

The 12 Traditions of Narcotics Anonymous

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. .As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first, personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority, a loving God as he may express himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose: to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group should be fully self-supporting, declining outside contributions.

8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.

9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.

10. Narcotics Anonymous has no opinion on outside issues, hence the NA name ought never be drawn into public controversy.

11. Our public relations policy is based on attraction rather than promotion; we need always

personal anonymity at the level of press, radio, and films.

12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

**SOUTH WEST MICHIGAN AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS POLICY GUIDELINES
(Revised August 2008)**

I. PURPOSE:

This service committee is designed to serve the common needs of its member groups, and to provide a forum for intercommunication to encourage growth of the fellowship.

II. FUNCTION:

1. Meet the fourth (4th) Sunday of each month.
2. Administers and coordinates the business and activities common to the welfare of Narcotics Anonymous (NA) groups who are members of the Southwest Michigan Area Service Committee of Narcotics Anonymous (SWMASCNA).
3. Provides service and support to member groups.
4. Helps unify member groups.
5. Provides a communication link between Area, Groups, Region, and the worldwide fellowship of NA.
6. Carries the NA message through sub-committee actions.
7. Contributes to the growth of the fellowship.
8. Maintains the Twelve Traditions and Twelve Concepts of service in NA.

III. FORMAT:

A. Chair opens with a moment of silence followed by the Serenity Prayer. The 12 Traditions, the 12 Concepts, and the prayer in the introduction of the Basic Text, Substituting the word 'work' for the word 'write' are read, and the purpose

of SWMASCNA.

B. Roll Call. ASC Administration Committee, Group Service Representatives and alternates (GSRs and GSRAs) , sub-committee chairs or their representatives, and Regional Committee Member and alternate (RCM and RCMA).

C. Welcome visitors.

D. Ask that any GSRs who have a 7th tradition donation, to please turn in to the Treasurer at the beginning of the meeting , in order to have an accurate report. This also applies to any sub-committee chairs who have receipts for reimbursement.

E. Secretary's Report: (Ask for corrections or additions, then motion to accept report as written, or as corrected).

F. Treasurer's Report: (Treasurer will read report. Ask for additions or corrections, then motion to accept report as written, or as corrected).

G. RCM Report

H. Sub-Committee Reports

I. GSR Reports

J. Old Business

K New Business

L. Announcements

M. Treasurer's final report.

N. Open discussion, reflective discussion.

O. Adjournment.

IV. RULES OF ORDER

The Parliamentary procedure to be employed by SWMASCNA will be the parliamentary

Short form of Robert's Rules of Order. For anything outside the short form, Robert's

Rules of Order shall apply. (Refer to Appendix).

V. AGENDA .

A. Chair will arrange the agenda prior to each ASC meeting.

B. If possible, all ideas, motions, and input should be submitted to the Chair in writing,

either in person or through the mail, two (2) weeks prior to ASC meeting. Mail to SWMASCNA, P.O. Box 50746, Kalamazoo, MI 49005.

C. Mailing (e-mail or regular mail) of agenda to all Trusted Servants will be done Seven (7) days prior to the upcoming ASC meeting.

D. Input not included on the agenda will be put under New Business for the next ASC

meeting. Exceptions will be made at the discretion of the Chair.

VI. VOTING PARTICIPATION

A. Any N.A. group which chooses membership in SWMASCNA will have one (1) vote

accorded to its GSR/Designee

B. A quorum will consist of a simple majority of active member groups present. If a

group is unable to participate, it will be accorded an inactive status for the sake of quorum computation only. Active status will be returned upon said group attending

ASC meeting.

C. In order for a group's vote to count, a group must end their GSR, GSRA an active

Home Group member, or a written report.

VII. VOTING PROCEDURES

A. All NA members in attendance will have the right to participate in discussions and

Submit motions.

B. Discussion of motions will be limited to 3 pro and 3 con statements. If a motion hears no cons, motion is automatically accepted.

C. All voting will be determined by the simple majority of quorum with the exception

Guideline changes which must be approved by a 2/3 vote of quorum.

D. In case of a tie, motion will be automatically tabled until the next ASC to allow GSRs to take the motion ack to home groups for further input. If re-vote is still A tie, the Chairperson will vote to break the tie.

E. To encourage membership participation, the following types of motions will be

processed through the discussion stages, assigned a number by the Secretary, returned to the groups for a vote, and returned for the vote of GSRs at the next ASC meeting.

1. Guideline changes.
2. Motions from Region or WSC.
3. Motions concerning the distribution of funds exceeding \$200.00.

VIII. ELECTION OF TRUSTED SERVANTS.

A. All Trusted Servant positions will be elected in October.

B. Nominations and elections of Trusted Servants to be as follows:

1. Nominations should be solicited by group conscience of each group within the SWMASCNA. Nominees should be actively involved in service at the home group level.
2. An explanation from the approved service manual and these guidelines are used to establish each position's responsibilities.
3. Notification of elections will be written in the ASC minutes.
4. Normally scheduled elections will be announced two (2) months in advance to all groups.
5. All nominations and willingness will be accepted at the August and September ASC meetings. Nominations and willingness then will be closed until after elections.
6. After accepting nominations and willingness from group conscience, the Chair

will ask if there are any nominations from the floor (second required). The Chair will then ask if there is anyone with the willingness to serve. If seconded, person with willingness becomes a nominee. Chair will then entertain a motion to close nominations (second required). Chair will then explain elimination procedure to clarify second and third choices at home group.

