



CENTRAL LAKE ONTARIO AREA OF NARCOTICS ANONYMOUS

POLICIES & PROCEDURES

Revised March 1994
Revised November 1996
Revised January 2001
Revised February 2006
Revised September 2007
Revised September 2009
Revised July 2011
Revised April 2013

Table of Contents

Article	Title and Sections	Page
I	Area Service Committee (ASC)	1
II	Geographical Area	1
III	Area Service Committee Purpose	1
IV	Definition of Participants	1
V	Observers	1
VI	Election of Officers & Trusted Servants	
	Section 1 – Definition of Elected Officers	2
	Section 2 – Nominations	2
	Section 3 – Elections	2
	Section 4 – Number of Positions Held & Length of Term	3
	Section 5 – GSR and Area Positions	3
	Section 6 – GSR and Area Positions Travel Allowance	3
VII	Removal of Officers and Trusted Servants	
	Section 1 – Noncompliance	3
	Section 2 – Resignation	3
VIII	Duties and Clean Time Requirements	
	Section 1 – Chairperson	4
	Section 2 – Alternate Chairperson	4
	Section 3 – Secretary	5
	Section 4 – Alternate Secretary	5
	Section 5 – Treasurer	5
	Section 6 – Alternate Treasurer	6
	Section 7 – Regional Committee Member (RCM)	6
	Section 8 – Alternate RCM	6
	Section 9 – Group Service Representative (GSR)	6
	Section 10 – Literature Chairperson	7
	Section 11 – Alternate Literature Chairperson	7
	Section 12 – External Secretary/Mail Key Holder	7
	Section 13 – Alternate External Secretary/Mail Key Holder	7
	Section 14 – Area Service Convention Rep	7
	Section 15 – Alternate Area Service Convention Rep	7
IX	Special Area Service Committee Meetings	8
X	Formation of Subcommittees	8
XI	Ad-Hoc Subcommittees	
	Section 1 – Purpose	8
	Section 2 – Policies & Procedures Review Committee	8
XII	Parliamentary Authority	
	Section 1 – Protocol	9
	Section 2 – Definitions	9
	Section 3 – Reference Material	9
XIII	Log of Area Policy Actions	9
XIV	Floats & Budgets	10
XV	Bring Forward Calendar	10
Addendum	Central Lake Ontario Area Service Committee Meeting Agenda	11
Appendix	Robert’s Rules of Order	11-15

