

Article I – Area Service Committee (ASC)

The name of this committee shall be the Central Lake Ontario Area Service Committee of Narcotics Anonymous (CLOASC). The regular meetings of the CLOASC will be held on the second Sunday of each month, unless otherwise decided and announced by the Area Service Committee.

This meeting will begin at 9:30 a.m. and end at noon, unless a 2/3 majority votes to extend the meeting beyond the regular closing time.

There must be quorum to hold a meeting (refer to Article XII). If there is no quorum, no new business can be conducted and the meeting will only involve reports and literature orders being submitted (refer to addendum).

Article II – Geographical Area

The service area shall include that geographical area commonly known as Central Ontario, except where specific area service committees of Narcotics Anonymous have become operational, and be known as the Central Lake Ontario Area (CLOA).

Article III – ASC 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 CLOA, support the needs of these groups, serve as a link between these groups and the Ontario Regional Service Committee of Narcotics Anonymous (ORSCNA), and 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.

Article IV – Definition of Participants

The area service committee shall have two types of participants: one of voting and the other non-voting. No person shall represent more than one position simultaneously on this committee.

Voting participants will consist of the Group Service Representatives (GSRs), or their alternates, in attendance on behalf of their group. Each GSR or alternate shall carry the group conscience of only one N.A. group within the CLOA.

Non-voting participants will consist of elected officers of the area service committee and subcommittee chairpersons.

Article V – Observers

Only N.A. members shall have the right to request the floor. The area Chairperson has the right to refuse or grant such requests. The area Chairperson's decision is subject to appeal and may be overturned by a 2/3 majority of voting participants.

Article VI – Election of Officers

Article VI - Section 1 – Definition of Elected Officers

The elected officers of the C.L.O.A.S.C. shall be a Chairperson, Treasurer, Secretary, Regional Committee Member (RCM), Literature Chairperson, External Secretary/Keyholder, Area Service Convention Representative (ASCR), and all alternates for these positions. Elected officers also include any subcommittee chairpersons on the inception (formation) of a subcommittee (this includes any subcommittee reforming – refer to Article IX).

Article VI - Section 2 – Nominations

All available positions are to be announced at the C.L.O.A.S.C. meeting one month prior to nominations, and noted in the GSR points of the area minutes and CLOA web site.

The regular meetings in the months of October and March shall be known as the nomination meetings, and shall be for the purpose of nominating officers as provided in Section 1. Only urgent business will be included on the agenda. All positions noted in Section 1 will be up for nominations in October and March of each year, with elections being held in November and April. Nominations and elections are staggered to encourage a smooth transition and consistency in practices (refer to Guide of Local Service pg. 53).

October nominations will consist of the Chairperson, RCM, External Secretary/Mail Key Holder and all alternates.

March nominations will consist of the Secretary, Treasurer, Literature Chairperson, and all alternates.

The ASCR nomination(s) will take place in the month following the annual Ontario Regional Convention, with the election taking place the following month after nominations.

Members **must be present** to be nominated, and nominees **must be present** to be elected.

Any N.A. member may volunteer or be nominated for a position but a G.S.R. is needed to second the nomination in order for it to be considered for further discussion.

Duties and requirements for each position will be read aloud prior to nominations for each position. At the close of nominations for each position, each nominee states their qualifications and submits these in writing to the Secretary. Discussion then takes place with nominees present in the room.

Article VI - Section 3 – Elections

The regular meetings in the months of November and April shall be known as the election meetings and shall be for the purpose of electing Officers of this committee. At this meeting, only annual reports will be presented and urgent CLOA business will be included on the agenda.

Immediately prior to elections, the Secretary will read nominees' qualifications from the minutes of the previous area meeting, and any discussion shall take place with the nominees present. Following the discussion, nominees are to remain in the room and voting takes place by secret ballot. Ballots will be initialed, distributed and collected by 2 non-voting NA members known as tellers. Initialed ballots are counted and the position is declared filled or vacant.