7. After nominations are closed, each nominee should state their qualifications service to the fellowship (state clean time, past service experience, and why they want to serve the fellowship). Questions to nominees will be addressed at this time.

8. Nominees should be present to be nominated. In the event a prospective nominee is unable to attend the scheduled meeting at which the nomination takes place, submission of a letter, submission of a letter addressed to the Chair and containing an explanation of absence, expression on willingness to serve, and a list of qualifications will allow the nomination to be accepted.

9. Voting to be done by closed paper ballot.

10. In a case where there are more than two nominees and no single nominee receives the support of a clear majority, the nominee that received the least support will be excluded prior to each subsequent vote.

11. A vote is taken and repeated until a single nominee receives a majority of support from the member groups present. If there is a tie vote between the

final two nominees, the Chair will break the tie.

12. The procedure is repeated for all open positions until the positions are filled or tabled.

13. A Trusted Servant may only be elected to a maximum of two (2) consecutive terms for the same position regardless of when the term started.

14. In the event that a position is not filled by an election, the Chair may appoint a

person, with the approval of a simple majority of member groups present, to temporarily fill the vacancy until the position can be filled by election.

C. RESIGNATION AND VACANCIES

1. Voluntary: Must be given to the Chair in writing or by phone before the next ASC meeting.

2. Involuntary:

a. Missing two (2) consecutive ASC meetings, or four (4) during the term, without advising alternate or submitting a written report, without just cause.

b. Relapse during term of office which is defined as use of a mind-altering substance other than prescribed.

c. Removal by a vote of $\frac{3}{4}$ majority of active member groups for breach of Traditions, or failure to perform duties and responsibilities of the position.

IX. QUALIFICATIONS AND DUTIES OF AREA TRUSTED SERVANTS

A. Requirements for all Trusted Servants.

1. An understanding of the 12 Steps and 12 Traditions of NA, through application
2. An understanding of the NA service structure and NA's 12 Concepts of service and the responsibilities of the position.
3. An active participation at the level they are to serve.
4. The willingness to give time and resources necessary for the position.
5. ACTIVE IN NA INVOLVEMENT.
6. Should attend all ASC meetings.
7. Willingness and desire to serve entire length of commitment (1 year).

B. Suggested Clean Time requirements:

1. Chair 3 years
2. Co-Chair 2 years
3. Secretary 1 years
4. Co-Secretary 6 months
5. Treasurer 3 years
6. Co-Treasurer 2 years
7. RCM 2 years
8. RCMA 1 year
9. Sub-Committe Chair
 - a. Literature 3 years

- b. Convention 3 years
- c. Outreach 1 year
- d. Fundraising and Entertainment 3 years
- e. Sponsorship Behind the Walls 1 year
- f. Public Information 1 year
- g. Hospitals and Institutions 1 year

IX. QUALIFICATIONS AND DUTIES OF AREA TRUSTED SERVANTS

C. Duties and Responsibilities

- 1. Chair – three years clean
 - a. Arranges an agenda for and presides over all ASC meetings.
 - b. Maintains lines of communication between ASC and all its area groups, and is available to attend group business meetings upon request.
 - c. Strives to be fair and impartial and is capable of conducting business meetings with a firm, yet understanding, hand in accordance with the 12 Traditions of Narcotics Anonymous.
 - d. Uses Robert's Rules of Order to maintain committee procedures.
 - e. Refrains from discussing motions when presiding.
 - f. Is responsible for setting and presiding over Administration meetings.
 - g. Is a co-signer on all ASC bank accounts.

2. Co-Chair – 2 years clean

- a. Shares all duties and has all responsibilities of the Chair in their absence
- b. Acts as a liaison between all sub-committees and ASC to assure proper function of sub-committees.
- c. Chairs ASC Policy sub-committee meetings.
- d. Holds the ASC checkbook.
- e. Is responsible to have the ASC checkbook available, or give to the Co-Treasurer or an Administration committee member.
- f. Have the willingness to move into the Chair position.

3. Secretary – 1 year clean

- a. Keeps accurate minutes of each ASC meeting.
- b. Types and distributes minutes of each ASC meeting no later than ten (10) days after each meeting to all ASC Administration members, sub-committee Chairs, the RCM, RCMA, and all GSRs.
- c. Maintains an accurate mailing list of all ASC trusted servants and GSRs.
- d. Is responsible for assuring set up and clean up for ASC meeting place.
- e. Acts as Secretary of Policy for first six months of term.

4. Co-Secretary – 6 months clean

- a. Shares all duties and has all responsibilities of Secretary in their absence.
- b. Works with Secretary to learn the responsibilities of the position.

c. Is Co-Secretary of Policy for the first six months of term, then is Secretary of Policy for the remainder of term.

d. Have the willingness to move into Secretary position.

5. Treasurer – 3 years clean

a. Treasurer to reconcile checkbook with bank monthly and prepare balance sheet and copy of check register for report at each ASC.

b. Income – Treasurer to deposit and record all income to SWMASCNA listing amount and source: group donations, merchandising income, literature sales, activities proceeds and misc. All income to be deposited separately according to source and be recorded in check register. Total deposits to be listed by category on balance sheet.

c. Expenses – All expenses to be paid by check, upon receipt of bill or paid receipt and entered in register by amount and check number, also listing designated committee. Total expenses to be entered on balance sheet at end of period.

d. Merchandising and Literature committees to have standing budgets of cash and merchandise, at cost, and separate operating budgets.

e. All checks to have two signatures. If one of the signers on the account is receive a check, it must be signed by two others on the account.

f. Literature, Activities, and Merchandising committees to present dollar

amount of inventory to Treasurer at each ASC meeting.

g. Monies to be kept in reserve for the purpose of rent payments, phone bills, and minutes and postage for ASC minutes at all times, not to exceed \$1000.00.

