

GOLD COAST AREA POLICY MANUAL

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GOLD COAST POLICY MANUAL CONTENTS

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GOLD COAST AREA SERVICE COMMITTEE (ASC)

1. DEFINITION OF AN AREA SERVICE COMMITTEE

01 An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups
02 within a designated area, administrative committee and subcommittee chairpersons, which meets
03 monthly for the express purpose of serving the specific needs of its members' groups.
04

05 Administrative Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and the RCM;
06 although, the Assistant Secretary and Assistant Treasurer are not a part of the Administrative
07 Committee, these are learning positions and it is suggested they attend the Administrative meetings.
08

09 The most important service that an ASC provides is that of its groups' needs. Whenever a group has
10 a specific situation or need, which it has not been able to handle on its own; it can come to its Area
11 Service Committee for help. These situations are almost limitless in scope; however, we have
12 learned that we can get much accomplished when we work together.
13

14 An ASC performs other functions that are of help to the groups. It can help groups get started or give
15 aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is
16 that an ASC handles whatever functions are necessary or helpful to its groups.
17

18 In order to provide these services, an ASC needs the active participation of its GSR's. A group
19 supports its Area Service Committee both financially and emotionally. It takes money to provide
20 these services. It is a group's responsibility to offer this support. However, as an Area grows, the
21 financial needs of the committee also grow. In order to provide a full line of services it requires a
22 steady, reliable flow of money. Some areas provide these funds through activities. These alternate
23 sources of financial support are helpful, but the bulk of the responsibility still falls on the members of
24 a group.

2. QUALIFICATIONS & RESPONSIBILITIES OF A GSR (& ALTERNATE GSR)

01 **GROUP SERVICE REPRESENTATIVE (GSR)**

02 Nominated and Elected by each Group.

03

04 1) One (1) year clean time suggested.

05 2) An example of living recovery through the application of the Twelve Steps and Twelve
06 Traditions of Narcotics Anonymous.

07 3) Active participation in the group they serve.

08 4) An understanding of the NA service structure and the responsibilities of a GSR.

09 5) Willingness to fulfill the commitment.

10

11 DUTIES: Must attend all ASC meetings to express the group conscience of his/her group. Should
12 be a member of at least one (1) subcommittee, but not as a chairperson. Must attend at least one
13 (1) trusted servants' workshop. This position requires the representative to provide information to the
14 group (working closely with the group secretary) about what is happening in the rest of NA (at the
15 Area, Regional and World levels) and to keep the Area informed about activities, strengths and
16 problems of the group. Receives from his/her group Treasurer any funds that are to be taken and
17 given to the ASC Treasurer. There is a one-year commitment for this position. In addition to this, the
18 GSR participates in helping carry out the ASC's other specific functions. The attracting of new
19 members, the planning and implementation of activities, and the aid given to groups with specific
20 situations, are services which require more effort than a monthly meeting. Familiar with and adheres
21 to the Gold Coast Area Policy.

22

23 **ALTERNATE GSR**

24 Nominated and Elected by each Group.

25

26 1) Six (6) months clean time suggested.

27 2) An example of living recovery through the application of the Twelve Steps and Twelve
28 Traditions of Narcotics Anonymous.

29 3) Active participation in the group they serve.

30 4) An understanding of the NA service structure and the responsibilities of a GSR.

31 5) Willingness to fulfill the commitment.

32

33 DUTIES: Must attend all ASC meetings and votes in the absence of the GSR. Works closely with
34 the GSR. Should be a member of at least one (1) subcommittee, but not as a chairperson. Must
35 attend at least one (1) Trusted Servants' Workshop. There is a two-year commitment for this
36 position. The first year of service is spent in training. Familiar with and adheres to the Gold Coast
37 Area Policy.

3. GOLD COAST AREA SERVICE SUBCOMMITTEES

01 **ACTIVITIES**

02
03 Coordinates and plans activities which promote unity and fellowship in the NA program as well as
04 generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics
05 Anonymous.
06

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08

09 **CONVENTION (GCCNA)**

10
11 Holds an annual convention to bring our fellowship together in the celebration of recovery.
12

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15 **HOSPITALS & INSTITUTIONS**

16
17 Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA
18 message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our
19 Fifth Tradition.
20

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23

24 **H&I AD HOC: INMATE STEP WRITING GUIDES**

25
26 (Sponsorship Behind the Walls.) Coordinates correspondence-based step guidance for the
27 incarcerated addict until they are able to go to regular open meetings and find a regular sponsor.
28

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31 **LITERATURE DISTRIBUTION**

32
33 Procures from the Regional Service Office all literature and related items and distributes them at the
34 group level. Procures and distributes meeting lists from the PR Subcommittee as needed.
35 Distribution is done largely at the monthly Area Service Committee meeting and is also available as
36 required throughout the month.
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LITERATURE REVIEW

All Conference Approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals but true group conscience is obtained initially through the efforts of the Area Subcommittee. Can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.

POLICY

Considers any input referred by the ASC that affects the policy of the ASC, and, upon deliberation, gives recommendations to the Area. When necessary, the vote count is included. Also, gives a written response to any issues regarding tradition violations. When a unanimous decision cannot be reached, the issue will be forwarded to the Board of Trustees. The Administrative Committee of the Policy Subcommittee will update the policy as needed.

PUBLIC RELATIONS

To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. To maintain and provide accurate meeting lists to the literature distribution subcommittee. The area's PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support maintaining and updating Gold Coast Area website information.

PR provides Helpline services to maintain and coordinate an effective 24 hour/7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

4. ASC TRUSTED SERVANTS

QUALIFICATIONS & RESPONSIBILITIES

01 CHAIRPERSON

02 Nominated and Elected by the ASC and serves as BOARD OF DIRECTORS PRESIDENT.

03 Money handling position. **ASC bank account signer.**

04

05 1) Four (4) years clean time.

