

## Twelve Concepts for NA Service

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

# Portland Area Outreach Sub-Committee GSR Guidebook

FOR GSRs OF THE PORTLAND  
AREA SERVICE COMMITTEE (PASC)  
LAST REVISED  
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### **Important Information About this Material**

This material is an original work produced by the Portland Area Outreach Sub-Committee of Narcotics Anonymous. It is not endorsed, produced or approved by the WSO, Inc. or the Narcotics Anonymous fellowship as a world organization. This booklet is approved at the Portland Area level, and its contents and the Outreach Subcommittee as a whole are always subject to the dictates of the group conscience of the Portland Area Service Committee.

This material is intended solely as a method used by the Portland Area Outreach Committee to further our primary purpose by communicating experience, strength, and hope to the member groups of the Portland Area, or any other group, individual or committee who finds it useful. If you take exception to any information provided herein, we invite your participation, comments, and suggestions at the Portland Area Outreach committee meeting or at the full PASC business meeting.

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## Glossary of Terms

ASC	Area Service Committee
Area:	Another term for ASC
PASC:	Portland Area Service Committee
GSR:	Group Service Representative
CAR:	Conference Agenda Report
PR:	Public Relations Sub-Committee
H&I:	Hospitals & Institutions Subcommittee
RCM:	Regional Committee Member
PCRNA:	Pacific Cascade Region of NA
WSC:	World Service Conference
WSO:	World Service Office, Inc.

## Overview

### What is the Portland area Service Committee ?

The primary purpose of an NA group is to carry the message of Narcotics Anonymous to the addict who still suffers. At some point a group of groups come together and decides that they can carry the message of recovery farther and stronger by forming an Area to perform specific functions of NA service work. The PASC is the Area formed by the groups in the Portland metro area to carry the message to the addict who still suffers.

### Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

### Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, “*Point of personal privilege;*” if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the Chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chair will accommodate you.

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**“God, grant me the Serenity  
 to accept the things I cannot change...  
 Courage to change the things I can...  
 and the Wisdom to know the difference**

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### Important Telephone Numbers:

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## OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

### **Order of the day**

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “*I call for the order of the day.*” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

### **Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “*Point of information.*” This means, “I have a question to ask,” *not* “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

### **Point of order**

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “*Point of order.*” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says “Your point is well taken” and restates the appropriate rule. If the chair does not agree, the chair says, “Overruled.” This decision, as all others, can be appealed.

### **Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “*I appeal the decision of the chair.*” If the appeal is seconded, the chair then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

The sole purpose of the PASC, all of its subcommittees and all of its officers is to serve the groups of the Area. The Area is guided by its ultimate authority, a loving God as expressed in our group conscience. At the Area level that group conscience is formed by spiritual motivated discussion and votes of the GSRs. Groups delegate to each subcommittee and officer the responsibility and authority to perform a specifically defined function. Ultimately the responsibility for all NA services rests with the groups. The subcommittees and officers elected to serve the groups are completely accountable to the GSRs representing the member groups of the Area, and ultimately bound by the group conscience of the voting GSRs.

This booklet explains the basic structure and operation of the PASC. Included in this booklet are the Bylaws of the PASC and a copy of the Rules of Order outlining the procedures by which our meetings are run.

### **What is a Group Service Representative (GSR)?**

The GSR is elected by a group conscience of the members of a home group to represent that meetings interests at the ASC meetings. An alternate GSR fulfills the duties of the GSR when he or she is absent. The terms of a GSR and alternate GSR are usually one year.

### **What does a GSR do?**

A GSR is the primary (and most often the only) link between an NA group and its Area. GSRs are the ties that bind the groups together and are the first line of communication between the groups and NA as a whole. By electing a GSR, the group has entrusted that GSR with the extremely important responsibility of keeping the group informed and to represent that group's interest and ultimately God's will at the Area. The GSR is the eyes, ears and voice of the home group.

