

# **Ocean Area Service Conference**

## **Policy Manual**

**February 2017**



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**ARTICLE I: NAME**

**SECTION 1: NAME**

The name of this conference is the Ocean Area Service Conference of Narcotics Anonymous: abbreviated

OASC, and referred to in these guidelines as Ocean Area Service Conference, "OASC" or "the conference."

## **SECTION 2: ADDRESS**

The address of the OASC is: Ocean Area Service Conference, PO Box 326, Toms River, NJ 08753

## **ARTICLE II: GEOGRAPHICAL BOUNDARIES**

### **SECTION 1: GENERAL**

The geographical boundaries of the OASC include, but are not limited to, Ocean County New Jersey. Area membership is open to any group of Narcotics Anonymous interested in becoming a member group of the OASC, regardless of geographical location.

## **ARTICLE III: PURPOSE**

### **SECTION 1: GENERAL**

The Ocean Area Service Conference is a conference of elected trusted servants from the fellowship of Narcotics Anonymous, existing for the express purpose of communicating with one another on all matters pertaining to our common welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening (serving) our fellowship. We are here to respond to the needs and services of the member groups of the area as they arise, and to maintain the principles of the Twelve Traditions and Twelve Concepts in all our affairs. To be effectively helpful to the addict who still suffers, we must necessarily be governed by the groups we serve, and further impose certain standards (spiritual principals) on ourselves. We shall maintain effective liaison and cooperation with the New Jersey Regional Service Conference and keep all lines of communication open with the World Service Conference and World Service Office of Narcotics Anonymous.

## **ARTICLE IV: FUNCTION**

### **SECTION 1: GENERAL**

The functions of the OASC are as follows:

- A. Communication and disbursement of all information to and from all member groups of the area through their trusted servants.
- B. Maintain steady distribution levels of all Narcotics Anonymous literature to said representatives.
- C. To conduct a monthly business session.
- D. To provide an Area Service Representative for active participation in the New Jersey Regional Service Conference.
- E. To set up all committees in order to complete all service functions.
- F. To offer encouragement and support to all Group Service Representatives

## **ARTICLE V: PARTICIPANTS**

*This conference shall have two (2) classes of participants only, that of voting, the other non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in a class or combination thereof.*

## **SECTION 1: VOTING PARTICIPANTS**

The voting participants of the OASC are the Group Service Representatives of member groups of the conference, or in the GSR's absence the Group Service Representative Alternate.

- A. For the purpose of these guidelines the terms Group Service Representative and

Group Service Representative Alternate are defined as stated in the *A Guide to Local Services*.

## **SECTION 2: NON-VOTING PARTICIPANTS**

- A. The non-voting participants of this conference shall be the officers of this conference  
B. Any non-voting participant of this conference may introduce motions and participate in debate and discussion. Any such motion must be seconded by a Group Service

Representative or the motion dies.

## **ARTICLE VI: OBSERVERS**

### **SECTION 1: GENERAL**

A. Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as observers or non-conference members.

- B. Narcotics Anonymous members only have the specific right to request the floor.

C. The Chairperson of the conference shall have the exclusive right to grant or deny such requests.

D. The Chair's decision is subject to appeal and may be overturned by a two-thirds 2/3 majority of the voting participants.

## **ARTICLE VII: SESSIONS**

### **SECTION 1: AGENDA**

- A. An agenda of the next session will be included in the minutes of the prior conference.

### **SECTION 2: REGULAR SESSION**

A. Regular sessions of the OASC are held monthly on the third Sunday of the month at the Christ Episcopal Church, 405 Washington St., Toms River, NJ and will begin promptly at 3:00 p.m. unless otherwise ordered by the conference.

1. The month of June OASC will be held on the 4<sup>th</sup> Sunday due to Fathers Day.

- B. All OASC sessions are non-smoking. Smoking is only permitted outside the building. Please keep church grounds clean.

### **SECTION 3: SPECIAL SESSIONS**

- A. A Special session is a meeting of the JAC for a specific purpose that cannot wait until the next regularly scheduled session of the conference.  
B. The Chairperson of the conference may call a Special Session.

C. Any participant of the conference may request a Special Session by contacting the Chairperson or Vice-Chairperson of the conference. The purpose of the session shall be stated.

## **SECTION 4: SEATING**

A. Only conference participants may sit on the conference floor (around the table).

## **SECTION 5: QUORUM**

There are two (2) types of quorum:

- A. Quorum to conduct business: That two-thirds (2/3) of the active member groups of the OASC be present in order to conduct area business.
  - 1. For the purpose of these guidelines, area business shall be described as any decisions or acts of the conference which affect the Ocean Area and require an area conscience. The OASC may, when quorum is not present, serve the area in matters not affecting the area as a whole, such as non-policy motions.
  - 2. Unless a quorum is reached, no decisions can be made on finances or policy matters except for budget items such as rent, other fixed expenses, prudent reserves, etc.
  - 3. It is the responsibility of the chairperson of the conference to determine if quorum is present.
- B. Quorum to continue business: That if the voting participants attending, established at the start of the session, falls below two-thirds (2/3) of its active member groups, quorum is lost and business requiring an area conscience may not be conducted.
- C. Any GSR entering the conference after role call or exiting after role call must check in with the area Secretary to sign in or out.

## **SECTION 6: CONFERENCE FORMAT**

- A. Opening
  - 1. The Chairperson takes the Chair and calls the session to order at the prescribed time.
    - Opening statement: "Welcome to the (month) session of OASC".
    - Serenity Prayer.
    - 12 Traditions
    - Share on a tradition.
    - Volunteer to share on tradition next month.
    - Refreshment fund collected.
    - Introductions of new groups and the welcoming of new GSR's.
    - An announcement of any new changes to group meetings.
    - Circulate envelopes and attendance sheets.
    - Share on a concept.
    - Volunteer to share on concept next month.
    - Group roll call-establish quorum.
    - Approval of last month's minutes.
    - Chair's Report
    - Vice-Chair's Report
    - RCM's Report
    - Read all new business motions.
    - Elections- A working knowledge of the 12 & 12 & 12 plus a willingness to serve

required.

B. Break.

C. Old Business.

1. Any motions or matters committed or elections of conference officers or committee chairpersons.

D. New Business.

1. Any motions may be considered, as long as they are not out of order according to OASC Rules of Order.

E. Committee Reports.

1. All standing, ad-hoc, and select committees give oral reports
  - a. Work in progress.
  - b. Financial information.
  - c. Other committee activities including date and time of next meeting.

F. Group reports.

G. 15 minute open forum.

H. Literature Sales' Report

1. Financial Report.
2. Consignment list.

Any changes in literature disbursements that affect the member groups of the OASC.

I. Treasurer's Report.

1. Record of group donation.
2. Record of OASC expenses.
3. Statement of OASC transactions and balances.

J. Announcements.

1. Announce all NA related events and information as requested by any NA member.

K. Adjournment.

## **SECTION 7: LITERATURE DISBURSEMENT**

- A. All literature orders are left with the Literature Committee before the session. Orders may be picked up after the end of the session.
- B. **No literature will be disbursed during the session.**

## **SECTION 8: HOSTING COMMITTEE**

- A. It is the duty of the Hosting Committee Chairperson to select, at each regularly scheduled OASC session, the member groups responsible for setting-up and cleaning-up at the next regularly scheduled session of the OASC. The selection is to be done on a rotating basis.
- B. Refreshments will be purchased with the refreshment fund collected (see Appendix B, Section 7).

## **SECTION 9: MAIL PERSON**

- A. It is the duty of the Mail Person to pick up mail weekly at the PO Box and deliver it to the respective conference participants in an expedient manner.

## **ARTICLE VIII: MEMBER GROUPS OF THE OASC**

### **SECTION 1: GENERAL**

A member group of the OASC is defined as follows:

A. Any NA group willing to be represented by a GSR at all regularly scheduled session and special sessions of the OASC and to register as a member group of the OASC. B. A group must meet the requirements of the definition of an “NA Group” as defined in **“A GUIDE TO LOCAL SERVICES”**, and have met as an NA group at least once since the last OASC session, being able to represent a group conscience.

C. If a group is not represented by a voting participant at two consecutive conferences, a letter will be sent to the group or one of its trusted servants by the Chairperson of the conference, notifying the group that they are considered inactive.

D. Inactive groups are not counted when establishing a quorum, but will remain in the directory, as long as the group is known to still exist and is adhering to the Twelve Traditions of NA.

### **SECTION 2: PROXY**

A. A proxy is a representative from the group with limited participation sent as a substitute for the GSR (or GSRA).

B. A proxy can give an oral report and submit a written report to be included in the minutes.

C. A proxy cannot vote.

D. A proxy will not keep a group active in Ocean Area.

E. A proxy can make a donation, and purchase literature.

F. A proxy can sit on the conference floor (around the table).

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

### **SECTION 1: GENERAL**

A. The OASC utilizes a short form version, entitled “OASC Rules of Order” of the latest edition of “Robert’s Rules of Order” (hereinafter referred to as Robert’s). See *Appendix A.*

B. These OASC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the actual session when such rules are not in conflict with the policies of the conference, **“A GUIDE TO LOCAL SERVICES”** (or subsequent service document) or the principles of NA.

C. In the cases where the OASC Rules of Order are not comprehensive enough, the OASC utilizes the latest edition of Robert’s.

D. The utilization of Robert’s is based on our need for rules of procedure in cases where we have not written our own rules of order. OASC Rules of Order take precedence over Robert’s.

E. The intent of using rules of order is to provide an orderly way of conducting business, to protect each participant’s rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work at the OASC.

F. The OASC Rules of Order clarifies common procedures used in the conducting of

business of the conference or wherein the conference has elected to deviate from procedures in Robert's.

the

## **ARTICLE X: MOTIONS: THE PROCESS**

### **SECTION 1: GENERAL**

A. Any participant of the OASC (voting and non-voting) may introduce motions and participate in debate and discussion. All motions introduced, except those by a group's or committee's conscience, at the OASC must be made and/or seconded by a GSR or the motion dies.

B. Any member of Narcotics Anonymous may introduce a motion through the GSR that represents their group.

C. All motions should be put in writing on the forms provided by the OASC secretary and must contain the name of the maker and the name of the second. Motions by a group's or a committee's conscience don't need to be seconded. All motions shall include a written intent.

D. Motions will be read by the Chair once before the motion for a ten-minute break in order to discuss the new business motions prior to voting on them.

E. At the chair's discretion, any motions that affect the policy of the conference can be tabled until the next regular session of the conference. The JAC will discuss the motion at its next meeting and report on their recommendations as to the ramifications and/or merits of such a policy change to the GSRs at that next regular session of the Conference.

F. The chair will present motions one at a time.

G. When motions are presented to the OASC in conference, for consideration as new business, they are to be presented using the following priority order:

- a. Policy issues
- b. Area financial
- c. Group literature-financial
- d. Other committee-financial
- e. Other financial
- f. Regional financial
- g. Other business

H. No participant may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity to do so.

I. There shall be a time limit on debate by any participant. No participant may speak more than three (3) minutes on a motion for each time they are recognized by the chair to speak. However, the chair may exercise discretion to extend the time when, in the chair's opinion, such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

J. There shall be a limit on debate as to the number of speakers on any motion. There shall be no more than three (3) participants to speak in favor (Pro) of any motion and no more than three (3) participants to speak in opposition (Con) to any motion. However, the chair may exercise discretion to extend the number of speakers when, in the chair's opinion, such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

K. In all matters committed to groups for conscience, only GSRs who have obtained a

group conscience or a vote of confidence from their group may vote.

L. Only GSRs of member groups, or GSRA in the absence of the GSR, can vote at any OASC session.

M. All motions that affect OASC procedure or policy require a two-thirds (2/3) majority of voting participants present in order to be carried. All other motions require a simple majority (one more than half) except in elections where a clear majority is needed (one more than half of available voting participants).

1. Abstentions are a choice not to be present for the vote.

2. If the abstentions are greater than or equal to a majority vote, a motion to commit to the appropriate committee or to the groups for conscience may be entertained.

N. In the event of a tie, the Chairperson may cast the deciding vote, table, or entertain a motion to commit to the appropriate committee or to the groups for conscience.

O. An adopted motion takes effect at the close of the session unless otherwise stated in the motion.

P. Any motion on the floor may be committed to group conscience if two or more GSRs request it (no vote necessary).

## SECTION 2: THE MAKING AND DISPOSING OF MOTIONS

A. A motion is made (this is the beginning of bringing a matter before the conference)

1. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion

2. A motion should be clear, concise, and comprehensive so that the conference is not voting on the perceived intent but on the actual wording as it will be officially recorded.