06 2) An example of living recovery through the application of the Twelve Steps and Twelve
07 Traditions of Narcotics Anonymous and knowledge of the Gold Coast Area Service Policy.

08 3) One (1) year prior involvement (any consecutive time period during their recovery) as ASC
09 Vice-Chairperson, Subcommittee Chairperson or GSR.

10 4) Organizational skills.

11

12 DUTIES: Presides over the ASC meeting. Should refrain from expressing his/her opinion during
13 discussion of a motion. Formulates the ASC agenda. Reviews the secretary's minutes prior to their
14 distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should
15 attend all ASC meetings. Will appoint someone at the end of the ASC to check on groups that have
16 missed two (2) or more meetings to report back at the next ASC. Familiar with and adheres to the
17 Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and
18 Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

19

20

21 APRIL AD HOC COMMITTEE: In April, the ASC Chairperson will create an ad-hoc committee for
22 the Gold Coast Area Service (GCAS) Anniversary Event consisting of ten (10) Members of the ASC;
23 one member of each sub-committee, appointed from within their subcommittee, will also be permitted
24 to join as a voting representative on the ad hoc committee. All members appointed must have a
25 minimum of two (2) years clean time. AD HOC CHAIRPERSON: the ad hoc committee is headed by
26 the ASC Vice-Chairperson. GCAS ANNIVERSARY BANQUET: The current ASC Chairperson will
27 chair the GCAS Anniversary Banquet meeting. He/She will give a brief history of the GCAS at the
28 beginning of the meeting before the speakers. LOCATION & EVENT PLANNING: The Activities
29 Subcommittee is responsible for the planning, promotion, and running of the event.

30

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32 ANNIVERSARY EVENT SPEAKERS: The ad hoc committee shall select two (2) speakers - one (1)
33 man and one (1) woman. Seven (7) out of the ten (10) GSR's must be present to vote on the
34 speakers. The selection criteria for the GCAS Anniversary Event speakers will be as follows:

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1. Five (5) years clean time.
2. Message of recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Recovery based in the Gold Coast Area for the previous two (2) years.

VICE-CHAIRPERSON

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS VICE PRESIDENT. Money handling position. **ASC bank account signer.**

- 1) Three (3) years clean time.
- 2) One (1) year prior involvement (any consecutive time period during their recovery) as Subcommittee Chairperson or GSR.
- 3) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: There is a two-year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC meetings. Presides over the ASC meeting in the absence of the Chairperson. Is responsible for coordinating the Subcommittees. Communicates frequently with each of the Subcommittee Chairpersons and acts as a resource to the Subcommittees in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of an absence or resignation of a Subcommittee Chairperson. Holds a mandatory meeting before the ASC meeting with all Subcommittee Chairpersons. Assists in tabulating votes. The Vice-Chairperson will become the Chair for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the Vice-Chair will become a nominee for the position of Chair. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

VICE CHAIRPERSON PRE-ASC MEETING FORMAT: This meeting will occur prior to the ASC at a time decided upon by a majority of the members of this committee.

1. Open meeting with the Serenity Prayer.
2. Roll call of Subcommittee Chairpersons and others required to attend.

- 77 3. Review Subcommittee business of the day.
78
79 4. Review ASC Treasurer's report.
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81 5. At change of office have the Subcommittee Chairpersons present their new budgets.
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86 **SECRETARY**

87 Nominated and elected by the ASC and serves as BOARD OF DIRECTORS SECRETARY.

88 Not a money handling position. Not a co-signer on the ASC bank account.
89

- 90 1) Two (2) years clean time.
91 2) General office or secretarial skills and some organizational ability.
92 3) An example of living recovery through the application of the Twelve Steps and Twelve
93 Traditions of Narcotics Anonymous.
94 4) Six (6) months prior involvement (any consecutive time period during their recovery) as
95 secretary to a group or to an ASC Subcommittee.
96

97 DUTIES: Keep sense of order about what transpires at ASC meetings and draft concise minutes to
98 reflect the essence of what is conducted at the meeting. Minutes compiled in the meeting report
99 should be typed and follow the ASC format and agenda; the pages of the minutes will be numbered.
100 The secretary will not re-type any motions or votes from the Region; all necessary and pertinent
101 information will be provided by the RCM and will be included in the meeting report or attached
102 separately when published. Takes roll call at the ASC meetings. Provides to the Chairperson, a list
103 of groups that have missed two (2) or more ASCs. Reports to the PR Subcommittee and Website
104 Coordinator, any received updates, additions, or eliminations of meetings. Attends
105 Vice-Chairperson's Pre-ASC Meeting and takes accurate minutes to include in the Area's minutes.
106 Responsible for pointing out any holiday conflicting with the upcoming ASC. Prepares letters and
107 communications for the officers. Maintains an archive for all information generated by the ASC, a
108 record of motions, reports and ASC correspondence, and other materials created by the
109 Subcommittees or Groups. Post the ASC Meeting Report to the Gold Coast Area website and email
110 along with an agenda for the next meeting, to all ASC officers, group services representatives,
111 sub-committee chairs, ad hoc committee chairs and regional activities chair within fourteen (14) days
112 following the ASC meeting; prior approval by the chairperson required. Responsible for utilizing the
113 most effective method of preparing and distributing minutes (i.e.: hand-copying, collating, stapling,
114 etc.) The secretary will be provided with Fifty (\$50.00) Dollars at the beginning of his/her term for
115 the printing of the next month's minutes. Then every month he/she will be reimbursed the amount of
116 the receipt. At the end of his/her term the \$50.00 will be reimbursed to the ASC. The ASC shall
117 purchase a second computer for the Secretary to do our Area business, when necessary, at an
118 expense not to exceed \$749.00. Familiar with and adheres to the Gold Coast Area Policy.