6. Co-Treasurer – 2 years clean

a. Shares all duties and has all responsibilities of Treasurer in their absence.

b. Works closely with the Treasurer to learn the duties and responsibilities of the Treasurer.

c. Is co-signer on all ASC bank accounts.

d. Have the willingness to move into Treasurer position.

7. RCM (Regional Committee Member) – 2 years clean

a. Provides a communicative link between ASC (Area Service Committee), RSC (Regional Service Committee), and the world wide fellowship

of Narcotics Anonymous.

b. Attends all ASC and RSC meetings.

c. Represents and carries results of ASC voting on motions coming through RSC and to RSC. May be given a vote of confidence for voting on other motions at RSC.

d. Prepares and presents reports at all ASC and RSC meetings.

e. Attends as many group business meetings as possible, upon request.

f. Attends annual CAR conference of RSC.

8. RCMA (Regional Committee Member Alternate) – 1 year clean

- a. Shares all duties and has all responsibilities of the RCM in their absence.
- b. Works closely with RCM to learn the duties and responsibilities.
- c. Attends all ASC and RSC meetings.
- d. Attends as many group business meetings as possible, upon request.
- e. Attends annual CAR conference of RSC.
- f. Have the willingness to move into RCM position.

9. Sub-Committee Chairs

- a. Are responsible for adhering to internal guidelines for their specific sub-committee. All changes are to revert to home groups for approval per ASC guidelines.
- b. Are responsible to carry out the purpose of said committee.
- c. Prepare and present a report at each ASC meeting which will include activities of committee, expenditures, and income.
- d. Are responsible to hold a monthly meeting. A record of income and disbursements of any business the committee may transact shall be maintained and available.

X. SUB-COMMITTEE DEFINITION AND PURPOSE

A. Fundraising and Entertainment

The primary purpose of this sub-committee is to reach the still-suffering addict

Through (but not limited to) recreational activities and selling merchandise. The secondary purpose of this sub-committee is to raise funds for the ASC and RSC in

which we serve as NA members. Any surplus of funds from any activity will be turned over to the ASC.

B. Hospitals and Institutions

This sub-committee acts as a resource to members and groups in their efforts to carry

the NA message of recovery from addiction to those who cannot come to us. This is

carried out by forming and attending H&I meetings at treatment facilities, correctional institutions, armed service, drug diversionary programs, halfway houses, and the like. This committee will supply literature, information, and support to the meetings it sets up, if required. H&I attempts to make NA available any addict seeking recovery by mutual cooperation with the facility the meeting is held at. This committee will use the WSC H&I Handbook for further guidelines.

C. Literature

This sub-committee deals with our primary purpose as if is achieved through writings. It is the sub-committee's responsibility to read and input approval for literature and present it to the RSC Literature Committee or directly to the WSC

Literature Committee, to read and review existing literature, to write stories, articles, . and pamphlets, to send articles to the RSC newsletter, to prepare and distribute an

ASC newsletter, and to stockpile literature for distribution to home groups.

Literature is responsible for their own checking account with one primary and two co-signers. Also presents account reconciliation at ASC. This committee shall also

hold literature workshops and is dedicated to the continuation of the effort for new

literature for the fellowship of NA, and is responsible to provide members, groups,

and sub-committees with and understanding of appropriate literature. An inventory

report will be given to the ASC Treasurer at ASC meetings.

D. Public Information

The primary purpose of this sub-committee is to better carry the message of Recovery to those who have not heard of us or misinterpret us, informing them of What we have to offer as recovery from the disease of addiction and how and where

We are available. This sub-committee initiates such activities as: direct mailing to Area agencies, associations, organizations, facilities (private and/or governmental) and

individuals, poster drives, radio and TV public service announcements, talk shows,

press announcements, and presentations to groups or individuals. This committee is

responsible to establish lines of communication and works in cooperation with any

group interested in helping the addict who still suffers. Is responsible to compile, print,

and distribute ASC meeting lists. It is also this sub-committee's responsibility to

establish and maintain a telephone help line whose functions include:
development and

maintenance of a telephone answering service, a 12th step call list, holding
workshops

to train, coordinate, and improve members' ability to carry the message through
the

help line. This sub-committee stockpiles, maintains, and coordinates distribution
of

the above information, and follows the WSC Public Relations Handbook.

E. Policy

The primary purpose of this sub-committee is to review and revise the guidelines
for

the ASC. This shall be done upon request of the ASC. ASC Co-Chair and Co-

Secretary will head up sub-committee at the request of the ASC. The general
policies

of NA stated in the 12 Traditions, however, the application of these traditions is
the

concern of the sub-committee.

F. Administration

The purpose if this sub-committee is to conduct necessary business between the
ASC

meetings. The committee will meet periodically as required.

G. Convention

The primary purpose of this committee is to facilitate a gathering of addicts to
further

carry the message of recovery in NA through the holding of a convention.

Activities

may include, but are not limited to, workshops, speakers, marathon meetings, and dances. Committee may hold events throughout the year to raise funds for this event.