The full participation of GSRs is crucial to the unity of our Area and NA as a whole. Full participation depends on the GSRs having a solid understanding of our traditions, concepts, service structure and rules of procedure. If you do not have a strong working knowledge of the spiritual principles of the steps, traditions and concepts you will find it difficult to seek and express God's will as part of a group conscience.

Many new GSRs have had little or no exposure to our Concepts, Service Structure or Rules of Procedure before attending their first meeting. Obviously they are not expected to know all of this at their first ACS meeting, but it is imperative that a new GSR be willing to take the time to learn this information and be willing to deepen his/her understanding of the Steps and Traditions.

## **The PASC officers are:**

**Chairperson:** Presides over the PASC meetings and makes sure our Rules of Procedure are followed and a sense of order is maintained during the PASC meeting. Prepares an agenda for each PASC meeting in time for mailing, and reviews motions to ensure that they are clear and concise before being presented to the ASC as new business.

**Vice-Chairperson:** Coordinates all subcommittee functions and assists with their specific concerns and needs. Helps to maintain unity by keeping lines of communication open between subcommittees and the Area. Fills in for the Chairperson during absences and vacancies.

**Secretary:** Takes written, detailed and concise minutes for each PASC business meeting. Distributes previous month's minutes and current month's agenda 15 days prior to the ASC meeting. Handles Area correspondence.

**Treasurer:** Maintains the PASC funds in a bank account and makes a report of contributions and expenditures at each regular PASC meeting. Maintains a prudent reserve and distributes excess funds to the Region according to the policy set by the GSRs of the PASC.

### **Regional Committee member (RCM) and Alternate RCM:**

Represents the PASC at the regional level. An RCM is to the Area what a GSR is to the home group. The RCM and Alternate RCM provide two-way communication between the Portland Area and the Pacific Cascade Region.

## **6. Motions to RECONSIDER or RESCIND. MAJORITY required varies – DEBATABLE.**

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.
- The motion to reconsider requires a simple majority.
- The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

## **7. Request to WITHDRAW A MOTION.**

### **UNANIMOUS CONSENT required - NOT DEBATABLE.**

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

## **8. Offering a SUBSTITUTE MOTION.**

### **SIMPLE majority required – DEBATABLE.**

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

## **9. Motion to ADJOURN.**

### **SIMPLE majority required -NOT DEBATABLE.**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

often. This motion is made by a member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “I move that debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

### **3. Motion to TABLE.**

#### **SIMPLE majority required - NOT DEBATABLE.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

### **4. Motion to REMOVE FROM THE TABLE.**

#### **SIMPLE majority required - NOT DEBATABLE.**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

### **5. Motion to REFER.**

#### **SIMPLE majority required - Is DEBATABLE.**

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

## **The Subcommittees of the PASC are:**

**Activities:** Primarily hosts events that promote fun and unity within the fellowship and can sometimes raise additional funds for the Area.

**Ad hoc Sub-Committees:** Ad hoc committees are appointed by the Chair to perform specific tasks such as reviewing a new piece of literature, reviewing a policy, or researching a new idea. Ad hoc Committees are always created for a specific period of time to accomplish a specific task, and are automatically disbanded when their work is completed.

**Hospitals & Institutions (H&I):** Carries the message of NA to addicts in institutions who are unable to get to outside meetings. Members of this committee attend regular meetings and presentations inside such facilities.

**Hotline:** Coordinates our 24-hour answering service, ensuring that NA is always available to the person in need. Coordinates the coverage of the Hotline by assigning shifts to members of the committee. The phone service is forwarded to the home phone of the shift worker for designated periods of time.

**Literature:** Provides literature for sale to individuals, groups, subcommittees and, maintains a stock of literature for that purpose.

**Outreach:** Upon the request of a group, Outreach assists new meetings to get started and, responds to the specific needs of member groups of the Portland Area. We make available educational and reference information through printed material (such as this booklet) and, provide orientation to the groups and members who are new to the Area.

