

GOLD COAST AREA POLICY MANUAL

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GOLD COAST POLICY MANUAL CONTENTS

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GOLD COAST AREA SERVICE COMMITTEE (ASC)

1. DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) from groups within a designated area, administrative committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its members' groups.

Administrative Committee shall consist of the Chair, Vice-Chair, Secretary, Treasurer, and the RCM; although, the Assistant Secretary and Assistant Treasurer are not a part of the Administrative Committee, these are learning positions and it is suggested they attend the Administrative meetings.

The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

2. QUALIFICATIONS & RESPONSIBILITIES OF A GSR (& ALTERNATE GSR)

GROUP SERVICE REPRESENTATIVE (GSR)

Nominated and Elected by each Group.

- 1) One (1) year clean time suggested.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Active participation in the group they serve.
- 4) An understanding of the NA service structure and the responsibilities of a GSR.
- 5) Willingness to fulfill the commitment.

DUTIES: Must attend all ASC meetings to express the group conscience of his/her group. Should be a member of at least one (1) subcommittee, but not as a chairperson. Must attend at least one (1) trusted servants' workshop. This position requires the representative to provide information to the group (working closely with the group secretary) about what is happening in the rest of NA (at the Area, Regional and World levels) and to keep the Area informed about activities, strengths and problems of the group. Receives from his/her group Treasurer any funds that are to be taken and given to the ASC Treasurer. There is a one-year commitment for this position. In addition to this, the GSR participates in helping carry out the ASC's other specific functions. The attracting of new members, the planning and implementation of activities, and the aid given to groups with specific situations, are services which require more effort than a monthly meeting. Familiar with and adheres to the Gold Coast Area Policy.

ALTERNATE GSR

Nominated and Elected by each Group.

- 1) Six (6) months clean time suggested.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Active participation in the group they serve.
- 4) An understanding of the NA service structure and the responsibilities of a GSR.
- 5) Willingness to fulfill the commitment.

DUTIES: Must attend all ASC meetings and votes in the absence of the GSR. Works closely with the GSR. Should be a member of at least one (1) subcommittee, but not as a chairperson. Must attend at least one (1) Trusted Servants' Workshop. There is a two-year commitment for this position. The first year of service is spent in training. Familiar with and adheres to the Gold Coast Area Policy.

3. GOLD COAST AREA SERVICE SUBCOMMITTEES

ACTIVITIES

Coordinates and plans activities which promote unity and fellowship in the NA program as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

CONVENTION (GCCNA)

Holds an annual convention to bring our fellowship together in the celebration of recovery.

HOSPITALS & INSTITUTIONS

Coordinates all local Narcotics Anonymous hospitals and institutions meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

H&I AD HOC: INMATE STEP WRITING GUIDES

(Sponsorship Behind the Walls.) Coordinates correspondence-based step guidance for the incarcerated addict until they are able to go to regular open meetings and find a regular sponsor.

LITERATURE DISTRIBUTION

Procures from the Regional Service Office all literature and related items and distributes them at the group level. Procures and distributes meeting lists from the PR Subcommittee as needed. Distribution is done largely at the monthly Area Service Committee meeting and is also available as required throughout the month.

LITERATURE REVIEW

All Conference Approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals but true group conscience is obtained initially through the efforts of the Area Subcommittee. Can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.

POLICY

Considers any input referred by the ASC that affects the policy of the ASC, and, upon deliberation, gives recommendations to the Area. When necessary, the vote count is included. Also, gives a written response to any issues regarding tradition violations. When a unanimous decision cannot be reached, the issue will be forwarded to the Board of Trustees. The Administrative Committee of the Policy Subcommittee will update the policy as needed.

PUBLIC RELATIONS

To effectively carry the message of recovery to the still sick and suffering addict by increasing the recognition of NA by informing the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to find it. To maintain and provide accurate meeting lists to the literature distribution subcommittee. The area's PR subcommittee should adequately inform the fellowship about PR efforts and what to do when someone outside of NA requests information. PR provides Web Support maintaining and updating Gold Coast Area website information.

PR provides Helpline services to maintain and coordinate an effective 24 hour/7 days a week answering service. Through our volunteers we form a link between Narcotics Anonymous and the general public.

4. ASC TRUSTED SERVANTS

QUALIFICATIONS & RESPONSIBILITIES

CHAIRPERSON

Nominated and Elected by the ASC and serves as BOARD OF DIRECTORS PRESIDENT.
Money handling position. **ASC bank account signer.**

- 1) Four (4) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous and knowledge of the Gold Coast Area Service Policy.
- 3) One (1) year prior involvement (any consecutive time period during their recovery) as ASC Vice-Chairperson, Subcommittee Chairperson or GSR.
- 4) Organizational skills.