Article VI - Section 3 – Elections cont'd

Newly elected officers will assume their responsibilities at the close of the meeting at which they were elected, and will hold their respective positions until the next regularly scheduled election meeting. Names of elected Officers will be published on the C.L.O.A. web site.

Article VI - Section 4 – Number of Positions Held & Length of Term

No officer or subcommittee chairperson shall hold more than one elected area level position simultaneously, nor serve more than two consecutive terms in the same position. Interim time served in positions is not considered part of a term. Upon election to an area committee position, the N.A. member shall resign from any other area service position.

Article VI - Section 5 – GSR and Area Positions

An elected officer or subcommittee chairperson may hold an alternate GSR position (not a GSR position), but can only represent one of these positions at an area service committee meeting.

A GSR may hold an alternate officer or alternate subcommittee chairperson position, but can only represent one of these positions at an area service committee meeting.

The position to be represented by an individual must be stated at the start of the area service committee meeting and be carried through to the end of the meeting.

Article VI - Section 6 –Travel Allowances

Area elected and voting members are entitled to receive 25 cents per km travel allowance when traveling more than 60 km round trip. The 25 cents/km is not paid for the first 60 km. Proof of travel must be supplied to the area treasurer (proof is distance as per map quest or google maps). The ASCR shall have a monthly cap of \$150.00.

Article VII – Removal of Officers

Article VII - Section 1 – Loss of Abstinance and Non-compliance

A service member immediately forfeits her/his service position upon loss of the required clean time. No vote is required.

A service member may be removed from her/his position for noncompliance with a 2/3 majority vote being required for removal. Ballots will be initialed, distributed and collected by 2 non-voting NA members known as tellers. Initialed ballots are counted and result announced by the Chair or Alternate Chair.

Non-compliance includes but is not restricted to:

- Non-fulfillment of duties;
- Absence from two consecutive regular committee meetings without prior notification to the Chair or Secretary; and/or
- Missing three consecutive regular committee meetings regardless of notification.

Article VII - Section 2 – Resignation

An elected officer resigns by providing written notice to any member of the committee, prior to the next scheduled area service committee meeting.

Article VIII – Duties and Clean Time Requirements

Article VIII - Section 1 – Chairperson's Duties

Clean time requirement for the Chairperson is three (3) years.

- Open the meeting at the appointed time by calling the meeting to order;
- Preside over the meeting in accordance with the approved format;
- State and put to vote all questions that legitimately come before the committee as motions, or that otherwise arise in the course of proceedings;
- Rule out any motion made out of order;
- Announce the result of each vote;
- Protect the meetings from obviously frivolous or dilatory motions by refusing to recognize them;
- Enforce the rules relating to debate, order and decorum within the assembly when appropriate;
- Expedite business in every way compatible with the rights of members and observers, and in accordance with approved procedures;
- Decide all questions of order, subject to appeal unless, when in doubt, the chairperson prefers to submit such questions to the assembly for decision;
- Respond to inquiries of members relating to parliamentary procedure or factual information bearing on the business of assembly;
- Authenticate by signature, when necessary, all acts, orders and proceedings of the committee;
- Declare the meeting adjourned when the committee so votes or upon the completion of the agenda, or where applicable, at the time prescribed in the program or at any time in the event of a sudden emergency affecting the safety of those present;
- Conduct the general correspondence of the committee;
- Represent one of the signing authorities on the Area bank account;
- Provide a year-end report;
- Conduct meetings with impartiality and fairness;
- Appoint adhoc committees as required;
- Attend the Policies & Procedures adhoc committee meetings;
- Stop and call for a moment of silence to reflect on our primary purpose, and, if necessary, consult the Log of Policy Actions;
- Turn over all pertinent information and material at the end of his/her term; and
- Mentor the individual holding the alternate chair position.

Article VIII - Section 2 – Alternate Chairperson

Clean time requirement for the alternate Chairperson is two (2) years.

