

Texas Tri-County Area Service Committee Of Narcotics Anonymous

~Policy~



Adopted January 2006

Revised March 2024

Revised May 07 2024

Table of Contents

Boundaries and Purpose	pg. 3
Meetings	pg. 3
Policy Changes	pg. 3
Opening	pg. 3
Officers	pg. 4
Elections	pg. 4
Removal of Officers	pg. 5

Parliamentary Authority	pg. 6
Duties of Administrative Officers	pg. 6-10
Committees	pg. 11
Sub-committees	pg. 12-14
Financial Policy	pg. 15
Disbursements	pg. 15
Standing Subcommittee Policies	pg. 16
Appendix A: consensus-based decision-making	pg. 17
Appendix B: proposal form	pg. 18
Appendix C: sub-committee policies	pg. 19-21

By – Laws of Texas Tri-County Area Service Committee of Narcotics Anonymous

Boundaries and Purpose – Texas Tri-County Area Service Committee of Narcotics Anonymous (TTCASCNA) is part of the Tejas Bluebonnet Region of NA (TBRNA). The area was formed to provide services and subcommittees, as deemed necessary by the groups recognized by Texas Tri-County Area of NA (TTCANA). In all its proceedings, the TTCASCNA shall adhere to the 12 traditions and 12 concepts of NA. As such the area is directly responsible to the groups it serves. The area is intended to foster unity and the common welfare of its member groups.

- Refer to the guide to local service and/or The Group IP for further guidance
- Any member of NA that is interested may attend and participate in TTCASCNA meetings.
- Area Business meetings for the TTCASCNA are closed meetings unless otherwise approved by voting members for a defined purpose.

- Please see Appendix B for map of Area boundaries (to be added by policy subcommittee)

Meetings – The TTCASCNA meets the second Sunday of every month at 1:30 PM unless otherwise agreed to by area participants. The meeting location rotates among various groups within the TTCANA alphabetically according to availability. Area will pass a seventh tradition basket at the meeting for the hosting group. All meetings will be nonsmoking.

- Emergency meetings may be called by the chair or vice chair if a violation of the 12 Traditions, 12 Concepts, or misappropriation of NA funds has been identified by a member of the area and the consensus of the groups supports the need for an emergency meeting. 2 weeks' notice should be given before the emergency meeting can be conducted.

Policy Changes – Any change to policy should be sent back to the groups to be resolved at the following area. An 80% agreement of voting GSR's is required to pass a policy change.

Any motion that has passed or failed cannot be brought back up for a period of no less than 6 months.

Opening – •

Readings

- Roll Call
- New Group Recognition – Any new group of NA may ask to be recognized by the area at any regular meeting of TTCANA provided they follow the 12 Traditions. The TTCANA will provide a literature startup kit to the new group if needed. The group will not be a voting member of TTCANA until they attend their second area meeting as a group.

Article 6 Officers

The Administrative Committee Officers of the TTCASC are the

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Policy Chair
- 2 Regional Service Members
- Convention Liaison

These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it is important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience with the steps, traditions, and concepts of service. It is further suggested that each Administrative Committee member become a member of a TTCASC Standing Sub-committee. This action promotes the resources that experienced Administrative Committee members can bring to a Standing Subcommittee. We suggest each TTCASC Officer and Chair:

- Provide a written report of activities, expenses, future plans at each TTCASC meeting
- Keeps archives of their position (s) and pass them to their successors – (archives should explain what the committee/officer did and how they accomplished it) • Prepare a statement explaining how they have best found to do their duties'
- Pass collective archives on to the next committee officer to further our work in the most productive manner.

Article 7 Election of Officers

The Officers shall be elected by the present GSRs either by written ballot or by show of hands at the Chairpersons discretion. Each term of office begins when elected and lasts two (2) years in length. Officers and Sub-Committee Chairs of the TTCASC shall be elected as follows:

- Literature, Treasurer and Vice-Treasurer will be elected in October of ending commitment year.
- All other Administrative and Sub-Committee Chairs will be elected in December of the ending commitment year.