119 Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for
120 BROWARD GOLD COAST SERVICE OF NA INC.

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125 **ASSISTANT SECRETARY**

126 Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.

127 Not a money handling position. Not a co-signer on the ASC bank account.

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- 129 1) One (1) year clean time.
- 130 2) Works closely with the ASC Secretary.
- 131 3) General office or secretarial skills.
- 132 4) Has all the same responsibilities as the ASC Secretary.
- 133 5) Six months' prior involvement (any consecutive time period during their recovery) as a
134 secretary to a group or an ASC Subcommittee.

135

136 DUTIES: Assist the secretary. Two (2) year commitment for this position. The first is year spent
137 becoming familiar with the job, as well as attending all ASC meetings. Shares all the responsibilities
138 of the ASC Secretary in his/her absence. Will become the ASC Secretary in the second year by
139 receiving a priority vote of confidence of a 2/3 majority of quorum. If not received, the Assistant
140 Secretary can become a nominee for the position of ASC Secretary. Familiar with the Gold Coast
141 Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of
142 Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

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147 **TREASURER**

148 Nominated and elected by the ASC and serves as BOARD OF DIRECTORS TREASURER.

149 Money handling position. Not a co-signer on the ASC bank account. **ASC mailbox keyholder.**

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- 151 1) Four (4) years clean time.
- 152 2) An example of living recovery through the application of the Twelve Steps and Twelve
153 Traditions of Narcotics Anonymous.
- 154 3) Bookkeeping or accounting experience.
- 155 4) One (1) year prior experience (any consecutive time period during their recovery) as a group
156 treasurer and prior participation in the ASC as GSR, Administrative Committee or
157 Subcommittee Chairperson.

158

159 DUTIES: Maintains fiscal yearly budget from September through August. Responsible for the
160 management of ASC funds. Maintains checkbook; should not be signature on bank account. A copy

161 of each month's bank statement is given to Area Chair. Responsible for all incoming and outgoing
162 monies through the ASC. Is responsible to collect mail monthly (at a minimum) and pay for the UPS
163 Store mailbox annually when payment is due. Access online banking monthly (at a minimum) to
164 ensure that checkbook is balanced and accurate. Presents a detailed financial report at each ASC
165 meeting. Includes monthly income and expenses showing fixed and all other operating expenses of
166 the Gold Coast Area. (*Operating expenses: Funds as outlined in our policy, allocated for planned*
167 *budgets shall be held above and beyond our prudent reserve.*) Keeps a running balance during the
168 ASC so that an accurate, current report on finances can be made during the Treasurer's report. The
169 treasurer maintains accurate balances of the ASC bank account and is responsible for confirming the
170 monthly balances of the Subcommittees with their Chairpersons. He/She will report these monthly
171 balances with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve
172 and operating expenses as part of the Treasurer's report. During this report, he/she should
173 encourage the GSRs to remind their groups of the importance of the Seventh Tradition at every level
174 of service, beginning with the member and then the group. Explains briefly what this money goes to
175 provide. The Treasurer shall report the current status of all of our legality actions and when the next
176 actions are required to be performed. The treasurer oversees a prudent reserve of twenty thousand
177 dollars (\$20,000.00) and reports overage/shortfall to the ASC. (*Prudent reserve: Funds kept*
178 *available and set aside to meet liabilities and for unforeseen emergency needs.*) The treasurer will
179 donate all funds over prudent reserve as directed by the ASC, requiring approval by the Groups.
180 The Treasurer shall include his /her report in the ASC minutes. Attends Vice-Chairperson's Pre-ASC
181 Meeting and present report. Familiar with and adheres to the Gold Coast Area Policy. Responsible
182 for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD
183 GOLD COAST SERVICE OF NA INC.

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186 **AUGUST DUTIES:** In August, the Treasurer will pull a report on each Subcommittee from the Area's
187 computer on monies spent from August through July and distribute to all new Subcommittee Chairs
188 at the August ASC which will also include last year's budget so a comparison will be available for
189 voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line
190 figure for comparison. Sunbiz must be updated to reflect the new officers based on the elections of
191 the new Admin committee members. There will be an update charge to do this that the treasurer will
192 pay. Once it has been confirmed that the Sunbiz updates have been implemented, the treasurer
193 shall coordinate a trip to an agreed to branch of the bank that the Area has its account in with all of
194 the outgoing and newly elected officers that are signers on the account (Chair, Vice Chair and RCM)
195 to have the signatures updated.

196

197 **JANUARY DUTIES:** in January, the Treasurer shall file the annual report on Sunbiz and pay the
198 annual fees to keep the account active. In addition, the treasurer will coordinate with our current tax
199 service provider to provide the necessary information in a format that allows for the efficient
200 transmission of our financial data in order to prepare the tax return for the past year and pay for
201 these services.

202

203 JULY DUTIES: In July, the treasurer shall pay the annual fee for the Area's storage unit.

204
205 ADDITIONAL GUIDELINES: All funds are under one set of books. All subcommittees using ASC
206 funds must submit their budgets for Group approval by September ASC. Budget should include: (1)
207 prior year's budget and amount actually used; (2) next year's (projected) budget; and (3) any
208 changes should include intent. All monies must be turned in to the ASC Treasurer within Forty-Eight
209 (48) hours of the event: i.e., dance, merchandise sales, special events, etc.; the Treasurer must
210 deposit these received funds within Twenty-Four (24) hours. The Treasurer makes disbursements
211 upon direction of the ASC. Any request made to the Area for payment or reimbursement must be
212 accompanied by an itemized receipt. Treasurer will pay invoices only after approval by appropriate
213 subcommittee chairperson. Incorporates a system for cash receipt verification requiring two (2)
214 signatures with a receipt issued. No cash disbursements for payments or reimbursements will be
215 made; all payments will be made by check only.

