

BcLAASC AREA SERVICE GUIDELINES REVISED  
Updated November 2016

**Introduction to LAASC GUIDELINES**

“A Guide to Local Service in Narcotics Anonymous”, is the policy manual for the Lake Agassiz Area Service Committee of Narcotics Anonymous. Additional policies are found in other Conference Approved Literature. This document includes only policies directly related to the LAASC and those inadequately covered in the Guide and other Conference Approved Literature or not at all.

Anytime two or more guidelines seem to be in conflict, the more stringent policy will be followed. Also, the Parliamentarian can be asked to recommend which policy would be best meet the needs of the Body.

**NAME**

This body is known as the Lake Agassiz Area Service Committee of Narcotics Anonymous or the LAASC.

**REVISION OF THESE GUIDELINES**

To make changes, additions and/or deletions to any of these guidelines, or to the entire document, a motion to revise must be written and published for one month in the Minutes before being discussed in the Sharing Session.

**TEMPORARY GUIDELINES**

If a matter comes before the LAASC at a monthly meeting which is not covered in these guidelines, or covered inadequately, the Parliamentarian can offer or be asked to suggest a temporary solution to allow the ASC Body to get its work done. The solution will be in the form of a motion, can be discussed in the Sharing Session, and voted on the same day without previous publication in the Minutes. 05/09 It is placed in the Minutes like any other motion. The motion must include the length of time the temporary policy will be in effect.

**TEMPORARY SUSPENSION OF SPECIFIC GUIDELINES**

A motion can be made to suspend a specific guideline for a specified length of time to further the primary purpose of NA. That motion can be acted on at the monthly meeting where it is proposed without previous publications in the Minutes. The motion is published in the Minutes with the voting record on it. The motion is only in effect during the time specified and becomes null and void automatically. If the motion is a violation of any of the 12 Steps, 12 Traditions, or 12 Concepts the Chairperson is responsible for ruling it out of order and the Parliamentarian will be asked to make a recommendation. See page 105 in the “A Guide to Local Services.”

**BOUNDARIES**

The LAASC will serve all NA Groups and Meetings listed on our Area meeting list unless a group informs the LAASC that it belongs to another area or does not wish to be served by the LAASC. Non-member groups can still list their meetings/groups on the LAASC meeting list. All member meetings will be served

by the Committee whether they attend the monthly meetings or not and, whether or not they make financial donations to the Committee. An NA group/meeting not listed on the meeting list can fully participate in all activities of the LAASC. They become a member when they say they are.

### **LAASC COMPOSITION**

The Area Committee is composed of Group Service Representatives of each member group, if they choose to attend, all elected trusted servants on the Executive Committee and all subcommittees mentioned in this document and any NA member who wishes to participate.

### **REGIONAL AFFILIATION**

This Committee chooses to be a voting member of the Upper Midwest Regional Service Committee. We will be represented there by our RCM or Regional Committee Member as described in the Guide and this document.

### **MONTHLY MEETING LOCATION AND FORMAT**

The location and time of each monthly meeting of the Committee must be published two months in advance in the Area Minutes. If no town places a bid to host the monthly meeting, the default location will be Fargo. In following with our 7<sup>th</sup> tradition, the ASC will only meet at places that will accept our "rent" or "donation."

### **SPECIAL MEETINGS**

The Chairperson or Vice Chairperson may call a special business or committee meetings by contacting every member group, Executive members, and subcommittee chairs on the meeting list by phone, e-mail, posting on the Regional website, and/or traditional mail. These meetings may include special meetings directed to be held by the Executive Committee. During the Specialty meetings all Guidelines of the LAASC must be followed and no changes or suspensions of the Guidelines may be made during these meetings. The main focus of these meetings is for reconciling emergency issues within the Area. All actions taken at these meetings will be submitted in a report to the next LAASC meeting by the facilitator of the meeting.

### **CANCELLATION OF MONTHLY MEETING**

Members traveling will use common sense when traveling in poor weather. If the minutes have not gone out to all the members at least two weeks after the monthly meeting, the meeting must be cancelled by the Chairperson. The Chairperson can ask elected trusted servants to gather to do business already approved as stated under the Quorum section of this document. All those actions will be reported to the group. The Chairperson is responsible to getting this information to all groups at least two weeks after the time of the meeting.