B. A motion is seconded (a second merely indicates that another member wishes the matter to come before the conference, it does not necessarily mean the individual seconding is in favor of the motion).

C. The chair states the motion (this makes the motion pending and before the conference, it is only at this point that the motion belongs to the conference and must be disposed of in some manner).

D. There is then debate (if the motion is debatable).

1. The motion should be debated without questioning the maker's intent. Motives should never be questioned.

2. Participants should address each other through the chair and should use titles or descriptions of duties, not names (for example, 'OASC Policy Chairperson').

The chair addresses members by name. Discussion is not generally between two participants but through the chair.

E. When ready, the conference votes to adopt (carry) or reject (fail) the motion (This is also known as, "the chair puts the question").

1. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The chair calls for any objections. If there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be friendly to the

entire conference, not just the maker.

2. There are no fractions of votes.

3. A majority vote (simple majority) is one (1) more than one-half (1/2).

4. A two-thirds vote (2/3 majority) means at least two-thirds (2/3) of the present voting participants.

5. The determination of a vote (simple or 2/3) will be based upon participants present and voting. Abstentions are a choice not to be present for the vote.

6. A clear majority is one (1) more than one-half (1/2) of the available voting participants (used for elections).

7. The chair announces the result of the vote, and its adoption or rejection.

## **ARTICLE XI: ELECTED OFFICERS AND COMMITTEE CHAIRPERSONS**

### **SECTION 1: GENERAL**

A. The officers of the conference are a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and a Regional Committee Member, or their Alternate.

B. OASC officers and committee chairs should be elected at a regularly scheduled session of the OASC, immediately following the vacancy of an OASC officer or chairperson position.

C. It is the responsibility of the Vice-Chairperson to announce any such vacancies or upcoming elections at the OASC session at least one month prior to the election.

D. The officers and committee chairpersons are elected by the approved election procedure of the OASC.

E. Chairperson and the Vice-Chairpersons terms are one year or remaining portion of set term (January to December).

F. The Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA) elections are held in June to stay concurrent with the World Service Conference meeting.

G. In lieu of vacancy, six months or more constitutes a full term served.

H. Secretary, Treasurer, and Committee Chairpersons terms are one (1) year beginning at the next regularly scheduled session of the conference immediately following their election.

I. No officer or Chairperson shall hold more than one office at a time.

J. Upon election to an officer or committee Chairperson position, the NA member should resign from any other OASC position as soon as practical.

K. Each subcommittee Chairperson will present their subcommittee's policy and/or policy change to the body at OASC in the form of a motion to be voted on by the body.

L. The following Chairpersons may also be a GSR at the same time: H&I, PR, Literature Review, Website, Activities, Meeting List, Hosting and Convention.

### **SECTION 2: ELIGIBILITY**

A. Any member of Narcotics Anonymous is eligible for election to any OASC office, position or committee chair; it is suggested that NA members with applicable service experience fill these positions.

B. Members seeking OASC service positions should live within the geographical boundaries of the area.

C. All officers having completed two (2) full terms are ineligible for that office for the following two (2) terms.

## **ARTICLE XII: ELECTION PROCEDURE**

### **SECTION 1: SELECTION OF CANDIDATES**

A The Vice-Chairperson will read the “Qualifications and General Responsibilities” of the office or service position to be filled.

B. The floor is opened to nominations of persons meeting the requirements as stated, and who have the willingness to serve.

1. Nominations need not be seconded but any number of seconds may be voiced.

C. The floor is then opened to volunteers meeting the requirements as stated, and who have the willingness to serve.

1. A voting participant must second all volunteers.

D. All candidates must qualify. (Verbally state qualifications for the office or position),

1. Questions from the floor may be directed to individual candidates at the discretion of the Chairperson.

E. In the event of the absence of qualified candidates or the failure of a candidate to receive a clear majority of total available voting participants following the completion of the run-off, the floor is then open to a subsidiary motion to waive requirements.

1. If the motion fails, the floor is then opened to a motion to table the election.

2. If a motion to waive the requirements is passed, the floor will then be opened to nominations only (procedures D and D-1 of the selection process apply).

F. A motion to close nominations is now in order only when there is no opposition and ample opportunity has been given for nominations from the floor.

1. Motion to close nominations must have a unanimous vote.

2. All candidates shall leave the conference during discussion and vote.

G. Discussion of candidate’s qualifications is now in order at the discretion of the Chairperson.

### **SECTION 2: ELECTION VOTING PROCEDURE**

A. The Chairperson determines a clear majority (one more than half of the available voting participants).

B. Each active member group shall have one (1) vote per position under consideration.

C. The Chairperson shall ask for a show of hands in favor of each candidate in the order that they became eligible.

D. The secretary will temporarily record the tally of votes for each candidate.

E. Any eligible candidate accumulating a clear majority of the available voting participants shall assume the position of the trusted servant being considered.

F. In the event that no one candidate receives a clear majority, the candidate with the least amount of votes is eliminated from the election proceedings and the voting procedure is repeated.

1. This run-off will continue until a candidate receives a clear majority or until there is only one (1) candidate left in the voting proceedings. If this candidate does not receive a clear majority the floor is then opened to a subsidiary

motion described in Section 1-e of the election procedure.

G. In the event of a tie, all candidates not involved in the tie will be eliminated from the voting proceedings and a single re-vote will be called for.

H. In the event of a tie after re-vote the Chairperson may cast the deciding vote or table the election.

## **ARTICLE XIII: QUALIFICATIONS AND GENERAL RESPONSIBILITIES FOR OASC OFFICER POSITIONS**

### **SECTION 1: GENERAL**

A. It is recommended that all OASC officers have a working knowledge and sound appreciation of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

B. Familiarity with OASC procedural guidelines, the ability to organize and give the conference or respective committee direction, and previous service experience at the area and or group service level.

C. Conference officers should be elected from NA members with applicable service experience.

D. Conference officers should be actively attending NA meetings.

### **SECTION 2: OFFICERS**

A. **Chairperson:** The Chairperson presides over the monthly sessions, casts the deciding vote in cases where there is a tie, reserves the right to table, or entertains a motion to commit to the appropriate committee or to the groups for conscience, and is one of the signatories of the conference's bank account. A Chairperson must be capable of conducting a business session with a firm, yet understanding hand. For these reasons it is required that a Chairperson have at least three (3) years continuous abstinence from all mind and mood altering substances.

B. **Vice-Chairperson:** The Vice-Chairperson co-ordinates all committee functions, performs the duties of the Chairperson in his or her absence, and is one of the signatories of the conference's bank account. It is required that the Vice-Chairperson has a minimum of two (2) years of continuous abstinence from all mind and mood altering substances.

C. **Secretary:** The Secretary keeps the minutes of each OASC session, is responsible for member group registration, and is responsible for mailing all conference correspondence and minutes to conference participants on a timely basis and is one of the signatories of the conference's bank account. It is required that the secretary has a minimum of one (1) year of continuous abstinence from all mind and mood altering substances.

D. **Assistant-Secretary:** The Assistant-Secretary will help and coordinate with the secretary during every OASC regular session. It is required that the assistant-secretary has a minimum of nine (9) months of continuous abstinence from all mind and mood altering substances.

E. **Treasurer:** The Treasurer is responsible for handling all funds distributed to and from the OASC and must maintain accurate records of all financial transactions of the conference. The treasurer is NOT a principal signatory of the conference's bank account. It is required that the treasurer has a minimum of three (3) years of continuous abstinence from all mind and mood altering substances and has a legal source of income.

F. **Vice-Treasurer:** The Vice-Treasurer is responsible to assist the treasurer at every OASC session. It

is required that the vice-treasurer has a minimum of two (2) years of continuous abstinence from all mind and mood altering substances and has a legal source of income.

**G. Regional Committee Member (RCM):** The RCM acts for the area the way the GSR acts for the group. The RCM represents the group conscience of the OASC at the regional level and takes part in any decisions that affect the region. The office of RCM is immensely important for an RCM is the next link between the group and the region in expressing the conscious of the groups. The RCM must be able to work for the common good of the NA Fellowship, principles before personalities at all times.

1. Understanding of the OASC and NJRSC service structure as it currently exists and the willingness to change and grow within the needs of the area and region.
2. The willingness to serve for one (1) year, having the time and resources necessary for the job.
3. A minimum of three (3) years continuous abstinence from all mind and mood altering substances.

**H. Regional Committee Member Alternate (RCMA):** The RCMA attends all OASC and NJRSC sessions and spends one (1) year becoming familiar with the duties of the RCM. The qualifications for the RCMA are the same as those for the RCM including:

1. Experience at the area service level
2. A minimum of two (2) years of continuous abstinence from all mind and mood altering substances.
3. Willingness to become the RCM the following year or to fill an early vacancy of the RCM position, upon approval of the area.

## **ARTICLE XIV: DUTIES OF OFFICERS**

### **SECTION 1: CHAIRPERSON**

A. To open the session at the appointed time by taking the chair and calling the meeting to order.

B. To announce in proper sequence the business that comes before the conference or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing orders of the day.

C. To recognize participants or observers when they are entitled to the floor.

D. To state and to put to vote all questions that legitimately come before the conference as motions or that otherwise arise in the course of proceedings, except questions which relate to the Chairperson. To announce the result of each vote or, if a motion that is not in order is made, to rule it out of order.

E. To read any new motions prior to vote on ten-minute break.

F. To protect the conference from obviously frivolous or dilatory motions by refusing to recognize them.

G. To enforce the rules relating to debate, order and decorum within the conference when appropriate.

H. To expedite business in every way, compatible with the rights of participants and observers.

I. To decide all questions of order, subject to appeal; unless, when in doubt, the Chairperson refers to submit such a question to the conference for a decision.

- J. To respond to inquiries of participants relating to parliamentary procedure or factual information bearing on the business of the conference.
- K. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the conference.
- L. To declare the session adjourned when the conference so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- M. To arrange the agenda for each session.
- N. To conduct the general correspondence of the conference.
- O. To be a signatory of the OASC bank account.
- P. To sign all certified copies of acts of the conference.
- Q. To conduct the session with impartiality and fairness.
- R. To appoint all ad hoc committee chairpersons.
- S. In the event of a tie to cast the deciding vote, table or entertain a motion to commit to the appropriate committee or to the groups for conscience.
- T. To audit the treasurer's books at the end of each quarter of the treasurer's term and present a written statement to the conference.
- U. To appoint a proxy if the RCM and their Alternate are unable to attend the NJRSC.
- V. Request at the beginning of each session that we try to refrain from using language that may be offensive to others.
- W. At the beginning of new business, the chair will give an accounting of funds in the following manner:
  1. Itemized standing committee prudent reserve funding request total.
  2. Itemized financial motions and totals.
  3. Total of available funds.
- X. To hold a key to the OASC meeting place.
- Y. To assist in the night drop of OASC funds with Treasurer immediately following the close of all business.
- Z. To review the OASC bank statement with Treasurer and Secretary prior to the regular session of conference.

## **SECTION 2: VICE-CHAIRPERSON**

- A. In the absence of the Chairperson, to serve as Chairperson.
- B. To co-ordinate the functions of the committees.
- C. To be a signatory of the OASC bank account.
- D. To be ex-officio, a non-voting participating member of all committees.
- E. To serve as the Chairperson of the Joint Administrative Committee.
- F. The Vice-Chairperson must assume the responsibilities of any committee Chairperson in the event of a resignation or removal (this only occurs when there is no Vice-Chairperson and continues until the election of a Chairperson to that committee).
- G. To prioritize new business motions.
- H. To collect all typed written reports prior to the start of the OASC meeting.
- I. To announce all vacancies or upcoming elections of OASC officer positions and committee Chairperson's positions.

- J. To assign a mentor (an experienced GSR, past or present, who is willing to assist a new GSR in learning his or her commitment) to a newly attending GSR.
- K. To assist in the night drop of OASC funds with Treasurer immediately following the close of all business; that is, if Chairperson is absent or unable to assist in the night drop.

