



P.M.A.N.A  
AREA SERVICE COMMITTEE  
GUIDELINES

Revised 09/18/2016  
Reprinted 12/29/2021

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## PREFACE

It is strongly recommended by World service that one of the first things an ASC does upon its formation is to complete a set of guidelines for its ASC meetings. With this in mind, an Ad-Hoc committee was formed, specifically to create them.

A good set of Area Service Guidelines protects and insures the equal representation of all involved. Conducting ourselves by a mutually agreed upon set of rules and guidelines allows this to happen. Utilized with understanding, these guidelines can prevent the manipulation and control of outcomes. The absence of guidelines may cultivate an atmosphere of self-will and manipulation, not the best atmosphere for anonymity and a loving god to express itself.

And one may ask, what about the traditions? What role do they play in our guidelines? Our entire service structure is made possible by our traditions. The traditions awakened us to the need for guidelines and gave us the means to carry out the task. They are the foundation and purpose by which, and for which we exist.

## ARTICLE 1 - Introduction

These guidelines are meant to be used as a tool to simplify ones understanding of the workings of the ASC meetings.

The guidelines are separated into twelve (12) sections. The first sections describe the purpose of the Pocono Mountains Area Service Committee of Narcotics Anonymous. The second section describes how we carry out this purpose. The next eight (8) sections describe the internal workings of the ASC body. The eleventh section is a quick reference guide for all GSR's and ASC participants. The final section is a compilation of currently approved P.M.A.N.A. Subcommittee Guidelines.

In the compilation of these guidelines, a number of references were used. Chief among these were T.W.I.G.G.S., (now GWS), WSC sample guidelines, various guidelines from ASC committees within the fellowship, Roberts Rules of Order and our own service experience.

## ARTICLE 11 - Purpose

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Pocono Mountains Area, to support the needs of these groups, to provide a forum for communication between the groups of the Area, to serve as a link between these groups and the Mid-Atlantic Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" shall be defined as stated in the approved service manual of Narcotics Anonymous. This committee exists solely to serve the groups of the Pocono Mountains Area of Narcotics Anonymous.

## ARTICLE 111 - Function

The function of this committee is to carry out the purpose of the ASC as outlined in the following guidelines.

## ARTICLE IV - Meeting Time and Place

The Pocono Mountains Area Service Committee Meeting will be at held at the St. Paul's Lutheran Church in Tannersville, PA, on the first Saturday of each month, starting at 4:00 PM.

The mailing address of the Pocono Mountains Area of Narcotics Anonymous is P.O. Box 1053, Stroudsburg, PA 18360.

## ARTICLE V - Meeting Format

- 1) Open Meeting with moment of silence, serenity prayer
- 2) Read the traditions
- 3) Read the concepts
- 4) Have someone read the concept that coincides with the month
- 5) Have a member to share on an aspect of NA service

- 6) Secretaries report
- 7) Corrections and clarifications of minutes
- 8) Roll call
- 9) New groups
- 10) Vice chair's report
- 11) Chair's report
- 12) Co-RCM A's report
- 13) 2<sup>nd</sup> Co-RCM B's report
- 14) Sub committee reports: H&I, PR, Literature Coordinator, Unity, Policy, Treasury and Ad-Hoc
- 15) Group Reports
- 16) Old Business
- 17) New Business
- 18) Final treasury report
- 19) For the good of the area
- 20) Close in the usual manner

## ARTICLE VI - Rules of Order

### Section I - Motions

#### Main Motions

There are two (2) types of main motions that the body is concerned with, business motions and group conscience motions.

A) Business Motions - A business motion is a motion that does not set, change or deletes policy. A business motion only affects the business at the ASC meeting. Business motions need a simple majority of the groups present at the ASC meeting in order to pass.

B) Group conscience motions come in two forms:

- 1) Group conscience motions that set, delete, or change policy require a 2/3rds majority of the current groups who have voting privileges in order to pass.
- 2) Group conscience motions that do not set, delete, or change policy require a simple majority of the current groups who have voting privileges in order to pass.