No officer shall be eligible to serve more than two (2) full consecutive terms in the same office unless approved by consensus by present GSRs. The extended term of office shall be no more than one year in length and shall be used to find a qualified candidate for the position and / or training a new person for that position. There is no automatic placement for second terms and re-election is still required.

Article 8 Vacancy and Removal of Officers

The TTCASC of NA may declare vacant the office of any elected officer who has been:

- Absent at two (2) consecutive TTCASC meetings without contact or representation.
- Found unable, by the committee as a whole, to perform their duty to the position.
- Fails to meet requirements and duties as described in Article 10 of the By-Laws. No officer shall be removed without cause. Any officer who feels he or she is removed without cause may enact the Tenth Concept: 'Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.' A

two thirds (2/3) majority vote of all voting participants shall be required in the removal of any officer.

In the case of a vacancy in the office of Chairperson, RCM or any Standing Subcommittee Chairperson, the Vice-Chairperson or second RCM shall assume the duties of the vacated position until the start of the regular TTCASC of NA meeting following the election for the vacant position. An election to fill a vacancy in any area committee office shall occur within two (2) regular meetings of the TTCASC after the vacancy arrives. Even if the Vice-Chairperson or second RCM step up, elections are still required. There is no automatic placement. Notice of intent to fill a vacancy shall be provided to GSRs for the groups. The acting TTCASC Chairperson may appoint an AD-hoc nominating committee if the GSRs vote this is appropriate or necessary.

When an Administrative Committee position is vacated early, the addict voted into that position may begin the two (2) full years consecutive terms in the month elected. An officer or standing Subcommittee Chair may resign by providing written notice to the TTCASC NA Chairperson thirty (30) days in advance of vacating an office or position. Administrative Committee members being assigned a chair-ship or membership on an Ad-hoc Committee on an Ad-hoc committee are done at the discretion of the TTCASC Chair. However, this appointment can be overturned by a two thirds (2/3) majority vote of the GSRs. All addicts nominated for any position serving the TTCASC of NA must be present to officially accept the nomination and qualify for the position. ***There will be no exceptions.***

Article 9 Parliamentary Authority

The rules governing the TTCASC monthly meetings shall be Robert's Rules of Order unless otherwise stated. (See appendix A for a full description of Robert's Rules of Order).

Any proposal, along with its intent, being brought to the TTCASC of NA is to be written on the correct form, using the exact words, and read to the TTCASC at the appropriate place in the agenda. The TTCASC Chair reads each proposal to the TTCASC. For the purpose of clarity and explanation after a brief presentation of the proposal by its maker,

the body will then proceed to discussion as described in Robert's Rules of Order. All proposals containing policy changes, concerning the NA fellowship, must be sent back to the groups for a vote and put in the minutes under Old Business for the next TTCASC meeting.

Article 11 Duties of Administrative Committee Officers

Chairperson – The Chairperson presides over the TTCASC of NA monthly meeting and must show the ability to facilitate in a firm and understanding manner. At TTCASC meetings, the Chairperson can only vote in the instance of a tie, in elections and/or Policy changes. The Chairperson may solicit minority opinion if applicable or table the proposal to the next regular meeting of the TTCASC. This will give the groups time to clarify their vote and needs.

1) It is suggested that the TTCASC Chairperson have:

- Minimum of three (3) years continuous clean time
- Demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service
- The ability to present a history of completed NA service positions, preferably at the area level.

2) It is the duty of the TTCASC Chairperson to:

- Open the TTCASC meeting ○ Recognize members or observers who are entitled to the floor. ○ Set a written agenda available for each regular TTCASC meeting.
- State and put to vote, if appropriate, all legitimate proposals and announce the results of each Robert's Rules of Order decision
- Direct Robert's Rules of Order Decision Making process ○ Enforce the Twelve Concepts of NA Service at the TTCASC ○ Be one of the signers on the TTCASC bank account. ○ Submit a written report of monthly activities as Chairperson at each TTCASC.
- Appoint Ad-hoc Subcommittee Chairpersons as needed
- Conduct the TTCASC meeting with impartiality and fairness.
- To expedite business in every way compatible with the rights of members and observers
- Adjourn the meeting.