DUTIES: Presides over the ASC meeting. Should refrain from expressing his/her opinion during discussion of a motion. Formulates the ASC agenda. Reviews the secretary's minutes prior to their distribution. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all ASC meetings. Will appoint someone at the end of the ASC to check on groups that have missed two (2) or more meetings to report back at the next ASC. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

APRIL AD HOC COMMITTEE: In April, the ASC Chairperson will create an ad-hoc committee for the Gold Coast Area Service (GCAS) Anniversary Event consisting of ten (10) Members of the ASC; one member of each sub-committee, appointed from within their subcommittee, will also be permitted to join as a voting representative on the ad hoc committee. All members appointed must have a minimum of two (2) years clean time. **AD HOC CHAIRPERSON:** the ad hoc committee is headed by the ASC Vice-Chairperson. **GCAS ANNIVERSARY BANQUET:** The current ASC Chairperson will chair the GCAS Anniversary Banquet meeting. He/She will give a brief history of the GCAS at the beginning of the meeting before the speakers. **LOCATION & EVENT PLANNING:** The Activities Subcommittee is responsible for the planning, promotion, and running of the event.

ANNIVERSARY EVENT SPEAKERS: The ad hoc committee shall select two (2) speakers - one (1) man and one (1) woman. Seven (7) out of the ten (10) GSR's must be present to vote on the speakers. The selection criteria for the GCAS Anniversary Event speakers will be as follows:

1. Five (5) years clean time.
2. Message of recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
3. Recovery based in the Gold Coast Area for the previous two (2) years.

VICE-CHAIRPERSON

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS VICE PRESIDENT. Money handling position. **ASC bank account signer.**

- 1) Three (3) years clean time.
- 2) One (1) year prior involvement (any consecutive time period during their recovery) as Subcommittee Chairperson or GSR.
- 3) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

DUTIES: There is a two-year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC meetings. Presides over the ASC meeting in the absence of the Chairperson. Is responsible for coordinating the Subcommittees. Communicates frequently with each of the Subcommittee Chairpersons and acts as a resource to the Subcommittees in an effort to facilitate the continuation of their duties. Is responsible for assisting the Subcommittees to continue on with business in the event of an absence or resignation of a Subcommittee Chairperson. Holds a mandatory meeting before the ASC meeting with all Subcommittee Chairpersons. Assists in tabulating votes. The Vice-Chairperson will become the Chair for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the Vice-Chair will become a nominee for the position of Chair. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

VICE CHAIRPERSON PRE-ASC MEETING FORMAT: This meeting will occur prior to the ASC at a time decided upon by a majority of the members of this committee.

1. Open meeting with the Serenity Prayer.

2. Roll call of Subcommittee Chairpersons and others required to attend.
3. Review Subcommittee business of the day.
4. Review ASC Treasurer's report.
5. At change of office have the Subcommittee Chairpersons present their new budgets.

SECRETARY

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS SECRETARY.
Not a money handling position. Not a co-signer on the ASC bank account.

- 1) Two (2) years clean time.
- 2) General office or secretarial skills and some organizational ability.
- 3) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 4) Six (6) months prior involvement (any consecutive time period during their recovery) as secretary to a group or to an ASC Subcommittee.

DUTIES: Keep sense of order about what transpires at ASC meetings and draft concise minutes to reflect the essence of what is conducted at the meeting. Minutes compiled in the meeting report should be typed and follow the ASC format and agenda; the pages of the minutes will be numbered. The secretary will not re-type any motions or votes from the Region; all necessary and pertinent information will be provided by the RCM and will be included in the meeting report or attached separately when published. Takes roll call at the ASC meetings. Provides to the Chairperson, a list of groups that have missed two (2) or more ASCs. Reports to the PR Subcommittee and Website Coordinator, any received updates, additions, or eliminations of meetings. Attends Vice-Chairperson's Pre-ASC Meeting and takes accurate minutes to include in the Area's minutes. Responsible for pointing out any holiday conflicting with the upcoming ASC. Prepares letters and communications for the officers. Maintains an archive for all information generated by the ASC, a record of motions, reports and ASC correspondence, and other materials created by the Subcommittees or Groups. Post the ASC Meeting Report to the Gold Coast Area website and email along with an agenda for the next meeting, to all ASC officers, group services representatives, sub-committee chairs, ad hoc committee chairs and regional activities chair within fourteen (14) days following the ASC meeting; prior approval by the chairperson required. Responsible for utilizing the most effective method of preparing and distributing minutes (i.e.: hand-copying, collating, stapling, etc.) The secretary will be provided with Fifty (\$50.00) Dollars at the beginning of his/her term for the printing of the next month's minutes. Then every month he/she will be reimbursed the amount of

the receipt. At the end of his/her term the \$50.00 will be reimbursed to the ASC. The ASC shall purchase a second computer for the Secretary to do our Area business, when necessary, at an expense not to exceed \$749.00. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

ASSISTANT SECRETARY

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.
Not a money handling position. Not a co-signer on the ASC bank account.