STANDING RULES

1. To make Convention Committee a permanent sub-committee of SWMASCNA.
2. To retain \$1000.00 as start-up money for SCMASCNA.
3. RSC donation to be 10% of monthly 7th Tradition donations, after expenses are paid.
4. ASC will meet the 4th Sunday of every month at 3:00pm, location changing every four months.
5. RCM and/or RCMA be reimbursed .40/mile for travel to and from the regularly scheduled RSC meeting, up to \$100.00 for lodging for attendance at the above mentioned meeting and the sub-committee meetings the previous day, and phone calls, as long as the calls are directly related to the RCM/RCMA's responsibilities and written accountability of these responsibilities is provided along with copies of phone bills. Reimbursement for mileage

lodging will only be made upon written proof of expenses. It is understood that the RCMA

will, as often as possible, try to coordinate travel, lodging, and calls with the RCM and in the

event that this is not possible, reimbursement to the RCMA will be considered on an

individual basis by the ASC as it arises. That these above mentioned reimbursements be

made through unbudgeted monies of the ASC.

6. To purchase guideline handbooks for all sub-committee Chairpersons. As of ASC

2006, all sub-committees have guideline handbooks. These are to be handed down

when service commitment has ended.

SWMASCNA MERCHANDISE SUB-COMMITTEE GUIDELINES

ON THE ROAD MERCHANDISING POLICY

1. INVENTORY CONTROL

1. All items must be counted and verified by the person or persons releasing the items. The party receiving the must assist in counting and verifying the inventory.
2. On return, the same process must take place with the same parties involved. This should be done as expediently as possible.
3. No trading of Area merchandise or purchasing with Area monies any items sold at functions, unless approved by Chair or sub-committee.
4. Counting procedure: First lay out shirts and merchandise in order that it is written on inventory sheet. Recorder then directs counters in the same order. Counter should have pencils and paper. Counter then counts shirts and records, then second counter counts and records. Counters compare first and second count for agreement, then record count on inventory list.
5. Chair to provide ASC with monthly inventory and accounting

6. Merchandise Committee shall never acquire merchandise on credit.
7. Three bids shall be submitted to ASC for approval before check can be issued.
8. ASC Co-Chair and Co-Treasurer to witness the transfer of merchandise and cash balances when new Merchandise Chair begins office.

2. HANDLING MONEY AND INVENTORY

1. No cashing of personal checks.
2. No checks for purchases over \$75.00, payable to SWMASCNA. Have one person handle money during sales.
3. Change money into money orders within one week. Make money orders payable to SWMASCNA. Failure to so within one week will make Merchandise Chair subject to immediate audit. On return, turn in all remaining inventory, all money, and all receipts to Chairperson or designate as soon as possible.
4. Absolutely no funds into personal accounts.

3. REIMBURSEMENTS

1. Do not use funds from sales for expenses.
2. Reimbursements shall be done by receipt only.
3. Expenses include: gas, oil, tolls, and jet fuel.
4. Receipts must be turned over to Merchandise chair.
5. Reimbursements are limited to 25% of the net profit, which is based on 50% of the gross sales.

6. Keep your receipts!
7. Reimbursements will be made as fast as possible through the proper channels. Don't expect immediate payment.

SOUTHWESTERN MICHIGAN AREA PUBLIC INFORMATION GUIDELINES AS
AMENDED AUGUST 2008

PURPOSE:

The purpose of the Public Information sub-committee is to inform the public that Narcotics Anonymous exists. This sub-committee offers information about recovery from addiction through Narcotics Anonymous and where and how to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

RESPONSIBILITIES

1. To open and maintain lines of communication between:
 - A. NA and the public
 - B. Groups, ASC, RSC, WSC, and WSO
 - C. Individual members of the fellowship
2. To maintain phone line and Twelfth Step call list
3. To respond to all requests for information in a timely and effective manner.
4. Insure that all requests are handled at the appropriate level of service.
5. Maintain and update meeting lists and have lists available at ASC meetings.

This Sub-committee will use the NA Public Relations Handbook as a tool and as resource material to help guide, direct, and fulfill the responsibilities of said committee.

MEETINGS

1. Regular sub-committee meetings will be held monthly at a time and place determined by the committee.
2. Special meetings may be called from time to time, as deemed necessary by the committee.
3. Business procedures will follow Robert's Rules of Order and/or group conscience.

MEMBERSHIP

1. Membership shall consist of any Area addict who attends 2 consecutive meetings.
2. Once established, membership remains active as long as the member attends 2 of last 3 regularly scheduled meetings, or if the member misses a meeting, he or she notifies one of the elected members of this committee, either before or after the missed meeting, for the purpose of keeping informed of the activities of the committee.

VOTING PROCEDURES AND QUORUM

1. Any addicts attending a meeting may make motions, second motions, and participate in discussion.
2. Members only may vote.
3. Motion pass/fail determined by majority of members voting yes or no.
4. Quorum shall consist of 3 or more members present.

ELECTION OF TRUSTED SERVANTS

1. Chair shall be elected by SWMASCNA.
2. All other trusted servant position will be elected by sub-committee.

DUTIES OF TRUSTED SERVANTS

1. PI CHAIR

1. Presides over all sub-committee meetings.
2. Arranges agenda for sub-committee meetings.
3. Maintains lines of communication between sub-committee and ASC, RSC, WSC, and WSO by:

1. Attending as many meetings of above as possible.
2. Submit written report of sub-committee to ASC meeting and RSC PI sub-committee.
3. Gives oral report to sub-committee of RSC PI committee.

d. Is responsible to see that all bills of committee are submitted to ASC and paid in a timely manner.

2. PI CO-CHAIR

1. Shares all duties and has all responsibilities of the Chair

3. PI SECRETARY

1. Keeps, produces, and distributes accurate Minutes. (minutes to be distributed to Chair and Co-Chair).
2. Takes roll and keeps record of roll.