Vice Chairperson – The Vice Chairperson coordinates all Standing Subcommittee functions. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson.

3) It is suggested that the TTCASC Vice Chairperson have:

- a) Minimum of two (2) years continuous clean time
- b) Demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service ○ Ability to present a history of completed NA service positions, preferably at the area level.

4) It is the duty of the TTCASCNA Vice Chairperson to: ○ Temporarily serve as the Chairperson in the absence of the Chairperson ○ Be one of the signers on the

TTCASC bank account. ○ to temporarily serve as Chair of a Standing Subcommittee in the absence of the Chair and Vice Chair of said Committee. ○ to oversee all Standing Subcommittees

- a) Attend or obtain a verbal report from each monthly Standing Subcommittee meeting prior to the regular TTCASC meeting. ○ Submit a written report of monthly activities as Vice Chairperson at each TTCASC meeting.
- b) Assist the Chairperson in any duties as may be mutually agreed upon, learning from the Chairperson those duties inherent in that position
- c) Attend every regular TTCASC monthly meeting.

Secretary – The Secretary keeps accurate minutes of each TTCASC business meeting, types and distributes copies to each member no later than two (2) weeks prior to the next TTCASC meeting. The Secretary is also responsible for maintaining the TTCASC archives.

5) It is suggested that the TTCASC Secretary have:

- a) Minimum of eighteen (18) months continuous clean time
- b) Demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service ○ the ability to present a history of completed NA service positions, preferably at the area level.

6) It is the duty of the TTCASC Secretary to: ○ Keep accurate records of all the proceeding of the TTCASC of NA. ○ Keep on file all committee reports.

- a) Keep the TTCASC official GSR / Standing Subcommittee / Administrative Committee roll and calls the roll when it is required.
- b) Make the minutes and records available to members upon request. ○ Have on hand at each meeting a list of Standing Subcommittees Chairpersons; their names, phone numbers and time/location of their meetings.
- c) Send a notice of special meetings as directed by the TTCASC.
- d) Send or deliver minutes to members and all who request them no later than two weeks prior to the next TTASC meeting.
- e) Make available at each TTCASC meeting:
 - i) Group report forms
 - ii) Proposal forms
 - iii) A Guide to Local Services in Narcotics Anonymous
 - iv) Current set of TTCASC of NA By-Laws ○ Mail any forms, letters and so forth as requested by the service body. ○ Submit all records, information, forms and archives to the next Secretary when term of office is done.

Treasurer – The Treasurer will make a report of all the contributions and expenditures at every TTCASC meeting as well as an end of term of office report.

7) It is suggested that the TTCASC Treasurer have: ○ Minimum of three (3) years continuous clean time

- a) Demonstrated a working knowledge of the Twelve Traditions and the Twelve

- Concepts of NA Service ○ Ability to present a history of completed NA service position, preferably at the area level.
- 8) It is the duty of the TTCASC Treasurer to: ○ Be the custodian of the TTCASC funds. ○ Be one of the signers on the TTCASC bank account. ○ Report income and disbursements at each regular TTCASC meeting, followed by a written report in the minutes. ○ Disburse funds as directed by the TTCASC. ○ Keep all receipts for all contributions and disbursements. ○ Disburse funds only if submitted in writing on the correct form and approved by the TTCASC.
- a) Disbursements by check will not be made for amounts of less than five (\$5) dollars. In this case of such minimal expenditure, cash, which is receipted, will be given.
 - b) Disburse automatically those expenditures made on a continuous and approved basis by the TTCASC.
 - c) Write checks directly to businesses or those providing services to the TTCASC except in special circumstances as approved by the TTCASC.
 - d) Enforce that all members, groups, committees and subcommittees utilizing or requesting TTCASC funds provide the Treasurer with an itemized financial report including all receipts.
 - e) Enforce that all persons requesting reimbursements provide a written receipt before being reimbursed – **no exceptions!** ○ Deposit all checks received by the TTCASC into the TTCASC bank account within six (6) working days.
 - f) Attend every regular TTCASC monthly meeting.
 - g) Submit all records, information, forms, and archives to the next Treasurer when term of office is done.

