



**MID-HUDSON AREA OF NARCOTICS ANONYMOUS
AREA SERVICE COMMITTEE (ASC) GUIDELINES**

Ed. May 18, 2022

Mission Statement: The primary mission of the Mid-Hudson Area Service Committee (MHASC) is to help our Groups and other NA Groups to be more effective in carrying NA’s message to the still-suffering addicts. We shall dedicate and rededicate ourselves to serving our groups, providing local communities with NA services and supporting NA regional and world services. We shall perform our service work with a sense of purpose. Our Agendas shall schedule only matters concerning our service goals. As such, we shall work together to:

- Attract addicts to Narcotics Anonymous Meetings in our area and worldwide;
- Supply approved materials and practice necessities for use in NA meetings;
- Conduct local activities to unite and strengthen our member groups; and
- Perform only those functions necessary to accomplish these priorities.

Service Prayer: God grant us the knowledge that we may serve according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.

Table of Contents

Mission Statement.....	Page 1
Service Prayer.....	Page 1
Article I - Area Service.....	Page 2
Article II – Member Groups.....	Page 2
Article III – Trusted Servants.....	Page 2
Article IV - Elections.....	Page 3
Article V – Subcommittees.....	Page 4
Article VI - Motions.....	Page 4
Article VII - Voting.....	Page 5
Article VIII – Communications and Literature.....	Page 5
Article IX – Policy and Procedure.....	Page 6
Article X – Challenges and Appeals.....	Page 7
Article XI – Treasury and Disbursements.....	Page 7
Appendix A – ASC Agenda.....	Page 9
Appendix B – Service Positions.....	Page 10
Appendix C – Rules of Order.....	Page 14
Appendix D - Motions and Report Forms.....	Page 19

ARTICLE 1 – Area Service

“To fulfill our fellowship’s primary purpose, the NA Groups have joined together to create a structure which develops, coordinates and maintains services on behalf of NA as a whole.”

– First Concept for NA Service.

1. **PURPOSE:** The MHASC was created in accordance with NA’s Ninth Tradition. We are delegated by our Member Groups to unify NA Groups within our Area, while providing help and support to individual Groups, carrying the Narcotics Anonymous message of recovery through our various subcommittees and contributing to the growth of and enhancing the quality of Narcotics Anonymous as a whole.
2. **PARTICIPANTS:** The MHASC is comprised of Group Service Representatives (GSRs) and their alternates from NA groups in our Area, as well as the Area’s trusted servants elected by the GSRs. Any NA member may participate or observe.
3. **GUIDANCE:** Our actions shall always be guided by the Twelve Concepts for NA Service. We turn to “*A Guide to Local Service in Narcotics Anonymous*” for general direction, while these MHASC guidelines detail our Area Service Committee’s policies and procedures.
4. **MEETINGS:** We meet on the fourth (4th) Thursday of every month (as of October, 2021). The meeting is called to order at 7PM and ends no later than 10PM, unless a majority of GSRs vote for a time extension.
5. **AGENDA:** This is our standard format for Area Service meetings (See Appendix A). If your Group has an item to include in the day’s Agenda, please see our Chairperson before the meeting begins.

ARTICLE II – Member Groups

“The final responsibility and authority for NA services rests with the NA Groups”.

6. *-Second Concept for NA Service.*

1. Group conscience is carried by GSRs elected by our Member Groups.
2. For any new or additional NA Group to be eligible for inclusion in our ASC, its elected GSR need only attend monthly Area meetings and declare the represented NA Group a Member Group.
3. Any Member Group which has held eight regular NA meeting or whose GSR or alternate has attended at least two Area meetings may be listed in the next printing of our Area Meeting List.
4. If a (meeting) listed Member Group should stop meeting for any reason, it is important that the GSR or any Group Member notify Area Service promptly so that the online and printed Meeting List can be updated. With the ability to keep an online Meeting List up to date on a regular basis, this information can save someone from showing up at a meeting that is no longer taking place. If Area is not notified by the Member Group, but learns by other means that a listed Meeting is not taking place, our Outreach Committee will contact an NA Member who attended it or lives nearby to ask about its status. The listed facility may also be contacted. If questions remain, an Outreach Member will try to attend. If the Group hasn’t met for two consecutive weeks and no one contacts Area Service with an explanation, the Meeting shall be removed from our Area Meeting List.

ARTICLE III – TRUSTED SERVANTS

“The NA Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.”

-Third Concept for NA Service.

1. Area Trusted Servants are elected by our GSRs. Our Chairperson may appoint Trusted Servants on a temporary basis only, to chair “ad hoc” subcommittees charged with specific, limited tasks
2. To allow for a period of transition, standard commitments begin in January, following the December election, and last through January of the following year. The incoming and outgoing Trusted Servants will transition through the month of January.

3. Elected Trusted Servants of our ASC carry out commitments in the following areas of service:
 - Steering Committee – Chairperson, Vice Chairperson, Treasurer, Policy Chairperson and Regional Committee Members (RCM).
 - Subcommittees – Hospitals and Institutions (H&I), Public Relations (PR), Helpline, Meeting List, Outreach, Literature Supply, Literature Review, Events and Activities (E&A), Convention Committee.
 - Others - Mail Accountability and Coffeemaker.
4. Only our Secretary, our RCM (#1 and #2), Helpline, Outreach, Convention Treasurer, Coffeemaker, Mail Accountability, Meeting List and Literature Review Chairs may hold concurrent GSR commitments. GSRs elected to other Area positions must resign as GSRs.
5. To assure the smooth functioning of our ASC, a Steering Committee may meet as necessary to address emergencies, set special agendas and help minimize our time spent in general assembly. Our Area Steering Committee is comprised of MHASC administrative officers, RCMs and our Policy Chair. However, any addict may attend a Steering Committee meeting.
 - While our Secretary will make every attempt to inform the general assembly in a timely fashion, the Steering Committee meetings may convene unannounced to the general assembly if time is limited. However, a full report of any decisions and actions must be made at the following Area meeting.
 - No policy changes or changes of officers shall be affected by our Steering Committee independently, but it is authorized to resolve matters requiring emergency attention.
 - If necessary, to address pressing and immediate Area needs, such as an unexpected ASC meeting space change or emergency treasury disbursements when time is an issue, our Steering Committee is authorized to cut MHASC checks as deemed necessary. Our Area Chairperson or Vice Chairperson must be present for a check to be signed.
 - In the absence of a Policy Chairperson, the responsibility of the Policy Chairperson shall be assumed by our Area Vice Chairperson.

