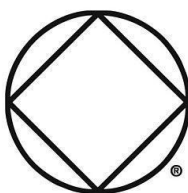


Policy & Procedures



Narcotics Anonymous

Northern Area Service Committee



Twelve Concepts for NA Service

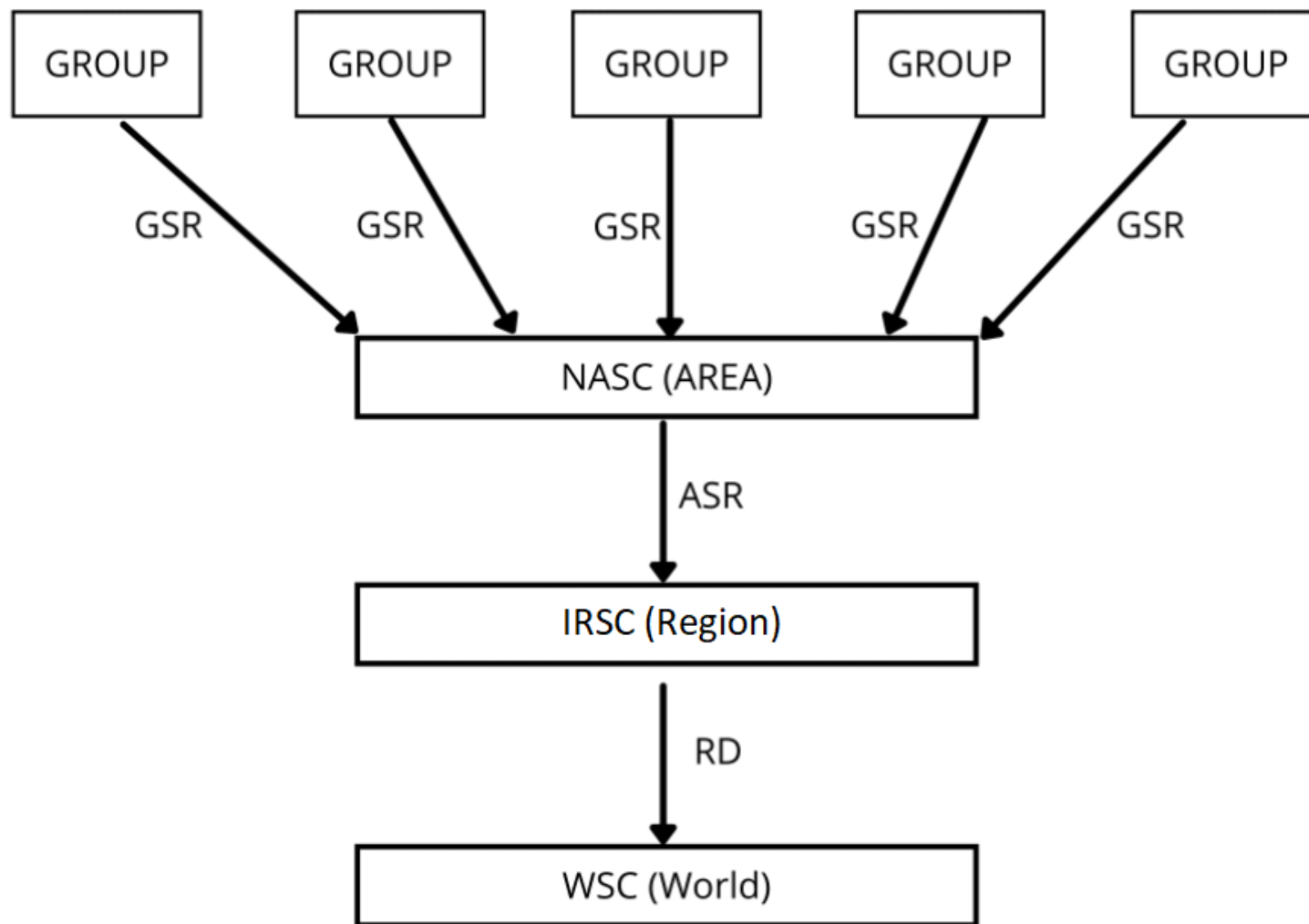
1. To fulfil our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfil the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. 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.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

SERVICE PRAYER

God, grant us the knowledge that we may act
according to your divine precepts.
Instil 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,
so that no addict, anywhere,
need die from the horrors of addiction.