Vice Treasurer – The Vice Treasurer assists the Treasurer in carrying out any requirements of that office as coordinated with the Treasurer. In the absence of the Treasurer, the Vice Chairperson shall perform the duties of the Treasurer.

9) It is suggested that the Vice Treasurer have:

- a) Minimum two (2) years continuous clean time.
- b) Demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service.
- c) Ability to present history of completed NA service positions, preferably at the area level.

10) It is the duty of the TTCASC Treasurer to:

- a) Temporarily serve as the Treasurer in the absence of the Treasurer. ○ Be one of the signers on the TTCASC bank account.
- b) Assist the Treasurer in any duties as may be mutually agreed upon, learning from the Treasurer those duties inherent in that position.
- c) Attend every regular TTCASC monthly meeting.

Policy – The Policy Chair maintains updates and edits the TTCASC Policy and Guidelines as changes are decided upon by the TTCASC of NA.

11) It is suggested that the Policy Chair have:

- a) Minimum two (2) years continuous clean time. ○ Demonstrated a working knowledge of the Twelve Traditions and Twelve Concepts for NA Service. ○ Ability to Present a history of completed NA service positions, preferably at the area level.
- b) Maintain a Policy Subcommittee. ○ Possess a basic knowledge of Robert's Rules of Order. ○ Be able to provide copies of the TTCASC Policy to ASC participants. ○ Be able to provide a copy of the TTCASC Policy to new groups. ○ Attend every regular TTXASC monthly meeting.

Regional Committee Member – The two (2) RCMs are the TTCASCs representatives at the regional level. The RCMs link the TTCASC with other area service committees within the Tejas Bluebonnet Region of NA. The primary responsibility of the RCM is to work for the good of the TTCASC, providing two-way communication between the TTCASC and all TBRSC meetings. They take part in any discussions and in all decisions affecting the region, speaking as the voice of the TTCASC Groups' consciences.

12) It is suggested that RCMs have: ○ Minimum of three (3) years continuous clean time

- a) Demonstrated a working knowledge of the Twelve Traditions and the Twelve Concepts for NA Service ○ Ability to present a history of completed NA service positions, preferably at the area level

13) It is the duty of the RCM to:

- a) Serve as the TTCASC Chairperson in the absence of the Chairperson and the Vice Chairperson
- b) Represent the interests of the TTCASC at the TBRSC and to carry the

TTCASCs Group consciences and work for the primary purpose of NA ○ Report to the TTCASC verbally, *and in writing*, the activities of the TBRSC of NA ○ Report to the TBRSC verbally, *and in writing*, the activities of the TTCASC of NA

- c) Submit a written report of all monthly activities as RCM and a copy of the information submitted to the TBRSC at each TTCASC meeting
- d) Attend all TTCASC meetings, TBRSC meeting and the Tejas Bluebonnet regional assemblies
- e) Call a member (preferably the Chair) of the Administrative Committee in case of an emergency and/or an inability to attend the regional meetings and / or assemblies
- f) Receive reimbursements of travel expenses to regional meeting and assemblies after submitting receipts to Treasurer
- g) Hold workshops for new GSR's which would welcome and orientate them with the policy and procedures as well as provide information on the service structure as is necessary

In addition to the requirements listed above, **all** TTCASC officers shall have the following:

- 14)Willingness and desire to serve
- 15)Personal time and ability to serve
- 16)Knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Service for NA
- 17)Continued abstinence during term of office.

Article 12 Committees

The TTCASC of NA has two (2) types of committees:

Ad-hoc Committees – Ad-hoc Committees are formed to carry out a specific and limited purpose/task for the TTCASC of NA. Ad-hoc committees are appointed by the TTCASC Chairperson and are subject to approval by the GSRs. The Chairperson, upon completion of the intended purpose, dissolves the Ad-hoc Committees.