### **QUORUM**

Six GSRs must always be present in order for quorum to be met and for business to continue. If at the beginning of the meeting quorum is not met the following actions can only take place:

1. Set the time and location for the next LAASC meeting

2. Take action on matters already approved by the body including:
  - a. Paying bills already approved
  - b. Accept donations
  - c. Mileage reimbursement

If quorum is not met the Secretary will write a report including actions mentioned above and distribute through the mailing list within two weeks of that meeting.

### **APPROVAL OF MONTHLY MINUTES**

A motion needs to be made to approve minutes from the prior ASC. This motion will include any amendments needed.

### **ELECTED TRUSTED SERVANTS**

- A. The Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian, and Subcommittee Chairpersons participate in all decision making processes. However, they do not participate in the final voting procedure.
- B. Elected trusted Servants are expected to attend all monthly meetings and must be present for the entire meeting.
- C. Elected trusted Servants are expected to have a written report by the start of the ASC meeting and to E-mail a report to the Secretary no later than one week after that meeting.

### **CONFLICT OF OFFICE**

The Chairperson and Vice Chairperson cannot also serve as a GSR, not even temporarily.

### **ELIGIBILITY STANDARDS FOR ALL ELECTED TRUSTED SERVANTS**

To apply for all elected Trusted Servant Positions, it is required the NA members must have at least one year clean time. Each applicant will provide a Service Resume for publication in the monthly Minutes at least one month prior to the interview and them being voted for the position. The interview will take place during the Election Section.

### **INTERVIEW STANDARDS FOR ALL ELECTED TRUSTED SERVANTS**

The goal of the following set of standards is to bring fairness, equality, principles before personalities, and an atmosphere of recovery to the election process. Questions will be limited to the member's ability to perform the position as described in this guide. To help ensure the safety of our members and trusted servants it is allowed for questions to be asked about personal recovery, these questions can be found in the Lake Agassiz Area Service Resume (Appendix A).

### **TERMS OF OFFICE, NOMINATIONS, AND ELECTIONS**

The LAASC will follow the Election Schedule described in this document (Appendix B). An updated Election Schedule will be published each month in the LAASC minutes.

- A. Eighteen months is the longest a person can serve in one position within the same two year period of time, excluding RCMs.

- B. Nominations must be opened to two months before the position is actually up and the opening will be published for two months in the minutes.
- C. In the event of a vacated office, nominations must be open at least one month prior to the election, and published in the minutes.
- D. Members who hold regional positions may also be considered for positions at the area level.
- E. An overview of all elected positions will be published statically in the minutes including the scheduled month of election, actual month of election, adduct currently holding position, and if there is a monthly meeting, where it meets.

## **REMOVAL OF ELECTED TRUSTED SERVANTS**

Causes for removal of an officer or subcommittee chairperson can include absence from two consecutive business meetings or open forums or failure to fulfill the requirements or duties of office. A motion can be made to remove the person. The reasons will be in the motion and will include specific incidents on specific dates.

## **LINE OF SUCCESSION**

- A. The line of succession for holding the Chair position in matter for which the Chairperson must step aside are as follows: Vice Chairperson, treasurer, Hospitals and Institutions Chairperson, Public Information Chairperson, Activities Chairperson and Literature Chairperson. After that list is exhausted a motion must be made. The Parliamentarian, Secretary, or Scribe cannot take over the Chair position for any reason.
- B. For the position of Vice Chairperson, the line succession is the same.
- C. If the position of Treasurer is unfilled or the Treasurer is unable to temporarily fulfill the duties assigned, the Chairperson and Vice Chairperson will take over the responsibilities of the Treasurer.

## **BREAKS DURING THE ASC**

The body will take a 10 minute break 50 minutes into each hour. The Chair can request for a few minute breaks in cases where they need to get organized, it is requested no one leaves the room.