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220 **ASSISTANT TREASURER**

221 Nominated and elected by the ASC and serves as BOARD OF DIRECTORS ASST TREASURER.

222 Money handling position. Not a co-signer on the ASC bank account.

223 Three (3) years clean time.

- 224 1) An example of living recovery through the application of the Twelve Steps and Twelve
225 Traditions of Narcotics Anonymous.
- 226 2) Bookkeeping or accounting experience suggested.
- 227 3) Six (6) months prior experience (any consecutive time period during their recovery) as a
228 group treasurer and prior participation in the ASC as GSR, Administrative Committee or
229 Subcommittee Chairperson.

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232 DUTIES: Assists the Treasurer. There is a two year (2) commitment for this position. The first year
233 is spent as Assistant Treasurer, becoming familiar with the job, attending all ASC meetings and
234 assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all
235 monies, cash and checks received. Will be present to witness signature when all monies are
236 received and counted by the Treasurer, verifying group donations and balances. Will fill in for
237 Treasurer on a temporary basis in his/her absence. The Assistant Treasurer shall serve as the
238 Registered Agent for Sunbiz.

239 The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she
240 receives a priority vote of confidence of 2/3 majority of quorum (as in the case of the RCM Alternate).
241 If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer.
242 Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations
243 outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA
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REGION SERVICE COMMITTEE MEMBER (RCM)

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.

Not a money handling position. Not a co-signer on the ASC bank account.

- 1) Four (4) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Prior fulfilled commitment as a GSR.
- 4) Six (6) months prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson.
- 5) Time and resources to perform the responsibilities of the position.
- 6) Six (6) months prior involvement (any consecutive time period during their recovery) at the Regional level.

DUTIES: The RCM position is a one-year commitment. As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASC's. The RCM represents the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for *both* the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report to the ASC of the RSC meetings and will read all Regional Motions referred to ASC during Area meeting. May serve on one or more of its ASC and RSC Subcommittees, but not as a chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST SERVICE OF NA INC.

REGION SERVICE COMMITTEE MEMBER ALTERNATE (RCM ALTERNATE)

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.

Not a money handling position. Not a co-signer on the ASC bank account.

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- 1) Three (3) years clean time.
 - 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 - 3) Prior fulfilled commitment as a GSR.
 - 4) One (1) year prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson.
 - 5) Time and resources to perform the responsibilities of the position.

296 DUTIES: Assists the RCM. There is a two (2) year commitment for this position. The first year of
297 service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for
298 the RCM, if he/she is absent for any reason or unable to complete their term in office. In the event
299 the RCM cannot fulfill his/her commitment, the RCM alternate will be voted in by 2/3 vote of
300 acclamation to fulfill the RCM's original term; that person will become the RCM, regardless of the
301 amount of clean time the RCM Alternate has. The RCM Alternate will become the RCM for the
302 second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of
303 quorum. If this is not received, the RCM Alternate will become a nominee for the position of RCM.
304 Will facilitate a bi-annual *Conference Agenda Report Workshop* to be held the weekend following the
305 Regional workshop on the *Conference Agenda Report* and following the availability of this report to
306 the groups. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and
307 obligations outlined in the Bylaws and Articles of Incorporation for BROWARD GOLD COAST
308 SERVICE OF NA INC.

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313 WEBSITE COORDINATOR

314 Nominated and elected by the PR Subcommittee.

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- 1) Two (2) years clean time.
 - 2) Working knowledge of traditions, concepts, steps, FITP and copy write laws.
 - 3) Will be accountable to Gold Coast PR subcommittee.
 - 4) Will maintain and update the pages and a bi-monthly basis.
 - 5) Must have a working knowledge of internet and www.
 - 6) Working knowledge of HTML language.

323 DUTIES: Periodically check all links to make sure the still are active and contain NA public
324 information that is in line with NA Traditions and the P.I. Handbook.

NOMINATIONS & ELECTIONS

PRIORITY VOTE OF CONFIDENCE

1. During the May ASC, the GCCNA Subcommittee Vice Chairperson will become the GCCNA Subcommittee Chairperson for the second year of their service commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the GCCNA Vice Chairperson will become a nominee for the position of GCCNA Chairperson.
2. During the July ASC, the following Trusted Servants are individually considered for the second year of their service commitment and are each given a priority vote of confidence. If a priority vote of confidence of 2/3 majority of quorum is received, then:
 - a. Current ASC Vice Chairperson will become the next ASC Chairperson.
 - b. Current ASC Assistant Secretary will become the next ASC Secretary.
 - c. Current ASC Assistant Treasurer will become the next ASC Treasurer.
 - d. Current RCM Alternate will become the next RCM.
 - e. Current Subcommittee Vice Chairpersons will become the next respective Chairperson.
3. If a 2/3 vote of confidence is not received, then that Trusted Servant will become a nominee for the position.

NOMINATIONS FOR ASC TRUSTED SERVANTS

1. Nominations for GCCNA are solicited at the April ASC and brought to the May ASC (for election at the June ASC). Nominations for all other ASC Trusted Servants are solicited in June and brought to the July ASC (for election at the August ASC).
2. Nominations of ASC Trusted Servants should be solicited by the "group conscience" of each group within the area. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for only qualified members within this Area.