It is the responsibility of the chairperson to make a determination as to whether a motion is a business or a group conscience motion. Any decision made by the chair can be appealed.

#### Subsidiary Motions

These are motions that can only be made when a main motion is on the floor.

A) Motion to commit or refer - this motion is used to refer or commit a main motion to a committee for review or input. No time limit on action. A simple majority is needed to pass a motion to refer.

Example: A motion to change the clean time requirements for a panel chair might be referred to the H & I committee for review and input before it is voted on.

B) Motion to table — This motion is used to refer or table a main motion to a committee for specific action, or to table a main motion to a specific time or date for a vote. A simple majority is needed to pass a motion to table.

Example: A motion for the area to pay all literature costs might be tabled to the treasurer for a month so he or she could prepare a financial impact estimate.

C) Motion to call for a vote - This motion is used to determine if the GSR's are ready to vote on the main motion immediately. A simple majority is needed.

Example: A motion has been on the floor for an hour and the same things are being said over and over, so a GSR might call for a vote.

D) Objection to the consideration of the motion - This motion is used when a voting member of the ASC body objects to a main motion being placed on the floor. This requires a second, is debatable, and requires a 2/3rds majority to pass. If this motion passes, the main motion is removed from the agenda.

Example: A motion is brought on the floor to have a group removed from the area because they wear bright yellow shirts. A GSR could object to the consideration of this motion because it violates our traditions.

### Privileged Motions

These are motions that can be made at any time and take precedence over main motions.

A) Point of personal privilege - this motion is used to request something from the chair.

Examples might be a request for a serenity prayer, a short break, or the opening of some windows. The granting of these motions is at the discretion of the chair.

B) Point of order - A point of order is used to notify the chair of body of a procedural error in the meeting. It is used to focus the chair's attention of the error.

C) Order of the day - This is used when the chair or body has strayed from the business at hand. The chair should return the attention of the body to taking care of business.

D) Point of inquiry - When a member wants to do something but is unsure of how to do so, a point of inquiry is directed to the chair. It is the duty to assist the member in accomplishing their purpose.

NOTE: A point of inquiry is not a question about a motion.

E) Point of information - This is used when a member of the body has specific information relating to a motion or any business before the body.

F) Motion to close - This motion can be used at any time, it requires a second, is not debatable, and must be voted on immediately. If this motion passes the chairperson must close the ASC meeting. Therefore, this motion should be used only after serious consideration has been given to its possible repercussions.

G) Motion to reconsider - This motion is used to bring back on the floor a motion that was voted on at the preceding ASC meeting. It must be made by someone who voted on the prevailing side. This motion needs a second and must pass by a simple majority. If this motion passes, the motion that is being reconsidered becomes the main motion on the floor.

Example — A motion failed in January ASC. GSR A, who voted against the motion, is told by their group that the no vote was for a separate motion. GSR A would then raise a motion to reconsider the failed motion from January.

H) Call for the serenity prayer (No second or vote needed, and the chair should act on this motion immediately.)

Example - Debate on a motion has been extremely loud and opinions and beliefs are being rendered with vehemence, so a GSR calls for the serenity prayer in order to reflect on our purpose for being at ASC.

I) Suspend the order of the day - Changing the order of the day is at the discretion of the chair; any decision of the chair may be appealed.

Example - The Co-RCMs must leave ASC early in order to attend a RSC workshop. He or she would ask to suspend the order of the day so that they could give their report before the normal time for it.

J) Appeal the decision of the chair - Any time a GSR disagrees with a decision of the Chair's, they may appeal it. An appeal requires a second. After a second is received, the GSR briefly states why they think the chair is wrong, and then the chair briefly states the reasons for the decision. A vote is then taken. A simple majority is needed to override the chair.

## Section 2 - Types of Vote

There are three (3) types of votes on main motions, a voice vote, a hand count, or a roll call.

A) Voice Vote - The Chair asks that all in favor say 'aye,' then asks that all against say 'nay,' then determines which side prevails. Any voting member of the ASC body may at that time, request either a hand count, or roll call vote, if they disagree with the chair on the outcome of the vote.