- 1) One (1) year clean time.
- 2) Works closely with the ASC Secretary.
- 3) General office or secretarial skills.
- 4) Has all the same responsibilities as the ASC Secretary.
- 5) Six months' prior involvement (any consecutive time period during their recovery) as a secretary to a group or an ASC Subcommittee.

DUTIES: Assist the secretary. Two (2) year commitment for this position. The first is year spent becoming familiar with the job, as well as attending all ASC meetings. Shares all the responsibilities of the ASC Secretary in his/her absence. Will become the ASC Secretary in the second year by receiving a priority vote of confidence of a 2/3 majority of quorum. If not received, the Assistant Secretary can become a nominee for the position of ASC Secretary. Familiar with the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

TREASURER

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS TREASURER.
Money handling position. Not a co-signer on the ASC bank account. **ASC PO Box co-keyholder.**

- 1) Four (4) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Bookkeeping or accounting experience.

- 161 4) One (1) year prior experience (any consecutive time period during their recovery) as a group
162 treasurer and prior participation in the ASC as GSR, Administrative Committee or
163 Subcommittee Chairperson.
164

165 DUTIES: Maintains fiscal yearly budget from September through August. Responsible for the
166 management of ASC funds. Maintains checkbook; should not be signature on bank account. A copy
167 of each month's bank statement is given to Area Chair. Responsible for all incoming and outgoing
168 monies through the ASC. Presents a detailed financial report at each ASC meeting. Includes
169 monthly income and expenses showing fixed and all other operating expenses of the Gold Coast
170 Area. (*Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be*
171 *held above and beyond our prudent reserve.*) Keeps a running balance during the ASC so that an
172 accurate, current report on finances can be made during the Treasurer's report. The treasurer
173 maintains accurate balances of the ASC bank account and is responsible for confirming the monthly
174 balances of the Subcommittees with their Chairpersons. He/She will report these monthly balances
175 with accumulated year-to-date totals, as well as the ASC's general fund, prudent reserve and
176 operating expenses as part of the Treasurer's report. During this report, he/she should encourage
177 the GSRs to remind their groups of the importance of the Seventh Tradition at every level of service,
178 beginning with the member and then the group. Explains briefly what this money goes to provide.
179 The treasurer oversees a prudent reserve of fifteen thousand dollars (\$15,000.00) and reports
180 overage/shortfall to the ASC. (*Prudent reserve: Funds kept available and set aside to meet liabilities*
181 *and for unforeseen emergency needs.*) The treasurer will donate all funds over prudent reserve as
182 directed by the ASC, requiring approval by the Groups. The Treasurer shall include his /her report in
183 the ASC minutes. Attends Vice-Chairperson's Pre-ASC Meeting and present report. Familiar with
184 and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the
185 Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF
186 NARCOTICS ANONYMOUS GOLD COAST AREA INC.
187
188

189 AUGUST DUTIES: In August, the Treasurer will pull a report on each Subcommittee from the Area's
190 computer on monies spent from August through July and distribute to all new Subcommittee Chairs
191 at the August ASC which will also include last year's budget so a comparison will be available for
192 voting procedures. The budgets will have a simple breakdown on expenses with a total bottom line
193 figure for comparison. A copy of each month's bank statement is given to Area Chair.
194
195

196 ADDITIONAL GUIDELINES: All funds are under one set of books. All subcommittees using ASC
197 funds must submit their budgets for Group approval by September ASC. Budget should include: (1)
198 prior year's budget and amount actually used; (2) next year's (projected) budget; and (3) any
199 changes should include intent. All monies must be turned in to the ASC Treasurer within Forty-Eight
200 (48) hours of the event: i.e., dance, merchandise sales, special events, etc.; the Treasurer must
201 deposit these received funds within Twenty-Four (24) hours. The Treasurer makes disbursements
202 upon direction of the ASC. Any request made to the Area for payment or reimbursement must be

accompanied by an itemized receipt. Treasurer will pay invoices only after approval by appropriate chairperson. Incorporates a system for cash receipt verification requiring two (2) signatures with a receipt issued. No cash disbursements for payments or reimbursements will be made; all payments will be made by check only.