- Serve as chairperson in the absence of the chairperson;
- Assist the chairperson in making a year-end report;
- Keep a back-up file of all committee minutes and reports;
- Maintain the committee's archives;
- Be available to all existing subcommittees as acting subcommittee chairperson when required (maximum of 3 months);
- Attend the policies & procedures adhoc committee meetings;
- Brief new GSRs on their duties and responsibilities (new GSRs are those attending their first ever area service committee meeting);
- Represent one of the signing authorities on the area bank account; and
- Turn over all pertinent information and material at the end of his/her term.

Article VIII - Section 3 – Secretary

Clean time requirement for the Secretary is two (2) years.

- Call the meeting to order and preside until an immediate election of a temporary chairperson in the absence of the Chairperson, alt-Chairperson or RCM;
- Keep a record of all current year's proceedings of the committee;
- Keep on file all current year's committee's reports;
- Maintain the committee's files for the current year;
- Keep and update the committee's membership list and call the roll when it's required;
- Make the records and minutes available to N.A. members upon request and in the manner prescribed by the committee;
- Provide new officers, committee members and delegates with documents required for the performance of their duties;
- Notify the participants of each special meeting by utilizing such method of notification as is agreed upon by the committee;
- Type and mail all correspondence of the committee that is not a function of others or subcommittees;
- Forward minutes to each officer, subcommittee chairperson and GSR no later than ten (10) days following each area meeting;
- Work from a float of \$75.00 and submit a monthly financial statement detailing disbursements with appropriate receipts;
- Attend the policies & procedures adhoc committee meetings;
- Turn over all pertinent information and material at the end of his/her term.
- Mentor the individual holding the alternate secretary position; and
- Provide the PI chairperson all pertinent area information and updates at the conclusion of the current area service meeting to post in the Serenity Times.

Article VIII - Section 4 – Alternate Secretary

Clean time requirement for the alternate Secretary is one (1) year.

- Keep a back-up file of all committee minutes and reports;
- Maintain the committee's archives;
- Maintain the Log of Policy Actions with the assistance of the secretary and/or chairperson;
- Serve as Secretary in the absence of the Secretary; and
- Assist the Secretary as described in section 3.

Article VIII - Section 5 – Treasurer

Clean time requirement for the Treasurer is two (2) years.

- Be the custodian of the CLOA funds;
- Hold no other treasurer position(s) (i.e. subcommittee treasurer);
- Hold signing authority on area and literature bank accounts;
- Provide a report at each regular meeting showing all disbursements with receipts and bank statements;
- Provide a detailed April 1 to March 31 fiscal year-end report at the annual election meeting;
- Disburse funds as necessary in accordance with committee decisions when the funds are available;
- Attend the policies & procedures adhoc committee meetings;
- Turn over all pertinent information and material at the end of his/her term; and
- Mentor the alternate Treasurer by having her/him participate in monthly reconciliation and monthly report preparations.

Article VIII - Section 6 – Alternate Treasurer

Clean time requirement for the alternate Treasurer is two (2) years.

- Hold signing authority on area and literature bank accounts;
- Serve as Treasurer in the absence of the Treasurer; and
- Assist the Treasurer with the duties described in Section 5.

Article VIII - Section 7 – Regional Committee Member (RCM)

Clean time requirement for the RCM is one (1) year.

- Serve for a one year term;
- Call the meeting to order and preside until the immediate election of a temporary chairperson in the absence of the chairperson or alternate;
- Represent the C.L.O.A. at each Ontario Regional Service Committee meeting (O.R.S.C.);
- Submit a written report to the C.L.O.A.S.C. covering business of the previous O.R.S.C. meeting;
- Notify the C.L.O.A.S.C. of any additional agenda items;
- Attend all C.L.O.A.S.C. meetings where such meetings do not directly conflict with O.R.S.C. business;
- Provide updates to the C.L.O.A.S.C. on items from the World Service Office (WSO) via Regional meetings;
- Maintain and address current and past year's region and RCM business;
- Attend the policies & procedures adhoc committee meetings;
- Monitor NA sites for next CAR update and arrange a workshop if agreed upon by the ASC;
- Turn over all pertinent information and material at the end of his/her term;
- Work from a float of \$20.00 and submit a monthly financial statement detailing disbursements with appropriate receipts; and
- Mentor the individual holding the alternate RCM position.