B) Hand Count - The Chair asks that all in favor raise their hands, and the hands are counted and recorded. The Chair then asks that all opposed raise their hands and the hands are counted and recorded. Finally, the Chair asks that all those abstaining raise their hands, and the hands are counted and recorded. The final tally determines the outcome of the vote.

C) Roll Call - The Chair calls out the names of the groups present, the secretary records the votes and the final tally determines the outcome.

### Section 3 — Quorums

A quorum consists of at least 50% of the registered groups of the area. A Quorum must be present before any business can be conducted. If after 45 minutes the scheduled start of the ASC meeting there is not hope of a quorum being present, it is the duty of the Chair to open the meeting and close it immediately.

EXAMPL.E: If there are 20 groups registered in the Area, 10 groups must be present before any business can be conducted.

### Section 4 - Rules of Voting

A) Business motions require a simple majority of the quorum in order to pass. (50% + 1)

Example - If 6 Groups are present, 4 yes votes are needed to pass a business motion.

B) Group conscience motions that do not set, change or delete policy requires a simple majority of the groups with current voting privileges in order to pass. (50% + 1)

Example - if there are 8 groups with voting privileges, this would require 5 yes votes.

C) Group conscience motions that do set, change or delete policy require a 2/3rds majority of the groups with current voting privileges in order to pass.

Example - if there are 8 groups with voting privileges, this would require 6 yes votes.

## ARTICLE VII - Participants

It is suggested that all members of the ASC attend our ASC meeting in its entirety.

A) The tables at the ASC meeting are reserved for GSR's, Alternate GSR's and subcommittee chairs and vice chairs, and for the executive body members. Observers are requested to sit in the chairs provided for them.

B) The only voting members are GSR's (or in their absence, the Alt. GSR's).

C) Motions may only be submitted by GSR's (or in their absence, the Alt. GSR's) and by subcommittee chairs (or in their absence, the vice chairs). Subcommittees may only submit motions pertaining to the function of their committee.

D) Observers may address the body when properly recognized by the chair.

- E) Guests are members of a NA service body present to address a service issue or need. Guests are invited to the ASC by the ASC.
- F) if any trusted servants miss more than 3 unexcused Area Service Committee meeting at any time during the 12-month commitment, they will be removed from their position at the absence of the 4<sup>th</sup> ASC. An excused absence is considered at the discretion of the GSR's.

## ARTICLE VIII - Responsibilities and Duties of Trusted Servants

### A) Chairperson:

- o Follows pre-arranged agenda and places new business items on the agenda in the order in which they are received.
- o Maintains a consistent, open line of communication with the executive body and provides a written report at each ASC meeting.
- o Presides over all meetings of the ASC.
- o Uses accepted rules of order to maintain order and to facilitate business at the ASC meeting.
- o Remains fair and impartial while conducting the meeting.
- o Refrains from discussing motions while presiding over the ASC meeting.
- o Remains flexible to the needs of the ASC body as unusual situations arise.
- o Is a co-signer of the ASC checking account.
- o Ensures that correspondence from the Area P.O. Box is retrieved and distributed.
- o Creates Ad-Hoc committees as the need arises.
- o Checks Area minutes before they are sent to print.
- o Clean time requirement — 2 years

### B) Vice Chairperson:

- o Assumes the responsibilities of the Chair in the Chair's absence.
- o Is a co-signer of the ASC checking account.
- o Assists in the coordination of subcommittee functions as necessary.
- o Acts as subcommittee chair for any subcommittee that finds itself without a chairperson, until a subcommittee chair is elected.
- o Performs various miscellaneous duties as required by the ASC body.
- o This is a learning position and as such, the vice chair is required to pay attention to all ASC proceedings.
- o At the end of the term, the vice chair must be capable of fulfilling the chair's commitment to the best of their abilities. Becoming chairperson is subject to the approval of the ASC body.
- o Act as Area liaison or contact person for the regional liability insurance.
- o Coffee Maker
- o Clean time requirement — 1 years

### C) Secretary:

- O Keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR no later than 14 days following each ASC meeting. These copies are to be double-sided. These minutes should be verified by the ASC Chair prior to copies being made.