4. PHONELINE COORDINATOR

1. Maintains lines of communication with the phone service company.
2. Maintains current Twelfth Step list.
3. Submits written report at each regular sub-committee meeting.

QUALIFICATIONS OF TRUSTED SERVANTS

1. Have the willingness to give time and have the resources necessary to fulfill the requirements of the position.
2. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Active in NA.
4. Meet the required clean time requirements:

a. Chair 1 year

b. Co-Chair 6 months

c. Secretary 1 day

Any and all qualifications may be waived by majority vote of members voting yes or no.

TERMINATION OF TRUSTED SERVANT POSITION

1. Voluntary – written or verbal notification to sub-committee.
2. Involuntary.
 1. Missing 2 consecutive regularly scheduled meetings, or five during term of position.
 2. Non-fulfillment of responsibilities and duties of position (as determined by sub-committee).
 3. Relapse.

SOUTHWESTERN MICHIGAN AREA H & I SUBCOMMITTEE GUIDELINES

DEFINITION

The Southwestern Michigan Area Hospitals and Institutions sub-committee (H&I) of Narcotics Anonymous is a standing subcommittee of the Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in this area.

PURPOSE

The Hospitals and Institutions sub-committee exists to carry the N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular N.A. meetings.

The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except those in longer term facilities, are intended simply to introduce those attending to some of the basics of the N.A. program.

HOSPITALS AND INSTITUTIONS

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.

H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I sub-committee.

LITERATURE

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, Reaching Out, and the NA Way magazines may be taken in to a facility by H&I. Literature or any of these other items will be distributed by the panel chairperson. Meeting schedules may be taken in to some facilities. However, only Conference-approved literature should be used in meetings/presentations.

BUSINESS MEETINGS

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

MEMBERSHIP

Any member of Narcotics Anonymous may be a member of H&I.

VOTING

Any member attending a business meeting is eligible to vote at business meetings.

ELECTIONS

Election of officers shall be held once each year at meeting following election of Sub-committee Chairperson at the Area meeting with the officers elected taking over in the following month. This sub-committee elects all positions except chairperson, who is elected by the ASC.

ELECTED OFFICERS

Members of H&I sub-committee shall be elected each year to fill the following positions:

1. Chairperson (by ASC)
2. Co-Chairperson
3. Secretary
4. Facility coordinators

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I sub-committee at the next business meeting.

Officers may succeed themselves by re-election only one time

APPOINTED POSITIONS

As necessary, individuals may be appointed by the chairperson in agreement with the co-chairperson to positions that fulfill a particular need.

RECOVERY REQUIREMENTS

Any member of Narcotics Anonymous who is registered with H&I. and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the sub-committee.

The following recovery requirements are recommended:

Elected officer of H&I 1 year

Appointed position 6 months

Panel coordinator 6 months

Panel leader 6 months

Panel member 3 months

All elected officers, those serving in appointed positions, and panel leaders shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

RESPONSIBILITIES AND DUTIES

The responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

H&I Chairperson:

1. Coordinates all N.A. H&I activities.
2. Presides at all regular, special and general sub-committee meetings.
3. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with the direct cooperation of the P.I. sub-committee.
4. Is responsible for interchange of correspondence at the public level as well as all correspondence within N.A. H&I which involves policy matters.
5. Makes regular reports to the H&I sub-committee on the status of all current or completed projects.
6. May at any time visit any meeting/facility for a purpose beneficial to H&I, including offering assistance to panel participants.
7. Shall represent Narcotics Anonymous H&IS at the regular meetings of the ASC.
8. Shall attend the regional H&I sub-committee meetings.

H&I Co-Chairperson

1. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
2. Works closely with the chairperson.
3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
4. Attends the regular meetings of the Hospitals and Institutions Subcommittee.

H&I Secretary

1. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
2. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notices of makes telephone calls for special meetings.
5. Maintains all necessary stationary supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for distribution to members of H&I.
8. Shall attend the regular meetings of the Hospitals and Institution subcommittee.

Facility Coordinator

1. Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
 2. Shall meet with administrators of facilities in the interests of harmony.
 3. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
 4. Shall keep all panel leaders informed of the rules of the facility and any rule changes.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

POLICIES AND PROCEDURES FOR TREASURER

1. Treasurer to meet all qualifications and follow all duties and responsibilities of office as

outlined in guidelines.

2. Treasurer to reconcile checkbook with bank statement monthly and prepare balance

sheet and copy of check register for report at each ASC.

3. Income – Treasurer to deposit and record all income to SWMASCNA listing amount and source: group donations, merchandising income, literature sales, activities proceeds and misc. All income to be deposited separately according to source and be recorded in check register, Total deposits to be listed by category on balance sheet at end of period.

4. Expenses – All expenses to be paid by check, upon receipt of bill or paid receipt and entered in check register by amount and check number, also listing designated committee. Total expenses to be entered on balance sheet at end of period.

5. Merchandising and Literature committees to have standing budgets of cash and merchandise, at cost, and separate operating budgets.

6. All checks to have two signatures, as per guidelines. If one of the signers on the account is to receive a check, it must be signed by two others on the account.

7. Literature, Activities, and Merchandising committee to present dollar amount of inventory to Treasurer at regularly scheduled ASC meeting.

8. Monies to be kept in reserve for the purposes of rent payments, phone line bills, and minutes and postage for ASC minutes at all times, not to exceed \$500.00.