ASSISTANT TREASURER

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS ASST TREASURER.

Money handling position. Not a co-signer on the ASC bank account. **ASC PO Box co-keyholder.**

- 1) Three (3) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Bookkeeping or accounting experience suggested.
- 4) Six (6) months prior experience (any consecutive time period during their recovery) as a group treasurer and prior participation in the ASC as GSR, Administrative Committee or Subcommittee Chairperson.

DUTIES: Assists the Treasurer. There is a two year (2) commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all ASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks received. Will be present to witness signature when all monies are received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum (as in the case of the RCM Alternate). If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

REGION SERVICE COMMITTEE MEMBER (RCM)

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.

Not a money handling position. Not a co-signer on the ASC bank account.

- 1) Four (4) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Prior fulfilled commitment as a GSR.
- 4) Six (6) months prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson.
- 5) Time and resources to perform the responsibilities of the position.
- 6) Six (6) months prior involvement (any consecutive time period during their recovery) at the Regional level.

DUTIES: The RCM position is a one-year commitment. As the representative of the Area, the RCM will speak for the members and groups within their Area Service Committee. The primary responsibility is to work for the good of NA and act as liaison between the Area and the rest of NA, particularly with neighboring ASC's. The RCM represents the group conscience of an ASC at a Regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for *both* the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences. The RCM should prepare a written report to the ASC of the RSC meetings and will read all Regional Motions referred to ASC during Area meeting. May serve on one or more of its ASC and RSC Subcommittees, but not as a chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and RCM Alternate, as they present the WSC Conference Agenda items to the groups in a workshop forum where group members may ask questions pertaining to these items. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

REGION SERVICE COMMITTEE MEMBER ALTERNATE (RCM ALTERNATE)

Nominated and elected by the ASC and serves as BOARD OF DIRECTORS MEMBER.

Not a money handling position. Not a co-signer on the ASC bank account.

- 1) Three (3) years clean time.
- 2) An example of living recovery through the application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- 3) Prior fulfilled commitment as a GSR.
- 4) One (1) year prior experience (any consecutive time period during their recovery) in the ASC as GSR, Administrative Committee or Subcommittee Chairperson.
- 5) Time and resources to perform the responsibilities of the position.

DUTIES: Assists the RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all ASC and RSC meetings and filling in for the RCM, if he/she is absent for any reason or unable to complete their term in office. In the event the RCM cannot fulfill his/her commitment, the RCM alternate will be voted in by 2/3 vote of acclamation to fulfill the RCM's original term; that person will become the RCM, regardless of the amount of clean time the RCM Alternate has. The RCM Alternate will become the RCM for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the RCM Alternate will become a nominee for the position of RCM. Will facilitate a bi-annual *Conference Agenda Report Workshop* to be held the weekend following the Regional workshop on the *Conference Agenda Report* and following the availability of this report to the groups. Familiar with and adheres to the Gold Coast Area Policy. Responsible for all duties and obligations outlined in the Bylaws and Articles of Incorporation for GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC.

WEBSITE COORDINATOR

Nominated and elected by the PR Subcommittee.

- 1) Two (2) years clean time.
- 2) Working knowledge of traditions, concepts, steps, FITP and copy write laws.
- 3) Will be accountable to Gold Coast PR subcommittee.
- 4) Will maintain and update the pages and a bi-monthly basis.
- 5) Must have a working knowledge of internet and www.
- 6) Working knowledge of HTML language.

DUTIES: Periodically check all links to make sure the still are active and contain NA public information that is in line with NA Traditions and the P.I. Handbook.

NOMINATIONS & ELECTIONS

PRIORITY VOTE OF CONFIDENCE

1. During the May ASC, the GCCNA Subcommittee Vice Chairperson will become the GCCNA Subcommittee Chairperson for the second year of their service commitment if he/she receives a priority vote of confidence of 2/3 majority of quorum. If this is not received, the GCCNA Vice Chairperson will become a nominee for the position of GCCNA Chairperson.
2. During the July ASC, the following Trusted Servants are individually considered for the second year of their service commitment and are each given a priority vote of confidence. If a priority vote of confidence of 2/3 majority of quorum is received, then:
 - a. Current ASC Vice Chairperson will become the next ASC Chairperson.
 - b. Current ASC Assistant Secretary will become the next ASC Secretary.
 - c. Current ASC Assistant Treasurer will become the next ASC Treasurer.
 - d. Current RCM Alternate will become the next RCM.
 - e. Current Subcommittee Vice Chairpersons will become the next respective Chairperson.
3. If a 2/3 vote of confidence is not received, then that Trusted Servant will become a nominee for the position.