## **REPORTS**

Any matters requiring further discussion due to the presentation of reports at the LAASC business meeting will be put next on the Sharing Session list. The order reports will go in is Chair, Vice Chair, Treasurer, RCM Team, H&I Chair, PI Chair, Activities Chair, Literature Chair, Ad Hoc Committees, and then Group Service Representatives.

## **CHAIRPERSON**

The Chairperson has the following responsibilities:

- A. Presiding over the monthly business meetings. Follow the service meeting format for the monthly meeting.
- B. Be listed as a signer on the Main LAASC checking account in order to co-sign as needed.
- C. Be a resource and assist all other executive committee members in carrying out their responsibilities to the area, when such help is requested and personal time and energy allows.

- D. In all matters under discussion it is the responsibility of the Chairperson to speak when needed on matters of procedure.
- E. The Chairperson also must step aside immediately without comment any time two participants, one needing to be a GSR, challenges a decision of the Chair or makes a motion challenging the decision of the Chair. Immediately following the changeover there must be a vote, a vote of 2/3 in favor is needed. She/he will not resume the Chair until the subject matter is completely resolved.
- F. Must take the time to know these guidelines thoroughly as well as how to find information in A Guide to Local Service.
- G. Will maintain an inventory of LAASC business meeting supplies.
- H. Has the responsibility to maintain order including asking unruly members to leave the building.
- I. If a grievance against the Chair is made, the Vice Chair or other person in succession will fill in for the Chair.
- J. The Chairperson will be present at all LAASC main account financial audits, described in these guidelines, to answer the questions of those doing the audit.
- K. To provide a written report to the ASC Secretary by the end of the ASC monthly meeting.

### **VICE-CHAIRPERSON**

The Vice-Chairperson duties shall include:

- A. Be listed as a signer on the Main LAASC checking account in order to co-sign as needed.
- B. Keep a list of all topics to be discussed during the Sharing Session.
- C. Presiding over the Sharing Session.
- D. Performing the Chairperson's duties in his or her absence.
- E. Stay informed of all subcommittee activities.
- F. All Area archives are maintained by the Vice-Chairperson
- G. Will be present at all main account audits.
- H. To provide a written report to the ASC Secretary by the end of the ASC monthly meeting.

### **SECRETARY**

The duties of the Secretary shall be:

- A. Keeping an updated mailing list of all participants of the LAASC
- B. Distributing the minutes of each LAASC business meeting to all participants no later than two weeks after the monthly meeting. A copy of the minutes will be sent by regular mail, e-mail, or by downloading from the Regional website to all NA Groups listed on the meeting list, NA Groups who have requested a copy of the Minutes, elected Trusted Servants, and any NA Member requesting to be on the mailing list. The Secretary will ask each participant how they want to receive the Minutes.
- C. Maintaining an index of motions made at LAASC business meetings.
- D. Bring to the monthly meeting a copy of the address and e-mail address listings for update, 5 extra copies of the current Minutes, 20 copies of the Motion Form, and 10 copies of the GSR Report forms.
- E. The Secretary will hold on to all motions/nominations once they have been voted on.
- F. Co-facilitate all audits.

### **ANONYMITY AND THE LAA E-MAIL**

#### Anonymity:

- A. There is no anonymity at a service meeting, except for last names, e-mail addresses, addresses, and phone numbers, of NA members present or named in reports. Personal anonymity that is promised each NA member at an NA meeting only covers what is said in meetings.
- B. Any publication of last names and other private information (last names, addresses, e-mail addresses, and phone numbers) must be approved by each person in writing prior to publication. This policy covers all Area minutes, flyers, and meetings lists. The only exception to this policy are elected and appointed trusted servants.

#### LAA E-mail Account:

- A. Minutes must be blind copied on e-mails to protect anonymity of members.
- B. Any e-mail addresses that are on the ASC are to be used for ASC minutes only. Any other NA related information is not to be disseminated via the LAASC e-mail list.
- C. For the purpose of maintaining an area e-mail address, the Executive Body and all sub-committee chairs will determine the details of who, in addition to the Secretary, will know the password.