As adapted from the Introduction section in our Basic Text, Fifth Edition

NARCOTICS ANONYMOUS NORTHERN AREA (NASC) SERVICE STRUCTURE



GLOSSARY OF TERMS

NASC	NORTHERN AREA SERVICE COMMITTEE
ASR	AREA SERVICE REPRESENTATIVE
GSR	GROUP SERVICE REPRESENTATIVE
IRSC	IRISH REGIONAL SERVICE COMMITTEE
EGM	EMERGENCY GENERAL MEETING
AGM	ANNUAL GENERAL MEETING
NA	NARCOTICS ANONYMOUS
H&I	HOSPITALS AND INSTITUTIONS
PR	PUBLIC RELATIONS
PL	PHONE LINE
P&P	POLICY AND PROCEDURES HANDBOOK

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ARTICLE 1: NAME

(1.1) The official name of this area service body shall be the Narcotics Anonymous Northern Area Service Committee and shall be known as NASC within this *Policy and Procedures Handbook*

ARTICLE 2: PURPOSE AND ACCOUNTABILITY

(2.1) Tradition Five States: "Each group has but one primary purpose – to carry the message to the addict who still suffers." The purpose of this body also shall be to encourage unity, co-operation and communication among the groups and committees within the Northern Area.

(2.2) To provide monthly meetings at which groups express their collective conscience to the service structure.

(2.3) To help groups and committees deal with their situations and needs.

(2.4) To encourage the growth of the fellowship.

(2.5) To provide representation at our Irish Regional Service Committee of Narcotics Anonymous (IRSC).

(2.6) The NASC is accountable to the NASC groups and the NA fellowship.

(2.7) The purpose of the NASC shall be to administer and co-ordinate the activities common to the welfare of the NA groups represented within the Northern Area .

(2.8) To support the needs of these groups, to serve as a link between these groups and other NA communities within Ireland and to foster unity.

(2.9) For the purpose of these guidelines, the term "Narcotics Anonymous (NA) group" shall be defined as stated in the service manual of Narcotics Anonymous. [Guide to Local Services] "GLS" page 25:

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group:

1. All members of a group are drug addicts, and all drug addicts are eligible for membership.
2. As a group, they are self-supporting.
3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
4. As a group, they have no affiliation outside Narcotics Anonymous.
5. As a group, they express no opinion on outside issues.
6. As a group, their public relations policy is based on attraction rather than promotion.

ARTICLE 3: NASC REFERENCES

The NASC and its Committees shall comply in all actions with the following:

(3.1) The Twelve Traditions of Narcotics Anonymous.

(3.2) Twelve Concepts of NA Service.

(3.3) Current publications of the NASC Service Policy and Procedures Manual *April 2021-NASC Policies & Procedures Handbook*

(3.4) Current editions of all NA material and NASC directives.

(3.5) "A Guide to Local Service in Narcotics Anonymous" and its successors.

(3.6) Any special rules of order the Committee may adopt.

(3.7) "Robert's Rules of Order Modified", from the Modified World Service Conference. This document is compiled from & complies with all NA literature

ARTICLE 4: AREA SERVICE COMMITTEE MEETING

(4.1) The NASC will meet on the 1st Sunday of each month. The meeting starts at 3pm. All meetings other than the Annual General Meeting (AGM) and any Extraordinary General Meeting (EGM) shall be designated monthly meetings.

(If the need arises to change the meeting's time or location, either the Chairperson or the Secretary or group text from the NA Phone-line will notify all members of the NASC by telephone as soon as possible)

(4.2) AN ANNUAL GENERAL MEETING (AGM)

1. The (AGM) shall be held each year and shall be designated the Annual General Meeting.
2. The AGM shall be held every 12 months.
3. A set of aspirations for the coming year shall be presented to the NASC by the Committee and shall be voted on by the participants.
4. Voting rights at an AGM shall be via GSRs only.

(4.3) EXTRAORDINARY GENERAL MEETINGS (EGM)

1. In the event of an EGM being called it will not (where possible) fully disrupt NASC business.
2. Voting at an EGM shall be via GSRs only.
3. An EGM may only be called by a member of the NASC, in order for this proposal to be passed it must have two thirds support of the voting members of the NASC.
4. The discussion / debate will be limited to the specific topic that the EGM was initially called for.
5. All decisions made at the EGM must be presented at the next regularly scheduled NASC meeting.