### **SECTION 3: SECRETARY**

- A. In the absence of the Chairperson, the Vice-Chairperson, and the RCM, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- B. To keep a record of all the proceedings of the conference.
- C. To be a signatory of the conferences bank account.
- D. To keep on file all conference reports.
- E. To maintain the conference's files and archives.
- F. To keep and update the conference's official membership list, and to call the roll when it is required.
- G. To call the roll when required and to tally the member group's active and inactive status.
- H. To make the minutes and records available to NA members upon request, and in the manner prescribed by the conference including all phone numbers of GSR's, officers and committee Chairpersons.
- I. To notify newly elected officers, committee Chairpersons and delegates of their election or appointment and, to furnish officers and committee Chairpersons with whatever documents are required for the performance of their duties upon election.
- J. To sign all certified copies of acts of the conference.
- K. To maintain record book(s) in which the guidelines, OASC rules of order, policies, and minutes are recorded, any amendments to these documents should be properly recorded and the current record book(s) should be on hand at every meeting.
- L. To notify the participants of each special/emergency session of the OASC, using such method of notification as is agreed upon by the conference.
- M. To type and mail the correspondence of the conference which is not a function proper to other officers or committees.
- N. To prepare, prior to each session and in conjunction with the Chairperson, an order of business for that day's session.
- O. To furnish the RCM with updated address and telephone list of all officers and committee Chairpersons prior to each NJRSC session.
- P. To have motion slips and group report forms available.
- Q. To record all vote tallies, except in election, and enter them in minutes along with the motion.
- R. To include in the minutes the respective qualifications and general responsibilities for all next month's electoral positions.
- S. That all motions in minutes should appear exactly as written on motion slips.
- T. A photocopy of all motion slips should be distributed to the policy committee.
- U. That all motions under new business be numbered, starting with number one (1) each month.
- V. To review the OASC bank statement with Treasurer and Chairperson prior to the regular session of conference.
- W. To assist in the night drop of OASC funds with Treasurer immediately following the close of all business; that is, if the Chairperson or other officers are absent or unable to assist

in the night drop.

#### **SECTION 4: ASSISTANT SECRETARY**

- A. Assist Secretary in all OASC secretary related functions.
- B. Learn OASC Secretary procedures and be able to function as secretary.
- C. Serve as Secretary in the Secretary's absence, except act as signatory to treasury account.

#### **SECTION 5: TREASURER**

- A. To be the custodian of the conference's funds.
- B. To reconcile bank account, maintain and report on receipts and disbursements at each regular session.
- C. To disburse funds as necessary in accordance with conference decisions when funds are available.
- D. To review the OASC bank statement with Chairperson and Secretary prior to the regular session of conference.
- E. To witness two of the three signatory officers sign checks for regular OASC session and record receipt of checks written.
- F. To be the only participant of the OASC to collect and distribute funds to and from the OASC unless otherwise provided for by area policy.
- G. To ensure that all moneys distributed by the OASC are accounted for by receipt.
- H. To submit an annual Treasurer's Report at the January OASC session.
- I. To represent our area on the NJRSC Finance Committee.
- J. Any funds over \$50.00 paid out by the OASC should be made by check.
- K. The Treasurer shall maintain a separate column for any fiduciary funds concerning OASC, i.e., Convention Committee; Literature Sales; prudent reserves.
- L. The Treasurer shall not borrow any funds from the OASC treasury for his/her personal use.
- M. Is required to issue a receipt to all groups for donations made to the OASC.
- N. Maintains, in the treasury, a current prudent reserve, as is defined in Article IX, Section 2.
- O. Tabulate all the cash, money orders and/or checks on hand at the end of OASC session.
- P. Night drop the money bag to local bank branch immediately after leaving the regular OASC session; night drop to be assisted by at least one (1) OASC Officer (i.e. Chairperson).

#### **SECTION 6: VICE-TREASURER**

- A. Serve as treasurer in treasurer's absence.
- B. Assist treasurer in all OASC treasurer related functions.
- C. Learn OASC financial transaction procedures and be able to function as treasurer.
- D. To assist in the night drop of OASC funds with Officer(s) immediately following the close of all business; that is, if Treasurer is absent or unable to assist in the night drop.

#### **SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)**

- A. To serve as Chairperson in the absence of the Chairperson and Vice Chairperson.
- B. Attend all regularly scheduled OASC, NJRSC sessions and as many group business meetings as possible.
- C. Act as channel between OASC and NJRSC, providing two-way communication between the OASC and the Fellowship as a whole.
- D. To provide an accurate typed report to OASC and NJRSC on all events, motions and issues covering all business of the previous area or regional conference.
- E. Carry and present requested motions from OASC to NJRSC and matters for group conscience from NJRSC to OASC.

- F. In order to prevent the tabling of important NJRSC actions, the RCM has a vote. The RCM should use his/her judgment on matters where group conscience is not available. The RCM should make a motion to commit to group conscience if he/she deems necessary.
- G. To provide the Chairperson with additional agenda items, if appropriate, for the next regular session of the NJRSC at least thirty (30) days prior to such meeting.
- H. Is suggested to serve on one or more OASC or NJRSC committees, but not as Chairperson or Vice-Chairperson.
- I. Purchase and deliver NJ Regional Meeting Directories as requested by OASC Literature Sales Chairperson.
- J. To forward all updates and changes for the NJ Meeting Directories, from the Chairperson of the OASC Meeting List sub-committee the NJRSC Meeting Directory Chairperson.
- K. Carries the OASC donation to the NJRSC Treasurer.
- L. The RCM may accept Regional level nominations during the final two (2) months of their commitment.
- M. The calling of workshops for the conference when necessary (such workshops purposes should include, but not be limited to: How to be a GSR, World Service Conference Agenda Report, The Twelve Concepts for NA Service, and NJ Regional Service discussions), and to disseminate information and ideas as well as provide open forums on important issues, topics and motions.

## **SECTION 8: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)**

- A. Serve as RCM at the OASC or NJRSC in absence of the RCM.
- B. To attend OASC and NJRSC sessions.
- C. Work as closely as possible with the RCM to ensure that the maximum training and informational sharing is available to them.
- D. Assist the RCM in all of his/her duties as needed and may take on some of the RCM responsibilities, at the discretion of the RCM.
- E. Is suggested to be a member of one (1) or more of the OASC or NJRSC committees, but not as Chairperson or Vice-Chairperson.

## **ARTICLE XV: REMOVAL OF OFFICERS AND COMMITTEE CHAIRPERSONS**

### **SECTION 1: GENERAL**

- A. Any member of NA may motion for the removal of an officer or Committee Chairperson of the OASC.
- B. In the case of an observer, motion must be submitted through a GSR, and a GSR of a member group must second all such motions.
  - 1. Motion must state full intent and reason.
- C. Officers and committee Chairpersons may be removed from their position for non-compliance.
  - 1. The Chairperson should bring the matter before the conference for review.
  - 2. A two-thirds vote (2/3 majority) is required for removal.
  - 3. Non-compliance includes, but is not limited to:
    - a. Loss of abstinence.
    - b. Non-fulfillment of the duties of their position.
    - c. Absence at two (2) consecutive regularly scheduled session of the OASC without prior notification to the OASC Chairperson.
- D. Nothing in this motion shall preclude the re-nomination and reelection of the

Service member.

## **SECTION 2: RESIGNATION**

An officer or committee chairperson of this conference may resign by providing written notice to the OASC Chairperson at least two (2) weeks in advance of the upcoming regularly scheduled session of the conference.

## **ARTICLE XVI: STANDING COMMITTEES**

### **SECTION 1: GENERAL**

- A. The OASC may establish committees as necessary to perform certain duties.
- B. The standing committees are formed upon approval by the active member groups of the OASC.
- C. Standing committees may include, but not be limited to, Activities, Convention, Hospitals and Institutions, Literature Review, Literature Sales, Policy, Public Information, Hosting and any other standing committee which are deemed necessary to carry on the work of the OASC.
- D. At the inception of these standing committees, the voting participant present, in accordance with the approved election procedure will elect a Chairperson.
- E. Other officers of each standing committee will be elected in accordance with committee guidelines except for the Vice-Chairperson and the Co-Treasurer that are elected by the conference.

### **SECTION 2: COMMITTEE GUIDELINES**

- A. All standing committees of the OASC shall create and adopt guidelines which are consistent with ***"A GUIDE TO LOCAL SERVICES"***, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.
- B. All committee guidelines should include, but not be limited to, their purpose, geographic boundaries, functions and responsibilities, meeting times and locations, voting procedures, trusted servant requirements, qualifications, terms and duties, funding, minutes and policies.
- C. All committees must conform to OASC guidelines unless otherwise stated in the committee's guidelines.
- D. All committees must submit their proposed guidelines to the Policy Committee for review and recommendations.
- E. The guidelines of each standing committee are subject to review and approval by the OASC.
  - 1. When submitting committee guidelines, the committee must present all participants of the conference with a copy of the proposed guidelines for a (1) month review.
- F. That committee shall type all committee-amended guidelines in final draft form before being submitted to the Policy Committee for review before being recorded.

### **SECTION 3: COMMITTEE REPORTS**

- A. Each committee Chairperson is required to submit a typed report containing financial information, work in progress and other committee activities including time and date of next meeting. These are to be submitted to the Vice-Chairperson of the conference

before the start of the regular session and orally reported to the OASC in accordance with the agenda.

- B. All committee reports will state the funds required to meet prudent reserve.
- C. All committees should communicate with OASC the secretary prior to setting meeting dates to avoid conflicts in scheduling with other committees.
- D. Literature Sales committee submits their previous month's financial report.

#### **SECTION 4: APPROVED STANDING COMMITTEES**

A. Currently approved standing committees of the OASC include:

1. Activities
2. Hospitals and Institutions
3. Literature Review
4. Literature Sales
5. Policy
6. Public Relations
7. Convention
8. Meeting List
9. Hosting
10. Mail Person\* \*Although Mail Person is classified as a committee,

the responsibilities and duties of the committee are carried out by one member.

#### **SECTION 5: COMMITTEE CHAIRPERSON REQUIREMENTS**

- A. Two (2) years continuous abstinence from all mind or mood altering substances.
- B. A working knowledge and sound appreciation of the Twelve Steps, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- C. The ability to organize and give the committees direction.
- D. The Chairperson of each committee is required to attend or have a committee member represented at their respective regional committee meeting.
- E. Committee Chairperson should be actively attending NA meetings.

### **ARTICLE XVII: SELECT COMMITTEE**

#### **SECTION 1: GENERAL**

- A. A select committee is a committee formed by the conference for a specific administrative purpose.
- B. Meets regularly or on an "as needed" basis.
- C. Can only make recommendations to the conference.

#### **SECTION 2: APPROVED SELECT COMMITTEES**

A. Purpose: The Joint Administrative Committee is a select committee formed by Ocean Area Service Conference as a means to facilitate communication and cooperation between our subcommittees. All OASC Officers and subcommittee Chairpersons are required to attend. The conference is also open to all NA members. Our goal is to respond to the needs and services of our subcommittees as they arise and to maintain the principles of the Twelve Traditions and Twelve Concepts in all our affairs. To be effectively helpful to the addict who still suffers, we must necessarily be governed by the groups we serve, and further impose certain standards (spiritual principals) on ourselves.

- B. The Joint Administrative Committee (JAC)
  - 1. The JAC will meet at 2:00 PM before each OASC monthly session or as directed by the conference or as a special session.
  - 2. The JAC is to be chaired by the OASC Vice-Chairperson.
- 3. JAC members include OASC officers and committee Chairpersons.
- 4. Only JAC members may vote.
- 5. The JAC may only make recommendations to the OASC.

## **ARTICLE XVIII: AD HOC COMMITTEES**

### **SECTION 1: GENERAL**

- A. The OASC may form ad-hoc committees by majority vote for such special purposes as may, from time to time be deemed necessary to fulfill special functions.
- B. The purpose, membership, and duration of existence of any such ad-hoc committee is specifically designated by a simple majority vote of the OASC voting participants.
- C. It is the responsibility of the OASC Chairperson to appoint Ad-hoc Committee Chairpersons.

## **ARTICLE XIX: FINANCES**

### **SECTION 1: GENERAL**

- A. All funds distributed to and from the OASC are to be handled through the area treasurer unless otherwise provided for by area policy.
- B. Any change donations to the area exceeding two dollars must be presented to the treasurer in an organized manner (for example, rolled change).
- C. All cash from literature sales is part of the OASC treasury.
- D. All moneys distributed by the OASC are to be accounted for by receipt and must be approved by the voting participants of the OASC.
- E. No single person shall have access to area funds.
- F. The area bank account shall require two (2) signatures.
- G. The signatures of the area bank account are:
  - 1. OASC Chairperson.
  - 2. OASC Vice-Chairperson.
  - 3. OASC Secretary.
- H. Budgets
  - 1. Meeting lists: \$215.00
  - 2. Secretary for Area Minutes: \$100.00
  - 3. Regional Help Line: \$100.00
  - 4. Area Storage Rent: \$100.00
  - 5. Area Rent: \$50.00
  - 6. H&I Rent: \$50.00
  - 7. PR Rent: \$25.00

8. Lit. Review Rent: \$25.00

9. Policy Rent: \$25.00

10. Activities Rent: \$10.00

- I. A refreshment fund will be maintained by a collection during each session of the conference.  
1. The funds collected will pay for the refreshments.