#### **PARLIAMENTARIAN**

- A. The duties of the parliamentarian shall be to follow the proceedings and make sure that the policies in the Guide, other Conference Approved Literature, and guidelines are followed.
- B. The facilitator must always recognize the Parliamentarian, immediately when she/he states "point of order or clarification."
- C. If a matter before the LAASC at a monthly meeting is not covered in these guidelines, or covered inadequately, the Parliamentarian can offer or be asked to offer a temporary guideline to allow the Body to get its work done. The temporary policy will be for a specific length of time. The Parliamentarian can provide the guidance verbally for discussion or as a written motion. For the guideline to become permanent it must be published one month in the minutes, as a Revision of the Guidelines, before being discussed or voted on.
- D. The Parliamentarian will also co-facilitate, with the Secretary, the quarterly audits of the ASC funds and accounts.
- E. Maintains a Motion Log of all motions affecting the guidelines.
- F. Responsible for maintaining an updated guideline with noted changes.
- G. To provide a written report to the ASC Secretary by the end of the ASC monthly meeting.

#### **TREASURER**

The primary duty of the treasurer is to be a point of accountability to the LAASC each month for all the financial guidelines of the LAASC. The Treasurer's monthly report will include suggestions for financial improvements. Other duties include the following:

- A. Act as co-signer of all LAASC bank accounts as needed.
- B. Help executive and subcommittees learn to follow the Financial Policy in this document.
- C. Present a written financial report at each LAASC meeting that includes any proposed financial resolutions.

- D. It is the responsibility of the Treasure, each month, to gather the transaction records of each bank account, ledger account, and original receipts as well perform a monthly audit comparing expenses, income, and budgeted amounts. Provide results and reimburse expenses.
- E. Open and close all LAASC checking accounts as directed by the LAASC.
- F. Make ledgers, journals, and other reports available to the Secretary and Parliamentarian for audit on a quarterly basis and be present at all audits to answer questions.
- G. Be a key holder for the LAASC Post Office Box.
- H. To provide a written report to the ASC Secretary by the end of the ASC monthly meeting.
- I. The Treasurer will fill out receipt and hand a copy to the appropriate person.

#### **FINANCIAL POLICY**

- A. The fiscal year begins on the day of the November ASC.
- B. All sub-committee and executive committee budgets should be submitted at the August ASC and voted on at the October ASC.
- C. A Prudent Reserve of three month and the Activities startup fund of the total Area budget will be maintained.
- D. Each LAASC meeting prior to the next UMRSC meeting the LAASC will donate all funds in excess of the prudent reserve.

#### **CHECKING ACCOUNTS**

The LAASC will open, maintain, and control a checking account for the general expenses of the LAASC and its subcommittees. A second account will be for the use of the Activities Subcommittee and a third for the Literature subcommittee.

The three signers on the main account will include the Area Chairperson, Area Treasurer, and Area Vice Chairperson. The Vice Chairperson will only sign in the absence of the Chairperson. The three signers on the Activities account will include the Area Treasure, Activities Treasurer, and the Activities Chairperson. The Area treasurer will sign as needed. The three signers on the Literature subcommittee will include the Area Treasure, Literature Treasurer, and the Literature Chairperson. The Area Treasurer will sign as needed.

There is to be quarterly audits done in the months of January, April, July, and October on all LAASC checking accounts. The facilitators of all the audits will be the LAASC Secretary and the LAASC Parliamentarian. If the Secretary or Parliamentarian serves as a Subcommittee Treasurer the Vice Chairperson will conduct the audit in their place.

All signers must be present for an audit.

#### **FINANCIAL POLICY ON ANONYMOUS DONATIONS**

- A. An individual, NA group, or meeting can make a donation to the LAASC and have it recorded in the Ledger as "Anonymous Donation".
- B. The group or meeting can chose to not mention the donation in its written report and also not mention it in the verbal report.

### **REGIONAL COMMITTEE MEMBER 1 (RCM)**

The following duties apply:

- A. The RCM acts as a conduit to other area committees in order to bridge communications with area/regional business.
- B. Work closely with the Regional Delegates of the Upper Midwest Region in regarding Area, Regional, and World services.
- C. Represent the area at the Regional Service Conference by carrying the area vote.
- D. Serve a two year term.
- E. To provide a written report to the ASC Secretary by the end of the ASC monthly meeting.

