Working knowledge of Area approved Phoneline Guidelines (to be developed by the PI Subcommittee, can be part of PI Guidelines referred to above) and current WSO approved Phoneline Handbook.
- II. Facilitate Phoneline subcommittee meeting.
- III. Perform duties as described in the Phoneline Guidelines.
- IV. Hand out Phoneline information sheet to new committee members (Appendix H, to be developed by the Public Information Subcommittee).

I. Activities Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area approved PI Guidelines and currently approved PI Handbook.
2. Organize and conduct fundraising events to provide funds at the Area, Region, and World levels.
3. Attend monthly ASC.
4. Facilitate Activities subcommittee meeting.
5. Perform duties as described in the Activities Guidelines (to be developed by the Activities Subcommittee and approved by the ASC).
6. Submit written report at ASC meeting.
7. Minimum of 1 year clean.

J. Policy Facilitator

1. Working knowledge of Twelve Traditions, Twelve Steps, Twelve Concepts, Area approved PI Guidelines and currently approved PI Handbook.
2. Suggest new policy modifications to existing policy for the ASC to consider.
3. Should regularly update a log of area policy actions. The log lists motions the committee has passed regarding the activities of administrative officers and subcommittees. These motions should be listed chronologically under a heading for the officer or subcommittee they affect. Maintain a record of guideline changes and major proposals and update guidelines regularly.
4. Implement and expedite revisions to existing policy.
5. Attend monthly ASC.
6. Facilitate Policy subcommittee meeting.
7. Perform duties as described in the Policy Guidelines.
8. Submit written report at ASC meeting.
9. Minimum of 1 year clean.

Appendix A

Twelve Traditions of Narcotics Anonymous

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

Appendix B

Twelve Concepts of Narcotics Anonymous

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

Appendix C

Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

Appendix D

GSR Orientation

Here is some stuff that I've learned along the years that has helped me. *This is not official NA literature.* A Group Service Representative (GSR) is the representation - the voice of your meeting at the Area level. The next level is the Regional Committee Member (RCM) - they do the same thing - represent our Brazos Valley Area in voice and vote at the Regional level. So with that said...

Learn to know the lingo and acronyms _ IPs (Information Pamphlets), RSC (Regional Service Committee), WSO (World Service Office), RCM (Regional Committee Member, GSR (Group Service Representative)! Know that this lingo is ours and isn't always clearly understood to newcomers or those outside the program. Use the abbreviations accordingly.

Learn what the subcommittees do, where they meet, and who the facilitators are. Ask the subcommittee facilitators about their subcommittees. Attend a subcommittee meeting. Have a GSR alternate that you keep under your wing and encourage to come to Area with you. In a perfect NA world, and alternate attends meetings regularly and fills in when needed for the GSR for a year, then steps up into the GSR position.

Know the difference between recovery and business. As addicts we have often burned bridges and lived in lies and manipulation. We often compensate, identifying these issues in others; but if others are making an effort, we often are too free with the benefit of the doubt. Trusted servant positions are just that - trusted (and hopefully egoless). Be careful on giving too much benefit of the doubt for positions. When voting someone in for a position, ask questions, get definitive answers, and when in doubt follow the lead of those whose time and recovery, and mental facilities you respect. Not every one who is of service is doing it well or for the right reasons. Not everyone who is in the program is clean. If someone is up for a position and there is lots of discussion and lots of concerns, know that you don't have to vote that person in just because no one else is willing to step up. If a position doesn't get filled, NA will still exist. Learn a little about the people who have been around and of service. If one of them is asking a lot of questions, listen and ask some too. If the facilitator of the Area is having an issue with someone or something, you can bet there is a good reason. Back those you trust if you don't have the time or energy to dig deeper.

Pick up flyers at the Area meeting and display them at your group. Take only as many as you think you need. If it is an out of town event one or two may be enough. Remember, many groups may not be represented at the Area meeting, but there still needs to be enough flyers and directories to go around.

Take good notes during the Area meeting. Note how many panels are open, how many phone slots are open, which activities are coming up if they need help. Keep aware of any business happening on the Area level that should be reported or discussed in your

meeting. Sometimes issues come up and the GSR must spend many consecutive months discussing the issue before they come to a solution. This is the info that you should be bringing to your meeting so that your vote at Area is truly your groups vote your vote should represent what the group wants. Of course, they have given you their group - conscious, they already have faith in your judgment. Most issues don't need to be taken back to your meeting, but stay aware that sometimes there are ones that do need to be taken back. Often you will be told outright, "take this back to your meeting." Other times it's just a matter of good communication and you keeping your meeting up to date on what is going on at the Area level.

Listen when other GSRs deliver their meeting reports, take notes on which meetings need support or have positions open. Bring questions or concerns or ideas, when they arise, from you meeting to Area for discussion and clarification.

Know that we only use NA literature at NA meetings and only display upcoming flyers for NA activities. The 1st Tradition states, "personal recovery depends on NA unity." And remember in the Tradition 10 it states, "we have no opinions on outside issues." Luckily we have these guidelines. You can share your political leanings or quest to save animals, or show off the products you are selling, but you can't do it at the flyer table. Talking to one member is different than talking to a group.