NOMINATIONS FOR ASC TRUSTED SERVANTS

1. Nominations for GCCNA are solicited at the April ASC and brought to the May ASC (for election at the June ASC). Nominations for all other ASC Trusted Servants are solicited in June and brought to the July ASC (for election at the August ASC).
2. Nominations of ASC Trusted Servants should be solicited by the "group conscience" of each group within the area. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for only qualified members within this Area.

3. An explanation of office is read from the ASC Policy Manual, as well as the qualifications and responsibilities for each position.
4. Nominations are taken from the GSR's, Administrative Committee, Subcommittee Chairpersons, and/or RCM and RCM Alternate. Each nomination must be seconded.
5. After accepting nominations, the ASC Chairperson will ask if there are any other nominations for the position. A motion is made to close nominations.

QUALIFYING NOMINEES & GROUP VOTING

1. Each nominee must be present to qualify; written qualifications will not be accepted for absent nominees. Each nominee must provide the ASC secretary with written qualifications for the meeting report. (State clean time, prior service experience and why you want to serve the fellowship.)
2. Verbal qualifications are given.
3. Clean time requirements for ASC elected positions whom are responsible for handling money will not be waived if another nominee who meets those requirements is nominated
4. The policy chair will ask the nominee during their presentation of their qualifications the following questions (answers will be included in the meeting report with written qualifications):
 - a. "Have you read the policy for your position and committee, if applicable?"
 - b. "Are you aware of all responsibilities for the position per policy?"
 - c. *If it is a money handling position:* "Are you currently employed?"
 - d. *If it is a money handling position:* "Do you currently hold a bank account in your own name?"
 - e. *If it is a money handling position:* "Have you ever misappropriated any funds since you got clean?"
5. NA members are NOT to state their vocational or educational backgrounds when submitting their qualifications for service positions. Any mention of these credentials during nominations is removed from the meeting report per Policy guidelines.

- 82
- 83 6. All nominations and qualifications are to be brought back to the groups by the GSRs for their
- 84 "conscience" and are then to be voted on at the following ASC.
- 85
- 86 7. All nominees, even with only one nomination, must go back to the groups for a vote and
- 87 brought back to the ASC for election.
- 88
- 89
- 90
- 91

92 **ELECTIONS FOR ASC TRUSTED SERVANTS**

93

- 94 1. Elections for GCCNA are held at the June ASC. Elections for all other ASC Trusted Servants
- 95 are held at the August ASC.
- 96
- 97 2. Elections are conducted by the ASC Chairperson, who may not vote unless to break a tie.
- 98 Counts are made and independently verified by the ASC Secretary, ASC Assistant Secretary,
- 99 and/ or Vice Chairperson.
- 100
- 101 3. Nominees must be present at the ASC to be elected. If a nominee is not present for
- 102 elections, his/her nomination will be withdrawn.
- 103
- 104 4. The ASC will not vote on a position if the nominees' qualifications have not appeared in the
- 105 previous month's meeting report; priority votes of confidence are excluded and are held
- 106 without prior publication of qualifications.
- 107
- 108 5. Each person can hold only one (1) ASC elected position. No person may hold the same
- 109 position on more than one ASC subcommittee that handles money or literature.
- 110
- 111 6. Voting is done by a show of hands. Simple majority required for election unless there is only
- 112 one (1) nomination; a 2/3 vote is needed for any position with only one (1) nomination.
- 113
- 114 7. When there are more than two nominations, if no candidate gets a clear majority, the
- 115 following will be done: A vote will be taken. The nominee with the least amount of votes will
- 116 be dropped and another vote taken of the remaining candidates until there are two nominees
- 117 left or one candidate receives quorum majority.
- 118
- 119 8. It is recommended that no officers should serve more than two (2) consecutive terms in the
- 120 same position.

TERM OF SERVICE & TRANSITION

TERM OF SERVICE, TRANSITION & VACANCY

1. Unless otherwise specified, term of service shall begin at the close of the August ASC and terminate at the close of following August ASC; 12-month term from September to August.
2. All Trusted Servants will pass on their records and materials from previous year to their newly-elected replacements at the close of their final ASC, unless otherwise specified, and no later than the open of the next ASC.
3. The treasurer shall provide necessary budget reporting information in August so budgets for the next fiscal year may be submitted to the Groups for approval at the September ASC.
4. Should an office be vacated in the middle of the term, a temporary shall be appointed by the ASC Chairperson until standard nomination and election procedures can be followed to fill the vacated position.