On the weekend of the convention, the following additional responsibilities will be under the treasurer's guidance:

1. Having ample change on hand for the registration and merchandise tables. The amount will depend on the projected attendance.

2. Making cash pick-ups every one to four hours. During the pick-ups, the sub-committee chair will make specified drops into an envelope, marking the envelope with each drop. When the pick-up occurs, there will be two (2) signatures on the envelope: the sub-committee chair and the pick-up person, usually the treasurer or co-treasurer. There will be a double count of the money in a private room (e.g. the Board Room). If amounts don't match up, recount it and have the chairperson of the sub-committee count it also.

3. Preparing deposits.

4. Making night deposits each night of the convention.

Co-Treasurer: Two years of continuous clean time, demonstrated stability in the local

community, basic accounting skills, and need to be accessible.

1. Acts as treasurer if Treasurer is unavailable.
2. Works in conjunction with Treasurer to maintain financial records of the convention committee.
3. Attends convention committee and executive committee meetings.

Secretary: NA service experience and good typing skills.

1. Produces and keeps minutes of all convention committee meetings which will include sub-committee reports.
2. Mails or distributes minutes to area secretary, convention committee chairs and executive committee of the convention. These need to be mailed no later than 10 business days prior to the next meeting.
3. Maintains and updates a list of names, addresses, and phone numbers of committee members for use by the committee (this list is NOT to be distributed outside of the convention committee).
4. Keeps a complete set of committee minutes for archives and reference.

Co-Secretary: NA service experience and good typing skills.

1) Assists the Secretary in all duties.

2) Acts as Secretary if the Secretary is unavailable.

GENERAL POLICY

The following policies are guides for the retention of the principles from which the Southwestern Michigan Area Convention was born:

1. The Committee retains all copyrights for tapes and logos of the convention.

2. That no contract of any type be signed before the convention committee has the

opportunity to review it.

3) That there be no discounting of prices of merchandise or meal tickets once a price

has been set and anything is sold. (After the convention is over, excess merchandise

can be discounted and sold at other functions.

4. That all sub-committees hold regular meetings which are accessible to all addicts.

4. That the overage of meals not exceed 40% of registration.

SWMASCNA MERCHANDISE SUB-COMMITTEE GUIDELINES

ON THE ROAD MERCHANDISING POLICY

1. INVENTORY CONTROL

1. All items must be counted and verified by the person or persons releasing the items. The party receiving the must assist in counting and verifying the inventory.

2. On return, the same process must take place with the same parties involved. This should be done as expediently as possible.

3. No trading of Area merchandise or purchasing with Area monies any items sold at functions, unless approved by Chair or sub-committee.

4. Counting procedure: First lay out shirts and merchandise in order that it is written on inventory sheet. Recorder then directs counters in the same order. Counter should have pencils and paper. Counter then counts shirts and records, then second counter counts and records. Counters compare first and second count for agreement, then record count on inventory list.

5. Chair to provide ASC with monthly inventory and accounting

6. Merchandise Committee shall never acquire merchandise on credit.

7. Three bids shall be submitted to ASC for approval before check can be issued.

8. ASC Co-Chair and Co-Treasurer to witness the transfer of merchandise and cash balances when new Merchandise Chair begins office.

2. HANDLING MONEY AND INVENTORY

1. No cashing of personal checks.
2. No checks for purchases over \$75.00, payable to SWMASCNA. Have one person handle money during sales.
3. Change money into money orders within one week. Make money orders payable to SWMASCNA. Failure to do so within one week will make Merchandise Chair subject to immediate audit. On return, turn in all remaining inventory, all money, and all receipts to Chairperson or designate as soon as possible.
4. Absolutely no funds into personal accounts.

3. REIMBURSEMENTS

1. Do not use funds from sales for expenses.
2. Reimbursements shall be done by receipt only.
3. Expenses include: gas, oil, tolls, and jet fuel.
4. Receipts must be turned over to Merchandise chair.
5. Reimbursements are limited to 25% of the net profit, which is based on 50% of the gross sales.
6. Keep your receipts!
7. Reimbursements will be made as fast as possible through the proper channels. Don't expect immediate payment.

SOUTHWESTERN MICHIGAN AREA PUBLIC INFORMATION GUIDELINES AS AMENDED 12/20/2006

PURPOSE:

The purpose of the Public Information sub-committee is to inform the public that Narcotics Anonymous exists. This sub-committee offers information about recovery from addiction through Narcotics Anonymous and where and how to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

RESPONSIBILITIES

1. To open and maintain lines of communication between:

A. NA and the public

B. Groups, ASC, RSC, WSC, and WSO

C. Individual members of the fellowship

2. To maintain phone line and Twelfth Step call list
3. To respond to all requests for information in a timely and effective manner.
4. Insure that all requests are handled at the appropriate level of service.
5. Maintain and update meeting lists and have lists available at ASC meetings.

This Sub-committee will use the NA Public Relations Handbook as a tool and as resource material to help guide, direct, and fulfill the responsibilities of said committee.

MEETINGS

1. Regular sub-committee meetings will be held monthly at a time and place determined by the committee.
2. Special meetings may be called from time to time, as deemed necessary by the committee.
3. Business procedures will follow Robert's Rules of Order and/or group conscience.

MEMBERSHIP

1. Membership shall consist of any Area addict who attends 2 consecutive meetings.
2. Once established, membership remains active as long as the member attends 2 of last 3 regularly scheduled meetings, or if the member misses a meeting, he or she notifies one of the elected members of this committee, either before or after the missed meeting, for the purpose of keeping informed of the activities of the committee.