(4.4) PARLIAMENTARY PROCEDURE

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall be utilised to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions, these guidelines, and any special rules the Committee may adopt.

(4.5) QUORUM

1. There must always be more GSRs than officers, minimum of 3 officers and 6 GSRs for a quorum, in that event that NASC increases or decreases, the quorum will be met by 2/3 of the NASC GSRs.
2. If a quorum is not present 30 minutes after the time set down for the commencement of the meeting the meeting will be adjourned until the same time and venue at least two weeks from the date of the adjourned meeting.
3. The number of voting participants present at the beginning of the new meeting shall constitute a quorum.
4. Only GSRs or their Alternates can cast a single vote on any proposals.

(4.6) AMENDMENTS

These guidelines may be amended by a two thirds (2/3) vote of GSRs at the NASC.

ARTICLE 5: MOTIONS

(5.1) All members of the NASC, with the exception of the NASC Chairperson & Vice Chairperson will be allowed to make motions / proposals.

(5.2) All motions must be seconded by a GSR or alternates in their absences.

(5.3) Once a motion has been made, the Chairperson may rule it out of order.

(Motions can be ruled out of order when the motion goes against the Committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service or is inappropriate at the particular point in the meeting in which it is made)

(5.4) Any member of the NASC who wishes to challenge a ruling made by the chairperson may appeal that ruling. If no appeal is made, or if the decision of the chair is upheld, the NASC moves on to other business.

ARTICLE 6: PARTICIPANTS IN NASC

(6.1) The NASC shall meet once a month. All meetings other than the AGM and any Extraordinary General Meeting (EGM) shall be designated monthly meetings and will take place on the first Sunday of each month. At the monthly meeting of the NASC the participants shall be the officers of the NASC, and any NA members present.

(6.2) Participants and people who can make proposals at the monthly meetings shall be the officers of the NASC (except the Chairperson & Vice Chairperson) and the GSRs or in their absence GSR alternates and Subcommittee chairpersons. All proposals made on the floor must be seconded by a GSR.

(6.3) NON -VOTING PARTICIPANTS

Non-Voting participants include any NA member, but they must adhere to the Policy & Procedures when participating in discussion.

(6.4) FORMING AN AREA SUB-COMMITTEE

Following elections at NASC all persons interested in the different aspects of each sub-committees' work are invited through an announcement made at local meetings to attend the organisational meeting of that particular sub- committee. The organisational & subsequent meetings should be held in a publicly accessible venue. The first order of business at the organisational meeting is to set a direction for the subcommittee and elect officers from the attendees.

(6.5) SERVICE

Where possible sub-committee meetings should be advertised in advance to the fellowship to encourage new participation.

ARTICLE 7: ROLES, RESPONSIBILITIES & DUTIES OF OFFICERS

(7.1) Group Service Representatives & Alternates:

1. Obtains a current copy of the *Policy and Procedures Handbook*.
2. Attends all NASC meetings.
3. Reports NASC activities, business and decisions to their group. Collects flyers, meeting lists , literature & materials etc for distribution to their home group.
4. Reports to the NASC their group's status including a financial report.
5. Has an understanding of the NASC Policy and Procedures.

(7.2) DUTIES OF THE CHAIRPERSON:

1. The chair of the Committee must have a working knowledge of the NASC policies and guidelines and of the 'Robert's Rules of Order.' They must also hold and maintain a copy of the NASC Policy and Procedures Handbook at all times during area business.
2. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present.
3. To recognise members who are entitled to the floor.
4. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings except questions that relate to the chairperson, and to announce the result of each vote. Or if a motion that is not in order is made, to rule it out of order.
5. To protect the assembly from obviously frivolous or dilatory motions by refusing to recognise them.
6. To enforce the rules relating to debate, to order, and to decorum within the NASC when appropriate.
7. To decide all questions of order, subject to appeal - unless, when in doubt, the chairperson prefers to submit such a question to the assembly for decision.
8. To respond to enquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
9. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly.
10. To declare the Meeting adjourned when the assembly so votes or, where applicable, at the time prescribed in the program, or at any time in the event of an emergency affecting the safety of those present.
11. To arrange the agenda in cooperation with the NASC Secretary for each meeting.
12. To conduct the general correspondence of the NASC.
13. To be co-signer of the NASC bank account.
14. To make a report of the year's work at the AGM.
15. To conduct the meeting with impartiality and fairness.
16. To appoint all ad-hoc Committees.
17. Will conduct business between meetings as directed by the NASC.
18. To regularly attend the Northern Area meetings and NASC monthly meetings.