Standing Committees – Standing Subcommittees carry on the work of the TTCASC on a continual basis. Standing Subcommittees shall be formed or dissolved by the TTCASC as deemed necessary by the GSRs. Standing Subcommittees of the TTCASC are:

- Activities
- Hospitals and Institutions
- Literature
- Public Relations
- Newsletter
- Outreach
- Web server

All TTCASC Standing Subcommittees:

- Are directly responsible to the TTCASC
- Will have a chairperson with a suggested minimum clean time of two (2) years and who is elected by the TTCASC
- Will elect or appoint other committee members or officers as necessary
- Chairs will attend all TTCASC meetings and their own subcommittee meetings
- Will provide a written report of all monthly activities as Subcommittee Chairpersons to the TTCASC Secretary at each TTCASC meeting
- Will submit a written final report each December of the yearly activities to the TTCASC Secretary for the TTCASC archives and to the newly elected Subcommittee Chairperson
- Will hold regularly scheduled, announced monthly meetings ○ **NOTE:** Any subcommittee needing to hold more or less frequent meetings will provide the TTCASC with such schedule, which will be published in the minutes of TTCASC
- Will uphold the Twelve Traditions and Twelve Concepts for NA service
- Will function under the directions contained in this document and in A Guide to Local Services in Narcotics Anonymous
- Will obtain from the TTCASC Literature Chairperson any and all NA approved literature handbooks, guidelines, guide or position papers as concerning their subcommittee
- Will function under the directions of any of these world level documents unless stated in writing to, and approved by, the TTCASC
- Will work in conjunction with the TTCASC Vice Chairperson to coordinated efforts and needs as well as share subcommittee direction and progress. This mutual collaboration can be done by way of verbal / telephone / email communications between the TTCASC Vice Chairperson and the Standing Subcommittee Chairperson after the subcommittee meeting and prior to the TTCASC meeting
- Will channel all funds to the Treasurer of the TTCASC immediately following any event which has generated funds
- All TTCASC Subcommittee Guidelines are submitted in writing and approved by the TTCASC to be included in the TTCASC Policy as Addendums. Updates or changes to these guidelines are also presented to and approved by the TTCASC
- Keeping a file listing contact persons and procedures for the functions it performs. This is for the use of future participants and addresses the concept of trusted servants training their successors.
- All TTCASC Subcommittee meetings are non-smoking

Article 13 Subcommittees

The following represents a statement of purpose for each TTCASCNA Standing Subcommittee

Activities Subcommittee – The purpose of the Activities Subcommittee of the TTCASC is to provide the fellowship in the TTCA with recovery-oriented events, activities and merchandise. Funds generated through the subcommittee belong to the TTCASC, thus enabling the TTCASC to fulfill its primary purpose of supporting the Groups in the Texas Tri-County Area.

Hospitals and Institutions Subcommittee – The purpose of the H&I Subcommittee of TTCASC is to carry the message of recovery in NA through literature and presentations to those facilities whose clients are unable to attend regularly scheduled NA recovery meetings in the Texas Tri-County Area

Literature Subcommittee – The purpose of the Literature Subcommittee of TTCASC is to purchase literature from NAWS in bulk and have it available for resale to the TTCASC members through the monthly TTCASC meeting. The Literature Subcommittee will add ten (10%) percent of the NAWS cost to every group or individual addict purchase in order to build up a stockpile of literature for the Texas Tri-County Area. All monies generated and literatures bought from and by this subcommittee are the property of the TTCASC and must be accounted for as such by both the Literature Subcommittee Chairperson and the TTCASC Treasurer. Any literature purchases will be paid for by check, cash and / or money order. This Literature Subcommittee, through providing literature, assists the groups in carrying out their primary purpose. The Literature Subcommittee, with approval by TTCASC can afford an opportunity for members in TTCA to input and review and/or approve or disapprove current NA literature seeking to become NAWS approved. This Literature Subcommittee can also develop original materials to be submitted to NAWS, Inc for approval. All such materials must first be presented to TTCASC before being sent to NAWS, Inc.