Article VIII - Section 8 – Alternate RCM

Clean time requirement for the Alternate RCM is one (1) year.

- Serve as RCM in the absence of the RCM;
- Assist the RCM in the performance of the duties described in Section 7;
- Attend all C.L.O.A.S.C. meetings, especially those which the RCM is unable to attend; and
- Attend a minimum of two (2) regional meetings with the RCM.

Article VIII - Section 9 – Group Service Representative (GSR)

Suggested clean time requirement for the GSR is six (6) months (*group autonomy*). The GSR should have served a term as alternate GSR or have experience in either of these positions.

- Be the vital link that binds groups together in their common efforts to carry the message of recovery;
- Inform and update their group with any information pertaining to N.A.;
- Keep the area committee informed of activities, concerns, and problems in their groups;
- Attend each C.L.O.A.S.C. meeting;
- Inform the group and/or the Alternate GSR if attendance for the next Area meeting is not possible;
- Express their group's conscience at area meetings;
- Receive from the group treasurer a financial report with any funds that are to be forwarded to the Area and present these to the area treasurer;
- Inform their group of business conducted at the area service committee meetings, any needs expressed by the area committee, and of any activities or subcommittees needing support; and
- Discuss the progress and needs of their group with members at area service meetings.

Article VIII - Section 10 – Literature Chairperson

Clean time requirement for literature chairperson is two (2) years.

- Order literature from the Ontario Region Service Committee;
- Receive all literature orders at area service committee meetings and process requests in order to try and have available for the next area meeting;
- Oversee the literature bank account;
- Represent one of the signing authorities on the literature bank account;
- Keep a maximum balance of \$200.00 turning over any excess funds to area on a monthly basis;
- Submit a monthly, detailed financial report to area;
- Attend all area and policies & procedures adhoc meetings;
- Turn over all pertinent information and material at the end of his/her term; and
- Mentor the alternate Literature Chairperson position.

Article VIII - Section 11 – Alternate Literature Chairperson

Clean time requirement for alternate Literature Chairperson is one (1) year.

- Assist the Literature Chairperson with all duties as needed; and
- Assume the responsibilities of the Literature Chairperson in her/his absence.

Article VIII - Section 12 – External Secretary/Mail Key Holder

Clean time requirement for External Secretary/Mail Key Holder is one (1) year.

- Assist all officers of the area service committee when needed and perform any duties agreed upon by the area service committee as appointed;
- Retrieve mail from the local postal box located at 8 King Street East in Oshawa;
- Distribute mail to appropriate positions at the area service committee meetings;
- Keep an updated file of World bulletins; and
- Hold a float of \$30.00 per month, and submit appropriate receipts to the Treasurer.

Article VIII – Section 13 – Alternate External Secretary/Mail Key Holder

Clean time requirement for alternate External Secretary/Mail Key Holder is one (1) year.

- Assist the external secretary with all duties; and
- Assume the responsibilities of the external secretary/mail key holder in their absence

Article VIII - Section 14 – Area Service Convention Representative (ASCR)

Clean time requirement for ASCR is two (2) years.

- Act as liaison between area service committee and convention committee;
- Attend all Ontario regional convention committee meetings, or as delegated by the area service committee; and
- Mentor the alternate ASCR.
(note: \$150 maximum allotted for travel expenses per month).

Article VIII – Section 15 – Alternate Area Service Convention Representative (ASCR)

Clean time requirement for alternate ASCR is one (1) year.

- Attend a minimum of 4 convention meetings with the ASCR; and
- Assume the responsibilities of the ASCR in their absence.

A working knowledge of the 12 Steps, 12 Traditions, 12 Concepts, A Guide to Local Service, and Robert’s Rules of Order are helpful in all of the listed positions.