****Chairperson must always remain impartial to the proceedings.****

(7.3) DUTIES OF THE VICE CHAIRPERSON:

It is the duty of the vice chairperson of this Committee to:

1. Serve as Chairperson in the absence of Chairperson. Co-ordinate the functions of any Committees.
2. Will conduct business between meetings as directed by the NASC.
3. To attend where possible in a month as many Subcommittee meetings as possible.
4. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.4) DUTIES OF THE SECRETARY:

1. In the absence of the Chairperson, Vice Chairperson and ASR to call the meeting to order and to preside until the election of a Chairperson *pro-tempore*.
2. To keep a record of all the proceedings of the NASC.
3. To keep on file all NASC reports.
4. To maintain the NASC's files and archives.
5. To keep and update the NASC official membership list; and to call the roll where it is required.
6. To make the minutes and records available to NA members upon request, and in the manner prescribed by the NASC.
7. To maintain record books in which the guidelines, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded and to have the current record books on hand at every meeting.
8. To notify the participants of each EGM / AGM meeting, utilising such method of notification as is agreed by the NASC.
9. To distribute copies of the minutes to each officer and voting participant no later than one month following each meeting.
10. Will conduct business between meetings as directed by the NASC.
11. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.5) DUTIES OF THE NASC TREASURER:

1. To be the custodian of the NASC funds.
2. To be a co-signer of the NASC's bank account.
3. To make a report of receipts and disbursements at each regular meeting
4. To make a full financial report to the Annual General Meeting (AGM), and to members upon request through the groups GSRs.
5. To report the financial balance at every NASC monthly meeting.
6. To disburse funds as necessary in accordance with NASC decisions when the funds are available.
7. Will conduct business between meetings as directed by the NASC.
8. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.6) AREA SERVICE REPRESENTATIVE: (ASR)

1. In the absence of the Chairperson and the Vice chairperson to serve as chairperson.
2. To represent the NASC at the Irish Regional Service Committee (IRSC) and if requested at other NA events.
3. To provide the chairperson with additional agenda items if appropriate for the next regional meeting prior to that meeting.
4. The ASR should carry the sole conscience of the NASC to the region and carry back the business of the region to the NASC.
5. Will conduct NASC area business between meetings as directed by the NASC.
6. ASR must attend all NASC monthly meetings.
7. They must relay all information back to NASC
8. ASR & Alternate must be in regular contact with each other.
9. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.7) AREA SERVICE REPRESENTATIVE ALTERNATE:

1. In the absence of the ASR to step in as ASR.
2. To attend the Irish Regional Service Committee of Ireland (IRSC).
3. Will conduct NASC area business between meetings as directed by the NASC.
4. Must attend all NASC area service meetings.
5. They must relay all information back to NASC.
6. ASR & Alternate must be in regular contact with each other.
7. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.8) LITERATURE SECRETARY:

*The fiscal value of this stock is set by the NASC. *(1,700 pounds sterling set in 2020)*

1. To procure and distribute NA literature and effects, as required by the NASC.
2. To ensure such procurement is economically achieved.
3. To maintain a comprehensive stock of NA literature that can be ordered and/or purchased by GSR's at the monthly NASC meeting.
4. To monitor stock levels, and reorder materials from the local NA office or similar
5. To maintain accountability for all NASC literature funds, and to serve as a cashier for literature sales.
6. To help organise and process group orders, tracking inventory, and reordering depleted items.
7. To keep reasonable stocks available to service the needs of areas, groups and individuals, and extend the variety of available NA goods where appropriate.
8. To maintain a detailed account of inventory and cash reserves, and report this at the NASC monthly business meetings, and other times if required.
9. To attend Unity Events / Conventions with adequate goods for sale when requested by NASC.
10. To provide an end of year financial report at the AGM.
11. To distribute meeting lists, business cards and posters etc to GSRs and individuals when requested by NASC.
12. To regularly attend the Northern Area meetings and NASC monthly meetings.