ARTICLE IV – ELECTIONS

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting Trusted Servants.”

-Fourth Concept for NA Service.

1. Area Trusted Servants are elected by our GSRs. Contested elections are won by plurality vote. Uncontested nominees may be elected by two-thirds (2/3) majority vote.
2. Nominations for most Area Service positions are solicited in October and accepted in November so that potential nominees for regularly open positions are given a full month to come forward. Most scheduled elections are held in December (April 2011).
3. Vacated positions may also be filled through special elections called by our Area Chairperson.
4. Area Trusted Servants may serve up to two terms consecutively.
5. If an open position is filled within six (6) months prior to regular elections, an election need not be held for that position in December. If it is six (6) months or more, then the time served counts as the first term. If time served is less than six (6) months, it does not count as the first term.
6. If the Vice Chair of any committee or the Alternate of any Trusted Servant position is open and the Vice or Alternate is willing to step into the open commitment, a vote of confidence shall be taken, which our Area Chairperson may call by acclamation. If the vote is not unanimous, that position shall remain open for nominations.
7. Nominees may be elected to Area commitments without attending consecutive Area meetings. However, an individual must be present to accept nomination and must be present to be elected. Exception can be made in the event that the nominee informs a member of the Steering Committee prior to Area Service of an extenuating circumstance preventing them from attending Area such as illness or a death in the family. When necessary, the vote can be postponed until the following month’s ASC meeting.

8. Nominations and elections shall always be conducted according to set MHASC procedure:

Nomination process:

- Each position's Responsibilities and Qualifications are read from **Appendix B**.
- Nominations are called for. Members may volunteer for any position.
- Nominations for all Area Steering Committee positions must be referred back to our Member Groups by GSRs for Group consideration and consent.

Election Process:

- Nominees state their service experience, willingness to serve and clean time.
 - Nominees then leave the room to allow for discussion prior to the vote.
 - Election votes are cast by paper ballot and the vote tally is read aloud.
 - Nominees are then called back in and told the results of the election.
1. Commitments take effect at the close of the Area Meeting during which that position is filled.

ARTICLE V – SUBCOMMITTEES

“For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.”

-Fifth Concept for NA Service.

1. Subcommittees of Mid-Hudson Area Service Committee are accountable to the ASC but are autonomous in carrying out most assigned functions, with the exception of money expenditures.
2. Subcommittee Members may elect, or their Chairperson may appoint, service positions as needed.
3. Our GSRs may do service on Area Subcommittees, but not as Subcommittee Chairpersons, with the exception of RCM#1 and RCM#2, Helpline, Outreach, Convention Treasurer, Secretary, Coffeemaker, Mail Accountability, Meeting List Chair and Literature Review Chair. (Amended 10/24/19)
4. Chairs shall be provided NA World Service Office (WSO) Guidelines for their type of Subcommittee. Outgoing Chairpersons shall transfer all Subcommittee materials, including WSO Guidelines, to incoming Chairs after the close of the Area Meeting during which the new Chairperson is elected.
5. Through our Subcommittees, our ASC shall sponsor four (4) yearly workshops – one each season. These activities shall be held by our E&A Subcommittee, in partnership with our H&I, PR, Helpline and Outreach Subcommittees to attract interest and participation. These events shall be designed to be fun as well as informative and shall be presented in tandem with dances, picnics, campouts and other fellowshiping activities put on by our E&A Subcommittee.
6. Pictures taken at any NA event cannot be posted on any internet sites. (Added August 2011)
7. Ad Hoc Subcommittees are created by our Area Chairperson to carry out special tasks and a Member volunteers to Chair the Subcommittee. Discussion can take place to confirm if the volunteer is qualified for the position. However, the final decision regarding the Subcommittee Chair will be made by the Area Chairperson, bypassing standard nominations and election procedures.
8. Subcommittee meetings are only to be held at places that are accessible to all members, not in restaurants or in private homes. (August 2011)

ARTICLE VI – MOTIONS

“Group conscience is the spiritual means by which we invite a loving God to influence our decisions.”

-Sixth Concept for NA Service.

1. Motions may be introduced by our GSRs and RCM (or their alternates in their absence), by Subcommittee Chairs (or Vice Chairs in their absence) and ASC Officers (except our Area Chair). A GSR must second all Motions, except those made by our Subcommittees or Chairs.

2. All Motions must be submitted to our Secretary in writing prior to Area's break, in order to be recognized. Motion forms shall be kept available by our Secretary. (See Appendix D for a sample form.) (February 2017)
3. In most cases, three Pros (supporting a Motion) and three Cons (against a Motion) should be sufficient before a Motion is called to vote. The Motion's author generally voices the first of the Pros.
4. If debate goes on beyond three Pros, three Cons and any questions from GSRs, then the Motion may be tabled, "referred to Committee" or referred back to our Group Members for consideration.

ARTICLE VII – VOTING

“All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes.”

-Seventh Concept for NA Service.