VOTING PROCEDURES AND QUORUM

1. Any addicts attending a meeting may make motions, second motions, and participate in discussion.
2. Members only may vote.
3. Motion pass/fail determined by majority of members voting yes or no.
4. Quorum shall consist of 3 or more members present.

ELECTION OF TRUSTED SERVANTS

1. Chair shall be elected by SWMASCNA.
2. All other trusted servant position will be elected by sub-committee.

DUTIES OF TRUSTED SERVANTS

1. PI CHAIR
 1. Presides over all sub-committee meetings.
 2. Arranges agenda for sub-committee meetings.
 3. Maintains lines of communication between sup-committee and ASC, RSC, WSC, and WSO by:
 1. Attending as many meetings of above as possible.

2. Submit written report of sub-committee to ASC meeting and RSC PI sub-committee.
 3. Gives oral report to sub-committee of RSC PI committee.
- d. Is responsible to see that all bills of committee are submitted to ASC and paid in a timely manner.

2. PI CO-CHAIR

1. Shares all duties and has all responsibilities of the Chair

3. PI SECRETARY

1. Keeps, produces, and distributes accurate Minutes. (Minutes to be distributed to Chair and Co-Chair).
2. Takes roll and keeps record of roll.

4. PHONELINE COORDINATOR

1. Maintains lines of communication with the phone service company.
2. Maintains current Twelfth Step list.
3. Submits written report at each regular sub-committee meeting.

QUALIFICATIONS OF TRUSTED SERVANTS

1. Have the willingness to give time and have the resources necessary to fulfill the requirements of the position.
 2. Have a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 3. Active in NA.
 4. Meet the required clean time requirements:
 - a. Chair 1 year
 - b. Co-Chair 6 months
- c. Secretary 1 day

Any and all qualifications may be waived by majority vote of members voting yes or no.

TERMINATION OF TRUSTED SERVANT POSITION

1. Voluntary – written or verbal notification to sub-committee.
2. Involuntary.
 1. Missing 2 consecutive regularly scheduled meetings, or five during term of position.
 2. Non-fulfillment of responsibilities and duties of position (as determined by sub-committee.
 3. Relapse.

VOTING

Any member attending a business meeting is eligible to vote at business meetings.

ELECTIONS

Election of officers shall be held once each year at meeting following election of Sub-committee Chairperson at the Area meeting with the officers elected taking over in the following month. This sub-committee elects all positions except chairperson, who is elected by the ASC.

ELECTED OFFICER

Members of H&I sub-committee shall be elected each year to fill the following positions:

1. Chairperson (by ASC)
2. Co-Chairperson
3. Secretary
4. Facility coordinators

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I sub-committee at the next business meeting.

Officers may succeed themselves by re-election only one time

APPOINTED POSITIONS

As necessary, individuals may be appointed by the chairperson in agreement with the co-chairperson to positions that fulfill a particular need.

RECOVERY REQUIREMENTS

Any member of Narcotics Anonymous who is registered with H&I. and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the sub-committee.

The following recovery requirements are recommended:

Elected officer of H&I 1 year

Appointed position 6 months

Panel coordinator 6 months

Panel leader 6 months

Panel member 3 months

All elected officers, those serving in appointed positions, and panel leaders shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

In the instance of elected officers and those serving in appointed positions, three consecutive months absence will be considered resignation.

RESPONSIBILITIES AND DUTIES

The responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

H&I Chairperson:

1. Coordinates all N.A. H&I activities.
2. Presides at all regular, special and general sub-committee meetings.
3. Handles all public relations contacts involving policy matters and/or interpretations at the public level that pertain to H&I. This will be done with the direct cooperation of the P.I. sub-committee.
4. Is responsible for interchange of correspondence at the public level as well as all correspondence within N.A. H&I which involves policy matters.
5. Makes regular reports to the H&I sub-committee on the status of all current or completed projects.
6. May at any time visit any meeting/facility for a purpose beneficial to H&I, including offering assistance to panel participants.
7. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
8. Shall attend the regional H&I sub-committee meetings.

H&I Co-Chairperson

1. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
2. Works closely with the chairperson.
3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
4. Attends the regular meetings of the Hospitals and Institutions Subcommittee.

H&I Secretary

1. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
2. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notices of makes telephone calls for special meetings.
5. Maintains all necessary stationary supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for distribution to members of H&I.
8. Shall attend the regular meetings of the Hospitals and Institution subcommittee.

Facility Coordinator

1. Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
 2. Shall meet with administrators of facilities in the interests of harmony.
 3. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
 4. Shall keep all panel leaders informed of the rules of the facility and any rule changes.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

Panel Leader

1. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
2. Shall inform the facility coordinator well in advance when unable to conduct a regularly scheduled meeting.
3. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
4. Shall be responsible for panel members in the meeting.
5. May resign by giving notice to the H&I subcommittee.
6. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

Panel Member

1. Shall be at least three (3) months clean.
2. Shall serve for one meeting at a time.
3. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
4. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
5. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
6. May resign as a panel member by giving notice to the panel leader.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a county correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES.

SOUTHWESTERN MICHIGAN AREA NARCOTICS ANONYMOUS LITERATURE SUBCOMMITTEE GUIDELINES

“ To assure that no addict seeking recovery need die without having found a chance to live a new and better way of life: From this day forward may we provide the necessary services.” Service Manual of N.A.

Purpose and Functions

The primary purpose of this committee is to carry the message of recovery in the written form to still-suffering addicts. There are several basic ways in which this can be achieved.