- 40 3. An explanation of office is read from the ASC Policy Manual, as well as the qualifications and
41 responsibilities for each position.
42
43 4. Nominations are taken from the GSR's, Administrative Committee, Subcommittee
44 Chairpersons, and/or RCM and RCM Alternate. Each nomination must be seconded.
45
46 5. After accepting nominations, the ASC Chairperson will ask if there are any other nominations
47 for the position. A motion is made to close nominations.
48
49
50
51

52 QUALIFYING NOMINEES & GROUP VOTING

- 53
54 1. Each nominee must be present to qualify; written qualifications will not be accepted for
55 absent nominees. Each nominee must provide the ASC secretary with written qualifications
56 for the meeting report. (State clean time, prior service experience and why you want to serve
57 the fellowship.)
58
59 2. Verbal qualifications are given.
60
61 3. Clean time requirements for ASC elected positions whom are responsible for handling money
62 will not be waived if another nominee who meets those requirements is nominated
63
64 4. The policy chair will ask the nominee during their presentation of their qualifications the
65 following questions (answers will be included in the meeting report with written qualifications):
66
67 a. "Have you read the policy for your position and committee, if applicable?"
68
69 b. "Are you aware of all responsibilities for the position per policy?"
70
71 c. *If it is a money handling position:* "Are you currently employed?"
72
73 d. *If it is a money handling position:* "Do you currently hold a bank account in your own
74 name?"
75
76 e. *If it is a money handling position:* "Have you ever misappropriated any funds since you
77 got clean?"
78
79 5. NA members are NOT to state their vocational or educational backgrounds when submitting
80 their qualifications for service positions. Any mention of these credentials during nominations
81 is removed from the meeting report per Policy guidelines.

- 82
83 6. All nominations and qualifications are to be brought back to the groups by the GSRs for their
84 "conscience" and are then to be voted on at the following ASC.
85
86 7. All nominees, even with only one nomination, must go back to the groups for a vote and
87 brought back to the ASC for election.
88
89
90
91

92 **ELECTIONS FOR ASC TRUSTED SERVANTS**

- 93
94 1. Elections for GCCNA are held at the June ASC. Elections for all other ASC Trusted Servants
95 are held at the August ASC.
96
97 2. Elections are conducted by the ASC Chairperson, who may not vote unless to break a tie.
98 Counts are made and independently verified by the ASC Secretary, ASC Assistant Secretary,
99 and/ or Vice Chairperson.
100
101 3. Nominees must be present at the ASC to be elected. If a nominee is not present for
102 elections, his/her nomination will be withdrawn.
103
104 4. The ASC will not vote on a position if the nominees' qualifications have not appeared in the
105 previous month's meeting report; priority votes of confidence are excluded and are held
106 without prior publication of qualifications.
107
108 5. Each person can hold only one (1) ASC elected position. No person may hold the same
109 position on more than one ASC subcommittee that handles money or literature.
110
111 6. Voting is done by a show of hands. Simple majority required for election unless there is only
112 one (1) nomination; a 2/3 vote is needed for any position with only one (1) nomination.
113
114 7. When there are more than two nominations, if no candidate gets a clear majority, the
115 following will be done: A vote will be taken. The nominee with the least amount of votes will
116 be dropped and another vote taken of the remaining candidates until there are two nominees
117 left or one candidate receives quorum majority.
118
119 8. It is recommended that no officers should serve more than two (2) consecutive terms in the
120 same position.

TERM OF SERVICE & TRANSITION

TERM OF SERVICE, TRANSITION & VACANCY

1. Unless otherwise specified, term of service shall begin at the close of the August ASC and terminate at the close of following August ASC; 12-month term from September to August.
2. All Trusted Servants will pass on their records and materials from previous year to their newly-elected replacements at the close of their final ASC, unless otherwise specified, and no later than the open of the next ASC.
3. The treasurer shall provide necessary budget reporting information in August so budgets for the next fiscal year may be submitted to the Groups for approval at the September ASC.
4. Should an office be vacated in the middle of the term, a temporary shall be appointed by the ASC Chairperson until standard nomination and election procedures can be followed to fill the vacated position.

RESIGNATION PROCEDURES

1. Please submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

ANTI-THEFT POLICY

1. The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message.
2. The 12th Concept gives the ASC a mandate from the NA Groups that calls for total financial accountability.
3. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.

40 **IMPEACHMENT PROCEDURES**

- 41
- 42 1. When a member of the Administrative Committee, or a Subcommittee Chairperson, misses
- 43 two (2) or more consecutive meetings, or fails to perform his/her duties:
- 44
- 45 a. A letter will be sent stating the charges, in as much detail as possible, prior to voting.
 - 46
 - 47 b. Following the letter, the person may make a rebuttal. Impeachment will be
 - 48 determined by vote at the ASC meeting.
 - 49
 - 50 c. Relapse may fall under the heading of "failure to perform duties".
 - 51
 - 52 d. It takes 2/3 vote to impeach. The vote is done by closed ballot.
 - 53
- 54 2. Should any GCASC Participant, Administrative Committee member, Subcommittee
- 55 Chair/Vice-Chair, or Gold Coast Convention Committee member, or any other Area trusted
- 56 servant be found to have misappropriated, or misused ASC (including GCCNA) funds, the
- 57 presiding Officer of the ASC, immediately upon calling the GCASC meeting to order:
- 58
- 59 a. Fully disclose the alleged misuse of funds and the individual(s) involved.
 - 60
 - 61 b. Allegations are also presented in writing and include any pertinent documentation.
 - 62
 - 63 c. Any member accused of misuse of funds may exercise their 10th Concept right to
 - 64 Redress once allegations have been presented.
 - 65
 - 66 d. The Gold Coast Area Service Committee, once informed of the alleged misuse of
 - 67 funds, may immediately vote to impeach the individual(s) involved.
 - 68
 - 69 e. Misappropriation may all under the heading "with cause".
 - 70
 - 71 f. It takes 2/3 vote to remove "with cause". The vote is done by closed ballot.
 - 72
- 73
- 74
- 75

76 **MISAPPROPRIATION GUIDELINES**

- 77
- 78 1. Should the ASC remove a member "with cause", said individual(s) participation within the
- 79 ASC is immediately terminated.
- 80
- 81

- 82 2. Individuals removed for misappropriation of funds are expected to make full restitution of all
83 ASC/GCCNA funds within a 30-day period from the time of misappropriation (30 calendar
84 days starting the date of impeachment. Should a member removed for misuse of funds fail to
85 make full restitution, said member, will be subject to criminal and/or civil prosecution by the
86 Gold Coast Area Service Committee.
87
- 88 3. Additionally, any member removed by the GCASC for misappropriation of funds may not hold
89 an elected seat on the GCASC/GCCNA for a period of (4) years.