1. All voting is performed by GSRs elected by their Groups or Alternate GSRs in their absence. A voting quorum of fifteen (15) GSRs or their Alternates must be present for any voting to proceed.
2. A two-thirds (2/3) majority vote is necessary to change Area Policy or to remove a Trusted Servant. A simple majority vote is necessary to pass Motions (see list of Motions in Appendix C).
3. Voting is by show of hands except for elections or removal of officers, which are by ballot. Generally, abstentions shall be considered “non-votes” for the purpose of tabulating vote counts.
4. Voting on any Motion may proceed if two-thirds (2/3) of GSRs are ready to cast an immediate vote. However, if any GSR prefers to abstain, a two-thirds majority “pro” vote of all GSRs present shall be required for the Motion to pass. All votes (Pro, Against or Abstentions) are counted.
5. In any situation where our Area Chairperson senses a general consensus among GSRs, a vote of acclamation may be called for. If no GSRs object, then that Motion, Election or Debate is settled. (“Acclamation” is a voiced vote of approval or non-dissent, without any vote count being taken.)
6. Any Motion that results in a tie vote shall fail, defaulting to a *status quo* until a more agreeable solution to the matter under consideration may be proposed and passed by GSRs.

ARTICLE VIII – COMMUNICATION AND LITERATURE

Our service structure depends on the integrity and effectiveness of our communications.

-Eighth Concept for NA Service.

1. Reports shall be submitted in writing and shall include complete actions, planned activities and any motions to be presented. Area Officer reports shall be read to the assembled committee. (For sample reports and report forms, see Appendix B.)
2. Subcommittee reports shall further explain any Subcommittee elections or appointments, any challenges or situations requiring MHASC attention and specific goals for the upcoming month.
3. GSR reports shall state the Group's name, day, time and address of the meeting, amount of Area contribution, average number of addicts attending, number at the Group's latest business meeting, any group difficulties and group conscience on any Motions brought back to the Group for input.
4. GSRs decide what matters go back to Groups for input.
5. GSRs shall hand in Group orders to our Literature Supply Subcommittee prior to Area meetings and pick up their filled orders at the end of the Meeting. Orders and payments must be accurate. Literature is to be sold only at Area Service.
6. (a) Our Literature Supply Subcommittee shall stock Narcotics Anonymous approved material, Area and Regional Meeting Lists and NA related flyers issued by this ASC, our Subcommittees, our Trusted Servants, our Member Groups and other recognized NA service boards or committees.

(b) Maintain stock of the following (Motion #052815-02 May 2015) – “The Impossible Dream” as well as the following six (6) pamphlets:

- Group Business Meetings
- NA Groups and Medications
- Principles and Leadership in NA Service
- Social Media & Our Guiding Principles
- Group Trusted Servants
- Disruptive and Violent Behavior

7. An Announcement Sheet shall be passed around at Area Meetings and returned to the Secretary before break. After the break, the completed sheet shall be passed around again so that all GSRs have the opportunity to note upcoming anniversaries, special meetings and events.
8. Our Secretary shall email a copy of the Announcement Sheet to all GSRs via email during the weekend following the Area Service meeting. Full Minutes shall be mailed or emailed to all GSRs no later than during the week following any Area Meeting.
9. Our Mid-Hudson Area NA Meeting List is updated and printed every other month and made available at our MHASC Meetings as supplies last. Any changes or additions must be submitted in writing to the Meeting List Chair at the MHASC Meeting prior to printing.
10. Our H&I and PR Subcommittees are issued one-third (1/3) of all new Area Meeting Lists printed.
11. Upon the release of newly updated Area Meeting Lists, older lists in our Literature supply, H&I and PR inventories shall be destroyed.

ARTICLE IX – POLICY AND PROCEDURE

“All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.”

-Ninth Concept for NA Service.

1. The twelve (12) articles comprising a main body of these Mid-Hudson Area Service Committee Guidelines constitute our Area’s Policy. The attached Appendices serve as a Guide to procedure.
2. We refer to “A Guide to Local Services in Narcotics Anonymous” and other NA service material for general direction. However, these MHASC Guidelines take precedence where any conflicts exist. “Roberts Rules of Order” may be referred to in debate.
3. In Area assembly, rules of procedure shall be respected by all and enforced by our Chairperson.
4. Any participant may be recognized by our Chairperson during discussion and debate.
5. If our Area Chairperson wishes a voice in a particular debate, the Chair must be turned over to our Area Vice Chairperson who shall facilitate the proceedings until the matter has been resolved.
6. Any changes to ASC Guidelines or adoption of new Policy must be passed by our GSRs by a two-thirds (2/3) majority. Any Policy changes or additions may not be passed by acclamation.
7. New Policy shall be incorporated into this body of Guidelines to avoid confusing “Addenda”. Our Policy Chair shall include any new changes in forthcoming printings of our ASC Guidelines.
8. Area Meeting locations shall never be rendered into Policy. A simple majority vote of GSRs is all that shall be required to set or change Meeting locations and facilities for our Area meetings.
9. It is not the role of this service body, nor its right, to dictate to any NA Group. We may offer direction, but ours is not to police or control how Groups conduct their meetings or their business.
10. The MHASC shall maintain an active archive of past Motions to be kept by or sitting Chairperson.

ARTICLE X – CHALLENGES AND APPEALS

“Any Member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.”

-Tenth Concept for NA Service.