The first is to provide literature for all N.A. groups in the area. The committee may also produce a local newsletter, review, evaluate, and comment on literature currently in review. This committee may also help develop new pieces of literature for the fellowship as a whole, as directed by the World Literature /Committee Chair.

Duties and Qualifications of Trusted Servants

Chair Qualifications

1. Minimum of 1 year continuous clean time.
2. Service Experience
3. The willingness to give time and resources necessary for the position.
4. Have a working knowledge of the 12 steps and 12 traditions.
5. Willingness and resources to attend all ASC meetings.

Chair Duties

1. Compiles and agenda prior to each literature subcommittee meeting.
2. Presides over all literature subcommittee meetings.

The chairperson is responsible for communicating with other trusted servants and members of the committee to insure continuity of effort. The chairperson sets up the schedule of regular meetings, including times, dates, and locations and directs the focus of the meeting. The chairperson is responsible for making regular reports to the Area Service Committee and attends all Area meetings.

Co-Chair Qualifications

1. Minimum 6 months continuous clean time.
2. Service experience.
3. The willingness to give time and resources necessary to the position.
4. Have a working knowledge of the 12 Steps and the 12 Traditions.
5. Willingness to assume position of Chair after one year, if elected.

Co-Chair Duties

1. The Co-Chair assists the Chair in all duties relating to literature work and acts as Chair in

the absence of the Chair or if the Chair is unable to fulfill the responsibilities of the

position. Co-Chair shall maintain close contact with the Chair and assist the chair in the

administration of literature committee functions. The Co-Chair shall attend all meetings of the Literature Committee.

Secretary Qualifications

1. Minimum of 90 days continuous clean time.
2. Service Experience
3. The willingness to give time and resources necessary for the position.
4. Have a working knowledge of the 12 Steps and 12 Traditions

Secretary Duties

The Secretary records minutes of the literature meetings and distributes them to the

participants of the meeting. The Secretary maintains an active file of work in

progress and reproduces and distributes literature as directed by the committee.

MEETING FORMAT

1. Serenity Prayer
2. 12 Traditions
3. Service Prayer
4. Attendance
5. Secretary's Report
6. Literature Report
7. Newsletter Report
8. Old Business
9. New Business
10. Gratitude Slogan

Meeting Procedures

The parliamentary procedures to be employed by the Literature Committee will be a parliamentary short form of Robert's Rules of Order. For anything outside of the short form, Roberts Rules of Order shall apply.

Voting

Any member of SWMASCNA may be a voting member of this committee simply by being present. Voting results are by a simple majority

Literature Stockpiling and Distribution

1. Literature Chair supplies Area order form to each group and sub-committee through GSR at the Area meeting.
2. Groups submit Area order form at Area along with money for order (shipping and handling will be paid by the Area.
3. Literature Chair combines orders from groups and sub-committees and prepares one order for WSO.
4. Literature that is on hand will be distributed at time of order. Literature that needs to be ordered will be distributed when it comes in. GSR's and sub-committee chairs need to make arrangements with the Literature Chair for distribution.

Literature Distributor Duties

The function of the position is to fill literature orders, order literature and maintain the literature stockpile. The literature distributor will be responsible for and accountable for the finances involved in the buying and selling of literature.

Election and resignation of Trusted Servants

Trusted Servant elections to be held annually at the first Literature Committee meeting following the elections of trusted servants of SWMASCNA for all positions of the committee with the exception of the Chair which is held at the Area level. Voting members will be any members of the fellowship of the SWMASCNA who are present at the elections. Election to be determined by a

simple majority of those voting. In the event of a vacancy before the term of office is fulfilled, position will be filled by election of members present at literature meeting as vacancy occurs.

Voluntary and involuntary resignations will follow SWMASCNA guidelines.

Literature Committee Duties

Duties of the committee are as outlined in the guidelines of SWMASCNA.

SOUTHWESTERN MICHIGAN AREA SERVICE COMMITTEE

PARLIAMENTARY PROCEDURES

MAIN MOTION

A main motion is a motion whose introduction brings business before SWMASCNA. Such a motion can only be made when no other motion is pending.

AMENDMENTS:

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent must be given. The motion to table is in order for:

- A) To get further information.
- B) More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by SWMASCNA by a motion to do so, or until the close of the next SWMASCNA meeting. This motion is not intended to kill a main motion or suppress debate on it.

MOTIONS TO REFER TO COMMITTEE:

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for SWMASCNA to consider. Unless specified, the issue will be brought up at the next SWMASCNA meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the

merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

MOTIONS TO RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back on to the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information of situations not considered when taking the original vote. Since this motion is not be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a committee member who voted on the prevailing side, or a member who spoke in debate to the prevailing side of the motion, After the end of the next SWMASCNA meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to SWMASCNA as a whole and the maker must request the committee's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is no objection the Chairperson automatically puts the request to a vote which is not debatable.

MOTION TO CALL THE VOTE:

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION:

A point of information is a question to the Chairperson to obtain information concerning parliamentary procedure of the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER:

When a member feels that the rules, policy, or guidelines of SWMASCNA are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the chairperson that a member feels that the proper procedure is not being followed.

SUSPEND THE RULES:

A motion to suspend the rules is made when a member of SWMASCNA would like to waive certain SWMASCNA procedures. This motion will include the rule to

be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

APPEAL THE DECISION OF THE CHAIR:

By electing the SWMASCNA Chairperson, SWMASCNA delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure, Any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the

chairperson and given to SWMASCNA for final decision, Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