### **REGIONAL COMMITTEE MEMBER 2 (ALT-RCM)**

The duties of the Alternate are to assist the RCM 1 with their duties and be prepared to take over the position if elected to do so.

### **ACTIVITIES SUBCOMMITTEE**

- A. LAASC will have an Activities Sub-Committee that is responsible for planning and facilitating local area fellowship and fundraising events.
- B. The Activities Sub-Committee will plan and implement the Annual LAA Banquet to be held on the second Saturday of October.
- C. On the first day of the fiscal year the LAASC will give the Activities Subcommittee enough funds for startup so the Activities Subcommittee checking account will equal \$1000.00. On the last day of the fiscal year the Activities Committee will turn over all funds in excess of \$1000.00.
- D. Will turn over all money profits, per event, in excess of \$1000.00 to the main checking account. Funds in excess of \$1,400.00 in the Activities account after each event will be turned over to the main checking account.
- E. Activities will have a P.O. Box key.
- F. Provide monthly written report to the area secretary by the end of the ASC monthly meeting.
- G. Will assist area H&I in coordinating an annual H&I learning day.
- H. Will actively impose, by reasonable means that no photos be taken at events put on by the committee. The only exception in this would be outside the facility which the event is held and with verbal consent from everyone in the photo, including by standers. 11/11

### **ACTIVITIES TREASURER**

The primary duty of the Activities Treasurer is to be the point of accountability to the LAASC each month, for all the financial activities of the Activities Committee. Other duties include the following:

- A. Co-signer, as needed, of LAASC Activities Bank Account and records.
- B. Provide written report to LAASC of the current financial status of the Activities account with debts and credits.
- C. Will attend all quarterly audits.
- D. Will attend activities meetings on a regular basis, when not in attendance will be familiar with the minutes.
- E. Will attend the ASC.

## **SUBCOMMITTEE AND OTHER AREA MEETINGS**

- A. All meetings of any part of the Area Service Committee and Ad Hoc Subcommittees will follow the policies found in these Guidelines.
- B. All subcommittees shall bring their guidelines to the Area Service Committee for inclusion as an attachment to the Guidelines.
- C. At Subcommittee meetings any NA member in attendance can vote on all matters.
- D. All subcommittees will follow NA approved literature when they are lacking guidelines of their own

## **AD HOC SUBCOMMITTEES**

The LAASC will follow the policy in A Guide to Local Service regarding Ad Hoc Subcommittees and the chair of every Ad Hoc Subcommittee will submit a report within a week of conclusion of that month's ASC.

## **SHARING SESSION**

Old Business is motions/topics that are on the Sharing Session list from ASCs prior to the current ASC. New Business is motions/topics that are on the Sharing Session list from the current ASC. At the beginning of the Sharing Session the Chair will turn the facilitator role over to the Vice Chair. The topics/motions spoken of will be in the order of oldest to newest. The only motion that is allowed would be a motion to close the meeting if the Sharing Session goes past 3:30pm. The Vice Chair will entertain a motion to close just prior to the 3:50pm break. No discussion is allowed. The Vice Chair will ask for a show of hands of all in favor for closing and then ask for all in favor of continuing the meeting. A 2/3 vote of all GSR's present must be in favor of staying to extend the meeting beyond that motion to close.

If for some reason the Vice Chair needs to give a personal opinion on a topic, they will immediately turn the Chair position over to the next in succession as described in these policies. They will then raise their hand, be placed on the list to speak and will not resume the Chair position again until discussion on that topic is done.

In cases of where anyone present feels conversation has lasted for a long period of time they can request that the person in the facilitator role will ask each GSR if they are prepared to vote on the matter at hand. If a minimum of  $\frac{3}{4}$  the GSRs present are ready to move off that motion/topic then the conversation moves to the next motion/topic on the Sharing Session list. The old motion/topic that has been discussed will move to the Voting Session.

Once a motion is made and seconded that motion belongs to the Body. All GSRs present need to be in agreement in order to make revisions to a motion that belongs to the Body. The decision process to revise a motion can take place during the Sharing Session.