1. Removal of Officers shall be conducted only in strict accordance with set MHASC Policy.
 - Any Area Officer may be removed from office by a two-thirds (2/3) vote of our GSRs.
2. A removed Officer may appeal to the assembly for reconsideration during New Business of the following Area meeting. Time shall be allotted to hear reasons for absence or other explanations. The dismissed Officer shall then step out to allow time for discussion. If the position has not yet been filled and Motion is made to reinstate, a simple majority vote shall reverse the dismissal.
3. If any participant feels wronged during an Area or Subcommittee Meeting, that individual may petition the MHASC for redress. Our assembly shall address the matter promptly, to the best of our ability, and amends shall be made where deemed appropriate and passed by majority vote.
4. If a complaint is brought against our Area Chairperson, she or he must turn over the Chair to our Vice Chair while the matter is addressed and may participate in the discussion that follows.
5. Any ruling made by our Chairperson may be contested by any Area Member who may do so by saying “I appeal the decision of the Chair”. If the appeal is seconded, the person making the appeal shall state the reason for contesting the ruling. Our Chairperson shall then speak briefly to the intent of the discussion under appeal. The assembly may then debate the ruling and the merits of the appeal. After debate, a vote shall be taken, requiring a simple majority to overrule the Chair’s decision.
6. Points of Order, Points of Appeal and Points of Personal Privilege may be made freely, without any fear of embarrassment or reprisal. Our Chairperson shall honor any reasonable Appeal made by any participant.
7. All participants of our Area Meetings shall, in turn, contribute to the smooth running of Area business by behaving in accordance with recognized rules of decorum. Disruptive participants may be asked to leave. Disruptive Officers may be removed from office by immediate vote.

ARTICLE XI – TREASURY AND DISBURSEMENTS

“NA funds are to be used to further our Primary Purpose and must be managed responsibly.”

-Eleventh Concept for NA Service.

1. The MHASC is self-supporting through the contributions of our Group Members. GSRs turn in their Group contributions to our Treasurer prior to the start of each Area Meeting.
2. In the spirit of our Seventh Tradition, a basket is passed at all Area Meetings to help cover rent and other expenses.
3. Our Area Treasury is kept in a business bank account in the name of “Mid-Hudson ASC of NA”. No ATM or other bank card is activated or held for this bank account.
4. Original bank statements are to be mailed to our Area post office box. Our Vice Chairperson and Treasurer reconcile all financial records every month.
5. Our Area Chairperson, Vice Chairperson, Area Treasurer and Secretary are authorized to sign Area checks. Any two signatures of these four (4) signors are required on all MHASC checks. Checks are cut and signed only at Area Meetings or, if necessary, at a Steering Committee Meeting.
6. Rent for Area Meeting spaces shall be paid by check made out to the facility or business only.
7. Our Area Service Committee is responsible for financially supporting all of its Subcommittees.
8. Subcommittees shall include in their monthly reports to our ASC a full financial accounting, where applicable, including, but not limited to: starting funds, itemized expenses, ending balance and any foreseen extra expenses. For example:

E&A

	Expenses	Income	Balance
Starting Balance			(+) \$200.00
Facility Rental	(-) \$50.00		
DJ	(-) \$100.00		
Beverages/Supplies	(-) \$50.00		
Donations at Door		(+) \$125.00	
Beverage Sales		(+) \$75.00	
Total Expenses	(-) \$200.00		(-) \$200
Total Income		(+) \$200.00	(+) \$200.00
Ending Balance			(+) \$200.00

Literature

	Purchases	Sales	Balance
Starting Inventory			(+) \$1250.00
Order		(+) \$650.00	
Sales	(-) \$825.00		
Closing Inventory			(+) \$1075.00

All unbudgeted expenses must be approved by majority vote.

9. Our Literature Supply Subcommittee shall keep orders to \$1200.00 or less. Budgetary figures shall be reviewed periodically to keep pace with price increases and the needs of our Groups and Area.
10. The following MHASC Subcommittees maintain a budget in these set amounts:
 - Outreach: \$150.00
 - Public Information: \$350.00
 - Hospitals & Institutions: \$350.00
11. Events & Activities' annual budget is \$500. For each Event, an itemized budget (i.e., rent, DJ, food, etc.) must be presented a minimum of two (2) months prior to the event for planning purposes. At the Area following any Event, an expense report with receipts must be submitted. If additional funding is needed for an Event, it must be approved with a two-thirds (2/3) majority of GSRs prior to the Event.
12. Our Festival and Convention Subcommittees maintain separate bank accounts, overseen by its elected Treasurer. Each bank account retains the seed money after the Events and donating proceeds to Area. The Area Chair, Festival or Convention Chair and Treasures will be authorized signors on their respective Subcommittee bank accounts. Any two (2) of these three (3) signors are required on any Subcommittee checks.
13. Bills pertaining to MHASC business must be mailed to our Area post office box: Mid-Hudson Area Service, P.O. Box 1092, Kingston, NY 12401.
14. Five percent (5%) of the ASC Operating Balance is sent to NAWS and Region.
15. MHASC's Prudent Reserve is \$2000. (Motion October 2012)
 - In the event the ASC is operating within its prudent reserve, the following steps will be taken: (Motion August 27, 2015)
 - No new Motions calling for additional expenditures shall be considered;
 - Literature purchases will be limited to one-half (1/2) of the normal cap on expenses;
 - Subcommittee expenses shall be limited to \$100 per month for each Subcommittee. A written budget must be presented to the ASC and is subject to approval by a simple majority of GSRs present.

- In the event that the ASC is operating under one-half (1/2) of its Prudent Reserve, the following steps will be taken: (Motion August 27, 2015)
 - No new Motions calling for additional expenditures shall be considered;
 - Literature purchases will be limited to Basic Texts, White Booklets and Key Tags;
 - The only expenditures that shall be authorized are Literature (as mentioned above), Rent for ASC and Subcommittee meetings, Helpline, Meeting Lists and P.O. Box expenditures.

Requests to waive any of the above provisions will be subject to a three-quarters (3/4) majority of GSRs present.