- J. The OASC treasury supplies all committees' funds.

1. No committee shall have their own treasury.

2. All committee treasuries shall bank their prudent reserves with the OASC

treasury.

3. The OASC treasurer shall hold committee funds and distribute them as needed directly to the committee chair.

- K. If the total prudent reserve funding and financial request motions exceed available funds of the

OASC treasury, no prudent reserve funds will be disbursed until after all financial motions are considered.

- L. The Area should donate any funds above the prudent reserve divided equally to the Region and World Service Boards.

## **SECTION 2: PRUDENT RESERVES**

- A. The prudent reserve of OASC: **\$ 1,100.00**

1. Area Budget: \$675.00

2. Website: \$325.00

3. PO Box: \$100.00

# APPENDICES

## **APPENDIX A: OASC RULES OF ORDER**

### **SECTION 1: GENERAL**

On the following pages you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These OASC rules differ in some details from Robert's Rules; to cover such differences, OASC has made a blanket decision to accept these rules as authoritative.

#### **Such differences include:**

- A. OASC limits debate to three (3) minutes per speaker. (Robert's = ten minutes).
- B. OASC limits the number of speakers on each pending motion to three (3) pros and three (3) cons. (Robert's = unlimited).
- C. OASC limits debate on the motion to appeal to one (1) pro and one (1) con with the chair always the con. (Robert's = unlimited).
- D. OASC does not limit the number of times a participant can speak on a motion, except that no participant can speak more than once unless all others wanting to speak have already spoken. (Robert's = a participant can only speak twice on a motion and cannot speak for the second time until all others have exercised their right to debate).

### **SECTION 2: DECORUM STATEMENT**

Sessions will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount 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 Traditions and 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 session is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this session so that you can have maximum benefit of its content.

### **SECTION 3: 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 three pros and three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have three minutes in which to speak their minds.

### **SECTION 4: 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**.

#### **A. Main Motions**

A motion is a statement of an idea a conference participant wants the conference to put such-

and-such to be done by (this conference, one of its committees, 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 whenever possible. This is especially important for long or complicated motion.

Every motion requires a second - the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the Chairperson will ask whether the motion has a second. The individual making the second simply raises a hand and, when recognized by the chair, says, "I second that." If no one seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The conference then moves on to other business.

Once a motion has been made, the Chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the conference's standing policy, it clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the session at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time.

Any participant of the conference who wishes to challenge a ruling made by the Chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the conference moves on to other business.

## **B. Parliamentary Motions**

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affects 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.

### **1. Motion to AMEND.**

**-SIMPLE majority required.**

**-IS DEBATABLE.**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant 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 on to the next item of business.

If an amendment is offered and the Chairperson feels there is little or no opposition, they can ask the conference to accept the amendment. If the conference accepts it then no second is required, no debate is called for, and no vote needs be taken on this amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

### **2. Motion to call the PREVIOUS QUESTION.**

**-TWO-THIRD'S 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 participant 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 chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debates are 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 chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

### **3. 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/session". 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 conference moves on to its next item of business. The tabled motion will be included in the conference agenda on the date specified.

### **4. 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 on to the next item of business.

### **5. Motion to REFER.**

**-SIMPLE majority required.**

**-IS DEBATABLE.**

Sometimes the conference 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 committee or an ad hoc committee for further study. This can be done by a participant saying, "move to refer the motion to the such-and-such committee". If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the conference moves on to its next item of business. If the motion to refer does not pass the conference either continues debating the main motion or votes on it. The

committee to which a motion is referred will take it up at its next meeting. The committee will report back on what it has come up with at the next meeting of the full conference.

## **6. *Motions to RECONSIDER or RESCIND.***

**-MAJORITY required varies.**

**-IS DEBATABLE.**

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

a. The motion must have been passed in either the last months or the current session.

b. The participant making the motion must have information on the issue that was not available in the original debate on the motion.

c. The participant must have been with the winning side in the original vote.

These limits are placed to protect the conference 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 conference participants were informed prior to the session that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

## **7. *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 chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

## **8. *Offering a SUBSTITUTE MOTION.***

**-SIMPLE majority 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.

## **9. *Motion to ADJOURN.***

**-SIMPLE majority required.**

**-IS NOT DEBATABLE.**

Any voting participant 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 chair may declare the session adjourned without a motion.

## **SECTION 5: OTHER PROCEDURES**

In addition to parliamentary motions, there are other ways in which participants may alter or clarify the proceedings.

Here are a few of the most common:

### **A. Order of the day**

If a conference participant feels that business is going too far astray from the original agenda, that participant can help get things back on track. The participant says, "I call for the order of the day". This means, "I move that the chair bring us back on track and conduct the session 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 chair otherwise.

### **B. Point of information**

If a conference participant needs certain information before making a decision about a motion at hand, that participant 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 participant of the body.

### **C. Point of order**

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

### **D. Point of appeal**

Any time the chair makes a decision, that decision may be appealed. Any voting participant who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The participant 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 chair.

### **E. Parliamentary inquiry**

If a conference participant wants to do something but doesn't know how it fits in with the rules of order, all that participant has to do is ask. At any time, a participant may simply say out loud, "Point of parliamentary inquiry". The Chairperson must

immediately recognize the participant 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 chair must recognize you immediately. State the situation and ask that it be corrected, If your request seems reasonable, the chair will accommodate you.

### ***SECTION 6: 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 chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. If the Chairperson senses that the vote will be unanimous they can ask the conference if there are any objections to expedite the process. If no objections are voiced the motion passes unanimously.

**SECTION 7: VOTING TABLE**

| <b>TYPE OF MOTION</b>  | <b>PURPOSE</b>  | <b>INTERRU<br/>PT</b> | <b>SECO<br/>ND</b> | <b>DEBATABLE</b> | <b>VOTE</b> |
|------------------------|---|-----------------------|--------------------|------------------|-------------|
| ADJOURN                | TO END THE CONFERENCE SESSION.  | NO                    | YES                | NO               | SIMPLE      |
| AMEND                  | TO CHANGE PART OF THE LANGUAGE IN A MAIN MOTION.  | NO                    | YES                | YES              | SIMPLE      |
| AMEND BY SUBSTITUTION  | TO ALTER A MAIN MOTION BY COMPLETELY REWRITING IT; WHILE PRESERVING ITS INTENT.           | NO                    | YES                | YES              | SIMPLE      |
| APPEAL RULING OF CHAIR | TO CHALLENGE A DECISION THE CHAIR HAS MADE ABOUT THE RULES OF ORDER.                      | YES                   | YES                | YES              | SIMPLE      |
| INFORMATION, POINT OF  | TO BE ALLOWED TO ASK A QUESTION ABOUT A MOTION BEING DISCUSSED; NOT TO OFFER INFORMATION. | YES                   | NO                 | NO               | NONE        |
| MAIN MOTION            | AN IDEA A CONFERENCE PARTICIPANT WANTS THE CONFERENCE TO PUT INTO PRACTICE.               | NO                    | YES                | YES              | VARIES      |
| ORDER OF THE DAY       | TO MAKE THE CONFERENCE RETURN TO ITS AGENDA IF IT GETS DISTRACTED ONTO ANOTHER TRACK.     | YES                   | NO                 | NO               | NONE        |
| ORDER, POINT OF        | TO REQUEST CLARIFICATION OF RULES OF ORDER WHEN IT APPEARS THEY ARE BEING BROKEN.         | YES                   | NO                 | NO               | NONE        |
| PARLIAMENTARY INQUIRY  | TO ASK THE CHAIR ABOUT HOW TO DO SOMETHING ACCORDING TO RULES OF ORDER.                   | YES                   | NO                 | NO               | NONE        |
| PREVIOUS QUESTION      | TO STOP DEBATE AND VOTE RIGHT NOW ON WHATEVER MOTION IS AT HAND.                          | NO                    | YES                | NO               | TWO-THIRDS  |
| PRIVILEGE, PERSONAL    | TO MAKE A PERSONAL REQUEST OF THE CHAIR OR THE CONFERENCE.                                | IF URGENT             | NO                 | NO               | NONE        |
| RECONSIDER             | TO REOPEN A DEBATE TO A MOTION PREVIOUSLY PASSED.   | NO                    | YES                | YES              | SIMPLE      |
| REFER, COMMIT          | TO HALT DEBATE, SEND MOTION TO A STANDING, SELECT OR AD-HOC COMMITTEE BEFORE VOTE.        | NO                    | YES                | YES              | SIMPLE      |
| REMOVE FROM THE TABLE  | TO RESUME CONSIDERATION OF A MOTION PREVIOUSLY TABLED BEFORE THE TIME SET.                | NO                    | YES                | NO               | SIMPLE      |
| RESCIND, REPEAL        | TO VOID THE EFFECT OF A MOTION PREVIOUSLY PASSED.   | NO                    | YES                | YES              | TWO-THIRDS  |
| TABLE                  | TO PUT OFF FURTHER CONSIDERATION OF A MOTION UNTIL A LATER DATE AND TIME.                 | NO                    | YES                | NO               | SIMPLE      |
| WITHDRAW A MOTION      | TO ALLOW A MOTION'S MAKER TO TAKE BACK THE MOTION AFTER DEBATE HAS BEGUN.                 | YES                   | NO                 | NO               | UNANIMOUS   |

## **APPENDIX B: COMMITTEE GUIDELINES**

### **SECTION 1: PUBLIC RELATIONS**

- A. Definition: We are an operating committee of the OASC of Narcotics Anonymous. We serve the OASC and are fully accountable to that conference.
- B. Purpose: Our purpose is to inform the public that recovery from the disease of addiction is fully possible and available through the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA. We offer information about recovery, including how and where to find it.
- C. Geographical Boundaries: Ocean County, New Jersey
- D. Functions and Responsibilities:
  - 1. To open and maintain lines of communication between:
    - a. NA and the public
    - b. The OASC PR Committee and all other levels of PI service, from the individual member to the World Service Conference.
  - 2. To act as a resource and coordinating body for Area PR efforts.
    - a. To maintain a close working relationship with the H&I Committee thereby ensuring that all requests for information are referred to and carried out by the appropriate PR and/or H&I representative in accordance with the Twelve Traditions and Twelve Concepts.
    - b. To respond to all requests for information in a timely and effective manner.
    - c. To ensure that all requests are handled at the appropriate level of service.
    - d. To ensure that each OASC PR referral is fulfilled.
    - e. To refer any PR request which is outside the geographical boundaries of the OASC to the appropriate body of service.
    - f. Report all actions of the committee to the OASC in a timely manner.
    - g. Inform the OASC of the area's financial responsibility to the Regional Helpline.
  - 3. To contact each member group and request a Group Public Relations Representative (GPRR) to represent that group at all PR Committee meetings.
  - 4. Standing Committees
    - a. Helpline
      - 1) Purpose: To facilitate the operation of the Regional Helpline according to regionally approved guidelines within the OASC.
      - 2) Functions and Responsibilities:
        - a) Qualify and train Helpline volunteers within the area.
        - b) Provide a current listing of volunteers within the area.
        - c) Provide an OASC PR contact to the Regional Helpline Coordinator.
        - d) Meet regularly with the Regional Helpline Coordinator.
        - e) Inform the PR Committee of the area's financial responsibilities to the Regional Helpline.
        - f) Clean time requirement for OASC Helpline volunteers is one (1) year.
        - g) Hold a Helpline volunteer workshop every four (4) months or three (3) times per year.

h) Volunteers must attend a Helpline workshop to be listed on the statewide referral list.

5. Ad Hoc Subcommittees

- a. Functions and responsibilities are documented in their internal guidelines. The area will be informed of any changes to these guidelines via OASC minutes.
- b. Ad hoc subcommittees will be formed to accomplish specific tasks.

E. Meetings: The OASC PR Committee shall meet each month at a pre-determined place and time as announced at the OASC. The committee may elect to have more frequent meetings as the need arises.

F. Voting Procedures

1. Voting Members

- a. Officers (excluding chair – except in the event of a tie)
- b. GPRR's
- c. Any NA member – after attending two (2) consecutive meetings
  - 1) Any voting member who misses two (2) consecutive meetings without calling out or three (3) consecutive meetings will be deemed inactive and must attend two (2) consecutive meetings to be deemed active again.

2. Quorum

- a. Four voting members.

G. Trusted Servants

1. Requirements

- a. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
- b. Willingness to serve.
- c. Clean time required:
  - 1) Chairperson – two (2) years
  - 2) Vice-Chairperson – one (1) year
  - 3) Secretary – one (1) year

2. Term of Office

- a. All terms are one (1) year.