To go around the table, each person gets to share their opinion on a matter. Go around the table twice, then move to a group conscience and if no group conscience can be made a 2/3 vote of all GSR's present.

## **VOTING, MOTIONS, AND NOMINATIONS**

Votes on all motions and elections will be done through the process of a show of hands. The only results published in the minutes will be a recorded if a motion/nomination passes, fails and abstains. The Chairperson will facilitate the Voting Section. Once a motion is voted on the facilitator will record on that motion the outcome of whether it passes or not.

A motion/nomination must be made or seconded by a GSR. Two Thirds of all GSRs must be in favor for a motion to pass. Only GSRs vote. A vote to abstain counts only to determine if quorum exists and is not a vote in favor or against.

There is a mandate to vote on topics/motions, which have been discussed, prior to any close of the meeting. This includes if there is a motion to close that does not include to vote prior to closing.

### **OUR SERENITY CLAUSE**

When caught in a conflict for which there seems to be no resolution anyone can call for a moment of silence followed by the Serenity Prayer. Afterwards discussion continues, if the conflict on the topic has not been resolved only a GSR can ask that discussion on the topic be tabled and that the issue be placed on the Sharing Session for next month. A second by a GSR is needed. The Chair, without comment or discussion, will call for a vote. A 2/3 majority is needed to close the discussion and put the issue on the Sharing Session for next month.

# LAKE AGASSIZ AREA SERVICE RESUME

Nominee: \_\_\_\_\_

Position Nominated For: \_\_\_\_\_

Nominated By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Do you have a home group in the Lake Agassiz Area?

Do you have a working knowledge of the 12 Steps, Traditions, and Concepts?

Do you have an NA sponsor and do you sponsor NA members?

Please list all group, area, regional and world service positions you have held, that you consider relevant to the area to which you have been nominated. Please include the positions served within the past five years and approximate dates of service for each position.

If you have not completed a term OR have been removed from a service position in the last five years, please explain.

What resources do you believe you can bring to the position to which you were nominated?

What life experiences (e.g. school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you were nominated?

Have you reviewed the Guidelines and/or By-Laws in respect to this service position?

Do you have the time and resources to fulfill this position?

Why do you want to serve in this position?

Have you considered how this commitment will impact other commitments and your personal life?

Appendix B:

<b>Position</b>	<b>Current Trusted Servant</b>	<b>Contact Information</b>	<b>Opens for Nominations</b>	<b>Nominations Close for Elections</b>	<b>Meeting</b>	<b>Date Elected</b>
<b>LAASC Chair</b>	XXXXXX	XXXXXX	October	December	XXXXXX	XXXXXX
<b>LAASC Vice Chair</b>	XXXXXX	XXXXXX	April	June	XXXXXX	XXXXXX
<b>Secretary</b>	XXXXXX	XXXXXX	January	February	XXXXXX	XXXXXX
<b>LAASC Treasurer</b>	XXXXXX	XXXXXX	November	January	XXXXXX	XXXXXX
<b>LAASC RCM</b>	XXXXXX	XXXXXX	February	April	XXXXXX	XXXXXX
<b>LAASC Alt. RCM</b>	XXXXXX	XXXXXX	February	April	XXXXXX	XXXXXX
<b>LAASC Parliamentarian</b>	XXXXXX	XXXXXX	August	October	XXXXXX	XXXXXX
<b>LAASC Scribe</b>	XXXXXX	XXXXXX	June	August	XXXXXX	XXXXXX
<b>LAASC Area Activities Chair</b>	XXXXXX	XXXXXX	July	September	XXXXXX	XXXXXX
<b>LAASC Area Activities Treasurer</b>	XXXXXX	XXXXXX	July	September	XXXXXX	XXXXXX
<b>P.I. Chair</b>	XXXXXX	XXXXXX	October	December	XXXXXX	XXXXXX
<b>Literature Chair</b>	XXXXXX	XXXXXX	March	May	XXXXXX	XXXXXX
<b>LAASC H&amp;I Chair</b>	XXXXXX	XXXXXX	May	July	XXXXXX	XXXXXX