APPENDIX A – Area Service Committee AGENDA

- A. Serenity Prayer
- B. Twelve Traditions
- C. Twelve Concepts
- D. Decorum Statement
- E. Announcement Sheet is being passed
- F. Call for volunteers to clean up
- G. Roll Call – Secretary, Confirmation that Quorum is reached
- H. Are there any new meetings?
 - Remind the new meeting to provide the Meeting List Chair and Secretary with information
- I. Any new GSRs?
 - Vice Chair to provide New GSR Packet and ASC Guidelines
- J. Motion to accept last month’s Minutes
- K. Seventh Tradition (basket passed)
- L. Trusted Servants Reports
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - RCM#1 / RCM#2
 - Policy Chairperson
 - H&I Chairperson
 - Helpline Chairperson
 - E&A Chairperson
 - Literature Supply Chairperson
 - Literature Review Chairperson
 - Meeting List Chairperson
 - Mail Accountability
 - Outreach Chairperson
 - PR Chairperson
 - Festival Chairperson
 - Festival Treasurer
 - Convention Chairperson
 - Convention Treasurer
 - Coffeemaker
 - Ad Hoc Committee Reports, if any
- M. All Motions must be turned in before 10 minute break
- N. 10 Minute Break
- O. Service Prayer - *Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.*
- P. Roll Call – Secretary, Confirmation that Quorum is reached

- Q. Reading of a Concept
 - Opening sharing from the floor – open forum on any group problems or Area Service issues
- R. Old Business – Motions in Order, regarding business left over from previous meeting
- S. New Business – Motions in Order, regarding business which is new to this committee
- T. Nominations and Elections, if any
- U. Motions
- V. Confirmation of next Area Service Meeting date and location
- W. Motion to Close

APPENDIX B – SERVICE POSITIONS

Mid-Hudson Area Service Committee

Service Qualifications Short Form

Trusted Servants Position	Commitment	Clean Time	Service Experience
Area Chairperson - <i>must be able to be on a checking account</i>	1 year	Was 2 years, propose 5	1 year
Area Vice Chairperson - <i>must be able to be on a checking account</i>	1 year	Was 1 year, propose 3	6 months
Area Treasurer - <i>must be able to be on a checking account</i>	1 year	5 years	2 years
Secretary <i>must be able to be on a checking account</i>	2 years	1 year	6 months
Regional Committee Member 1	2 years	2 years	1 year
Regional Committee Member 2	2 years	2 years	1 year
Policy Chairperson	1 year	4 years	2 years
Meeting List Chairperson	1 year	2 years	1 year
Mail Accountability	1 year	6 months	3 months
Coffeemaker	1 year	3 months	90 days
Hospitals & Institutions Chairperson (H&I)	2 years	2 years	1 year
Public Relations Chairperson (PR)	2 years	2 years	1 year
Helpline Chairperson	1 year	2 years	1 year
Outreach Chairperson	1 year	2 years	1 year
Literature Supply Chairperson	1 year	2 years	1 year
Literature Supply Vice Chairperson	2 years	1 year	6 months
Events & Activities Chairperson (E&A)	1 year	2 years	1 year
Festival Committee Chairperson	2 years	2 years	1 year
Festival Committee Treasurer	2 years	5 years	2 years
Literature Review Chairperson	1 year	1 year	6 months
Convention Committee Chairperson	2 years	5 years	2 years
Convention Treasurer	2 years	5 years	1 year

Note: Secretary, RCM#1, RCM#2, Meeting List Chairperson, Mail Accountability, Helpline Chairperson, Outreach Chairperson, Coffeemaker, Festival Treasurer, Convention Treasurer and Literature Review Chairperson may hold a GSR position.

SERVICE POSITION DESCRIPTIONS

Area Service Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Arranges for and facilitates ASC Meetings, enforces rules of order and decorum, remains fair and impartial while presiding, forms and dissolves Ad Hoc Committees and appoints their Chairpersons, oversees all Area correspondence. Required to learn the role of the Treasurer and be able to take over in Treasurer’s absence. Must team with our Area Treasurer to reconcile Area financial records every month. It is **required** this person be qualified to be on our MHASC Bank Account.

Qualifications: **Required** clean time of at least 5 years with at least 3 years of prior experience in the NA service structure. A “firm hand, a calm spirit and a clear mind”.

Area Vice Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Coordinates our Area’s Subcommittee functions, keeps in regular touch with all Subcommittee Chairs to stay informed of their projects and challenges, attends Subcommittee Meetings whenever possible, acts as a liaison between Subcommittees, assumes all responsibilities of our Area Chairperson when called upon to fill the Chair, including when the Chair is required to cover as Treasurer. It is **required** this person be qualified to be on our MHASC Bank Account. Responsible for maintenance on MHANA page of the Regional Website.

Qualifications: **Required** clean time of at least 3 years with at least 2 years of prior experience in the NA service structure.’

Area Treasurer

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Acts as our Area’s financial chairperson, makes monthly reports of contributions and expenditures, keeps careful records of all transactions and reports on the financial condition of our Area at ASC Meetings. Must be able to be a cosigner on our MHASC Bank Account. Distributes funds to pay bills as needed, keeps accurate records of donations and disbursements and accurate receipts, teams with our Area Vice Chairperson to reconcile Area financial records every month at ASC meetings.

Qualifications: **Required** clean time of at least 5 years with at least 3 years of prior experience in the NA service structure. Required to have a full time job or other means of economic support. Some accounting experience is a plus. Access to a computer and the internet is a must.

Area Secretary

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Keeps clear and accurate records of Area Service Meetings including Motions introduced on the floor, discussions and voting outcomes, transcribes reports to the assembly for inclusion in our Minutes, compiles Area Minutes and Announcements and works to have these uploaded to the Area Website, maintains an updated list of our Members’ addresses and distributes via email (or mail) Area Minutes in the time prescribed in our Guidelines, making sure that all interested participants receive copies, forwards copies (with the permission of our Members) to our Regional Committee and WSO once a year, following Area Elections to keep their records up to date. It is **required** this person be qualified to be on our MHASC Bank Account. Provides copies of the most recent printing of these ASC Guidelines and other suggested written materials at all Area Meetings and executes any other secretarial tasks charged by this Committee.