Approval of NASC to issue and fund a new meeting starter packs, not to exceed a value of (35 pounds sterling set 2020).

(7.9) ALT LITERATURE SECRETARY:

1. In the absence of the Literature Secretary to step in to perform the duties of the Literature Secretary.
2. To attend all NASC area service meetings.
3. Literature Secretary and Alt. Literature Secretary must be in regular contact with each other regarding said roles.
4. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.10) DUTIES FOR PUBLIC RELATIONS CHAIRPERSON

The general mission of Public Relations Subcommittee is to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous

1. The PR Chairperson recruit vice-chairperson, and is recommended at least two other members for the Subcommittee.
5. Maintain relations with the public to enable us to share this message so that those who might benefit from our programme of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program.
6. To preside at all Subcommittee meetings or arrange for the vice-chair to attend in the chair's absence.
7. To assume responsibility for the implementation of policies and decisions of the Subcommittee.
8. To maintain active two-way communication between the Subcommittee, the NASC, attending all meetings of these bodies and presenting written and oral reports as required.
9. To maintain files of all P.R. meetings/presentations including the day and time of meeting, type of meeting, the coordinators of the meeting or presentation, contact person at the meeting/presentation and the facilities' rules and any other relevant information to ensure continuity and history.
10. To see that all records and equipment are turned over to new trusted servants in order to maintain continuity and history at AGM.
11. To keep detailed financial records with receipts for all expenditures and present written financial reports as required to the Subcommittee and the NASC.9. Committee Treasurer and provide an end of year financial report at the AGM.
12. To maintain files of any P.R. documents belonging to the Subcommittee.
13. To maintain an adequate supply of literature for presentations, keeping an up-to-date inventory and reporting to each regular P.R. Subcommittee meeting. Literature should be stamped to identify it as P.R. and distributed along with the NA Phone Line telephone number.
14. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.11) DUTIES FOR PHONE LINE CHAIRPERSON:

The phone-line Subcommittee maintains a telephone information service for Narcotics Anonymous that helps addicts and others in the community find us easily and quickly.

1. The Chairperson must recruit a vice-chairperson, and it is recommended at least two other members for adequately maintained level of service
2. To preside at all Subcommittee meetings or arrange for the vice-chair to attend in the chair's absence. Assume responsibility for the implementation of policies and decisions of the Subcommittee.
3. To maintain active two-way communication between the Subcommittee, and the NASC.
4. Attending all meetings of these bodies and presenting written and oral reports as required.
5. To maintain records of all calls made & received.
6. To see that all records and equipment are turned over to new trusted servants in order to maintain continuity and history at AGM.
7. To keep detailed financial records with receipts for all expenditures and present written financial reports as required to the Subcommittee and the NASC Treasurer and provide an end of year financial report at the AGM.
8. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.12) DUTIES OF THE H&I CHAIRPERSON:

Hospitals and institutions Subcommittees conduct panels that carry the NA message to addicts who often have no other way of hearing the message

1. The Chairperson must recruit a vice-chairperson, and it is recommended at least two other members for the Subcommittee.
2. To maintain all communication between Irish Prison Services (IPS) and Managers/facilitators of treatment centres within the Northern Area.
3. To preside at all Subcommittee meetings or arrange for the vice-chair to attend in the chair's absence.
4. To assume responsibility for the implementation of policies and decisions of the Subcommittee.
5. To maintain active two-way communication between the Subcommittee, the NASC, attending all meetings of these bodies and presenting written and oral reports as required.
6. To maintain files of all H&I meetings including the day and time of meeting, type of meeting, the coordinators of the meeting, contact person at the hospital or institution and the facilities' rules and any other relevant information to ensure continuity and history.
7. To see that all records and equipment are turned over to new trusted servants in order to maintain continuity and history at AGM.
8. To keep detailed financial records with receipts for all expenditures and present written financial reports as required to the Subcommittee and the NASC Treasurer and provide an end of year financial report at the AGM.
9. To maintain files of any H&I documents belonging to the Subcommittee.
10. To maintain an adequate supply of literature for coordinators, keeping an up-to-date inventory and reporting to each regular H&I Subcommittee meeting. Literature should be stamped to identify it as H&I and distributed along with the NA Phone Line telephone number.
11. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.13) DUTIES FOR CONVENTION CHAIRPERSON:

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members along with carrying the message. Because conventions are hosted by service Committees of Narcotics Anonymous, they should always conform to NA principles and reflect our primary purpose.