**Public Relations (PR):** Updates and prints the meeting schedule for the NA meetings in the Portland Area. Informs the general public of the existence of NA, who we are, and what we do. By providing this information to the general public, it is hoped that this information will be passed along to the addict who is still suffering.

## How does the PASC help further our primary purpose:

How many of us heard of NA through a hospital or institution? How many found the fellowship by calling the hotline? How many of us were sent here by the court system as the result of PI informing the court system that we exist? How many have been helped by a meeting schedule letting us know when and where to find a meeting? How many have had their recovery enhanced because of the availability of NA literature or by participation in activities? How many meetings are helped by the unity and stability provided by the Outreach Sub Committee and the ASC as a whole? Without the unified effort of the PASC, the individual effort of the groups of the Portland Area could probably have done only a fraction of this important work.

## Structure

### What happens at the PASC meetings?

The Chairperson calls the meeting to order with the Serenity Prayer and the meeting follows an agenda that usually consists of: Introductory Readings, Minutes (of the last meeting), Treasurer's Report, Open Discussion, Subcommittee Reports, Old business (vote on motions), New Business (new motions), Announcements, and a Closing Prayer.

1. The Twelve Traditions of NA
2. The Twelve Concepts of Service
3. The PASC Bylaws
4. Robert's Rules of Order newly revised

### Motions

Any member can bring business to the PASC by presenting the motion (on the motion form available at the PASC meetings) to the Chairperson at the ASC meeting so that the motion can be placed in the Agenda. A motion should state, in the simplest and clearest terms possible, exactly what is proposed and the intent of the motion – why you want to do this.

A large source of confusion and wasted time at the ASC meeting is unclear and poorly written motions. If you wish to bring business before the PASC, please take the time to write it as clearly and concisely as possible. If you would like assistance, you can contact an Outreach member.

motion should write it out whenever possible. This is especially important for long or complicated motions. Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

### PARLIAMENTARY MOTIONS

*Parliamentary motions* can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

#### 1. Motion to AMEND.

##### **SIMPLE majority required - Is DEBATABLE.**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

##### ***Friendly Amendment***

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

#### 2. Motion to call the PREVIOUS QUESTION.

##### **TWO-THIRDS majority required - Is NOT DEBATABLE.**

For our purposes, this may be the most important parliamentary motion. Use it

# SAMPLE RULES OF ORDER

(reprinted from “*The Guide to Local Service*”

On the following pages, you’ll find a simple set of rules of order. They have been adapted from *Robert’s Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert’s Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative.

## DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert’s Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson’s right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

## MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

### MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the

If you did not get your motion to the Chairperson before the printing and distribution of the Agenda, it can be given to the Chairperson during the PASC meeting to be included in the next months business. If it is an important issue that cannot wait until the next meeting, you can ask the Chairperson to recognize the motion at the current meeting.

It is at the discretion and ultimately the group conscience whether or not the motion will be heard.

## Seconding a Motion

Once a motion is recognized and read by the Chair, a second is called for. A second is simply another GSR stating, “Second (I think it is a good idea and I am behind it).” Only a GSR can second or vote on a motion. If the motion is not seconded, it dies and business moves on to the next item of business.

## Debate on a Motion

If the motion does receive a second, the Chair opens the floor to debate. Debate is where any person present can speak For or Against a motion by raising their hand and being recognized by the Chair. The maker of a motion is generally given the floor first to speak in favor of the motion. Debate is generally limited to three For and three Against.

## Secondary Motions

•During debate any number of secondary motions can be made. The most common of these are:

- Amendment to the motion, in that, someone thinks the motion should be changed in some way.
- Motion to table, in that, someone wants the motion to be put on hold so more information can be obtained or GSRs can poll their home group members before a vote.
- Motion to call the question, in that, a member wants to end discussion and vote immediately.