Qualifications: **Suggested** clean time of at least 1 year with at least 6 months of prior experience in the NA service structure. Ability to use Microsoft Word, Excel and Adobe programs and access to a computer and internet is a must.

Regional Committee Member #1 (RCM 1)

Term of Office is 2 years. Note: We have two RCMs elected to alternating terms so there is always an RCM#1 and an RCM#2.

Responsibilities: Represents the Group conscience of our Area at the Regional level, attends all Regional Service Committee meetings, participates in all decisions that potentially affect our Area, reports to the ASC on all RSC activities, makes monthly reports relevant to Subcommittee affairs and important issues being discussed at various levels of NA service. Our RCMs keep our Area in touch with NA by providing information about activities in neighboring areas and functions sponsored by our Region, and by representing our Area to the broader NA Fellowship.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure. Ability to travel to Regional Service Committee meetings is required.

Policy Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Maintains our ASC Guidelines, advises our Chairperson concerning ASC Policy during Area Meetings, coordinates with our Secretary to update and distribute ASC Guidelines to all interested participants, chairs Area Meetings in the absence of our Chair and Vice Chair.

Qualifications: **Suggested** clean time of at least 4 years with at least 2 year of prior experience in the NA service structure.

Meeting List Chairperson

Term of Office is 1 year with a Term Limit of 2 Years

Responsibilities: Compiles Meeting information, gets our Area Meeting List typeset and printed, updates our Meeting List, ensures that we keep enough Meeting Lists available, coordinates with our Regional Meeting List Committee to ensure that our Area's Meetings are listed correctly in the Regional Meeting List, updates the Regional and NAWS websites with any Meeting changes. Works with PR to ensure that our Area's website (www.mha-na.org) contains most updated Meeting information regularly.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure. Access to a computer and the internet is a must.

Coffeemaker

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Supplies and prepares coffee and light refreshments for our monthly Area Service Meeting, including set up and clean up, coordinates with our Area Treasurer to provide the supplies and turns in receipts for all purchases made.

Qualifications: **Suggested** clean time of at least 90 days, willingness and desire to serve and to commit the time and resources required for the job, ability to brew coffee or the desire to learn how to.

Hospitals & Institutions Chairperson (H&I)

Term of Office is 2 years.

Responsibilities: Oversees our efforts to carry the NA Message to the addicts who cannot come to us, keeps records of all H&I Committee Meetings, coordinates panels, establishes new meetings at as many area hospitals and institutions as possible, keeps an accounting of all funds utilized and all NA literature distributed, maintains communications with Regional and WSO H&I Committees.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure.

Public Relations Chairperson

Term of Office is 2 years.

Responsibilities: Oversees our efforts to carry the NA Message of recovery to local communities, coordinates our efforts to inform addicts and others (including professionals who help or have contact with addicts) about Narcotics Anonymous and our Area NA Meetings, works to establish a sense of cooperation, not affiliation, with local resources to help addicts in our Area, maintains lines of communication with the public via radio shows, public service announcements, posters, mailings, interviews, professional conferences, etc., maintains literature in racks disbursed throughout the community.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure.

Helpline Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Maintains and coordinates an effective 24 hours, 7 days a week Area Telephone Service that helps addicts and others in our local communities to find NA Meetings, contacts and information easily and quickly, assures that all calls to our Helpline are answered promptly and courteously, checks for messages at least twice a week and takes appropriate action, trains Helpline volunteers to connect addicts seeking recovery, and others seeking direction or NA information with a local member of Narcotics Anonymous who can help them.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure.

Outreach Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Assists our Area Groups in solving problems to help fulfill the primary purpose of NA, serves as the outstretched hand of the greater NA Fellowship to isolated groups and their members, assists groups to overcome isolation or other challenges by encouraging increased knowledge, the fielding of GSRs and involvement with NA's Service structure and works to compliment the activities of our other Area Subcommittees.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure. Ability to travel is necessary.

Literature Supply Chairperson and Vice Chairperson

Term of Office is 1 year for our Chairperson and 2 years for our Vice Chairperson. Note: Vice Chair term is two years with the first year serving as Vice Chair and the second year serving as Chairperson. Our Literature Supply positions are filled each year with the idea that we always have a "senior" Literature Supply Chairperson and a "junior" Literature Supply Chairperson serving these commitments.

Responsibilities: Procures, stores and dispenses approved literature, key tags and medallions for our Area's Member Groups and Subcommittees, maintains an inventory of approved supplies to area-recommended levels, keeps an accurate account of our inventory on hand, records all sales, purchases, donations and other transactions, whether in funds or materials, fills orders for GSRs at our Area Meetings and reports on our literature supplies and needs of our Area Meetings.

Qualifications: **Suggested** clean time of at least 2 years for our Chairperson and 1 year for our Vice Chairperson with at least 1 year of prior experience in the NA service structure for our Chair and 6 months for our Vice Chair.

Events & Activities Chairperson (E&A)

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Plans and coordinates activities which promote unity and fellowship among our Area Groups and between Area Groups and the rest of NA, works with our other Subcommittees to conduct Learning Days and Workshops designed to enhance NA's Primary Purpose, reports on all progress and upcoming events in our Area, provides accurate financial accounting concerning all Committee activities and always keeps in the spirit of NA's Seventh Tradition.

Qualifications: **Suggested** clean time of at least 2 years with at least 1 year of prior experience in the NA service structure. Ability to travel a must.

Literature Review Chairperson

Term of Office is 1 year with a Term Limit of 2 years

Responsibilities: Coordinates our efforts to provide a forum and atmosphere where Members may contribute to the development and creation of NA literature, communicates with others reviewing new NA literature at our Region and in World Service to ensure continuity of effort in that regard, delivers regular reports to our ASC on materials being reviewed, along with deadlines for input.