RESIGNATION PROCEDURES

1. Please submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

ANTI-THEFT POLICY

1. The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message.
2. The 12th Concept gives the ASC a mandate from the NA Groups that calls for total financial accountability.
3. With this in mind, any misuse of funds by Area Trusted Servants cannot be tolerated.

IMPEACHMENT PROCEDURES

1. When a member of the Administrative Committee, or a Subcommittee Chairperson, misses two (2) or more consecutive meetings, or fails to perform his/her duties:
 - a. A letter will be sent stating the charges, in as much detail as possible, prior to voting.
 - b. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting.
 - c. Relapse may fall under the heading of "failure to perform duties".
 - d. It takes 2/3 vote to impeach. The vote is done by closed ballot.
2. Should any GCASC Participant, Administrative Committee member, Subcommittee Chair/Vice-Chair, or Gold Coast Convention Committee member, or any other Area trusted servant be found to have misappropriated, or misused ASC (including GCCNA) funds, the presiding Officer of the ASC, immediately upon calling the GCASC meeting to order:
 - a. Fully disclose the alleged misuse of funds and the individual(s) involved.
 - b. Allegations are also presented in writing and include any pertinent documentation.
 - c. Any member accused of misuse of funds may exercise their 10th Concept right to Redress once allegations have been presented.
 - d. The Gold Coast Area Service Committee, once informed of the alleged misuse of funds, may immediately vote to impeach the individual(s) involved.
 - e. Misappropriation may all under the heading "with cause".
 - f. It takes 2/3 vote to remove "with cause". The vote is done by closed ballot.

MISAPPROPRIATION GUIDELINES

1. Should the ASC remove a member "with cause", said individual(s) participation within the ASC is immediately terminated.

2. Individuals removed for misappropriation of funds are expected to make full restitution of all ASC/GCCNA funds within a 30-day period from the time of misappropriation (30 calendar days starting the date of impeachment. Should a member removed for misuse of funds fail to make full restitution, said member, will be subject to criminal and/or civil prosecution by the Gold Coast Area Service Committee.
3. Additionally, any member removed by the GCASC for misappropriation of funds may not hold an elected seat on the GCASC/GCCNA for a period of (4) years.

5. AREA SERVICE COMMITTEE MEETINGS

GROUP SUPPORT & ANNOUNCEMENTS

1. All new groups should register and be given a group starter kit, if needed.
2. Any NA group within or outside our Area is welcomed to join the Gold Coast Area.
3. Any changes, additions, deletions, corrections, etc., to group and/or meeting information must be submitted in writing at the Gold Coast Area Service Committee, by email to pr@goldcoastna.org or webinfo@goldcoastna.org.
4. All fund-raising efforts for this Area should be approved by the ASC and coordinated and implemented by the ASC Activities Subcommittee; does not include group-sponsored or other specified events. All subcommittees shall follow existing activities policy on handling money unless alternative policy exists.
5. To better serve the Groups, Groups are expected to send a GSR and/or Alternate GSR to every ASC.
6. Literature Orders should be completed using the most current Literature Order Form (found at www.GoldCoastNA.org). Pre-orders must be submitted by end of day the Friday before the ASC, and these orders should be picked up prior to the start of the ASC. All same day, or written orders, must be received prior to the start of the ASC.
7. All area's flyers and posters must contain web address (www.GoldCoastNA.org) and the NA Logo.
8. No items depicting drugs or drug paraphernalia will be sold or distributed at any Area function.
9. We allow the sale of South Florida Region merchandise and merchandise from areas within the South Florida Region at Gold Coast Area functions.
10. No group is to use the Gold Coast name on any group merchandise without prior presenting that merchandise to the ASC for group conscience.

CONDUCTING AREA BUSINESS

REPRESENTATION & VOICE

1. All ASC meetings are open to NA members. Any member may attend the ASC and the voice of the individual member may be heard on the floor during Open Forum.
2. Only those listed below can make, second or amend motions:
 - a. GSRs or their Alternate in their absence.
 - b. RCM or Alternate RCM in their absence.
 - c. Subcommittee Chairpersons or their Vice-Chairpersons in their absence.
 - d. Members of the Administrative Committee or their assistants (i.e. the Assistant Treasurer & Assistant Secretary) in their absence.
3. To be recognized on the floor, a raise of the hand is necessary.
4. A GSR may only represent 1 group at a time.
5. No proxy representatives.
6. The Gold Coast Area joined the South Florida Region following the February, 1990 ASC.
7. Subcommittee reports should include whether the Chairperson and/ or Vice-Chairperson attended the RSC.
8. A Conference Agenda Report Workshop will be held annually the weekend following the Regional workshop on the Conference Agenda Report and following the availability of this report to the groups.