- o Assists the chair by performing various duties such as counting votes, collecting motions, researching past minutes, etc.
- o Assumes the responsibilities of the Chair in the absence of both chair and vice chair.
- o Update the contact list numbers of Area Trusted Servants.
- o Keep accurate attendance roll call of Trusted Servants at Area.
- o Bring extra motion slips, announcements sheets, meeting update forms, and literature forms to Area.
- o To distribute literature order sheet with the minutes.
- o To bring the prior 18 months of Area minutes to Area each month.
- o To archive the minutes electronically on a flash drive.
- o Keep current list of e-mail and postal address of GSR's, Alt. GSR's, and Area Trusted Servants, to include the way they would like their minutes delivered.
- o Clean time requirements-18 months
- o Provide electronic copy of area minutes one week prior to ASC to website administrator for upload on PMANA website.

C) 2 Secretary:

- o Assists the secretary in performing their duties.
- o This is above all else a learning position. The 2<sup>nd</sup> secretary is required to pay attention to all ASC proceedings.
- o At the end of their commitment, they must be capable of fulfilling the secretaries' commitment to the best of their abilities.
- o Becoming secretary is subject to the approval of the ASC body.
- o Clean time requirement — 1 years

D) Treasurer:

- o Makes a report of group contributions and area expenses at each ASC meeting.
- o Collects group donations at ASC meeting and verifies each donation.
- o Deposits all monies collected at ASC on the first business day following the ASC meetings.
- o Reconciles bank statements.
- o Custodian of all ASC funds.
- o Disburses funds as necessary, in accordance with ASC decisions, when funds are available.
- o Is the only member of ASC to collect or distribute funds for the ASC body unless otherwise provided for by the ASC body.
- o Ensures that all monies received and distributed are accounted for by receipts.
- o Submits an annual treasurer's report in February of each year before elections,
- o Familiarizes the vice treasurer with all accounting procedures.
- o Handles any communications with the IRS about ASC finances. NOTE: If ASC gross income exceeds \$5,000.00 the ASC should inquire about tax-exempt status.
- o Co-sign the ASC checks as necessary.
- o Submits all financial records to the Vice Treasurer, or the ASC chair, upon the resignation or fulfillment of their commitment.
- o Is available at ASC meetings to answer questions about ASC finances
- o Must be gainfully employed or have a steady/reliable income.
- o Clean time requirement — 3 years
- o Provide GSR's with receipts to verify the funds that were given.

- o Two members of the area service body whose names are on the bank account are to make a deposit of all monies collected immediately after the close of area as a night deposit drop.
- E) Vice Treasurer
- o Assists the Treasurer in performing their duties.
  - o Assumes all responsibilities of treasurer in their absence.
  - o Works with treasurer to learn the duties of the position.
  - o Co-sign the ASC checks as necessary.
  - o This is above all else a learning position. The Vice Treasurer is required to pay attention to all ASC proceedings.
  - o At the end of their commitment, they must be capable of fulfilling the treasurer's commitment to the best of their abilities. Becoming treasurer is subject to the approval of the ASC body.
  - o When necessary, will submit a report to the ASC body in addition to the Treasurer's report.
  - o Must be gainfully employed or have steady/reliable income.
  - o Clean time requirement- 2 years
- F) FINANCIAL PROCEDURES
- o. General fund is a fund of all monies received by the ASC.
  - o Subcommittee funds are funds that are allocated from the general fund. The amount of a subcommittee fund is determined by the conscience of the Area.
  - o Subcommittees may request funds above those allocated by submitting a business motion stating the amount needed and the reasons why additional funds are needed.
  - o The general fund is used for ordinary and necessary expenses such as: ASC rent, coffee and coffee supplies, telephone bill, RSC donations, secretaries expenses, meeting lists, area activities, service functions, expenses, reimbursement for expenses incurred, and Ad-Hoc committee expenses.