Qualifications: **Suggested** clean time of at least 1 year with at least 6 months of prior experience in the NA service structure. Some editing experience is a plus.

Note: When no NA literature is under review, our Literature Review Chairperson may just report on planned additions or changes and any deadlines for submissions.

Convention Chairperson

Term of Office is 2 years

Responsibilities: Arranges for and presides over the Convention Committee Meetings, reports on all Committee activities and progress in our Area Committee, plans and coordinates our annual Area Festival to further NA's Primary Purpose. Must be able to be a cosigner on our MHASC Convention Committee Bank Account.

Qualifications: **Suggested** clean time of at least 5 years with at least 2 years of prior experience in the NA service structure. Previous Convention experience is a plus.

Convention Treasurer

Term of Office is 2 years

Responsibilities: Make monthly reports of contributions and expenditures, acts as our Financial Chairperson. All monies are channeled through the Treasurer who then distributes the monies to pay bills as needed, keeping accurate receipts. Must be able to be a cosigner on our MHASC Convention Committee Bank Account (2 signatures are required on all checks).

Qualifications: **Required** clean time of at least 5 years with at least 1 year of prior experience in the NA service structure. A full time job or other means of economic support. Some accounting experience is a plus. Access to a computer and the internet is a must.

APPENDIX C – RULES OF ORDER

Here are some widely used Rules of Order, excerpted in edited form from *A Guide to Local Services in Narcotics Anonymous*. They have been adapted from *Robert's Rules of Order, Newly Revised*.

MOTIONS

There are two (2) types of Motions our Chair will recognize – Main Motions and Parliamentary Motions.

Main Motions

A Motion is a statement of an idea a Committee Member wants our Committee to put into practice. Because the exact wording of all Motions must be recorded in our Minutes, the maker of the motion shall write it on an ASC Motion Form and deliver it to our Secretary before New Business.

When the Motion is brought up for consideration by our Area Chairperson, the person making the Motion shall “speak to the intent of the Motion” (if necessary), explaining why the idea is important.

Every Motion requires a “Second” – the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After a Motion is proposed, our Chairperson will ask whether the

Motion has a second. The seconder simply raises a hand and, when recognized by the Chair, says “I second that.” If nobody seconds a Motion, the Motion dies.

Our Area Chairperson may rule a Motion “Out of Order” if the Motion goes against our Committee’s standing Policy, contradicts any of NA’s Twelve Traditions or Twelve Concepts for NA Service or is inappropriate at the particular point in the Meeting at which it is made. *Robert’s Rules of Order* may be consulted for more specific examples of Motions which are Out of Order at any given time.

Parliamentary Motions

Parliamentary Motions can be best understood as “sub-Motions” made during a debate on a Main Motion that affect the Main Motion in some way. Here are a few that seem to be the most practical:

1. Motion to AMEND (Simple majority is required. Is debatable.)

This is perhaps the most commonly used Parliamentary Motion. During debate on a Motion, if any Area Member feels that the Motion would benefit from a change in its language, that Member can say “*I move to amend the Motion.*” and suggest specific language changes in the Motion. If acceptable to the Maker and Secunder or the original Motion, no second is required and no debate is called for because it is a *friendly amendment*. However, if the amendment is not approved by the Maker but is seconded, debate on the amendment shall follow and then a vote on the amendment shall be taken. If the amendment carries, debate shall resume on the merits of the Main Motion as amended.

2. Motion to call the PREVIOUS QUESTION (Two-thirds majority is required. Is *not* debatable.)

This Motion is made by saying “*I call for the question*” or “*I move the previous question.*” It is another way of saying “I move that debate stop right now and that we vote immediately.” This is one important means to prevent needless, lengthy discussion once an issue is clearly understood. This Motion is in order after any speaker is finished. You need not be called on. Our Chairperson must recognize the Maker of this Motion and a vote must be taken with no debate. If two-thirds of our GSRs feel that no more discussion or debate is necessary, then the vote is called immediately

3. Motion to TABLE (Simple majority is required. Is *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...*”. If this Motion is seconded, GSRs vote on it immediately. If it fails, debate continues. If it passes, we shall revisit the Tabled Motion at a future Area Meeting.

4. Motion to REMOVE FROM THE TABLE (Simple majority is required. Is *not* debatable.)

A Motion that has been Tabled can be taken up before the time originally set in the Motion to Table. This is done by saying “*I move to remove from the Table the Motion to such-and-such*”. If this Motion passes, the Motion that has been Tabled becomes the Main Motion and debate on it begins again. If the Motion to Remove from the Table fails, we shall move on to the next item of

5. Motion to REFER (Simple majority is required. Is debatable.)

Sometimes we don’t have enough information to make an immediate decision on a Main Motion. Such Motions can be sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by saying “*I move to refer the Motion to the such-and-such Subcommittee.*” If the Motion to Refer is seconded, the body may debate it before voting. If the Motion to Refer passes, the Subcommittee specified is charged with further researching the issue and will report back to the full assembly at our next Area Meeting. If the Motion to Refer fails, debate on the Main Motion continues.

6. Motion to RECONSIDER or RESCIND (Simple majority is required. Is debatable.)

If a Member feels that a Motion we have passed in either the last or the current Meeting might prove harmful, that Member can move to either *Reconsider* (reopen for debate and voting) or *rescind* (void the effect of) that Motion. Note: The Maker of the Motion must present new information on the issue and *must have been with the winning side in the original vote*. These limits protect us from having to reconsider Motions repeatedly while still allowing us to examine potentially harmful situations. So, if any of these requirements are not met, our Chairperson will declare the Motion Out of Order.

7. Request to WITHDRAW A MOTION (Unanimous consent is required. Is *not* debatable.)

Once a Motion is made and the debate begins, the Maker of that Motion may request to withdraw it. Our Chairperson will ask GSRs if there are any objections. If no GSR objects, the Motion is withdrawn. However, if there is even one objection, the Motion shall stay on the floor and debate shall resume.