Each of these secondary motions has their own set of rules. For a detailed explanation of each and a list of all other types of secondary motions, please study the Sample Rules of Order beginning on page 14 of this Handbook.

## **Voting:**

When debate concludes, the Chairperson asks for the votes For, Against and then calls for Abstentions. If you feel the motion should pass, vote For. If you feel the motion should fail, vote against. If you are not sure what should be done, you can choose to Abstain. If you choose to abstain you don't vote For or Against. Votes are taken by a show of hands. The Chairperson and Vice Chair both count the votes. The Chairperson then announces the results.

## **Procedures to help ensure full participation**

The full participation of all GSRs is essential to the health and growth of our Area. All the participants present at an ASC meeting are there specifically to serve the groups of the PASC. We seek guidance from our ultimate authority, a power greater than ourselves, that expresses itself through our group conscience. In order to form that group conscience, we seek the spiritual guidance we rely on to guide us in our decisions. It is important that those who are expected to seek and represent that guidance (the GSRs through their discussion and votes) understand what is going on. The full participation of each member helps ensure that decisions are made by a true group conscience, and not dominated by powerful personalities or politics. The following paragraphs describe four basic procedures: Point of Information, Point of Order, Point of Appeal and Parliamentary Inquiry. These procedures allow even someone who knows nothing else about parliamentary procedure to participate fully.

### **Point of Information (meaning, to ask a question):**

If you do not understand what is going on, you have the right to say, “*Point of Information.*” The Chair will recognize you and you can state your question. You will then receive an answer to any question you need answered, to understand what is taking place.

### **Point of Order:**

If you do not feel the rules are being followed properly, you can communicate this by saying, “*Point of Order.*” You will be recognized and be allowed a chance to call attention to the rule violation you think is taking place.

## **Article IX. Financial Responsibilities**

### **Section 9.01 Financial Responsibilities**

- a. Standing Subcommittees shall be allotted up to \$125.00 per month for supplies and rent after submitting receipts to the PASC. Additionally:
- b. H & I will be allotted \$325.00 per month for literature.
- c. The bill for the answering service for the Hotline Subcommittee will be paid directly by the PASC Treasurer.
- d. The Literature Subcommittee is responsible for keeping a detailed report of all items sold or dispensed and will turn in the report prior to the BOD quarterly audit.
- e. All Subcommittees are expected to keep and maintain accurate financial records. In addition, Subcommittee Chairs will bring a detailed accounting to each BOD quarterly audit.
- f. The PASC shall set aside \$20.00 each month, in reserve, for the World Service Conference Agenda Report (CAR).
- g. The PASC shall donate a minimum of \$75.00 to region every quarter.
- h. The PASC shall fund the travel expenses of the RCM, Alternate RCM, and all non income making subcommittees (H&I, PR, Hotline, and Literature), up to a total amount of \$150.00 per person, to attend the Quarterly PCRSC and its subcommittee meetings. The PASC Treasurer shall reimburse the RCM/Alternate RCM, and the above listed non income producing Sub Committees, directly upon presentation of receipts.
- i. The PASC shall fund the Secretary up to \$150.00 a month for mailing out the PASC minutes and additional supplies.
- j. The PASC shall provide any new requesting group which provides a request form, one starter kit of books and materials, not to exceed \$20.00.

### **Article X. Additional Guidelines**

**Section 10.01 Flyers:** All flyers presented at the PASC shall include the following: date (day, month, and year), time (AM/PM), location, contact person and sponsoring entity (Group, Subcommittee, Area, Region, World).

### **Section 10.02 Business meetings:**

- a. All PASC and standing Subcommittee meetings will be nonsmoking and handicap accessible.
- b. All Ad-hoc and Subcommittee meetings will be non-smoking and/or handicap accessible upon request.
- c. The regular meeting of the PASC is to begin promptly at 2:00 pm and will end at 5:00 p.m.
- d. Extension of an area meeting can only be done by a majority vote of GSRs at the meeting.