Article IX – Special Area Service Committee (ASC) Meetings

Special meetings may be called by the Chairperson and shall be called upon the written request of members of the committee. The purpose of the meeting shall be clearly stated. No business other than that which is stated will be conducted. A minimum (7) days' notice is required to call a meeting.

Article X – Formation of Subcommittees

The Central Lake Ontario Area Service Committee may establish subcommittees as necessary to perform certain duties. These subcommittees shall be formed upon approval by the voting members of the committee. Subcommittees may include, but are not limited to Administrative, Public Information, Activities, Hospitals & Institutions, Literature, Outreach and any other subcommittee which shall be deemed necessary by C.L.O.A.S.C.

At the inception of these subcommittees, a chairperson shall be elected by the voting member of C.L.O.A.S.C. Subsequent chairpersons of each of these subcommittees shall be elected by the subcommittee membership. Exceptions to this procedure include the Literature Chairperson and the alternate Literature Chairperson and the Unity Day Chairperson. These positions will be included in the annual C.L.O.A.S.C. elections in accordance with the procedures described in Article VI.

All standing subcommittees shall create and adopt guidelines that are consistent with C.L.O.A.S.C.'s policies & procedures, Temporary Working Guide to the Service Structure, Guide to Local Service, 12 Concepts, 12 Traditions and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

Article XI – Adhoc Subcommittees

Article XI – Section 1 – Purpose

The Chairperson shall have the authority to appoint adhoc subcommittees for such special purposes as may, from time to time, be deemed necessary to fulfill special functions. The purpose, membership and duration of existence of any such adhoc subcommittee shall be specifically designated by the Chairperson at the time of appointment.

Article XI - Section 2 – Policies & Procedures Review Subcommittee

The Chairperson will annually appoint an adhoc subcommittee to review and, if necessary, amend the area's policies & procedures. The area's policies & procedures review subcommittee will consist of existing officers, the immediate past area Chairperson, and all subcommittee chairs or their alternates. The area service committee's purpose will be to review any changes/recommendations, and approve them if agreed upon, as provided by the adhoc subcommittee.

The guidelines or policies & procedures of each subcommittee will be reviewed by this adhoc committee who will bring forward any recommendations to the pertinent subcommittee chairperson, via an area service committee meeting, for their subcommittee's review/approval.

Article XII – Parliamentary Authority

Article XII - Section 1 – Protocol

The rules contained in the current edition of Robert’s Rules of Order, newly revised, shall be used to expedite the business of the committee in cases to which they are applicable and in which they are consistent with the 12 Traditions, Area P&Ps, 12 Concepts, and any special rules the committee may adopt.

Article XII - Section 2 – Definitions

Quorum: is the agreed number of GSRs needed to be present to carry out any new business or that to be voted upon. Quorum shall consist of 2/3 of the total number of groups within the C.L.O.A. who attended the immediate previous regularly scheduled Area meeting. Quorum will be established after roll call.

Motion: is a formal proposal made by any member and needs to be 2nd by a GSR if discussion is to take place and a vote taken.

Majority: Motions will be passed by a majority vote, which is one more than half of voting participants, as has been established by the Central Lake Ontario Area Service Committee. All motions are passed by a majority vote. Majority is defined as 50% + 1 of voting count.

Example: 12 subcommittee members present.

Scenario 1:

- 10 members are voting yes or no and 2 members are abstaining.
- The vote count is 10 not 12. Majority is (50% of 10) + 1 = 6.

Scenario 2:

- 12 members are voting yes or no.

The vote count is 12. Majority is (50% of 12) + 1 = 7.

Vote Count: In determining the vote count, the Chairperson asks those to raise their hand only if voting yes or no, and asks those who are abstaining to remain out of the count. **Abstentions are not included in the vote count needed to establish a majority.**

Abstention: is a means of showing neither ‘for’ nor ‘against’ a motion.

Tie Vote: In the event of a tie (same number of votes for and against with no abstentions), the chair will declare the vote defeated.

Note: If a GSR is voting on an issue where his/her group’s conscience is needed and they do not have their group’s conscience, they are taken out of the voting count and do not vote.