1. The Chairperson must preside at all convention Subcommittee meetings or arrange for the vice-chair to attend in the chair's absence and to establish an adequate number of members to carry out duties of the convention.
2. To be co-signature on the ASC Convention Committee bank account.
3. To assume responsibility for the implementation of policies and decisions of the Subcommittee.
4. To maintain files of all Convention Committee meetings including the day and time of meeting, type of meeting.
5. To work with the Convention Treasurer to present a financial report to NASC.
6. To keep detailed financial records with receipts for all expenditures and present written financial reports as required to the Subcommittee and the NASC Treasurer and provide an end of year financial report at the AGM.
7. To see that all records and equipment are turned over to new trusted servants in order to maintain continuity and history at AGM.
8. To maintain files of any Convention Committee business documents belonging to the Subcommittee. It is advised the convention chairperson links in with previous convention chairpersons & all records need to be made available.
9. All documents must be returned to NASC for storage and for future records.
10. To regularly attend the Northern Area meetings and NASC monthly meetings.

(7.14) DUTIES FOR POLICY OFFICER (P.O.):

1. Maintain and amend the Policy & Procedures Handbook (P&P).
2. Review and monitor the policies of NASC in adherence with the current NASC P&P document.
3. Ensure all changes agreed by NASC are carried out and the amendments made in a timely manner.
4. Ensure all policies and procedures of NASC are conducted within guidelines.
5. Attend monthly NASC meetings and act as arbitrator on any issues where necessary. Manage queries received by GSRs and Officers of NASC and respond in a timely manner.
6. Perform research for current best practice of policies and procedures of other relevant NA committees and suggest changes to NASC.
7. To report and suggest to the NASC amendments to policies & procedures as a result of research, in line with best current practice or current NA changes.
8. To maintain records of all actions agreed.
9. To see that all records and equipment are turned over to new trusted servants in order to maintain continuity and history at AGM.
10. To keep detailed financial records with receipts for all expenditures and to present written financial reports as required to the Subcommittee and the NASC Treasurer and provide an end of year financial report at the AGM.
11. When asked, form an ad-hoc sub-committee to carry out specific tasks.
12. To regularly attend the Northern Area meetings and NASC monthly meetings.

ARTICLE 8: ELECTION OF OFFICERS

(8.1) The officers of the NASC shall be Chairperson, Vice-chairperson, Secretary, Treasurer, Group Service Representatives, ASR, or ASR alternates and Subcommittee Chairpersons or their alternates if they are absent.

(8.2) The officers of the NASC shall be elected at the AGM.

(8.3) The officers of the NASC shall be elected by secret ballot to serve for one year or until their successors are elected and their term of office shall begin at the conclusion of the meeting at which they were elected.

(8.4) No officer shall hold more than one office position at a time and no officer shall be eligible to serve more than two terms consecutively in the same office position.

(8.5) In the case of a vacancy in the office of chairperson, the vice-chairperson shall assume the duties of chairperson until the next meeting of AGM. In the case of a vacancy of any other position, where there is no alternate, the elected GSRs may elect someone to act in that position until the following AGM.

ARTICLE 9: NOMINATIONS, VOTING IN AGM & EGM, QUALIFICATIONS, REMOVAL OF OFFICERS

(9.1) Any member of NA may submit a résumé through the ASC, their GSR or GSR alternate. Nominees must be present at the AGM.

(9.2) Only GSRs or alternates in their absence may vote in the election to the NASC.

(9.3) Where there are more than two candidates nominated for one position, this voting system will be by secret ballot. The person who secures the most votes shall be deemed elected.

(9.4) The qualifications for officers of the ASC shall be those which are recommended in the approved Service Manual of NA, unless otherwise stated.

(9.5) NASC officers may be removed from their position for non-compliance. A two thirds (2/3) vote is required for removal. Non-compliance includes, but is not limited to;

1. Loss of abstinence.
2. Non-fulfilment of the duties of their position.
3. Absence at two consecutive meetings of the NASC, without prior and valid notification to the chairperson.

ARTICLE 10: VOTING PROCESS

(10.1) SHOW OF HANDS VOTING SYSTEM

Voting shall be conducted in this manner for regular NASC business.