QUORUM & ACTIVE ROSTER

1. Official quorum to conduct business is one more than half of the groups appearing on the roster at the time of roll call.

2. Official quorum for voting purposes is 2/3 or majority of the voting participation. *Voting participation is defined as the total number of GSRs or ALT GSRs that are voting on a given motion. (EXAMPLE: If only 20 of the 26 groups present vote on a given motion, the count of the vote would be based on the 20 people actually voting. In this case, 14 would be 2/3 and 11 would be majority).*
3. A simple majority of groups on the roster is required to open the ASC as well as conduct New Business after the 2nd roll call, and a simple majority of established quorum (to conduct business) is required to vote on a motion. (EXAMPLE: If the established quorum to do business is 26, at least 14 groups must vote on the motion).
4. Official quorum to conduct business must be reached by thirty (30) minutes after scheduled starting time.
5. Only duly elected Alternates are eligible for quorum in the GSR's absence. Establish a new quorum when the roll call is taken that most nearly precedes that start of New Business.
6. A quorum call from the floor is always in order.
7. If any group is not represented at two (2) consecutive meetings, they are dropped from roll call. (The purpose of this is to establish accurate quorum)

MOTIONS

1. All motions submitted to the Secretary in writing at the time of proposal. The author of the motion be given time on the floor. All motions that require a cash expenditure shall carry an estimated dollar amount.
2. All motions must be turned in at the ASC prior to the start of New Business, unless a motion is deemed needed to be heard on the floor by the ASC Chairperson in an emergency.
3. All motions brought to the floor for New Business will be number-coded consistent with current archive practices by the ASC Secretary.
4. After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.
 - a. If there is NO opposition:

- i. The Chairperson calls for a voice vote of all those in favor, and the motion carries.
- b. If there IS opposition:
 - i. The maker of the motion is given an opportunity to speak on the merits of the motion.
 - ii. The members on the floor may then question the maker of the motion ONLY for clarification of the meaning of the motion or any part of it.
 - iii. If the motion is one which must go back to groups, then two pros and two (2) cons shall be heard from members on the floor.
 - iv. If the motion is one which may be decided on the ASC floor, then one (1) pro and one (1) con shall be heard from members on the floor.
 - v. The Chairperson will then close the debate and the motion will either be referred to groups or call for a vote.
 - vi. Because the presiding officer of the ASC should remain impartial in order to carry out his duties, the Chairperson shall not take part in debate on a motion while presiding over the ASC. If the Chairperson feels strongly about a motion which is being debated, the Chairperson must step down from presiding for the remainder of the debate and/or vote on the motion. The Chairperson must then be recognized by the Vice- Chair or other person presiding if the Chairperson wishes to address the motion.
- 5. If a Motion fails it cannot be brought back to Area for three (3) months, even if the wording is changed but the intent is the same.
- 6. Motions involving financial requests or budget changes must include a dollar value and amounts over \$50 must be itemized or include detailed description.
- 7. Motions involving policy changes should be submitted to the policy subcommittee for feedback on wording, placement, etc. prior to submission to the ASC secretary.
- 8. All policy change motions include:
 - a. Section Name, Page number and line numbers
 - b. Former reading.

c. indicate add, amend, delete ...section to be changed.

d. Reading with changes.

VOTING

1. Only a GSR (or ALT GSR in their place) may vote on a motion. Only 1 vote per group.
2. The Chairperson may only vote in the event of a tie. The chair should not otherwise state their opinion.
3. Voting will be done by a show of hands.
4. Either a roll call vote (done alphabetically) or ballot vote (written) can be called for at any time by a voting participant and needs to be seconded by another voting participant; requires majority to pass. For all others, refer to the Gold Coast Area Service Rules of Order.
5. In all votes at the ASC, the abstentions do not go the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to the groups.
6. A majority vote means the most votes wins. Simple majority is not in effect.
7. Two-thirds ($\frac{2}{3}$) majority vote of established quorum (to conduct business) required for policy change, amendments to policy or forming new policies. Regional policy motions require a two-thirds ($\frac{2}{3}$) majority vote.
8. On all motions that waive policy a two-third majority vote is needed.
9. On any and all policy motions, the ASC chair is to verbally announce the final voting tally (carried, defeated, abstained, unanimous voice vote).