## **Article VIII. Elections**

### **Section 8.01 Election Cycle:**

- a. Nominations for PASC Board Members and Officers and the questioning of candidates shall take place during the February PASC meeting each year. The election shall take place during the March PASC meeting. Newly elected officers shall begin their term immediately after the close of the March PASC meeting, completing their term of office at the close of the March PASC meeting of the following year.
- b. Ratification of Subcommittee Chairs shall take place during the March PASC meeting. Subcommittees shall present their Chair-elects for ratification at that time.
- c. No PASC office shall be held by the person for more than two consecutive full elected terms.

### **Section 8.02 Rules of Nomination:**

- a. All eligible nominees must be present during nominations to be nominated for a PASC office.
- b. Only GSR's may nominate or second a nomination of a candidate.
- c. Immediately following the close of the nomination process, anyone present shall be given the opportunity to question nominees.
- d. GSR's may take a list of nominees to their home groups between the February and March PASC meetings to allow their group members the opportunity to have input or vote on the election process (as appropriate to each group's individual policies).
- e. If there are no nominees for a PASC office or Board position, nominations for that office will be held again each subsequent month until a successor is duly elected and/or appointed By the Chair on an interim basis. The person in that office will continue until a successor is duly elected.

### **Section 8.03 Rules of Election:**

- a. All candidates must be present during the elections to be voted into PASC office or Board position.
- b. All election votes must be on written ballots.
- c. The ballots shall be tallied by the Secretary and the Treasurer.
- d. The candidate with the most votes is elected to the position.
- e. In the event of a tie between two candidates running for the same office, the area shall immediately conduct a runoff vote.
- f. Any Administrative Officer and/or Subcommittee Chair who does not complete their term of office shall be ineligible to hold an elected PASC position for a period of six months.

**Point of Appeal:** If you disagree with the ruling of the chair, you have a right to appeal his/her decision to the body of GSRs. You simply say, "*Point of Appeal.*" You are given a chance to make your case, the Chair is given a chance to make his/her case and then, the body of GSRs will vote on the outcome.

**Parliamentary Inquiry:** If you want to do something but you do not know how to, then say, "*Parliamentary Inquiry.*" the Chair has a responsibility to tell you how to do what you want under the rules.

For a complete description of these and other rules and procedures, please refer to the Rules of Order beginning on page 14 of this Handbook.

### **Spiritual Issues:**

As they are seen in, *It Works, How and Why*. Applying spiritual issues

It is very easy to get caught up in the politics, personalities and strong opinions that will be present whenever a group of people gather to make important decisions. The most important thing to always keep in mind is that we all are here to serve the will of a Higher Power for the good of NA and its primary purpose. It is suggested that before offering discussion or voting, that members take a moment to reflect on the issue and to seek a Higher Power's will for the group and NA as a whole.

The most popular idea or, the idea presented by the strongest personality is not always God's will or, in NA's best interest. We must be willing to remain open minded and teachable but, we must also be vigilant and willing to stand on spiritual principle when we honestly believe our view represents a Higher Power's will. This is often a delicate balance and it is best obtained by maintaining a conscience contact and seeking a spiritual conscience to the best of our ability.

We strive to maintain an atmosphere of mutual respect and unity of purpose. Application of the Steps, the traditions and the Concepts will help you greatly in reaching these goals.

Most importantly, remember that not one of us is perfect. Please remember to allow yourself time to learn what is necessary to be an effective GSR , and please have patience with the trials and failures of others.

# Portland Area Service Committee (PASC) and Board of Directors (BOD) By-Laws

Adopted January 31, 2009

## Article I. Purpose/Mission Statement

The PASC will provide the support and services of Narcotics Anonymous to the greater Portland Area. We will facilitate coordination between Groups and provide Subcommittees to further our primary purpose through the guidance of a Higher Power, the 12 Steps, 12 Traditions, and 12 Concepts, to ensure that we conduct our business in a productive and spiritual environment.