8. Offering a SUBSTITUTE MOTION (Simple majority is required. Is debatable.)

A Substitute Motion is much like an amendment to a Motion. The difference is that it proposes to replace the original Motion, instead of merely revising it. It is handled the same as an amendment.

9. Motion to ADJOURN (Simple majority is required. Is *not* debatable.)

Any GSR may move to adjourn at any time, but frivolous Motions to do so may be ruled Out of Order. After all business is concluded, our Chairperson may declare the meeting adjourned without a Motion.

OTHER PROCEDURES

Here are a few of the most common ways in which Members may alter or clarify the proceedings:

1. Order of the Day

Anyone who feels that we are straying from our Agenda may say “*I call for the Order of the Day*”. This requires no second, no debate and no vote. Our Chairperson is obligated to enforce the request and bring the proceedings back on track with our Agenda, unless two-thirds of GSRs vote otherwise.

2. Point of Information

Anyone needing certain information before making a decision about a Motion may say at any time to our Chairperson “*Point of Information*”. This means “I have a question” (not “I have information to offer”). A Point of Information requires no second, no debate and no vote. The person raising the Point of Information may direct the question to our Chairperson or to any other Member of our ASC.

3. Point of Order

If it seems that Rules of Order are being violated, anyone, at any time, may say “*Point of order*”. Our Chairperson then asks, “*What is your Point of Order.*” The member then asks for clarification. If our Chair agrees that the Rules are not being followed, the applicable Rules of Order will be reinforced. If our Chair does not agree, the point may be overruled. This decision, as with all others, may be appealed.

4. Point of Personal Privilege

If conditions are uncomfortable (too hot or too cold or too noisy, etc.) you may request that something be done about it. If the matter seems urgent, you may interrupt the proceedings at any time by saying “*Point of Personal Privilege*”. If not, wait until the person speaking has finished. Our Chairperson must recognize you immediately. If your request seems reasonable, the Chair will accommodate it.

5. Point of Appeal

Anytime our Chairperson makes a decision, that decision may be appealed (see Article X, Section 5).

6. Parliamentary Inquiry

If anyone wants to do something but isn't sure when to bring it up, that Member may, at any time, say out loud "*Point of Parliamentary Inquiry*". Our Chairperson must immediately recognize the Member who may then ask how to do whatever it is. Our Chair will answer the question, possibly by referring to our Policy Chair, these Guidelines or *A Guide to Local Service in NA* for direction.

APPENDIX D – MOTION & REPORT FORMS

MID-HUDSON ASC

SUBCOMMITTEE REPORT

Subcommittee: _____ Today's Date: _____

Chairperson: _____ Number of Members: _____

Report: _____

Expenditures this Month: _____

Next Meeting (day, time and place): _____

APPENDIX D – MOTION & REPORT FORMS

MID-HUDSON ASC

GSR REPORT

Group Name: _____

GSR Name: _____

Today's Date: _____

Meeting Day/Time: _____

Area Contribution: _____

Average Group Attendance: _____

Business Meeting Attendance: _____

Group Info: _____ (Please Circle One)

- | | | |
|-----------------------------------|-------|---------|
| 1. Any Change of GSR Information? | Yes | No |
| 2. Any Change to Group Format: | Yes | No |
| 3. Preferred Method of Contact | Email | US Mail |

If there are any changes regarding your Group's GSR, please list here:

New GSR Information or any address, phone or email changes: _____

Anything to Report to our Area (printed with upcoming Minutes)? _____

APPENDIX D – MOTION & REPORT FORMS

MID-HUDSON ASC

MOTION FORM

Today's Date: _____

Person or Committee Making Motion: _____

Motion Seconded By (may leave blank): _____

BODY OF MAIN MOTION

Intent: _____

Motion #1 _____ Majority Needed: Simple Two-Thirds

Vote Count: Pro: _____ Con: _____ Abstain: _____

Outcome: Passed: _____ Failed: _____ Tabled: _____ Referred to Committee: _____

If Motion is Tabled, until what date: _____

If Referred, to what Subcommittee: _____

1. Voting is performed by GSRs elected by their Groups or Alternate GSRs in their absence.
2. A voting quorum of seven (7)* GSRs or their Alternates must be present for any voting to proceed. *(Note: December 2021 – Quorum reduced from fifteen (15) to seven (7) while Area Service meeting attendance was greatly reduced by Covid with the decision to re-review the quorum requirement in June of 2022).*
3. Votes on a Motion require a simple majority vote to pass (see list of Motions in Appendix C).
4. Voting is by show of hands except for elections or removal of officers, which are by ballot. Generally, abstentions shall be considered “non-votes” for the purpose of tabulating vote counts.
5. Voting on any Motion may proceed if two-thirds (2/3) of GSRs are ready to cast an immediate vote.
 - Should one or more GSR's abstain, the Motion must pass by two-thirds (2/3) majority vote or it fails.
 - All votes (Pro, Against or Abstentions) are counted.
 - Any Motion which results in a tie vote shall fail, defaulting to a status quo until a more agreeable solution to the matter under consideration is proposed and passed by GSR's.

Motions Log:

- Motion 072811-01 – Pictures taken at any NA Event cannot be posted on any internet site. Passed 8/2011
- Motion 201402 – Corresponding Secretary can be filled by any GSR. Passed 3/2014
- Motion 092712-02 – Increase our Prudent Reserve by \$500 from its current level of \$1500 to \$2000. Passed 10/2012
- Motion 201404 – Added the One Day Convention positions to Policy. Passed 8/2014
- Motion 2019 – Raised PR Budget from \$200 to \$350. Passed 3/2019
- Motion 2019 – Added example of how to write a financial report to Article XI (8)