See Addendum A: ASC Treasury Procedure Overview

- G) Co-RCM A:
- o Co-RCM is a position that lasts 2 years. Co-RCM A is elected during odd years.
  - o Provides a two-way communications link between the PMANA and the rest of Narcotics Anonymous, particularly within the Mid-Atlantic Region.
  - o Represents the group conscience of the ASC at the RSC.
  - o Provides the ASC with the Agenda for the RSC.
  - o Attends all RSC meetings.
  - o Assumes the responsibilities of the Chair if the Chair, Vice Chair, and Secretary are not present.
  - o Maintains links with all groups of the ASC.
  - o Schedules, coordinates and presides over the annual conference agenda for the area.
  - o That the Co-RCM attend the CAR or CAT Workshop during MARLCNA every year.
  - o Carries the area donation to the RSC meeting.
  - o Takes Area meeting lists to the RSC meeting. o Clean time requirement — 2 years
- 1) Co-RCM B:
- o Co-RCM is a position that lasts 2 years. Co-RCM B is elected during even years.
  - o Provides a two-way communications link between the PMANA and the rest of Narcotics Anonymous. Particularly within the Mid-Atlantic Region.
  - o Represents the group conscience of the ASC at the RSC.

- o Provides the ASC with the Agenda for the RSC.
- o Attends all RSC meetings.
- o Assumes the responsibilities of the Chair if the Chair, Vice Chair, and Secretary are not present.
- o Maintains links with all groups of the ASC.
- o Schedules, coordinates and presides over the annual conference agenda for the area.
- o It is suggested that the Co-RCM attend the MARLCNA CAR Workshop.
- o Carries the area donation to the RSC meeting.
- o Takes Area meeting lists to the RSC meeting.
- o Clean time requirement- 2 years

#### H) Vice Treasurer

- o Assists the Treasurer in performing their duties.
- o Assumes all responsibilities of treasurer in their absence.
- o Works with treasurer to learn the duties of the position.
- o Co-sign the ASC checks as necessary.
- o This is above all else a learning position. The Vice Treasurer is required to pay attention to all ASC proceedings.
- o At the end of their commitment, they must be capable of fulfilling the treasurer's commitment to the best of their abilities. Becoming treasurer is subject to the approval of the ASC body.
- o When necessary, will submit a report to the ASC body in addition to the Treasurer's report.
- o Must be gainfully employed or have steady/reliable income.
- o Clean time requirement- 2 years

#### I) FINANCIAL PROCEDURES

- o. General fund is a fund of all monies received by the ASC.
- o Subcommittee funds are funds that are allocated from the general fund. The amount of a subcommittee fund is determined by the conscience of the Area.
- o Subcommittees may request funds above those allocated by submitting a business motion stating the amount needed and the reasons why additional funds are needed.
- o The general fund is used for ordinary and necessary expenses such as: ASC rent, coffee and coffee supplies, telephone bill, RSC donations, secretaries expenses, meeting lists, area activities, service functions, expenses, reimbursement for expenses incurred, and Ad-Hoc committee expenses.

See Addendum A: ASC Treasury Procedure Overview

#### J) Co-RCM A:

- o Co-RCM is a position that lasts 2 years. Co-RCM A is elected during odd years.
- o Provides a two-way communications link between the PMANA and the rest of Narcotics Anonymous, particularly within the Mid-Atlantic Region.
- o Represents the group conscience of the ASC at the RSC.
- o Provides the ASC with the Agenda for the RSC.
- o Attends all RSC meetings.
- o Assumes the responsibilities of the Chair if the Chair, Vice Chair, and Secretary are not present.
- o Maintains links with all groups of the ASC.
- o Schedules, coordinates and presides over the annual conference agenda for the area.
- o That the Co-RCM attend the CAR or CAT Workshop during MARLCNA every year.
- o Carries the area donation to the RSC meeting.
- o Takes Area meeting lists to the RSC meeting. o Clean time requirement — 2 years

#### 1) Co-RCM B:

- o Co-RCM is a position that lasts 2 years. Co-RCM B is elected during even years.
- o Provides a two-way communications link between the PMANA and the rest of Narcotics Anonymous. Particularly within the Mid-Atlantic Region.
- o Represents the group conscience of the ASC at the RSC.
- o Provides the ASC with the Agenda for the RSC.
- o Attends all RSC meetings.