## Article II. Geographical Boundaries

In general the service area of the PASC shall include Multnomah County and any surrounding groups that wish to be members of the PASC.

## Article III. Governing Principles and Procedural References

In order of precedence;

- a. Twelve Traditions of Narcotics Anonymous.
- b. The Twelve Concepts of NA Service.
- c. The PASC Bylaws.
- d. A Guide to Local Service.
- e. Robert's Rules of Order newly revised (and/or in brief) by Henry M. Robert III, William J. Evans, Daniel H. Honswana, Thomas T. Balch.

## Article IV. Participants

### Section 4.01 Voting Participants:

- a. Group Service Representative (GSR):
  - 1) The GSR is selected by a group conscience of the members of a home group. The GSR represents that group at the PASC meeting.
  - 2) An Alternate GSR is selected by a group conscience of the members of a home group. The GSR-A fulfills the duties of the GSR when absent.
- b. Chair: Chairperson may be a voting member of the PASC only in the event of a tie vote.

### Section 4.02 Nonvoting Participants:

Administrative Officers, Representatives of ineligible Groups, Subcommittee Representatives, any and all members of the Narcotics Anonymous Fellowship are welcome to attend and participate in discussion at the monthly PASC meetings.

## Article V. Voting and Motion Policies and Requirements

### Section 5.01 Voting:

- a. Portland Area Groups attain voting eligibility by attending two

policy log will be an addendum of the PASC By-Laws. The Archivist and the PASC Chair shall be responsible for updating the by-laws annually, incorporating all motions passed and amendments approved by the PASC. The Archivist shall provide the webmaster with an official copy for posting on the internet. The Archivist shall have a suggested minimum of two years clean time.

**ii. Regional Committee Member (RCM):** The RCM is responsible for providing communication between the PASC and the larger world of NA. The RCM gathers information at the PCRSC and brings it back to the Area. Additionally the RCM will take information from the Area back to the PCRSC. This position requires travel to all PCRSC meetings which are located throughout the Region, as well as scheduling and conducting the PASC CAR workshops. The RCM shall have a suggested minimum of three years clean time.

**iii. RCM Alternate:** The RCM Alternate is responsible to go to all PCRSC meetings with the RCM, to learn its procedures, and to represent the area if the RCM is out of the room, or absent. It is strongly suggested that the RCM Alternate have at least two years clean time.

**iv. Subcommittee Chairs:** Subcommittee Chairs will be recognized as officers of the PASC, additionally they serve as members of the BOD.

### v. Ad Hoc Subcommittee Chairs:

**a.** Ad Hoc Chairs, as needed, shall be appointed by the Area Chair for a specific time and purpose. Any Narcotics Anonymous member of the Portland Area, including all elected members of the Administrative Committee or Sub Committee Chairs may be appointed as Ad Hoc Chairs.

**b.** In the event of a vacancy in an executive position term of more than three months, other than the Chair position, nominations shall be held immediately, with elections to follow at the next PASC meeting. In vacancies of a term of three months or less, the chair will appoint an Interim replacement.

**c.** All officers of the PASC shall hold no more than one PASC administrative service position. Non-voting officers shall not, in addition, hold a voting position on the PASC with the exception of RCM Alternate, if they are acting as a GSR.