3. Duties

a. Chairperson

- 1) Sets the agenda and presides over committee meetings.
- 2) Responsible for correspondence to and from the OASC.
- 3) Represents the OASC at regional PR Meetings.
- 4) Responsible for all PR correspondence, but may delegate responsibility to a willing committee member.
- 5) Purchase literature from the OASC. Documents purchases.
- 6) Responsible for treasurer duties.
  - a) Accounts for money spent on literature.
  - b) Accounts for refreshment fund money.

b. Vice-Chairperson – PR

- 1) Works with PR ad hoc subcommittees and organizes their activities.
- 2) Assumes the role of Chairperson in his/her absence.
- 3) Responsible for storage and inventory of all literature held by the PR committee.

c. Secretary - PR

- 1) Record minutes of committee meeting.
- 2) Give secretary report.
- 3) Type and distribute minutes to committee members.

- 4) Call all PR subcommittee members to confirm meeting place and time.
- d. Group Public Relations Representative
  - 1) Keep group informed of area PR activities.
  - 2) Direct all PR related inquiries to the OASC PR committee.
  - 3) Attend PR Committee meetings.
- e. Chairperson – Helpline
  - 1) Qualify and train Helpline volunteers on a regular basis.
  - 2) Provide current listing of area volunteers to the Regional Helpline coordinator.
  - 3) Attend Regional Helpline meetings.
  - 4) PR contact to the Regional Helpline coordinator.
  - 5) Will assume the role of vice-chair of PR in their absence.
- f. Vice-Chairperson – Helpline
  - 1) Must send yearly flyers to all township municipal contact persons.
  - 2) Send PSA tapes and scripts to radio and TV stations.
- g. Secretary – Helpline
  - 1) Must keep an updated list of contact people for township municipalities, TV and radio stations, and all other facilities that are on mailing list.
  - 2) Type and print cover letters for PSA's and township municipalities and other mailings.

#### H. Removal of Trusted Servants

1. Causes
  - a. Loss of abstinence.
  - b. Volunteer resignation.
  - c. Non-fulfillment of the duties of their position.
  - d. Missing two or more consecutive meetings without notifying the Chairperson.
2. Procedure
  - a. Two-thirds (2/3) majority required for removal.
  - b. Only the OASC may remove the Chairperson. The committee can make a written motion to the OASC to remove the Chairperson.

#### I. Funding

1. Funding for rent and projects comes from the OASC.
2. A refreshment fund shall be maintained to provide the committee with refreshments.
3. A prudent reserve of \$25.00 is maintained. All literature purchases must be presented in motion form at the monthly OASC conference.

#### J. Policy

1. All guidelines of the OASC PR Committee are subject to periodic change by this committee.
2. The structure of the committee may change as circumstances change.
3. All changes in policy will go into effect after review and approval of the OASC.

#### K. Speaker Eligibility

1. Must be an active member.
2. Clean time required six (6) months.

3. Completed a workshop.

4. Observed a one (1) day PR presentation.

## **SECTION 2: HOSPITALS AND INSTITUTIONS**

### **1. PURPOSE**

- a. The Ocean Area Hospital and Institutions Committee is a service board of volunteer members of NA existing for the sole purpose of carrying the NA message of recovery to addicts who are unable to attend regular NA Meetings.
- b. To effectively carry the NA message to inmates, patients and residents. We must be aware of the regulations of the institutions that we serve while adhering to these guidelines, the 12 Steps and 12 Traditions of NA.
- c. This is a service committee that is at all times accountable to the OASC. We shall maintain effective liaison and cooperation with that Committee, by giving a written report.
- d. Any changes to this policy must be written and approved by the H&I Subcommittee prior to Area Service. Sufficient copies need to be submitted to area for GSR's review.

### **2. FUNCTION**

- a. To conduct at least one regular business meeting each month.
- b. To serve as a communication link between local H&I meetings and H&I committees at Area, Region and World level services.
- c. To serve as a distribution point for NA literature to addicts who are housed in correctional institutions, hospitals, and recovery houses

### **3. STRUCTURE OF THE COMMITTEE**

#### **a. Elected Committee Trusted Servants and Members**

The H&I Committee shall consist of a Chairperson, Vice Chair, Secretary,

Workshop Chair, Policy/ Facility Chair, Literature Chair, Panel

Chairperson, Panel Vice Chairperson, Panel Members, Observers and other

subcommittee members. Candidates must be present at the time of election

to qualify. The Chairperson of the entire H & I Subcommittee will be elected

by the OASC in the regular session.

#### **b. Voting Members**

The voting members of the OASC H & I Committee are all active members (refer to

Section 4 subsection K subcommittee members). The OASC H&I Committee

Chairperson will vote only in the event of a tie to break the tie.

#### **c. Participation**

Only the members described in section B above may make or second motions.

However at the invitation of the Chairperson any interested party may

address the committee or speak pro or con to an issue.

**d. Attendance**

All active H&I Members must attend the monthly subcommittee meeting. Two consecutive uninformed absences without notification to the H&I Chair or H&I vice Chair means the member will be removed from servicing H&I at that time or after three consecutive absences (informed or uninformed).

**e. Ad Hoc Subcommittee**

An AD HOC Committee is a committee that is formed for a specific purpose not outlined in the standard guidelines of H&I; once the purpose is completed the committee is dissolved. Chairperson may appoint someone to Chair the committee and establish a time frame for completion.

**f. Workshops for H&I Members**

Workshops are to be held at least every other month. All new Ocean Area H&I members are required to attend a workshop before they can be voted onto a commitment. All members are required to take a second workshop after they become either a Panel Chair or Vice Chair for the first time.

**4. QUALIFICATIONS AND RESPONSIBILITIES OF TRUSTED SERVANTS**

**A. H & I COMMITTEE CHAIRPERSON:** Requires 3 years clean time, willingness to serve for one year, has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous, and has to have served as a committee member for one year.

**Responsibilities include:**

1. To chair the subcommittee meetings according to the 12 Steps and 12 Traditions of NA and Roberts Rules of Order.
2. To run each meeting with a pre-prepared verbal agenda of matters to act upon.
3. To fill in as a Panel Chairperson or Vice Chairperson in the event that they are unable to attend their scheduled commitment and cannot locate a suitable fill in.
4. To attend OASC monthly meeting as well as the JAC monthly meeting that starts 1 hour before the regularly scheduled monthly OASC meeting.
5. To obtain funds from the OASC treasurer and pay rent for meeting facility, and sign contracts for rental facility for monthly H&I meeting space when required.
6. To set the time and place for committee meetings.
7. To attend Regional H&I meetings.
8. To be responsible for H&I correspondence from and to the Area, Region and World.

**B. H&I Committee VICE CHAIRPERSON:** Requires 2 years clean time, willingness to serve for one year, has a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous, has to have served as a committee member for one year.

**Responsibilities include:**

1. To assume the responsibilities of the H&I Chairperson in their absence.
2. To read the roles and responsibilities of the H&I commitments during the subcommittee meeting.
3. To help coordinate new meeting/presentations when requested by outside facilities in coordination with H&I Subcommittee Chair and Policy/Facility Chair.
4. Attend monthly OASC Area service when H&I Chair is unavailable to attend, and to attend Regional H&I with the Chairperson.
5. To fill in as a Panel Chairperson or Vice Chairperson, in the event that they are unable to attend their scheduled commitment, and cannot locate a suitable fill in.
6. Schedule and organize 2 Learning Days per year in coordination with the Workshop Chairperson.

**C. Secretary:** *Requires 1-year clean time, 6-month prior H&I experience, and the willingness and ability to serve for 1 year.*

**Responsibilities Include:**

1. To keep accurate and organized records of minutes for all H&I subcommittee meetings.
2. To give a verbal report of previous meeting minutes to include:
  - a. How many new attendees by name.
  - b. How many new members by name.
  - c. How many members deemed inactive by name.
  - d. Upcoming open commitment by facility and position.
3. To keep records of all committee members including telephone numbers of all panel members on the H&I phone list and provide copies at each subcommittee meeting.
4. To pass around the attendance sign in sheet with name, phone numbers, clean dates, panel they serve, and email addresses.
5. Obtain a copy of the Workshop attendance sheet from the Workshop Chair bi-monthly, and keep record of workshop attendance.
6. Collect H&I Group Report Sheet from panel Chairpersons at the subcommittee meeting, and record them.
7. To update the yearly H&I Subcommittee/Workshop calendar flyers to announce dates of subcommittee meetings and workshops for the year.
8. Establishes quorum at the beginning of each H&I subcommittee meeting, and announces the total of voting members present, prior to conducting and election or voting on any motions.

**D. Workshop Chair Person:** *Requires 2 years clean and at least 18 months H&I experience, and the willingness to serve for 1 year.*

**Responsibilities include:**

1. To conduct workshop according to workshop format.
2. Distribution of H&I policy and any related literature.
3. To pass out and collect an attendance worksheet, consisting of First Name, Last Initial, clean date, phone number, and email address, and submit it to H&I Secretary bi-monthly.
4. Conduct H&I Learning Days, in conjunction with the H&I subcommittee Vice Chair, 2x per year.

**E. Policy/Facility Chair Person:** Requires 3 years clean and at

least 18 Months prior H&I Experience. Working knowledge of the 12 Steps and 12 Traditions and willingness to serve a 1 year commitment.

**Responsibilities include:**

1. Knowledge of the H&I Policy and Roberts Rules of Order.
2. Answer all questions regarding Policy during subcommittee meeting and read "Roles and Responsibilities" for open H&I commitments.
3. Liaison to World Service regarding H&I guidelines.
4. Keeps updated rules and regulations for all facilities and updates as needed.
5. Liaison with facilities regarding status of existing commitments and ensures that all meetings/presentations are following the H&I policy, Do's and Don'ts, and are reported back to Subcommittee Chair Person on a monthly basis.
6. Provide all required documents for Panel Chairs to have on hand at all commitments. The following documents are required:
  - a. Regulations of Institution
  - b. H&I Guidelines
  - c. Do's and Don'ts
  - d. Meeting format
  - e. Readings

the

**F. Literature Chairperson:** Requires 1 year clean time, and the

willingness and ability to serve for 1 year.

**Responsibilities include:**

1. Order literature from area service using Appendix B literature Distribution Sheet from the H&I handbook, while staying within the motion approved amount.
2. Maintain inventory of current literature and the dissemination of this literature
3. Stamp all Literature with the 1800 HELPLINE phone number
4. Give accurate literature inventory reports to the H&I subcommittee.

**G. Panel Chairperson:** Requires 2 years clean time and the ability and

willingness to serve for 1 year. Must have fulfilled a Panel Vice Chair commitment.

**Responsibilities include:**

1. To attend the commitment as scheduled, and facilitate the meeting/presentation.
2. To be familiar with the H&I committee guidelines, and the regulations of the institution in which they are serving.
3. To enlist speakers who they observed sharing a clean, clear NA message of recovery and meet Speaker Requirements (Refer to Section L).
4. To instruct the panel members, observers and guest speakers on the institutional requirements, regulations and H&I guidelines are being adhered to while inside the facility.
5. To keep copies of the Do's and Don'ts, meeting format, and readings at all H&I meetings/presentations.
6. To obtain literature for the commitment, keeping current months' Meeting lists at all meetings/presentations.
7. To fill out an H&I Group Report Sheet at the monthly subcommittee meeting, reporting on the status of the panel and the commitment.

**H. Panel Vice–Chairperson:** Requires 1-year clean time and the ability and willingness to serve for 1 year. Must have fulfilled a panel member position.

**Responsibilities include:**

1. To attend the H&I subcommittee meeting monthly
2. To assume the responsibility of the Panel Chairperson in the event of their absence.
3. To be familiar with the H&I committee guidelines and the regulations of the institution in which they serve.
4. To keep a separate copy of the Do's and Don'ts, meeting format, and readings.

**I. Panel Member:** Requires 6 months clean time (1-year clean required for the jail commitments) and the attendance at one H&I workshop once

they have been voted in as a panel member. The ability and willingness to serve for 6 months on the commitment and has sat as an observer on one H&I meeting presentation at a facility.

**Responsibilities include:**

1. To attend the commitment as scheduled.
2. To be familiar with the H&I guidelines, and the regulations of the institution in which they serve.

**J. Observer:** Requires 90 days clean time, (1-year clean required for

the jail commitments) must be an active H&I member, and must have attended one workshop.

1. An observer is NOT permitted to speak or share at any meeting/presentation.
2. The observer must have the Panel Chairperson's approval before they attend the commitment.

**K. Sub Committee Member:** Requires 90 days clean and a

mandatory attendance at 2 consecutive subcommittee meetings.