Newsletter Subcommittee – The purpose of the Newsletter Subcommittee of TTCASC is to provide the fellowship in the Texas Tri-County Area with a recovery-oriented newsletter, The Cleaning Ragg, for GSRs to take back to the groups. The newsletter is to be informative about events and activities going on in NA at every level. Also, the newsletter may contain any NA recovery-based items that have been submitted to the committee chairperson by any member of NA at the discretion of the newsletter subcommittee. The subcommittee shall publish the newsletter quarterly, and shall have 20 copies per Group printed in black and white for distribution to the TTCA Groups. Payment of said copies shall be coordinated between the newsletter chair and the TTCASC Treasurer.

Outreach Subcommittee – The purpose of the Outreach Subcommittee of the TTCASC is to extend the welcoming hand of the TTCASC to any new group that has recently joined the TTCA. It is also responsible for contacting any group of the TTCASC that has been absent for more than two consecutive TTCASC meetings or any group that is known to be struggling or asking for assistance from the TTCASC

Public Relations Subcommittee – The purpose of the PR Subcommittee of the TTCASC is to provide conference approved NA literature, speakers and information about NA to the public. The PR Subcommittee ensures literature is available to all public requests and oversees special needs. The PR Chair shall coordinate and oversee a tollfree information telephone line for the TTCA, which will be 1-888-955-8282. This Subcommittee keeps the information found on the phone line current in keeping with the policies as found in the PR Handbook of NAWS, Inc and in keeping with the Twelve Traditions of NA.

NOTE: See PR Policy in Appendix C

Web Server Subcommittee – The purpose of the Web server Subcommittee of the TTCASC is to provide the fellowship in the Texas Tri-County Area with a recovery-oriented website. The maintenance and upkeep of said website is the responsibility of the Web server. All NA related material from the TTCASC should be posted on the website for all addicts to view. This enables TTCASC to fulfill its primary purpose of supporting the Groups in the TTCA.

Article 14 Financial Policy

The TTCANA maintains a prudent reserve of \$3,500.00 in its checking account, along with a shared \$500.00 revolving operating fund for both H&I and PR Subcommittees, as well as a \$6,000.00 convention seed money fund, which is to be handed over to the Convention Chair every other year. This results in the TDECU bank account reflecting a \$4,000.00 balance at any time.

Any monies that the TTCASC has above the said \$4,000.00 shall be sent to Tejas Bluebonnet Region. If the account is under the said \$4,000.00 than all monies will be left in the account until the \$4,000.00 funds are replenished. If the Convention Seed money has been distributed but not replenished, any money above the remaining \$4,000.00 held for Prudent Reserve, H&I and PR revolving accounts will be donated to Tejas Bluebonnet Region every three months.

There shall be an audit of the TTCANA bank account every 6 months. The audit members shall be composed of at-least 3 of the following:

- Chair
- Vice Chair
- RCM 1 or RCM 2
- Treasurer or Vice Treasurer

Netbook and Scanner

The netbook/scanner will be the responsibility of the chair. However, the secretary will be the primary user of the equipment. The netbook/scanner will only be used for ASC business. The computer will have software controls, which prevent the computer from being used for illegal/suspect or personal activity.

Article 15 Disbursements

No individual TTCASC member can be disbursed a TTCASC check in their name unless approval is granted by the TTCASC. A printed receipt (or a receipt stating 'paid in full') must accompany all disbursements of the TTCASC funds to ensure funds are not being misappropriated. All checks written by TTCANA require two signatures" to ensure checks and balances of area finances

There are a few exceptions:

- Funds for halls or room rentals (for learning days or activities)
- Refreshments for a TTCASC event or activity

Receipts must be turned in to the TTCASC immediately upon completion of the event or activity.