**d.** Any officer completing a position shall be expected to train their replacement.

**e.** Any officer may be removed from office by a two thirds majority of eligible GSR's.

- iv. Invoices, bills, petty cash records, receipts.
  - v. All payroll records - regular wages, overtime wages, vacation pay, bonuses, omissions, profit sharing;
  - vi. All records of other than cash remuneration to employees - value of room and board, free rent, labor exchange, etc., all time sheets.
  - vii. All contracts, purchase of service agreements, notes, mortgages
  - viii. You're governing instruments (articles of incorporation, bylaws); minutes of the Board of Directors meetings; approved budgets; personnel policies, etc.
- b. The PASC BOD shall review the annual budget submitted by the Treasurer at the September BOD meeting and submit their budget recommendations at the October PASC meeting to be sent back to the groups for ratification
  - c. The BOD shall review the PASC by-laws in December at the December BOD quarterly meeting.
  - d. Any two people living at or residing at the same address shall not be cosigners of the signature card for the PASC bank account.

**Section 7.04 Profit Sharing**

a. PROHIBITION AGAINST SHARING PROFITS OR ASSETS - No member, director, officer, employee or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to or for the Corporation affecting of its purposes as shall be fixed by resolution of the Board. The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the I.R.C. '54. The Corporation shall not make any taxable expenditure as defined in Section 4945 of the I.R.C. '54.

**Section 7.05 Additional Officers:**

In addition to the Executive Committee the following officers will be elected by the PASC: RCM, RCM Alternate, and Archivist.

**i. Archivist:** The Archivist is responsible for organizing and maintaining PASC archives, and bringing current and the past year archives to each PASC meeting. Older archives will be made available by the Archivist upon receipt of a passed motion form submitted to the PASC. The Archivist is also responsible for numbering and recording Area motions before they are submitted to the Executive Committee, and for keeping track of the results of said motions. All approved motions will be put into a running policy log by the Archivist. The

consecutive meetings of the PASC

- b. Portland Area Groups lose voting eligibility by missing three consecutive meetings of the PASC
- c. Portland Area Groups regain their voting eligibility by attending two consecutive meetings of the PASC
- d. With the exception of the Chair, no member of the PASC Executive Committee is eligible to vote.

**Section 5.02 Quorum:** No vote shall be valid, and no decision can be made by the committee without the presence of a Quorum. The formation of a quorum requires 50% of the Executive Committee, and at least 50% of the average number of voting members present for the three previous PASC meetings. Additionally, there shall be an absolute minimum number of six voting members present to form a quorum.

**Section 5.03 Abstentions:** Abstentions are never considered as part of a vote count for the purpose of deciding passage or failure of a motion. Abstentions are only considered to establish (for the record) the presence of a quorum for a valid vote.

**Section 5.04 Motions:**

- a. Any member of Narcotics Anonymous from the Portland Area can make a motion to the PASC.
- b. All motions must be seconded by the GSR of an eligible group.
- c. Bylaw Amendments: A motion to amend our bylaws shall require a two-thirds majority vote to pass.
- d. Financial Expenditures: Any motion that would require a onetime expenditure of Area funds in excess of \$50.00, or any motion that would require a recurring expense to the Area (of any amount) shall require a two-thirds majority vote to pass.
- e. Any motion, upon passage, unless stated otherwise, shall take effect immediately.
- f. If necessary, a PASC bylaw may be suspended by a two-thirds majority vote for a onetime motion or action.
- g. Automatic Table: In the event that 50% or more of the GSRs abstain on any motion, that motion will automatically be tabled until the following month.

**Article VI. General Guidelines**

**Section 6.01 Subcommittees:**

- a. All Subcommittees of the PASC are not autonomous but fall under the jurisdiction of and shall be guided by the PASC.
- b. Subcommittees shall elect their own officers and present the Subcommittee Chairs to the PASC for ratification.
- c. All Subcommittee Chairs or Vice Chairs shall attend the entire

PASC meeting to help facilitate the flow of information between Groups and Subcommittees.

**d.** All Subcommittees will submit a monthly written report to the PASC which will include all financial information, correspondence and activities.

**e.** Ad hoc subcommittee Chairs shall be appointed for a specific amount of time and purpose by the Area Chair.

**f.** Any area sub-committee submitting a motion to the area for approval that will amend the by-laws of the sub-committee shall include, either in the text of the motion itself or in the statement of purpose, the language of the affected section of the by-laws.