- o Assumes the responsibilities of the Chair if the Chair, Vice Chair, and Secretary are not present.
  - o Maintains links with all groups of the ASC.
  - o Schedules, coordinates and presides over the annual conference agenda for the area.
  - o It is suggested that the Co-RCM attend the MARLCNA CAR Workshop.
  - o Carries the area donation to the RSC meeting.
  - o Takes Area meeting lists to the RSC meeting.
  - o Clean time requirement- 2 years
- J) Literature Coordinator:
- o . Responsible for ordering and distributing in a timely manner all literature and WSO inventory items purchased by groups.
  - o Keeps the Area informed of any new literature or WSO inventory items for sale.
  - o Must have a permanent mailing address within the PMANA geographic for shipping delivery.
  - o Must be gainfully employed or have a steady/reliable income
  - o Clean time requirement — 2 years
- K) Vice Literature Coordinator
- o Assists the literature coordinator in performing their duties.
  - o Assumes all responsibilities of literature coordinator in their absence.
  - o Works with literature coordinator to learn the duties of the position.
  - o At end of their commitment, they must be capable of fulfilling the literature coordinators commitment to the best of their abilities. Becoming the literature coordinator is subject to the approval of the ASC body.
  - o Must be gainfully employed or have a steady/reliable income
  - o Clean time requirement — 2 years
- L) USSC Liaison ~~o One year commitment. Needs access to a computer and the internet. o Register any new groups in the area with the USSC.~~
- ~~o Provides a two way communications link between the PMANA and the USSC. o Represents the group conscience of the ASC at the USSC. o Provides the ASC with the Agenda for the USSCNA. o Attends USSC meetings as directed by the area.~~
  - ~~o Provides a summary of activities within each USSC subcommittee by observing the forum discussions at ussena.org. o Attend all ASC meetings.~~
  - ~~o Submits a motion for a donation to the USSC each August (amount to be determined by the ASC) and mails the check to the USSC.~~
  - ~~o Present all motions to be voted on by the USSC to the ASC within 30 days of their release.~~
  - ~~o Responsible for collecting votes from the groups and posting them to the USSCNA.org website.~~
  - ~~o Diligently collect information on all motions and clarify for groups, as needed, any issue before the USSC.~~
  - ~~o Clean time requirement — 1 year~~

- M) ~~Alternate USSC Liaison o Two year commitment. Needs access to a computer and the internet. o Learn responsibilities of the USSC Liaison.~~
  - ~~o To work with and assist closely in the Liaison's duties. o Attend all ASC meetings.~~
  - ~~o Assumes all responsibilities of USSC Liaison in their absence.~~
  - ~~o At end of their commitment, they must be capable of fulfilling the USSC Liaisons commitment to the best of their abilities. Becoming the USSC Liaison is subject to the approval of the ASC body.~~
  - ~~o Clean time requirement — 1 year~~

N) Web Administrator

## ARTICLE IX - Election Procedures

The need for nominations shall be announced at the December ASC meeting. Elections will be held annually for all ASC service positions at the February ASC meeting.

### Election process

The following process will occur for each election.

- o The duties and responsibilities for each position will be read.
- o The floor is then opened for nominations. All nominations must be seconded.
- o After all nominations have been made, the floor is then closed to nominations.
- o Volunteers will then be asked for. All volunteers must be seconded.
- o Nominees and volunteers will then briefly state their qualifications.
- o Nominees and volunteers will then answer any questions from the floor about their qualifications.
- o Voting - all nominees and volunteers will leave the room during the voting process.

If there is only one candidate for the position, the Chair asks if there is any objection to the election of that person. If an objection is stated, a vote will be taken. If there are no objections, a vote of acclamation will be called for. The candidate is then called back into the room and informed of the outcome of the vote.