They may be voted in at their second consecutive subcommittee

meeting. Any member missing 2 uninformed consecutive absences

without notifying the H&I Subcommittee Chair or Vice Chair will be

automatically deemed an inactive member and be removed from any

panels that they are currently serving.

**L. Guest Speaker:** Requires 6 months clean (or more if required by the institution) and the willingness and ability to serve. Must be a member of Narcotics Anonymous. Must carry a clean and clear Narcotics Anonymous message.

## **5. General Guidelines**

### **H&I Subcommittee**

- A. Any member of the H&I subcommittee is automatically and immediately disqualified from further activity in H&I of any nature upon loss of their clean time. They may regain eligibility when they again meet the requirements for membership in H&I.
- B. Any member found not adhering to the H&I policy, or who fails to abide by the rules and regulations of the institution in which they serve, shall be subject to an H&I committee review, which may result in disqualification from further service on this committee.
- C. The Do's and Don'ts of H&I from NAWS are considered to be an extension of the subcommittee's guidelines, and will be read as a part of the monthly agenda. A copy

of the most recent H&I Handbook, Guide to Local Services, OASC Policy, and the H&I Policy must be available at every monthly subcommittee meeting.

- D. All expenses excluding literature, must be approved by the voting members of the H&I subcommittee to be eligible for reimbursement. This subcommittee will not reimburse any monies without a receipt handed into the Literature Chair.
- E. Ocean Area H&I will conduct (2) Learning Days per year with dates determined by the H&I Subcommittee Vice Chair and Workshop Chair, and will be announced 2 months prior to the selected date (refer to the H&I Handbook for Learning Day Guidelines).

### **Facility Guidelines**

- F. No new H&I meeting/presentations shall be held in an institution except under the direct approval of the H&I subcommittee voting members.
- G. No member of this committee will involve themselves with any activity other than NA while they hold the commitment that serves the institution. This includes fraternizing with patients and inmates.
- H. The member cannot be employed or be current patient/client at the institution for which they are representing NA. No member will interfere with or use any influence in any institution court or hospital, or with any member of law enforcement on behalf of a patient/client, or make any comments or promises regarding employment, parole, probation, medical treatment, or other problems.
- I. The length of clean time required by each institution and H&I is to be rigidly upheld by all commitments and its members. This includes guest speakers.
- J. NA experience, strength and hope, principles, and NA general information are to be the main topics of NA presentation conducted in any institution.
- K. All personal information requested by the institution must be given and must be accurate. This information is used solely to gain clearance into the institution and access to addicts we wish to serve.
- L. If any meeting/presentation that hosts a speaker is unable to obtain a speaker, it is suggested that the panel refer to any NA Literature and read and hold a discussion or a question and answer session on the literature topic if necessary.
- M. Proper attire is required at all H&I meeting/presentations. We must not endorse nor oppose any of the above in our wardrobe or appearance. Do not wear short shorts, low cut tops, sleeveless or low cut t-shirts or tank tops, religious, profanity or drug related clothing or jewelry inside a facility (refer to Do's and Don'ts for further restrictions).

### **Panel Guidelines**

- N. There must be two people present at any H&I meeting/presentation at all times. At least one person must be an active subcommittee member with prior Chair or Vice Chair experience, the other person must at minimum, meet the guidelines for a guest speaker.
- O. No committee member may hold more than one position at the same facility at any time.
- P. An H&I subcommittee member may not hold more than 2 commitments (excluding jail commitments) at the same time.
- Q. With the exception of the jail commitment, once a committee member has fulfilled all 3 elected positions (chair, vice chair, and panel) on the same commitment, they must move onto another commitment to allow another member to step in.
- R. If both the Panel Chair and Vice Chair are unable to attend their commitment, they must find a suitable replacement in order for the commitment to go in. If they cannot find a replacement they must contact the H&I Subcommittee Chair or Vice Chair immediately.

- S. A panel member without prior Panel Chair or Vice Chair experience is NOT permitted to take a meeting/presentation into a facility.
- T. A commitment must be completed to full term per position on each panel before moving on to another position.

### **H&I Do's and Don'ts**

#### **DO'S**

- Do** Make Directories of outside meetings available to residents.
- Do** Clarify the rules with whomever you bring into the facility.
- Do** Start and End on time!
- Do** Emphasize that NA recovery is available to all addicts regardless of the drugs they used.
- Do** Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- Do** Involve residents with the meeting, (readings, reading etc.)
- Do** Obey all dress codes. Exercise common sense and Dress Appropriately.
- Do** Keep facility staff aware of your whereabouts at all times.
- Do** Stamp all literature you bring into a facility with the local helpline number.
- Do** Screen all panel members carefully, especially regarding clean time and other requirements.
- Do** Adhere to facility security regulations of each facility at all times.
- Do** Ensure that all panel members carry a clear NA message of recovery. We use the term CLEAN to keep the clarity of the NA message clear that it is one disease and there is no distinction between drugs.
- Do** Remember that this is a "We Program" and no addict should feel that he or she is being preached to.
- Do** Tell them that there is fun in recovery, social events, fellowship etc.
- Do** Emphasize the importance of getting to an NA meeting the 1<sup>st</sup> day they are out of treatment.
- Do** Emphasize the importance of sponsorship, regular meeting attendance and Group level commitments.

## **DON'TS**

- Don't** Attend H&I facilities alone.
- Don't** Emphasize using days while sharing an NA message of recovery.
- Don't** Give anyone within the facility your address or phone number.
- Don't** Use excessive profanity.
- Don't** Break another person's anonymity.
- Don't** Debate any issues involving facility rules, regulations, programs or other fellowships.
- Don't** Get involved in discussions on outside issues; remember why we are there.
- Don't** Discuss conditions within the facility.
- Don't** Discuss facility staff members with inmates or patients.
- Don't** Wear flashy jewelry and don't carry excessive cash.
- Don't** Show favoritism to any residents.
- Don't** Bring an NA member who has friends/family in the facility.
- Don't** Ask what type of crime and inmate has been convicted of or discuss guilt or innocence.
- Don't** Accept money or gifts from or give money or gifts to any inmate or patient.
- Don't** Measure anyone's desire.
- Don't** Patronize any participants.
- Don't** Bring any contraband, food, gifts or games into a meeting/presentation.
- Don't** Glorify your past.
- Don't** Say that you feel like your talking to your kids.

## **SECTION 3: POLICY**

### **A. Definition:**

We are an operating committee of the Ocean Area Service Conference of Narcotics Anonymous. We serve the OASC and are fully accountable to that conference.

### **B. Purpose:**

To be a source of accurate information about the operating procedures within the OASC. To be supportive of all committees.

**C. Functions and Responsibilities:**

1. To document an accurate account of past policy within the Ocean Area.
2. To update and revise the current operating policy of the OASC as the need arises.
3. To provide information at the request of the OASC, regarding past procedures.
4. To suggest changes to current procedures.
5. To investigate and suggest procedures addressing new areas where policy does not exist.
6. To present proposed area policies in the form of motions.
7. To review guidelines of all committees prior to approval of the OASC.
8. To inform the OASC of its accountability to itself.
9. To provide the service of holding a copy of any member group's policy guidelines, per request.
10. Regularly attends OASC and JAC

**D. Meetings:**

1. Meetings of the committee will be announced at the OASC. Additional meetings will be scheduled as necessary.

**E. Trusted Servants:**

1. Chairperson:

a. Requirements:

1. Two years continuous abstinence from all mind and mood altering substances.
2. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
3. Willingness to serve.

b. Duties:

1. Sets the agenda and presides over committee meetings.
2. Presents committee motions to the OASC.
3. Attends the OASC.

2. Vice-Chairperson:

a. Requirements:

1. One year continuous abstinence from all mind and mood altering substances.
2. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
3. Willingness to serve.
4. Willingness to become the Policy chairperson the following year or fill an early vacancy of the Policy chairperson's position upon approval of the OASC.

b. Duties:

1. Assumes chairperson's duties in absence of the chairperson.
2. Maintains policy archives.
3. Attends OASC.

3. Secretary:

- a. Requirements:
  1. Six months continuous abstinence from all mind and mood altering substances.
  2. Willingness to serve.
  3. Attends OASC.
- b. Duties:
  1. Records minutes of committee meetings.
  2. Provides Vice-Chairperson with documentation for archives.
  3. Attends committee meetings.
  4. Provides reprographic services.

**F. Committee Member:**

1. Any NA member attending two or more consecutive meetings.

**G. Meeting Quorum:**

1. Two-thirds (2/3) of committee members, but no less than three committee members.

**H. Voting Members:**

1. All committee members except the chairperson may vote. The chair may vote on or table a matter in the event of a tie.

**I. Voting Procedure:**

1. Voting will be conducted by a show of hands. A clear majority rules.

**J. Removal of Trusted Servants:**

1. Causes:
  - a. Loss of abstinence.
  - b. Voluntary resignation.
  - c. Non-fulfillment of the duties of their position.
  - d. Missing three or more consecutive meetings without notifying the chairperson.
2. Procedure:
  - a. Two-thirds (2/3)-majority vote required for removal.
  - b. Chair may only be removed by the OASC. The committee can make a written motion to the OASC to remove the chairperson.

**K. Funding:**

1. Requests for funds will be in the form of a written motion to the OASC.

**L. Policy:**

All guidelines of the OASC Policy Committee are subject to periodic review and change by this committee. The structure of the committee may change as circumstance change. All changes in policy will go into effect after review by and approval of the OASC.

**SECTION 4: LITERATURE REVIEW**

**A. Purpose:**

The purpose of the Literature Review Committee is to review the message of recovery in Narcotics Anonymous for addicts in the written form.

**B. Function:**

1. To conduct at least one regular meeting every other month. During the review process of any particular project(s), a schedule of one meeting every month will be necessary.
2. To serve as a communications link between local Literature Review Committee meetings and those committees at the Regional and World levels of service.
3. To serve as a focal point for the review and/or approval of new pieces of NA literature.

**C. *Structure of the Committee:***

1. Elected Committee Officers:
  - a. The Literature Review Committee shall consist of a chairperson, vice-chairperson, secretary, subcommittee chairs and other committee members.
  - b. All officers with the exception of the chairperson are to be elected by a clear majority vote of the Literature Review Committee.
2. Voting Members:
  - a. The voting members of the OASC Literature Review Committee will consist of the Vice-chairperson, secretary, sub-committee chairperson, and all members who have attended a minimum of two Literature Review Committee meetings.
  - b. The O.A.S.C. Literature Review Chairperson will vote only in the event of a tie vote and only to break that tie.
    1. Group Literature Review Representatives carry one vote per group.
3. Participation:
  - a. Only the members described in B. above, may make a second motion, or speak pro or con to an issue
  - b. Any interested party, at the invitation of the chairperson, may address the committee.
4. Subcommittees:
  - a. Subcommittees to be formed in the future shall consist of an elected chairperson and be directly responsible to the Literature Review Committee.

**D. *Qualifications and Responsibilities of Officers:***

1. Chairperson requires two (2) years clean, the willingness and ability to serve for one year, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. The chairperson's responsibilities are:
  - a. To bring before the general meeting of the committee such matters as should be acted upon by them.
  - b. To carry out the policies of the committee.
  - c. To sit in on sub-committee meetings whenever possible.
  - d. To set the time and place of committee meetings.
  - e. To be responsible for Literature Review correspondence to and from the Area, the Region, and World Services.
  - f. To obtain funds from the OASC treasurer to refurbish the prudent reserve.
  - g. Regularly attends OASC and JAC sessions.
2. Vice-chairperson requires one (1) year clean, the willingness and ability to serve for one (1) year, and a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA. The Vice-Chairperson's responsibilities are:
  - a. To assume the responsibilities of the chairperson in the event of his/her absence.
  - b. To help coordinate new subcommittees.
  - c. To sit on all subcommittees whenever possible.
  - d. To assume the temporary position of subcommittee Chairperson in the event that he/she resigns, is absent or is removed.
3. Secretary requires 6 months clean and the willingness and ability to serve for 1 year. The secretary's responsibilities are:
  - a. To keep an accurate set of minutes of all meetings.
  - b. To keep records of all committee members, including current addresses and telephone numbers of all committee members.
  - c. To give a verbal report of last meeting's minutes.
4. Subcommittee Chairperson requires three (3) months clean and the willingness and

ability to serve for six (6) months or one (1) year, contingent upon the function of the sub-committee. The subcommittee Chairpersons' responsibilities are:

- a. To set up the dates and sites for the subcommittee meetings.
- b. To chair the meeting.
- c. To provide a monthly report.

**E. General Information:**

1. Any officer of the Literature Review Committee is automatically and immediately disqualified from his/her office upon loss of clean time. They may return as a member of the Literature Review Committee and regain eligibility for office when they meet the requirements of that position.