5. AREA SERVICE COMMITTEE MEETINGS

GROUP SUPPORT & ANNOUNCEMENTS

- 01 1. All new groups should register and be given a group starter kit, if needed.
- 02
- 03 2. Any NA group within or outside our Area is welcomed to join the Gold Coast Area.
- 04
- 05 3. Any changes, additions, deletions, corrections, etc., to group and/or meeting information must
- 06 be submitted in writing at the Gold Coast Area Service Committee, by email to
- 07 pr@goldcoastna.org or webinfo@goldcoastna.org.
- 08
- 09 4. All fund-raising efforts for this Area should be approved by the ASC and coordinated and
- 10 implemented by the ASC Activities Subcommittee; does not include group-sponsored or other
- 11 specified events. All subcommittees shall follow existing activities policy on handling money
- 12 unless alternative policy exists.
- 13
- 14 5. To better serve the Groups, Groups are expected to send a GSR and/or Alternate GSR to
- 15 every ASC.
- 16
- 17 6. Literature Orders should be completed using the most current Literature Order Form (found at
- 18 www.GoldCoastNA.org). Pre-orders must be submitted by end of day the Friday before the
- 19 ASC, and these orders should be picked up prior to the start of the ASC. All same day, or
- 20 written orders, must be received prior to the start of the ASC.
- 21
- 22 7. All area's flyers and posters must contain web address (www.GoldCoastNA.org) and the NA
- 23 Logo.
- 24
- 25 8. No items depicting drugs or drug paraphernalia will be sold or distributed at any Area
- 26 function.
- 27
- 28 9. We allow the sale of South Florida Region merchandise and merchandise from areas within
- 29 the South Florida Region at Gold Coast Area functions.
- 30
- 31 10. No group is to use the Gold Coast name on any group merchandise without prior presenting
- 32 that merchandise to the ASC for group conscience.

CONDUCTING AREA BUSINESS

REPRESENTATION & VOICE

1. All ASC meetings are open to NA members. Any member may attend the ASC and the voice of the individual member may be heard on the floor during Open Forum.
2. Only those listed below can make, second or amend motions:
 - a. GSRs or their Alternate in their absence.
 - b. RCM or Alternate RCM in their absence.
 - c. Subcommittee Chairpersons or their Vice-Chairpersons in their absence.
 - d. Members of the Administrative Committee or their assistants (i.e. the Assistant Treasurer & Assistant Secretary) in their absence.
3. To be recognized on the floor, a raise of the hand is necessary.
4. A GSR may only represent 1 group at a time.
5. No proxy representatives.
6. The Gold Coast Area joined the South Florida Region following the February, 1990 ASC.
7. Subcommittee reports should include whether the Chairperson and/ or Vice-Chairperson attended the RSC.
8. A Conference Agenda Report Workshop will be held annually the weekend following the Regional workshop on the Conference Agenda Report and following the availability of this report to the groups.

QUORUM & ACTIVE ROSTER

1. Official quorum to conduct business is one more than half of the groups appearing on the roster at the time of roll call.

- 40 2. Official quorum for voting purposes is 2/3 or majority of the voting participation. *Voting*
41 *participation is defined as the total number of GSRs or ALT GSRs that are voting on a given*
42 *motion. (EXAMPLE: If only 20 of the 26 groups present vote on a given motion, the count of*
43 *the vote would be based on the 20 people actually voting. In this case, 14 would be 2/3 and*
44 *11 would be majority).*
- 45
- 46 3. A simple majority of groups on the roster is required to open the ASC as well as conduct New
47 Business after the 2nd roll call, and a simple majority of established quorum (to conduct
48 business) is required to vote on a motion. (EXAMPLE: If the established quorum to do
49 business is 26, at least 14 groups must vote on the motion).
- 50
- 51 4. Official quorum to conduct business must be reached by thirty (30) minutes after scheduled
52 starting time.
- 53
- 54 5. Only duly elected Alternates are eligible for quorum in the GSR's absence. Establish a new
55 quorum when the roll call is taken that most nearly precedes that start of New Business.
- 56
- 57 6. A quorum call from the floor is always in order.
- 58
- 59 7. If any group is not represented at two (2) consecutive meetings, they are dropped from roll
60 call. (The purpose of this is to establish accurate quorum)
- 61
- 62
- 63
- 64

65 MOTIONS

66

- 67 1. All motions submitted to the Secretary in writing at the time of proposal. The author of the
68 motion be given time on the floor. All motions that require a cash expenditure shall carry an
69 estimated dollar amount.
- 70
- 71 2. All motions must be turned in at the ASC prior to the start of New Business, unless a motion
72 is deemed needed to be heard on the floor by the ASC Chairperson in an emergency.
73 Exception: During the Treasurer's Report, the ASC Treasurer or ASC Assistant Treasurer
74 may make a motion related to donation to the service structure.
- 75
- 76 3. All motions brought to the floor for New Business will be number-coded consistent with
77 current archive practices by the ASC Secretary.
- 78
- 79 4. After a motion is made, the Chairperson asks for a second. After a second is taken, the
80 Chairperson asks for opposition.
- 81