**g.** PASC sub-committees shall send a representative to our quarterly regional service conference. Sub-committees: Activities, Hospitals & Institutions, Public Relations, Hotline, and Literature.

***Section 6.02 Decorum:***

**a.** All participants shall contribute to an atmosphere of respect, spirituality, and shall avoid being disruptive in the PASC meeting.

**b.** Participants shall recognize the authority of the Chair to grant "the floor" to participants in accordance with the rules of procedure.

**Article VII. Administrative Officers**

It is suggested that all Administrative Officers have the willingness and desire to serve, a working knowledge of the Governing Principles and Procedural References of the PASC, and the ways and means to fulfill the responsibilities of their positions. Along with the duties found in the Guide to Local Service, the following shall apply:

***Section 7.01 Executive Committee:*** The PASC BOD Executive Committee shall be comprised of the Chairperson, Vice Chairperson, Secretary, and Treasurer. These positions are defined as follows:

**i. Chair:** The Chairperson (Chair) is responsible for conducting the PASC, preparing an agenda, and various administrative duties. The Chair will also serve as the PASC BOD Chair. The Chair will have a suggested minimum of three years clean time.

**ii. Vice Chair:** The Vice-Chair is responsible for coordinating the PASC Subcommittees and will serve as the Subcommittee Chair in the event of a vacancy, until a new Subcommittee Chair can be elected. The Vice Chair will provide copies of announcements received in the mail at the PASC for disbursement to the GSR's. The Vice Chair will disburse schedules to the PASC and all interested Subcommittees. The Vice Chair will also serve as the Vice Chair for the PASC BOD. The Vice Chair shall conduct the PASC and BOD meetings in the absence

of the Chair. The Vice Chair shall have a suggested minimum of three years clean time.

**iii. Secretary:** The Secretary is responsible for keeping clear and accurate minutes of the PASC, and will make available a master copy online of the previous meetings minutes and agenda, no later than ten days before each PASC monthly meeting. The Secretary will provide copies of all minutes and originals of all motions to the PASC Archivist after amendments and resolutions are finalized. The Secretary will also serve as the Secretary for the PASC BOD. The secretary will have a suggested minimum of two years clean time.

**iv. Treasurer:** The Treasurer shall receive all designated Area funds, pay all designated Area Subcommittee allotments, and maintain all designated Area funds and reserves in the PASC bank account. At the beginning of each calendar month, the Treasurer shall disburse or set aside the money to pay all the bills that will be due in that month, set aside a prudent reserve of two months operating expenses with the exception of literature, and shall disburse all remaining funds to the Pacific Cascade Region of Narcotics Anonymous. The Treasurer shall accrue these funds monthly and forward to the PCRSCNA quarterly. The Treasurer is also responsible for the preparation of an annual PASC budget by the September PASC meeting. The Treasurer shall also serve as the treasurer of the PASC BOD. The Treasurer shall have a suggested minimum of three years clean time.

***Section 7.02 Additional BOD Provisions:***

**a.** The PASC BOD shall be responsible to meet quarterly to conduct business. The meeting will be held 2 hours prior to the regular PASC business meeting at the same location in March, June, September and December.

**b.** The PASC BOD will meet to audit all financial records quarterly, and make a report to the PASC the following month. During the first audit of the calendar year the BOD will also file taxes for the PASC.

***Section 7.03 Quarterly Audits:***

**a.** Audits involve a process of checking, reviewing, and verifying the bookkeeping and financial reporting of the agency. The BOD reviews the internal financial records (including records of transactions, journals and ledgers) and in addition seeks supporting evidence from outside. These may include:

**i.** Financial statements, trial balance, general ledger.

**ii.** All journals, subsidiary ledgers, records of receipts and disbursements.

**iii.** Canceled checks, check stubs, bank statements.