(10.2) SECRET BALLOT VOTING SYSTEM

Secret ballot voting will be used for elections and dismissal of NASC Officers.

1. Ballots will be distributed to and collected from all voting participants by the Vice-Chair and Treasurer of the NASC.
2. The ballot sheet will be a simple piece of paper – voters will be asked to write the name of their chosen candidate on that space for the election of an officer or asked to write **Yes or No** for the removal.
3. The Vice-Chair and Treasurer will tally the secret ballots.
4. Tally / counting of the votes will be taken privately.
5. The NASC Chairperson announces the winner of an election (*Tallies of secret ballot voting will be published or announced*). The outcome of the secret ballot will be put in the minutes.

ARTICLE 11: STANDING SUB- COMMITTEES

(11.1) The NASC may establish Subcommittees as necessary to perform certain duties.

(11.2) A Chairperson of such a standing Subcommittee will be elected by the voting members of the NASC. Subsequent officers of each Subcommittee will be elected by the Subcommittee membership.

ARTICLE 12: AD-HOC SUB-COMMITTEES

(12.1) The chairperson of the NASC shall have the authority to identify the need for Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfil specific functions.

(12.2) The Chairperson of the Ad-Hoc Committee will be elected by the voting members of the NASC.

(12.3) The purpose, membership and duration of existence of any such Ad-Hoc Committee shall be specifically designated by the chairperson of the ad-hoc Committee at the time appointed.

(12.4) Chairperson of the standing / ad hoc Subcommittee is a fully voting member of the NASC.

ARTICLE 13: FUNDING

(13.1) The activities of the NASCs shall be funded by:

1. Group contributions.
2. Subcommittee donations Special fund-raising ventures.
3. Prudent reserve will be decided by NASC.
4. Annual convention funds will be earmarked.

ARTICLE 14: SUB COMMITTEE FINANCES

(14.1) Subcommittees will be required to maintain accurate financial records of all monies allocated from NASC funds and to give a financial report on request throughout the year (with notice) and at the AGM.

ARTICLE 15: VACANT POSITIONS

(15.1) Any Administrative Officers or Subcommittee Chairs positions left vacant from early resignation or dismissal shall remain vacant for one-month so the vacancy can be announced to the Fellowship.

(15.2) An Administrative Officer or Subcommittee Chairperson who has resigned or been dismissed from office prior to completion of the term for that office will not be eligible for re-election to another position at the NASC for six months.

(15.3) An exception to Article (15.2) is when resignation is intended to facilitate a newly elected position when agreed to by the NASC.

ARTICLE 16: TEMPORARY APPOINTMENT OF OFFICE

(16.1) The Vice chairperson should take up office in the event of a Subcommittee Chairperson being unable to fulfil their responsibility until suitable replacement can be elected through the Monthly Area Meeting or AGM whichever is sooner.

(16.2) If more than one position at any one time becomes vacant prematurely the NASC admin team will be available to help the Vice Chairperson fulfil his/her duties if needed and/or requested.

(16.3) Regular voting and election procedures will be followed in relation to the voting in of ASC officers at the next NASC Meeting.

ARTICLE 17: PARTIAL TERMS OF OFFICE

(17.1) A partial term of office or position within the NASC shall be not considered as a full term.

ARTICLE 18: RECOMMENDATIONS FOR NASC

These recommended clean-times and commitment periods were last voted on in the Northern Area in 2021.

(18.1) NORTHERN AREA SERVICE COMMITTEE'S POSITIONS, CLEAN-TIME RECOMMENDATIONS, AND REQUIRED LENGTH OF COMMITMENT TO POSITION*

Recommendations; Office - Commitment - NA Clean Time

***All applicants or officers must attend regular NA meetings in the Northern Area and be in active 12 Step sponsorship.**