2. Any member not adhering to these guidelines shall be subject to a Literature Committee review that may result in disqualification for further service on this committee.

**SECTION 5: ACTIVITIES**

**A. Purpose:**

The primary purpose of the Activities Committee is to plan and coordinate activities for NA members served by the OASC and to promote unity and fellowship within the NA program.

**B. Functions and Responsibilities:**

1. To provide social events and celebrations of recovery to NA members in a safe atmosphere.
2. Organize activities supporting OASC and other NA Service Structures.

**C. Meetings:**

1. The Committee will meeting on the 1<sup>st</sup> Tuesday of every month to plan new activities and will set additional meetings that the committee feels necessary to review projects already in progress.
2. Meeting dates will be announced at each regularly scheduled OASC.

**D. Voting Procedure:**

1. Voting Members include any NA Members who have attended two or more committee meetings and are willing to get involved.
2. The Chairperson may only vote in the event of a tie or table to the next meeting.

**E. Trusted Servants:**

1. Chairperson

a. Requirements:

- Two (2) years continuous abstinence from all mind and mood altering substances.
- Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- Willingness to serve.
- Serves a 1 year commitment

b. Duties:

- Organize at least one activity a month if possible.
- Supervise activities and identify members willing to be responsible for each activity and associated tasks.
- Report Committee Activities to the OASC.
- Submit a current financial statement at each OASC.
- Remit funds raised by the committee to the OASC.
- Request necessary funding from the OASC in motion form for planned events.
- Set Agenda and run monthly meetings.
- Provide an adequate quantity of fliers to the OASC one month before an activity.
- Hold minutes provided from the secretary from prior meetings, readings, agendas and copies of the most recent activities fliers
- Regularly attend OASC and JAC session.
- Has a key to the storage facility of OASC for proper storage of subcommittee supplies.

2. Vice-Chairperson

a. Requirements:

- One (1) year continuous abstinence from all mind and mood altering substances.
- Working knowledge o the Twelve Steps, Twelve Traditions and 12 Concepts of NA
- Willingness to serve.
- Serves a six (6) month commitment

b. Duties:

- Run meetings in the absence of the Chair.
- Assist the Chairperson in his or her duties.
- Attend all ad hoc subcommittee meetings.
- Report all ad hoc subcommittee activities to the Chairperson.

3. Treasurer

a. Requirements:

- Two (2) years continuous abstinence from all mind and mood altering substances
- Working knowledge o the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- Gainfully employed
- Ability to manage money and keep accurate records.
- Willingness to serve
- Serves a 6 month commitment

b. Duties:

- Manage and account for funds received from the OASC.
- Disburse funds to support the committee's planned activities.
- Maintain a continuing record of all expenses.
- Present a documented report of the committee's financial status to the Chairperson and the committee after each activity.
- Hold, secure and remit all committee funds and give to the Chairperson prior to the next regularly scheduled OASC.
- Remit excess funds to the Chairperson prior to the next regularly scheduled OASC meeting.

#### 4. Secretary:

##### a. Requirements:

- Ninety (90) days continuous abstinence from all mind and mood altering substances.
- Willingness to serve
- Serves a six (6) month commitment

##### b. Duties:

- Record and archive the minutes of all committee meetings
- Responsible for all committee correspondence.
- Turn over minutes from prior meeting to the Chairperson at each committee meeting.
- Prints fliers

#### 5. Decorations Chair

##### a. Requirements:

\*Six (6) months continuous abstinence from all mind and mood altering substances

\*Serves a one (1) year commitment

#### 6. Hospitality Chair

##### a. Requirements:

\*Six (6) months continuous abstinence from all mind and mood altering substances

\*Serves a one (1) year commitment

#### 7. Serenity Keepers

##### a. Requirements:

\*Ninety (90) days continuous abstinence from all mind and mood altering substances

\*Serves a six (6) month commitment

#### **F. Removal of Trusted Servants:**

##### 1. Causes

- Loss of abstinence
- Voluntary resignation
- Non-fulfillment of the duties of the position
- Missing two or more consecutive meetings without notifying the Chairperson

##### 2. Procedure:

- Two-thirds (2/3) majority vote required for removal
- Only the OASC may remove the Chairperson. The committee can make a written motion to the OASC to remove the Chairperson.

#### **G. Funding**

- Requests for funding will be presented as a written motion to the OASC

#### **H. Policy:**

- All Guidelines of the OASC Activity Committee are subject to periodic review and change by the committee
- The structure of the committee may change as circumstances change
- All changes in policy will go into effect after review and approval of the OASC.

## **SECTION 6: LITERATURE SALES**

**A. Purpose:**

1. To order, distribute and maintain an adequate supply of NA approved literature to meet the needs of the OASC groups, committees and individuals.
2. To stock and make available review and approval form literature.

**B. Geographical Boundaries:**

This committee serves all groups, committees and individuals served by the OASC.

**C. Functions and Responsibilities:**

1. Arrive early at the OASC and set up a sales table, making all literature visible.
  - a. Regularly attends OASC and JAC sessions.
2. Provide order forms to be filled out by purchasers.
  - a. Orders will be filled on a 'first come, first serve' basis.
  - b. Orders can only be picked up at the end of each OASC meeting.
  - c. Receipts will be issued to each purchaser for payment.
  - d. Announcement must be made to the OASC body when no other additional orders will be accepted.
3. Order totals must be verified by checking the addition on each order form.
  - a. Monthly sales record must be kept listing each purchaser's order cost.
4. Literature may be purchased on consignment at the discretion of the committee Chairperson.
  - a. It is suggested that consignments should not be granted to groups not paying on previous balances.
5. A written and verbal report must be given to the conference, listing the committee's assets and liabilities as follows:
  - a. Assets:
    1. Last month's committee total.
      - a. Cash on hand.
      - b. Literature, medallions, etc.
      - c. Consignments owed.
        1. Group.
        2. Date.
        3. Amount.
    2. Income:
      - a. Sales to committees.
      - b. Sales to groups.
      - c. Consignments paid.
      - d. Consignments new:
        1. Group.
        2. Date.
        3. Amount.
  - b. Liabilities:
    1. Last month's order cost:
      - a. Cost of literature, medallions, etc.
      - b. Shipping costs.
    2. Miscellaneous expenses:
      - a. Date.
      - b. Amount.
      - c. Reference.
  - c. Net Worth:
    1. Asset - Liabilities.

- d. Excess Profits:
  1. Net worth in excess of prudent reserve.
6. The prudent reserve is one hundred dollars (\$100) in literature and/or cash per active OASC member group.
7. Maintain a general ledger documenting all cash transactions.
8. All cash after sales must be counted, recorded and turned over to the OASC treasurer in exchange for a signed, blank check to the Narcotics Anonymous World Service (NAWS), Greater New York Region or Greater Philadelphia Region, to be used to pay for the new literature order.
  - a. The cost of the new literature order may not exceed the amount of cash given to the OASC Treasurer.
  - b. Any funds exceeding the committee's prudent reserve will be added to the OASC treasury balance
9. Supplies the RCM with the necessary funds to purchase the NJ Regional Meeting Directories before the next NJRSC.
  - a. An adequate supply should be purchased to last until the following printing.
  - b. Directories will be sold with the literature at each OASC.
  - c. All outdated meeting lists and directories should be turned over to the PR and H & I committees at no cost
  - d. The financial responsibility for purchasing the NJRSC Meeting Directories lies with the Literature Sales Committee and not the OASC treasury.
10. Literature prices are set by the conference and may be evaluated by any conference participant at any time.
  - a. Prices shall be set high enough to cover shipping costs and committee expenses
11. Sales are encouraged at the conference.
  - a. Committee officers may make sales between conferences.
12. Literature order should be mailed to the NAWS or Greater New York or Philadelphia Regions as soon after the conference as possible.
  - a. At least three (3) weeks are required for shipping.

**D. Meetings:**

1. Committee officers meet promptly after each conference to determine the literature needs for the next conference and fill out the NAWS or Greater New York Region order form accordingly.
2. Bookkeeping records must be checked for accuracy.
3. Any interested member may attend meetings.

**E. Voting Procedure:**

1. Elections for the committee Chairperson and Vice-Chairperson shall be held by the conference one (1) month before the end of a term or in the event of an early leave of office.

**F. Committee Officer Requirements:**

1. Chairperson:
  - a. Two (2) years clean.
  - b. Gainfully employed.
  - c. Willingness to serve.
  - d. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
  - e. Term of office is one (1) year.
2. Vice-Chairperson:
  - a. One (1) year clean.
  - b. Gainfully employed.

- c. Willingness to serve.
- d. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- e. Term of office is one (1) year and succession to a one (1) year term as Chairperson with OASC approval.

**G. Consignments:**

- 1. The consignment limit allowed is \$25.
- 2. If a member group has a need for a consignment order over \$25, the request should be brought before the area in the form of a motion.
- 3. Consignment sheets should be made available for the groups to fill out and turn in to the area Chairperson when requesting a consignment over \$25. These should include re-payment terms.

**SECTION 7: HOSTING**

**A. Purpose:**

The primary purpose of the Hosting Committee is to open and close the building of the OASC meeting, provide refreshments circulated monthly at the area conference, hold the key for the building and be available to open building for workshops, activity functions, JAC meetings, as well as to be the host for workshops that require refreshments. (for example, NJRSC Sessions). Expenses will be paid by the OASC.

**B. Trusted Servants:**

1. Chairperson

a. Requirements:

- 1. One (1) year continuous abstinence from all mind and mood altering substances.
- 2. Willingness to serve.
- 3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- 4. May serve as a GSR or GSR Alternate for a group.

b. Duties:

- 1. Holds key for OASC meeting building.
- 2. Opens building and sets up conference area and food table no less than one hour prior to area.
- 3. Purchase food items from refreshment funds collected.
- 4. Collect funds for reimbursement.
- 5. Insure that building is in order (properly cleaned and setup as stipulated by the facility).
- 6. Report to OASC monthly in written form and provide a financial report.
- 7. Properly lock building.
- 8. Regularly attend OASC and JAC sessions.
- 9. Select member groups for assistance with the following month's responsibilities.

**C. Removal of Trusted Servants:**

1. Causes:

- a. Loss of abstinence.
- b. Voluntary resignation.
- c. Non-fulfillment of duties of the position.
- d. Missing two (2) or more consecutive meetings of the OASC without notifying the area Chairperson.

2. Procedure:
  - a. Two-thirds (2/3) majority vote required for removal by the OASC.

**D. Funding:**

1. Funding is provided by collecting a “refreshment fund” at each area conference; this is to cover costs of current month’s conference session refreshments.
2. All financial transactions should be reported in a monthly report to the OASC.

**SECTION 8: MAIL PERSON**

**A. Requirements:**

1. One (1) year continuous abstinence from all mind and mood altering substances.
2. Willingness to serve.
3. Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
4. May serve as a GSR or GSR Alternate for a group.

**B. Duties:**

1. Check post office box once a week.
2. Deliver any and all mail to its respective conference member in an expedient manner.
3. Pays rent on an annual basis (August).

**SECTION 9: CONVENTION**

**A. Purpose:**

The Ocean Area Convention is a semi-annual fundraising event that brings our fellowship together for the purpose of celebrating recovery in Narcotics Anonymous. Workshops and other activities are scheduled during the convention to encourage unity, fellowship and service among our members. Because these conventions are a function of the Ocean Area Service Conference, they should be guided by the 12 Concepts and 12 Traditions of Narcotics Anonymous and reflect our Primary Purpose: “To carry the message to the addict who still suffers.”

**B. Definition:**

The convention Committee is a standing Sub-committee of, and accountable to, the Ocean Area Service Conference. The name of the convention will be “Shore to Recover” followed by the Roman Numeral designating the sequence (i.e., the second convention was designated “Shore to Recover II”, etc.). It is the responsibility of each convention’s planning committee to create a new theme (title) and logo (artwork).

**C. Election Procedure:**

The General Elections Meeting will be held the first Sunday of May immediately after the Convention (next regularly scheduled meeting date – first Sunday of the month). It is run by the BOT Chair and Vice-Chair. Elections of the Administrative Committee members, beginning with the Convention Chair, are followed by the Sub-committee Chairs. The same process is used for Sub-committee and Vacant Position Elections during Sub-Committee and Planning meetings with the committee chair presiding.

1. The BOT Vice-Chair reads the requirements from the guidelines. The outgoing Chair may present a brief description of the position.
2. BOT Chair asks for Nominations from the floor, and then asks for volunteers from the floor. Nominations need not be seconded but must be accepted by nominee.
3. Each candidate briefly qualifies to the requirements.
4. The floor is opened to questions to the candidates. Any NA member

present may ask questions.