Check out our website occasionally. Check your meeting info and make sure it's right. Drop an email of praise or any corrections to the website coordinator. Check your meeting info on the printed directory regularly.

Also, know that it is important to your recovery and to the fellowship for members to be of service. If you have a meeting commitment, do it. Be at the meeting every week and attend the business meeting. The strength and organization of NA is maintained by its members. Less than 1% of the members do 100% of the work. If every able member was stepping up to do a little service, the pleas for people to take phone slots, fill panels, organize events, make merchandise, be GSR, alternate GSR, RCM, join the literature committee, etc... would be nonexistent. What have you been doing lately to make sure NA is still here for the newcomer, the relapser, and person with time? You are NA. Traditions 2 and 10 "It Works How and Why."

Appendix E

ASC Meeting Format

Call to Order

- Reading of the Serenity Prayer
- Reading of the Service Prayer
- Reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- Roll call
- “Are there any new GSRs?” (if so, Area Facilitator conducts GSR Orientation during the break)
- Recognition of new groups and returning groups
- Approval of last month’s minutes (additions or corrections are made)

Reports

- Administrative officers’ reports
- Group reports
- Special (ad hoc) committee reports
- Standing subcommittee reports

Sharing Session

General discussion of group concerns and issues raised by reports.

Old Business

- Proposals are in order regarding business left over from previous meetings
- Elections are conducted during old business

New Business

Proposals are in order regarding business that is new to this committee.

Announcements

Adjournment

Appendix F

Consensus-Based Decision Making

Consensus is a decision making process that works creatively to include all persons making the decision. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power.

In short consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion, or block a proposal if they feel strongly enough about a decision.

Basic Consensus F.A.Q.

What Exactly Is Consensus?

Consensus is a decision making process which equalizes power over a group of people. Instead of simply voting for an item, and having the majority of the group get their way, the group has to sit down and get a solution to a problem that EVERYONE is okay with. People take different ideas and we see how we feel about them. The solution that the group thinks is the most positive gets chosen, unless a member of the group finds the solution totally unacceptable. Consensus is based on compromise, and the ability to find common ground.

Why Would We Want to Use Consensus?

Consensus is a system that promotes participation because each person has the power to make changes in the system, and to prevent changes that they find unacceptable. People are often inactive because they feel that they have no power in the system and their voice won't be listened to. (Isn't that why so few people vote in most industrial democracies?) Imagine if corporations had to have consensus from a community to build a plastic factory near them, or an incinerator. Shouldn't this be what happens regularly? Since consensus would give everyone power to have their voice be heard, it would force people to listen to each other, and answer their concerns instead of moving past them.

But What's Wrong with a Majority Rule System?

The majority rule system is set up to have a winner and a loser. This promotes conflict, and lends itself to steamrolling an idea over a minority that dissents with the majority opinion. People in a majority rule system don't need to listen to the dissenting minority, or take their opinion seriously because they can simply outvote them. Majority rule systems say that the majority is infallible and they have nothing to learn from the minority. There is no moral system at work with a majority rule system, and there is nothing to say that the majority of people will come up with a morally acceptable system.

Be Honest, What Are the Bad Things About Consensus?

Since it is a lengthier process to hash out ideas until all objections are resolved, your group meetings might be a bit longer and some proposals might regularly take more than a week to decide. Also, since some proposals may be just shot down without hope of compromise, consensus sometimes favors the status quo.

How it works...

1. Presentation

The proposal is presented as clearly as possibly by its author.

2. Clarifying Questions

Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.

3. Discussion or Reservations

The proposal is discussion and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.

4. Take general feelings on the proposal _ Do we have a consensus?

- A. **Assent** - I agree and/or go with it. (Yes vote.) Shown with silence.
- B. **Assent with Reservations** - I don't like this but I trust the Group and the process. It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- C. **Stand Aside** - I don't agree. (No vote.) It does not block the passing of a proposal, but it is a public statement of why you dislike it (so you can say 'I told you so!' later). All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
- D. **Block** - Blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the ether idea better." It is an "I cannot live with this proposal if it passes. I think it violates traditions/spiritual principles/concepts, and here's why..."

Does the Proposal Pass?

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee, or withdrawn and reworked and represented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. Decide to drop the proposal;
2. Move onto approval voting of specific options within the proposal, or;
3. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.

Ground Rules

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75% of voting members are in agreement
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion
6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

This will take a lot of cooperation from everyone to make this a true consensus. Consensus is a broad agreement among members of this body and consensus-based decision - making is any of a number of techniques to adopt proposals that the body can broadly agree on; this agreement is reached through both discussion and willingness to modify proposals.

Appendix G

Proposal Form

Date Submitted:

Date Decided:

Proposal:

Proposal Made By: (Group name and name of representative)

INTENT OF PROPOSAL:

Consensus Reached? Yes _____ No _____

Moved to Vote? Yes _____ No _____

Number For: _____

Number Against: _____

Number of Abstentions: _____

Proposal Passes _____ **Proposal Fails** _____ **Proposal Tabled** _____