- 82 a. If there is NO opposition:
83
84 i. The Chairperson calls for a voice vote of all those in favor, and the motion
85 carries.
86
87 b. If there IS opposition:
88
89 i. The maker of the motion is given an opportunity to speak on the merits of the
90 motion.
91
92 ii. The members on the floor may then question the maker of the motion ONLY
93 for clarification of the meaning of the motion or any part of it.
94
95 iii. If the motion is one which must go back to groups, then two pros and two (2)
96 cons shall be heard from members on the floor.
97
98 iv. If the motion is one which may be decided on the ASC floor, then one (1) pro
99 and one (1) con shall be heard from members on the floor.
100
101 v. The Chairperson will then close the debate and the motion will either be
102 referred to groups or call for a vote.
103
104 vi. Because the presiding officer of the ASC should remain impartial in order to
105 carry out his duties, the Chairperson shall not take part in debate on a motion
106 while presiding over the ASC. If the Chairperson feels strongly about a motion
107 which is being debated, the Chairperson must step down from presiding for the
108 remainder of the debate and/or vote on the motion. The Chairperson must
109 then be recognized by the Vice- Chair or other person presiding if the
110 Chairperson wishes to address the motion.
111
112 5. If a Motion fails it cannot be brought back to Area for three (3) months, even if the wording is
113 changed but the intent is the same.
114
115 6. Motions involving financial requests or budget changes must include a dollar value and
116 amounts over \$50 must be itemized or include detailed description.
117
118 7. Motions involving policy changes should be submitted to the policy subcommittee for
119 feedback on wording, placement, etc. prior to submission to the ASC secretary.
120
121 8. All policy change motions include:
122
123 a. Section Name, Page number and line numbers

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- b. Former reading.
- c. indicate add, amend, delete ...section to be changed.
- d. Reading with changes.

VOTING

1. Only a GSR (or ALT GSR in their place) may vote on a motion. Only 1 vote per group.
2. The Chairperson may only vote in the event of a tie. The chair should not otherwise state their opinion.
3. Voting will be done by a show of hands.
4. Either a roll call vote (done alphabetically) or ballot vote (written) can be called for at any time by a voting participant and needs to be seconded by another voting participant; requires majority to pass. For all others, refer to the Gold Coast Area Service Rules of Order.
5. In all votes at the ASC, the abstentions do not go the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to the groups.
6. A majority vote means the most votes wins. Simple majority is not in effect.
7. Two-thirds ($\frac{2}{3}$) majority vote of established quorum (to conduct business) required for policy change, amendments to policy or forming new policies. Regional policy motions require a two-thirds ($\frac{2}{3}$) majority vote.
8. On all motions that waive policy a two-third majority vote is needed.
9. On any and all policy motions, the ASC chair is to verbally announce the final voting tally (carried, defeated, abstained, unanimous voice vote).

ADDITIONAL FINANCIAL GUIDELINES

1. The basket (7th Tradition) is not passed at ASC or subcommittee meetings.

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2. Group contributions, reimbursements, and other transactions should be submitted to the Treasurer by the end of Group Reports.
 3. No personal checks are accepted by the ASC.
 4. The RCM; RCM Alternate and all Subcommittee Chairpersons required to attend the RSC may be reimbursed up to two hundred and fifty dollars (\$250.00) for the RSC weekend. They may also request travel reimbursement at a rate of 60% of the federal mileage rate for RSC weekend attendance if they travel 86 miles or more each way. Funds available upon request.
 5. All Subcommittees (exception GCCNA) must get competitive bids if they are going to spend more than Seven Hundred Fifty Dollars (\$750.00) on non-fund-raising activities. These bids will be recorded in the ASC minutes for information purposes only.
 6. All contracts committing the Gold Coast ASC or its subcommittees (except convention) to amounts greater than \$500 are to be reviewed by the ASC Chair, ASC Vice Chair, and the ASC Treasurer, in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC chair or the ASC treasurer in the Chair's absence.
 7. The area obtains and keep an office with a cost of up to three hundred dollars (\$300.00) per month for subcommittee meeting, literature storage and distribution area so groups that preorder can have their literature available at the ASC upon request.
 8. The ASC shall submit a budget each year to accommodate all fixed and recurring expenses as are known to the committee. This submission shall be presented as separate motions for each subcommittee's budget for individual consideration. Any expenditures outside of this budget shall require ASC approval.
 9. The Gold Coast Area formed The BROWARD GOLD COAST SERVICE OF NA INC as a corporation organized under the laws of the State of Florida, filed on December 4, 2012, effective December 1, 2012. The Board of Directors and its officers are elected by the ASC annually. The Board is responsible for all duties outlined by the Bylaws and Articles of Incorporation.
 10. Any group or subcommittee within the Gold Coast Area may use the tax ID number to purchase merchandise; however, they are responsible for providing a receipt with detailed description. This documentation must be submitted to the ASC Treasurer at the ASC following the purchase.

TABLE ASC-01: ASC MEETING FORMAT

- 01 1. Open meeting with the *Serenity Prayer*.
- 02
- 03 2. Read Traditions, Concepts, Definition of an ASC, GSR and GSR Alternate qualifications and
- 04 responsibilities (Vice-Chairman).
- 05
- 06 3. Open Forum.
- 07
- 08 4. Roll Call by Secretary to include Administrative Committee, Subcommittee Chairpersons,
- 09 RCM, RCM Alternate, GSRs or their Alternate in their absence (to be done in alphabetical
- 10 order by group). Ask for new groups after roll call.
- 11
- 12 5. Group reports (to be done during roll call).
- 13
- 14 6. Establish quorum (for the purpose of conducting business).
- 15
- 16 7. Move to accept last month's minutes.
- 17
- 18 8. Old business.
- 19
- 20 9. Elections and nominations.
- 21
- 22 10. RCM report.
- 23
- 24 11. Subcommittee reports in alphabetical order.
- 25
- 26 12. Re-establish quorum for voting purposes.
- 27
- 28 13. New Business (Prearranged agenda has priority).
- 29
- 30 14. Treasurer's report and motion to accept the Treasurer's report.
- 31
- 32 15. Review the business of the day (Secretary).
- 33
- 34 16. Establish next meeting time and place.
- 35
- 36 17. Meeting closes with the *Third Step Prayer*.