5. The candidate(s) are asked to leave the room for discussion and pros/cons.
6. Simple majority wins the vote, abstentions are not counted. At the General Elections Meeting, all NA members present may vote with the exception of the BOT Chair who votes only in the event of a tie.
7. If “no” votes outweigh “yes”, then position is tabled to next meeting.
  - a. Elections for vacant positions shall be announced to the fellowship prior to the next Planning meeting in order to attract candidates.
  - b. During the General Election Meeting, an important item of business is to set the date of the first Planning Meeting.
  - c. Commitments should run for a 24-month period beginning after the first Planning meeting following the convention and ending with the next General Elections meeting.
  - d. All Administrative Committee positions and Sub-Committee Chair positions may not be held by the same person for more than 2 consecutive terms/conventions.
  - e. Because the Convention Chair is an Area Commitment, the BOT President will bring a recommendation for the new Convention Chair from the elections meeting to the OASC for election, at which time they become a member of the BOT.
  - f. The election of the Treasurer must be confirmed by the OASC at which time they also become a member of the BOT

#### **D. Trusted Servants:**

##### **1. Chairperson**

###### **a. Requirements:**

1. Five (5) years clean.
2. Two (2) years service in an elected Planning Committee position.
3. Is appointed by the OACC policy to be a member of the BOT.

###### **b. Duties:**

1. Functions as a member of the BOT with all of the privileges and responsibilities thereof on behalf of the Planning Committee.
2. Prepares agenda and presides over all Planning Committee meetings.
3. Helps keep convention members, meetings and activities focused on the principles of the 12 traditions and the 12 Concepts and in accordance with the “Purpose” of the convention.
4. Assists in Sub-committee budgeting and monitors fund flow to avoid excessive, unnecessary spending.
5. Assists Sub-committee chairs in Sub-committee development while allowing each freedom as suggested by the 3<sup>rd</sup> concept.
6. Stays informed of the activities of each Sub-committee through sub-committee meeting attendance or interaction with the Planning Vice-Chair.
7. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
8. To actively seek guidance from current and prior Planning Committee members remaining open minded to suggestion.
9. Functions as liaison between the Planning Committee and BOT and Planning Committee and OASC. Provides written reports to the BOT and the OASC at their scheduled meeting times.
10. Is responsible to work with the Treasurer to finish the Convention Committee’s financial responsibilities.

11. Chairs the Saturday Night Banquet Assembly.
12. Is responsible for keeping banners and other such material and supplies in safe keeping until convention weekend.
13. Regularly attends OASC and JAC sessions.

2. Treasurer:

a. Requirements:

1. Five (5) years clean.
2. Prior service in an elected Planning Committee Position.
3. Must be gainfully employed.

b. Duties:

1. Functions as a member of the BOT with all of the privileges and responsibilities thereof on behalf of the Planning Committee.
2. Is responsible to work with Planning Committee Chair and all Sub-committees to finish the Convention Committee's financial responsibilities.
3. Is responsible to adhere to all responsibilities listed in the "Financial" section of the Convention Committee Guidelines starting on pg 22.

**E. Removal of Trusted Servants:**

A trusted servant may be removed from service to the Convention Planning Committee under the following circumstances:

1. Negligence or failure to adequately perform duties under guidelines. In this situation, the Planning Committee must agree by 2/3 vote to motion brought at Planning Meeting.
2. Misappropriation or misuse of funds (again, 2/3 vote to motion required).
3. Misrepresentation to outside 3<sup>rd</sup> party with intent to inappropriately bind (financially or legally) the Planning Committee (again 2/3 vote to motion required).
4. Failure to attend two consecutive regularly scheduled Planning meetings. (Automatic at end of 2<sup>nd</sup> meeting)
5. Relapse to use of drugs.
6. Decree of OASC.
7. Any other reason as determined by 2/3 vote to motion.

**SECTION 10: BOARD OF TRUSTEES**

A. Purpose:

The primary purpose of the BOT is to take care of the corporate and legal issues that affect the Convention Committee such as:

1. Signing all legal contracts.
2. Negotiating future convention sites.
3. Final approval of vendors.
4. Filing tax returns.
5. Interacting with lawyers and appropriate businesses on behalf of the Convention.
6. Other such duties as indicated in the By-Laws of the Ocean Area Convention Corporation (O.A.C.C.).

B. Election of Officers and Members:

As stated in the By-Laws, there are to be no less than 5 and no more than 9

Trustee Officers including the President (Chairperson), Vice-President (Vice-Chairperson), Secretary and Treasurer. The OASC elects up to 3 regular BOT members. These members may elect an additional 1 to 4 members, at the regularly scheduled monthly BOT meeting.

The OASC also confirms the Convention Committee Chair and the Convention Committee Treasurer to the Board. The Chair and Treasurer were elected at a prior Convention Elections Meeting and confirmed at the OASC.

At the final regularly scheduled Trustee Meeting of the fiscal year (August after convention), the members may hold an election for a successor Chairperson. All BOT members are eligible to receive nomination during this election. The current Chairperson would then take the name of any resulting candidate as a recommendation for the following years' Chairperson to the next regular session of OASC. The term of office is two years, with all terms expiring at the end of the fiscal year after the convention (currently July 31). The BOT Chairperson may serve a second term in their position. The BOT Vice Chairperson and Secretary are elected from within the Committee at a regular session of the BOT. The OACC Treasurer serves as Treasurer of the BOT.

C. Removal of Officers and Members:

An Officer or Trustee may resign by writing to any officer of the Corporation. Grounds for removal of Officers and Members are as follows:

1. Declared by Court of Law to be of unsound mind.
2. Conviction of a Felony.
3. Loss of clean time.
4. Any other action that is decided to be unacceptable by the Board.

D. Requirements:

The pool of eligible candidates to the BOT will consist of members of the Ocean Area, (i.e., they each have a home group within the Ocean Area Service Conference) and can demonstrate the following qualifications:

1. 5 years clean time (non-waive able)
2. Convention experience, prior BOT experience or corporate, legal or business experience which may, in the eyes of the electorate (syn.-a body of electors), prove useful to the function of the Board.
3. A willingness to serve.
4. Must sign an undated resignation letter in order to afford the OASC a course of action in case a Trustee becomes non-functional due to absence or neglect.

E. Responsibilities:

1. To abide by the By Laws of the OACC.
2. To handle all corporate, legal and fiscal aspects of the Convention.
3. To maintain the corporation's bank accounts.
4. To audit the Convention Treasury books 6 months after the beginning of the fiscal year.
5. To oversee all functions of the Convention Committee with regard to expenditure of funds within the spirit of our Third Concept.
6. To secure sites for future conventions.
7. To seek out legal advice and/or retain legal representation as necessary.
8. To seek out and retain the services of an independent auditor and/or CPA for accounting and tax filing issues.
9. To use and retain the Corporate Seal.
10. To carry out duties assigned to them by the Convention Committee and/or the OASC.
11. To present a report to the OASC at each of its sessions.
12. The BOT reports to, is directly responsible to and abides by all decisions of the OASC.
13. Obtain appropriate insurance for the convention and its fund raising events.

## SECTION 11: WEBSITE

### A. Purpose:

To provide a Website *ocanj.org* to the Ocean Area Service Conference (OASC) of Narcotics Anonymous that enables Members and Addicts in Need the ability to obtain information regarding upcoming events and Meetings within and outside of Ocean Area, the Just for Today Meditation, information on how to get involved in the service structure, regional and world information, and literature.

### B. Geographic Boundaries:

The OASC Website serves all Members and Addicts in Need who have internet access. There are no geographic boundaries on the website.

**C. Functions and Responsibilities:** *(The following information is provided within web pages Chairperson is responsible for all changes except where noted)*

1. Events Information
  - a. Ocean Area events
  - b. Regional events
  - c. Outside of New Jersey events (host provides)
  - d. World events (host provides)
  - e. Literature (host provides)
2. *Just for Today* Daily Meditation *(this page is a link and will automatically change)*
3. Meetings
  - a. Ocean Area meeting information with map coordinates
  - b. Ocean Area meeting information with legend providing meeting type
  - c. Regional meeting information (region provides)
  - d. World meeting information (world provides)
4. Get Involved
  - a. Public Relations
  - b. Hospitals & Institutions
  - c. Activities Committee
  - d. Joint Administrative Committee
  - e. OASC
  - f. Policy Committee
  - g. Convention Committee
5. Events Calendar *(The following are to be posted monthly)*
  - a. Ocean Area events
  - b. Committee meetings
  - c. Group anniversaries
  - d. GSR Workshop's
  - e. JAC
  - f. OASC
6. Contact
  - a. Ability for anyone to contact Webmaster with questions, information, comments, or concerns
7. Convention
  - a. Page is the responsibility of Convention Committee and will be posted as Convention draws near.
8. Ocean Area Meeting List

a. Meeting List Chairperson to email PDF file of new area meeting list prior to Area Service so it may be posted to the website.

9. RCM Report

a. To be updated monthly

10. Regional Activities

a. Updated by Regional Webmaster

11. Regional Contacts

a. Updated by Regional Webmaster

12. NA World Services

a. Updated by World Services Webmaster

13. Outside Ocean Area Events

a. Update as needed with information received regarding NA events held outside Ocean Area.

**D. Committee Meetings:**

1. Meetings will be held on an as needed basis as deemed necessary by the Chairperson or the OASC.
2. Meetings will be announced by the Chairperson at OASC. The Chairperson will put a flyer out for distribution to the GSRs.

**E. Voting Procedure:**

1. Any member of the committee willing to serve is able to vote.
2. The Chairperson may vote in the event of a tie or to table a motion until the next meeting.

**F. Trusted Servants:**

1. **Chairperson**

a. Requirements:

1. Two continuous years of abstinence from all mind and mood altering substances.
2. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts.
3. Internet/computer knowledge, basic HTML knowledge, ability to download/upload files, changing file formats, ability to print and scan.
4. Willingness to serve

b. Duties:

1. Following OASC update the website with information obtained; Flyers, RCM Report, Events calendar changes, updates to home page, etc.
2. Check the Gmail address @ webmaster@ocanj.org on a regular basis.
3. Following the Twelve, Twelve and Twelve maintain the website in a manner to which serves the fellowship of Narcotics Anonymous.

2. **Committee Members:**

- a. Any NA member attending two or more consecutive meetings.

**G. Meeting Quorum:**

1. No quorum

**H. Removal of Trusted Servants**

1. Causes:

- a. Loss of abstinence
- b. Voluntary resignation

2. Procedure:

- a. The Chairperson may be removed by written motion passed by the OASC.

**I. Funding:**

1. Requests for funds will be in the form of a written motion to the OASC.

**J. Website Provider:**

1. Data Management Solutions, PO Box 544, Tuckerton, NJ 08087 (609)489-5071.

**K. Policy:**

All guidelines of the Website Committee are subject to periodic review and change by this committee. The OASC website is under constant change and these changes shall follow the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

## **SECTION 12: MEETING LIST SUBCOMMITTEE**

### **A. Definition:**

Subcommittee of OASC, serving OASC, and fully accountable to OASC, following OASC policy guidelines.

Geographic Boundaries: Ocean County, NJ

### **B. Purpose:**

To provide meeting list services to all Ocean County Area Narcotics Anonymous Groups and Service Committees.

### **C. Functions and Responsibilities:**

Create and maintain an accurate and distributable meeting list using the following guidelines:

1. Keeps open communication with Literature Sales Committee to keep up with monthly demand.
2. Verifies any reported meeting changes with a known trusted servant of the group affected by the change.
  3. Uses the principle of prudence in regard to the cost of printing.
4. Updates Statewide Meeting Directory and local website with any changes or new meetings, using current format of contact (at this time it is [www.nanj.org](http://www.nanj.org) for Statewide meeting changes, and [www.ocanj.org](http://www.ocanj.org) for local listings).
5. Has meeting lists printed 1 – 2 days before Area Service, to allow for printing errors to be corrected, and give ample time for groups to report changes.
  6. Delivers lists to OASC one hour before the start of Area Service.
7. Chairperson attends JAC and Area Service. The Chairperson should provide a written report of committee activity, meeting changes, print format or layout changes and operating costs. The Chairperson is present from the start to finish of business.

### **D. Trusted Servants:**

1. Chairperson: One year term plus one month consulting with successor.  
Requirements: Two years continuous clean time.
  - a. Knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
  - b. Good communication skills
  - c. Access to a computer with word processing software, and the skills in using it.
  - d. Steady phone number and e-mail address.
2. Vice-Chairperson: One year term, suggested to move into Chairperson position at end of term if requirements are met.
  - a. One year continuous clean time.