Article 16 Standing Subcommittee Policy and Guidelines (See attachments)

Guidelines for a TTCASC Subcommittee out to include, but are not limited to:

- Name of Subcommittee
- Purpose and need
- Functions
- Voting procedures
- Meeting times and place

Every Subcommittee shall carry out its work in accordance with the Twelve Traditions and Twelve Concepts for NA Service, The Guide to Local Services for NA and the NAWS approved Subcommittee Handbooks.

Article 17 List of TTCASC By-Law Amendments

NOTE: Any portion of these by-laws may be waived or amended at any TTCASC meeting by a two-thirds (2/3) majority vote of the TTCASC participants present.

THESE BY-LAWS OF THE TEXAS TRI-COUNTY AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS WERE SUBMITTED JULY 11, 2009

Approved: _____

Date: _____

Appendix A

Robert's Rules of Order

Roberts Rules of Order – Simplified Guiding Principles: • Everyone has the right to participate in discussion if they wish, before anyone may speak a second time. • Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker. • Only one thing (motion) can be discussed at a time. A motion is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”).

After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely). How to do things: You want to bring up a new idea before the group. After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration. You want to change some of the wording in a motion under discussion. After recognition by the president of the board, move to amend by • adding words, • striking words or • striking and inserting words. You like the idea of a motion being discussed, but you need to reword it beyond simple word changes. Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer. You want more study and/or investigation given to the idea being discussed. Move to refer to a committee. Try to be specific as to the charge to the committee. You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date. You are tired of the current discussion. Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote. You have heard enough discussion. Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote. You want to postpone a motion until some later time. Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it. You believe the discussion has drifted away from the agenda and want to bring it back.

“Call for orders of the day.” You want to take a short break. Move to recess for a set period of time. You want to end the meeting. Move to adjourn. You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a “division of the house.” A roll call vote will then be taken. You are confused about a procedure being used and want clarification. Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The president of the board will ask you to state your question and will attempt to clarify the situation. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side. Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred. You want to change an

action voted on at an earlier meeting. Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Unanimous Consent: If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections.

If none are heard, the motion passes. • You may INTERRUPT a speaker for these reasons only: to get information about business –point of information to get information about rules– parliamentary inquiry if you can't hear, safety reasons, comfort, etc. – question of privilege if you see a breach of the rules –point of order if you disagree with the president of the board's ruling –appeal if you disagree with a call for Unanimous Consent –object

Appendix B **For Forms in use by TTCASC**



TTCANA – PROPOSAL FORM

Maker of proposed policy changes must provide a copy of motion to each GSR and Secretary

Proposed policy changes should include current policy as written, followed by proposed change (Must reference intended Article and page line to be changed.)

DATE SUBMITTED: _____ POLICY CHANGE _____
MAKER OF PROPOSAL: _____

PROPOSAL TO BE CONSIDERED (MUST BE EXACT LANGUAGE).

PURPOSE/INTENT

ABSTENSIONS _____ CONS _____ PROS _____

APPROVED: _____ OPPOSED: _____

Appendix C For Sub Committee Policies

TTCANA Public Relations Sub Committee

PR will follow all requirements of a Standing Sub Committee as follows:

- All TTCASCNA Subcommittees:

- 1) Are directly responsible to the TTCASC of NA
- 2) Will have a chairperson with a suggested minimum clean time of two (2) years and who is elected by the TTCASCNA for a term of two (2) years in January of each year.
- 3) Will elect or appoint other committee members or officers as necessary 4) Chairs will attend all TTCASCNA meetings and their own subcommittee meetings and the Regional Service Committee as scheduled
- 5) Will provide a written report of all monthly activities of the PI Sub-committee at each TTCASCNA meeting
- 6) Will submit a written report of the yearly activities for the TTCASCNA archives and to the new Subcommittee Chairperson
- 7) Will hold regularly scheduled announced monthly meetings. NOTE: Any subcommittee needing to hold more or less frequent meetings will provide the TTCASCNA with such schedule which will be published in the minutes of the TTCASCNA
- 8) Will uphold the Twelve Traditions and Twelve Concepts for NA Service
- 9) Will function under the directions contained in this document and in A Guide to