If there are two or more candidates, a short discussion on the merits and liabilities of each will be held. Afterwards, a vote will be taken. If no candidate receives a majority of the votes, the candidate with the lowest total will be removed from the election and another vote taken on the remaining candidates. In the event of a tie between two candidates, the chair will cast the deciding vote. The candidates are then called back into the room and informed of the outcome of the vote.

### Clean time requirements

The following are the recommended clean time requirements for the ASC positions.

- o ASC Chair - Two years continuous abstinence from all drugs.
- o ASC Vice Chair - One year continuous abstinence from all drugs.
- o ASC Secretary - 18 months continuous abstinence from all drugs.
- o ASC 2nd secretary - One year continuous abstinence from all drugs.
- o ASC Treasurer - Three years continuous abstinence from all drugs and must be gainfully employed or have a steady/reliable income.
- o ASC Vice Treasurer - Two years continuous abstinence from all drugs and must be gainfully employed or have a steady/reliable income.
- o ASC Co-RCM A - Two years continuous abstinence from all drugs.
- o ASC Co-RCM B - Two years continuous abstinence from all drugs.
- o ASC Literature Coordinator - Two years continuous abstinence from all drugs and must be gainfully employed or have a steady/reliable income.
- o ASC Vice Literature Coordinator - Two years continuous abstinence from all drugs and must be gainfully employed or have a steady/reliable income.
- o ASC USSC Liaison — One year continuous abstinence from all drugs.
- o ASC Alternate USSC Liaison — One year continuous abstinence from all drugs.
- o ASC Subcommittee Chairs and Vice Chairs clean time requirements are as stated in their subcommittee guidelines.

NOTE: All trusted servants should have a working knowledge of the Twelve Steps, the Twelve Traditions and the Twelve concepts of Narcotics Anonymous.

OB # 3, April 2003 — That any elected official of PMANA, upon relapse, will automatically be relieved of their responsibilities.

## ARTICLE X - Helpful Hints for GSR's

- A) Attend all ASC meetings.
- B) Have group reports, literature orders, and group donations ready before the start of the ASC meeting.
- C) Bring paper, pencils or pens to the ASC with you.
- D) If you don't understand something that is happening on the ASC floor, ask the Chair to explain it to you.
- E) Try to keep side conversations to a minimum. If you need to talk to someone, ask for a recess or move away from the body of the ASC meeting.
- F) Always remember you are representing your group, not your own private beliefs and principles.
- G) Show respect and restraint when a member is addressing the ASC body.
- H) Get to know the ASC guidelines and operating procedures.
- I) Stay in contact with the other members of the ASC body. They are a good source of experience, strength and hope.
- J) Remember, the chairperson is there to assist you in accomplishing your group's goals at the ASC, so don't be afraid to ask questions.

## ARTICLE XI Quick Reference Guide

### Subsidiary Motions

Type of Motion	Need Second?	Need to Pass?	Requirements
Motion to commit or refer	Second is required		Simple majority to ass No requirement
Motion to table	Second is required		Simple majority to ass Specify committee or date
Motion to call for a vote	Second is required		Simple majority to ass Main motion must be on the floor
Obj ect to considerati on of a motion	Second is required		2/3 majority to pass No requirement

### Privileged Motions

Type of Motion	Need Second?	Need to Pass?	Requirements
Point of personal privilege	No second necessary	No vote, at discretion of chair	No requirements
Point of order	No second necessary	No vote, chair corrects any error	Procedural error in ASC meetin
Order of the day	No second necessary	No vote, chair to return to order of da	Error in order of the day See Art. V
Point of inquiry	No second necessary	No vote, chair to assist if ossible	GSR unsure of how to do somethin
Point of information	No second necessary	No vote, chair should allow it	Must be pertinent to motion on floor



Motion to close	Second is required	2/3 majority, no debate allowed	If passed, meeting closes immediately!
Call for Serenity Prayer	No Second required	No vote, chair calls for moment & prayer	No requirements
Suspend the order of the day	No Second required	No vote, at discretion of chair	No requirements
Motion to reconsider	Second is required	Simple majority of groups in area	Must be made by GSR from prevailing side only!
Appeal decision of chair	Second is required	Simple majority	Chair must have made a decision