Article XII - Section 3 – Reference Material

The Chairperson, alternate Chairperson, Secretary, RCM and Treasurer shall all possess a binder containing area policies & procedures, all subcommittees P&Ps, parliamentary procedures and other pertinent documents.

Article XIII – Log of Area Policy Actions

The Log of Area Policy Actions will be kept and maintained by the alternate Chair. This will be a system where problems and problem solving techniques will be recorded for the purpose of assisting the smooth running of area meetings.

Article XIV – Floats & Budgets

Area’s Prudent Reserve:	3 months operating expenses (Approx. \$3708.81 as of March 2010).
Regional Contribution:	Minimum \$100/quarterly
H&I:	\$200/month
PI:	\$200/month
Activities:	\$1500 float
Area Secretary:	\$75/3 months or as required
Serenity Times:	\$110
External Secretary:	\$30/month
RCM:	\$20/quarter
Unity Day	\$1000 float
Outreach:	\$100 float
ASCR:	\$150 maximum allotted per month for travel expenses.

It has also been agreed that we will donate \$50 towards literature for any new group starting up.

Article XV - Bring Forward Calendar for Area Actions

January	Request RCM to look into Conference Agenda Report (C.A.R.) status.
February	Announcement to fellowship of intent to nominate for Treasurer, Literature Chair, Secretary and all respective alternates.
March	Nominations – to be announced in minutes and CLOA web site.
April	Elections – to be announced in minutes and CLOA web site.
May	Intent to nominate ASCR for following year – to be announced in minutes and CLOA web site.
June	Remind Unity Day Chairperson to secure hall for next year/ASCR Nomination.
July	Confirm status of a hall for next year’s unity day/ASCR Election.
August	
September	Announcement to fellowship of intent to nominate for Chairperson, RCM, External Secretary/Key Holder and all their alternates. – to be announced in minutes and CLOA web site.
October	Nominations – to be announced in minutes and CLOA web site.
November	Elections – to be announced in minutes and CLOA web site.
December	Appoint a chair for the adhoc P&P review committee, (if necessary). Secretary to contact those who are mandated to attend review committee.

Addendum

Central Lake Ontario Area Service Committee Meeting Agenda

9:30 a.m.

- Open the meeting with a moment of silence followed by the Serenity Prayer.
- Circulate attendance and new business sheet.
- Service Prayer to be read.
- Twelve Traditions to be read.
- Read and discuss the concept which coincides with month (i.e. concept 1 in January, etc).

Roll Call

- Introduction of new GSRs or group reps.
- Chair or Alt Chair to read aloud name of groups, and GSRs or group reps to answer verbally.
- Ask if any GSRs or group reps have been missed.
- Determine if quorum is met – consists of 2/3 of previous month's GSR attendance (group reps are not included in the quorum count).

Previous Minutes

- Secretary to read last month's minutes.
- Chair to ask if there are any errors or omissions.
- Someone to accept and a GSR to second.

Old Business

- Read through previous month's old and new business to determine if anything is outstanding.

New Business

- Review new business sheet.

Nominations

- Determine if there are any vacant positions with interested nominations. Nominees to state their qualifications and submit in writing to the secretary.
- Remind secretary and PI chair (Serenity Times) to publish nominations and elections.

Elections

- Determine if there any positions with nominees from last month.
- Ask those who are abstaining to remain out of the vote count when asking those to raise their hands when determining the vote count.
- Request 2 non-voting members to distribute ballots, and collect when appropriate. Ballot collectors to inform Chair or Alternate Chair of election result.

Chairpersons and Officer Reports

(remind people to submit a written and electronic report to the secretary).