Local Services in Narcotics Anonymous

- 10) Will obtain from the TTCASCNA Secretary any and all NA approved literature handbooks, guidelines, guide or position papers as concerned with their subcommittee
- 11) Will also function under the directions of any world level documents unless stated in writing to, and approved by, the TTCASCNA
- 12) Will work in conjunction with the TTCASCNA Vice-Chairperson to coordinate efforts and needs as well as share subcommittee direction and progress. This mutual collaboration can be done by way of verbal/telephone/email communications between the TTCASCNA Vice-Chairperson and the Standing

Subcommittee Chairperson after the subcommittee meeting and prior to the TTCASCNA meeting

- 13) Will channel all funds to the Treasurer of the TTCASCNA immediately following any event which has generated funds
- 14) All TTCASCNA Subcommittee Guidelines are submitted in writing and must be approved by the TTCASCNA. Updates or changes to these guidelines are also presented to and approved by the TTCASCNA
- 15) Meetings are non-smoking

TTCASCNA has provided more specific information of the responsibilities of the PR Sub Committee as follows:

The purpose of the **Public Relations Subcommittee** (hereafter referred to as PR) of the TTCASCNA is to provide conference-approved NA literature, speakers and information about NA to the public. The PR Subcommittee ensures literature is available

to all public requests and oversees special needs. The PR Subcommittee serves as a resource about NA in the Texas-Tri-County Area.

The purpose of the phone line of the TTCASCNA is to oversee, review procedures and maintain the information telephone line for TTCASCNA which is known as 1-888-9558822. This Subcommittee keeps the information found on the telephone line current in keeping with the policies as found in the Phone line Hand-book of NAWS and in keeping with the Twelve Traditions of NA.

The purpose of the meeting lists published by the Texas-Tri-County Area Service Committee is to provide (with updates) addicts with information (day, time, location and type) concerning meetings in the Texas-Tri-County Area.

WSO has also given PR some suggestions on conduct and responsibilities, which are found in the Public Relations Hand Book which can be ordered through our Literature Bank or made available by our PR Chair to any addict wanting the information.

Additionally, TTCA Public Relations Policy will outline specifics needing to be addressed our Area PR Sub Committee.

Chair Responsibilities:

1. Attend all PR sub-committee meetings
 - a. Prepare meeting agenda
 - b. Lead the meeting according to the agenda
2. Assist in creating budget with ASC Treasurer
3. Attend all ASC meetings
 - a. Give written reports
 - b. Coordinate with ASC Treasurer on budget needs
 - c. Coordinate with ASC Literature bank on literature needs of PR
 - d. Coordinate with Groups needing Workshops, information, etc.
 - e. Be available to assist any volunteer as needed
4. Attend Regional Assembly every 3 months
 - a. Participate in Regional PR Committee
 - b. Cooperate with Metro Services (if applicable)
 - c. Give written reports
 - d. Ask for assistance from / or offer assistance to other

Areas V.C. Responsibilities:

1. Attend all PR sub-committee meetings
2. Assist the Chair as needed
3. Lead the meeting in absence of Chair
4. Assist with Coordinating volunteers
5. Be available to attend Public Forums as needed Secretary

Responsibilities:

1. Attend all PR sub-committee meetings
2. Take clear and concise minutes of meeting
3. Keep an archive of minutes and reports given

Phone Line Shift volunteers:

1. Sign on to their shift weekly
 2. Contact PR Chair or Vice Chair with any questions, concerns or caller needs for presentations, agency information etc.
 3. Call in or email a monthly report on approximate number of calls taken, kinds of calls taken, update schedule information etc. Public Speaking / Booth Sitting volunteers:
 1. Give contact information to PR Sub Committee with types of interest.
 2. Be prepared to be called and trained when the need arises
- Distributors:
1. Attend the Poster Days of your choice
 2. Find appropriate locations for Posters, keep track of addresses
 3. Ask for permission to display Posters, keep track of who you spoke to
 4. Present to PR Chair how many posters were hung, where and who gave permission.