TABLE ASC-02: GOLD COAST AREA SERVICE RULES OF ORDER

MOTION	2nd REQ?	DEBATABLE?	AMENDABLE?	VOTE
MAIN MOTION	YES	2 PRO/2 CON	YES	MAJORITY
AMENDMENT	YES	2 PRO/2 CON	NO	MAJORITY
REFER TO COMMITTEE	YES	1 PRO/1 CON [2]	YES	MAJORITY
REFER TO GROUPS	YES	1 PRO/1 CON [1]	YES	MAJORITY
CALL THE VOTE	YES	1 PRO/1 CON [1]	NO	2/3
TABLE	YES	1 PRO/1 CON	NO	MAJORITY
RECESS	YES	NO	NO	MAJORITY
ADJOURN	YES	2 PRO/2 CON	NO	MAJORITY
POINT OF ORDER	NO	NO	NO	NONE
APPEAL CHAIR'S DECISION	YES	1 PRO/1 CON	NO	MAJORITY
SUSPEND THE RULES	YES	NO	YES	2/3
POINT OF INFORMATION	NO	NO	NO	NONE
RECONSIDER	YES	2 PRO/2 CON	NO	MAJORITY
TAKE FROM THE TABLE	YES	1 PRO/1 CON	NO	MAJORITY

NOTES:

[1] IF PASSED, 2 PROS AND 2 CONS FOR INFORMATION ONLY ON THE MAIN MOTION.

[2] DEBATABLE ONLY IF MOTION TO BE AMENDED IS DEBATABLE.

TABLE ASC-03: DESCRIPTION OF PARLIAMENTARY PROCEDURES

01 MAIN MOTION

02
03 A main motion is a motion whose introduction brings business before the ASC. Such a motion can
04 only be made when no other motion is pending.
05

06
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08 AMENDMENTS

09
10 An amendment is a motion to modify the wording and within certain limits the meaning of a pending
11 motion before the pending motion itself is acted upon. An amendment must in some way involve the
12 same question that is raised by the motion to which it is applied. An amendment cannot introduce an
13 independent motion. An amendment is debatable only if the motion to be amended is debatable.
14

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16

17 MOTION TO TABLE

18
19 A motion to table may be applied only to a main motion that is pending. The intent for a motion to
20 table must be given at the time the motion to table is made:

21
22
23
24
25

- a. To get further information.
- b. More pressing business to be dealt with.

26 A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until
27 the next ASC meeting when it will be brought up by the Administrative Committee under Old
28 Business. This motion is not intended to kill a main motion or suppress debate on it.
29

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31

32 MOTION TO REFER TO COMMITTEE

33
34 When a motion to refer to committee is made, it is to send an item of business to a relatively small
35 group of selected persons, a committee, so that a question may be carefully investigated and put into
36 better condition for the ASC to consider. Unless specified, the issue will be brought up at the next

37 ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro
38 and one con, and the debate will pertain only to the desirability of committing the motion of the
39 instructions to the committee, and not to the merits of the main motion. If passed, there will be two
40 pros' and two cons' on the original motion, so as to obtain information to give direction to the
41 committee.

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45 **MOTION TO REFER TO GROUPS**

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Then a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one (1) pro and one (1) con, and the debate will pertain only to the desirability of committing the motion. If passed, the chair will ask for two (2) pros and two (2) cons on the original motion. These will be printed in the minutes in order to give more information to the home groups.

56
57

56 **MOTION TO RECONSIDER**

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

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68 **UNANIMOUS CONSENT**

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That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

79 **WITHDRAW OR MODIFY**

80
81 A request to withdraw or modify may be made by the maker of the original motion upon his/her
82 acceptance of a suggestion from another member. After the motion is made it belongs to the ASC as
83 a whole and the maker must request the ASC's permission. The Chairperson treats this as a
84 unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an
85 objection the Chairperson automatically puts the request to a vote which is not debatable.

86
87
88
89 **MOTION TO CALL THE VOTE**

90
91 A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority
92 is required to adopt this motion. The intent of this motion is to bring the original motion to a vote
93 without any further amendment or debate. This motion is not to be made to suppress information but
94 rather to expedite the proceedings.

95
96
97
98 **POINT OF INFORMATION**

99
100 A point of information is a question directed to the Chairperson to obtain information concerning
101 parliamentary procedure or the motion that is pending. This allows a member to ask a question and it
102 is not to make a statement or give information.

103
104
105 **POINT OF ORDER**

106
107 When a member feels that the rules, policy of guidelines of the ASC are not being adhered to,
108 he/she can make a "Point of Order" which in effect is asking the Chairperson to make a
109 determination of whether or not the procedure the member is pointing out is in fact being violated. A
110 point of order is not a method in which to dispute the accuracy or validity of another member's
111 remarks, but instead it is to bring to the attention of the Chairperson that a member feels that the
112 proper procedure is not being followed.

113
114
115
116 **SUSPEND THE RULES**

117
118 A motion to Suspend the Rules is made when a member of the ASC would like to waive certain ASC
119 procedure. The motion will include the rule to be suspended and the length of time it shall be
120 suspended. The motion requires a second and a 2/3 majority.

121

122

123

124 **APPEAL THE DECISION OF THE CHAIR**

125 By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make
126 necessary rulings on questions of parliamentary procedure. But any two members have the right to
127 Appeal from his/her decision on such a question. By one member making the appeal and other
128 seconding it, the question is taken from the Chairperson and given to the ASC for final decision.
129 Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited
130 to one (1) minute each.