- Activities
- H&I
- Literature
- Outreach
- PI
- Unity Day
- RCM
- ASCR
- P&P Review

GSR/Group Rep Reports

Motion to Close

RULES of ORDER

Decorum Statement

Meetings will be conducted according to these rules of order adapted from Robert's Rules of Order. This time honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personalities. In keeping with that spirit, we encourage all participants to become familiar with these rules of order and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the Chair's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate Limit

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

Motions

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

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the Chair, the member says, "I move that such and such be done by (this committee or one of its subcommittees, or a particular individual under these terms). The person making the motion then speaks briefly about why they feel the idea is important - this is called speaking to the intent of the motion because the exact wording of all motions must be recorded in the minutes. The maker of the motion should write out the motion whenever possible. This is especially important for complicated or long motions.

Every motion requires a second - the backing of another person who also wants the idea put into practice or simply wants to see further discussion of the idea take place. The Chair will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises his/her hand and when recognized by the Chair says, "I second that." If nobody seconds a motion, the Chair will say, "the motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the Chair may rule it out of order. A motion may be ruled out of order for anyone of the following reasons:

1. the motion goes against the committee's standing policy;
2. the motion clearly contradicts one of the Concepts for N.A Service or Twelve Traditions; and/or
3. the motion is inappropriate at that particular point in the meeting at which it is made.

(Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time).

Any members of the committee who wish to challenge a ruling made by the Chair may appeal that ruling as described below. If no appeal is made or the decision of the Chair is upheld, the committee moves on to other business.

Parliamentary Motions

Parliamentary Motions can be best understood as "sub-motions" that are made during debate on a main motion which affect, in some way, the main motion. There are many more of these than space and practicality permits us to only include but a few that seem to be the most practical which are as follows:

(1) Motion to amend (Simple majority required - is debatable)

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

(2) Motion to call the Previous Question (2/3 majority required - - not debatable)

For our purposes, this may be the most important parliamentary motion. Use it often. This question is made by a member saying, "I call for the question." or "I move the previous question." It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chair must recognize you when you make this motion and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it necessary for the Chair to be heavy-handed in stopping discussion because the debate will stop soon enough through this process.

(3) Motion to Table (Simple majority required - - not debatable)

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

(4) Motion to Remove from the Table (Simple majority required - - is debatable)

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

(5) Motion to Refer (Simple majority - - not debatable)

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study or it can be sent to a special adhoc committee. This can be done by a member saying, "I move to refer the motion to the such and such subcommittee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

(6) Motion to Reconsider or Rescind (2/3 majority required - - debatable)

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

1. the motion must have passed in either the last or the current meeting;
2. the member making the motion must have information on the issue not available in the original debate on the motion;
3. and the member must have been on the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the Chair will declare the motion out of order.

(7) Request to Withdraw a Motion (Unanimous consent required - - not debatable)

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

(8) Offering a Substitute Motion (Simple majority - - debatable)

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

(9) Motion to Adjourn (2/3 majority required - - not debatable)

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

Other Procedures

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

(1) Order of the Day

If a committee member feels that business is going too far astray from the original agenda, this can be used to help get things back on track. The member says, "{I call for the order of the day." This means, "I move that the Chair bring us back on track and conduct the meeting according to procedure adhering to the agenda.}" This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

(2) Point of Order

If a committee member feels that something that is happening is in violation of the rules of order and if the Chair does not appear likely to do anything about it, the member can raise a point of order. The member need not raise his/her hand but may simply say, "point of order." The Chair then says, "What is your point of order?" The member then states how they feel the rules of order are being violated. The Chair then either agrees with, "Your point is well taken", or disagrees with "overruled." This decision, as all others, can be overruled.

(3) Point of Appeal

Any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "appeal the decision of the Chair." The Chair then says, "On what grounds?" The member states his/her reason(s). The Chair then speaks briefly to the intent of the ruling. A vote is taken with two-thirds majority required to overrule the decision of the Chair.

(4) Parliamentary Inquiry

If a member wants to do something but doesn't know how it fits in with the rules of order, the member can ask. Simply say "Point of parliamentary inquiry." The Chair must immediately recognize the member and answer the question.

(5) Point of Personal Privilege

If the smoke is getting too heavy for you, the air conditioner or heater is too high, or there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The Chair must recognize you immediately and if the request is reasonable, attempt to resolve the problem.