POSITION	COMMITMENT <i>Italics indicate suggestions to cover overlap and transitions</i>	CLEAN-TIME
CHAIRPERSON	1 YEAR + 3 MONTHS	5 YEARS
VICE CHAIRPERSON	1 YEAR +3 MONTHS	4 YEARS
TREASURER	2 YEARS +3 MONTHS	7 YEARS
VICE TREASURER	2 YEARS +3 MONTHS	5 YEARS
SECRETARY	1 YEAR +3 MONTHS	2 YEARS
ALT. SECRETARY	1 YEAR +3 MONTHS	1 YEAR
AREA SERVICE REPRESENTATIVE	1 YEAR +6 MONTHS	2 YEARS
ALT. AREA SERVICE REPRESENTATIVE	1 YEAR +6 MONTHS	2 YEARS
HOSPITALS AND INSTITUTIONS CHAIRPERSON	1 YEAR +6 MONTHS	3 YEARS
VICE HOSPITALS AND INSTITUTIONS CHAIRPERSON	1 YEAR +6 MONTHS	2 YEARS
PUBLIC RELATIONS CHAIRPERSON	2 YEARS +3 MONTHS	3 YEARS
VICE PUBLIC RELATIONS CHAIRPERSON	2 YEARS +3 MONTHS	18 MONTHS
PHONE-LINE CHAIRPERSON	2 YEARS +3 MONTHS	3 YEARS
VICE PHONE-LINE CHAIRPERSON	2 YEARS +3 MONTHS	2 YEARS
CONVENTION CHAIRPERSON	1 YEAR +6 MONTHS	4 YEARS
VICE CONVENTION CHAIRPERSON	1 YEAR +6 MONTHS	2 YEARS
CONVENTION TREASURER	1 YEAR	7 YEARS
VICE CONVENTION TREASURER	1 YEAR	7 YEARS

ARTICLE 19: DISSOLUTION

In the unfortunate event that the NASC were to dissolve **All** assets and equipment of the NASC shall be disturbed and transferred to the next level of service. Which in this case would be the Irish Regional Service Committee of Narcotics Anonymous (IRSC).

ROBERT'S RULES OF ORDER - ADAPTATION

A. Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honoured system for conducting a meeting is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is underway, only one matter will be before the committee at any time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

B. Debate Limits

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.

C. Motions

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

D. Main Motions

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

Every motion requires a second or 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 one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognised by the chairperson, says, "I second that." If nobody seconds a motion, the chairperson 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. Once a motion has been made, the chairperson may rule it out of order.

A motion may be ruled out of order for anyone for a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the 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 can be consulted for more specific examples of motions, which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal the ruling, as described below. If no appeal is made, or if the decision of the chairperson is upheld, the committee moves on.

Section 3: Parliamentary Motions

Parliamentary motions can be best understood as “sub-motions” made during debate on a main motion that affect that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.

A. 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 in its language, that member can say, “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves onto the next item of business. If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

B. Motion to call the Previous Question – 2/3rds majority required – Is Not Debatable.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion 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 stop 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 chairperson must recognise 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 at hand or 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 unnecessary for the chairperson to be heavy-handed in stopping discussion, because the chairperson knows you will stop it soon enough.

C. Motion to Table – Simple Majority 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 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.

D. Motion to remove from the Table – Simple Majority 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 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 onto the next item of business.

E. Motion to Refer – Simple Majority required – Is Debatable.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing Sub-Committee or an ad-hoc committee for further study. 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 is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves onto its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it. The Sub-Committee to which a motion is referred will take it up at its next meeting. The Sub-Committee will report back on what it has come up with at the next meeting of the full committee.

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 chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority. The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

F. Request to Withdraw A Motion – Unanimous Consent Required – Is Not Debatable.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chairperson 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.

G. Offering a Substitute Motion – Simple Majority required – Is Debatable.

A substitute motion is the same thing 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.

H. Motion to Adjourn – Simple Majority Required – Is Not Debatable.

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

Section 4: 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.

A. Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “I call for the order of the day.” This means, “I move that the chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even require a vote – the chairperson is obligated to enforce the request unless two-thirds of the body tells the chairperson otherwise.

B. Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “Point of information.” This means, “I have a question to ask,” not “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

C. Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, “Point of order.” The chairperson then says, “What is your point of order?” The member then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says, “Your point is well taken” and restates the appropriate rule. If the chairperson does not agree, the chairperson says, “Overruled.” This decision, as all others, can be appealed.

D. Point of appeal

Any time the chairperson makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chairperson.” If the appeal is seconded, the chairperson then asks, “On what grounds do you appeal my decision?” The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

E. Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all the member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognise the member so that person may ask how to do such-and--such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

F. Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the Chairperson must recognise you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you.

Section 5: Voting Procedures

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chairperson to see the hands of all in favour, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. For further information, see Robert's Rules of Order-Newly Revised.