ADDITIONAL FINANCIAL GUIDELINES

1. The basket (7th Tradition) is not passed at ASC or subcommittee meetings.

2. Group contributions, reimbursements, and other transactions should be submitted to the Treasurer by the end of Group Reports.
3. No personal checks are accepted by the ASC.
4. The RCM; RCM Alternate and all Subcommittee Chairpersons required to attend the RSC may be reimbursed up to two hundred and fifty dollars (\$250.00) for travel and hotel expenses. Funds available upon request.” This expense should be included in the Subcommittee's annual budget.
5. All Subcommittees (exception GCCNA) must get competitive bids if they are going to spend more than Seven Hundred Fifty Dollars (\$750.00) on non-fund-raising activities. These bids will be recorded in the ASC minutes for information purposes only.
6. All contracts committing the Gold Coast ASC or its subcommittees (except convention) to amounts greater than \$500 are to be reviewed by the ASC Chair, ASC Vice Chair, and the ASC Treasurer, in conjunction with representatives from the committee wishing to enter into the contract. All such contracts are to be signed by the ASC chair or the ASC treasurer in the Chair's absence.
7. The area obtains and keep an office with a cost of up to three hundred dollars (\$300.00) per month for subcommittee meeting, literature storage and distribution area so groups that preorder can have their literature available at the ASC upon request.
8. The ASC shall submit a budget each year to accommodate all fixed and recurring expenses as are known to the Committee. Any ASC expenditures outside this budget shall require ASC approval.
9. The Gold Coast Area formed The GOLD COAST AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS GOLD COAST AREA INC as a corporation organized under the laws of the State of Florida, filed on December 4, 2012, effective December 1, 2012. The Board of Directors and its officers are elected by the ASC annually. The Board is responsible for all duties outlined by the Bylaws and Articles of Incorporation.
10. Any group or subcommittee within the Gold Coast Area may use the tax ID number to purchase merchandise; however, they are responsible for providing a receipt with detailed description. This documentation must be submitted to the ASC Treasurer at the ASC following the purchase.

TABLE ASC-01: ASC MEETING FORMAT

- 01 1. Open meeting with the *Serenity Prayer*.
- 02
- 03 2. Read Traditions, Concepts, Definition of an ASC, GSR and GSR Alternate qualifications and
- 04 responsibilities (Vice-Chairman).
- 05
- 06 3. Open Forum.
- 07
- 08 4. Roll Call by Secretary to include Administrative Committee, Subcommittee Chairpersons,
- 09 RCM, RCM Alternate, GSRs or their Alternate in their absence (to be done in alphabetical
- 10 order by group). Ask for new groups after roll call.
- 11
- 12 5. Group reports (to be done during roll call).
- 13
- 14 6. Establish quorum (for the purpose of conducting business).
- 15
- 16 7. Move to accept last month's minutes.
- 17
- 18 8. Old business.
- 19
- 20 9. Elections and nominations.
- 21
- 22 10. RCM report.
- 23
- 24 11. Subcommittee reports in alphabetical order.
- 25
- 26 12. Re-establish quorum for voting purposes.
- 27
- 28 13. New Business (Prearranged agenda has priority).
- 29
- 30 14. Treasurer's report and motion to accept the Treasurer's report.
- 31
- 32 15. Review the business of the day (Secretary).
- 33
- 34 16. Establish next meeting time and place.
- 35
- 36 17. Meeting closes with the *Third Step Prayer*.

TABLE ASC-02: GOLD COAST AREA SERVICE RULES OF ORDER

MOTION	2nd REQ?	DEBATABLE?	AMENDABLE?	VOTE
MAIN MOTION	YES	2 PRO/2 CON	YES	MAJORITY
AMENDMENT	YES	2 PRO/2 CON	NO	MAJORITY
REFER TO COMMITTEE	YES	1 PRO/1 CON [2]	YES	MAJORITY
REFER TO GROUPS	YES	1 PRO/1 CON [1]	YES	MAJORITY
CALL THE VOTE	YES	1 PRO/1 CON [1]	NO	2/3
TABLE	YES	1 PRO/1 CON	NO	MAJORITY
RECESS	YES	NO	NO	MAJORITY
ADJOURN	YES	2 PRO/2 CON	NO	MAJORITY
POINT OF ORDER	NO	NO	NO	NONE
APPEAL CHAIR'S DECISION	YES	1 PRO/1 CON	NO	MAJORITY
SUSPEND THE RULES	YES	NO	YES	2/3
POINT OF INFORMATION	NO	NO	NO	NONE
RECONSIDER	YES	2 PRO/2 CON	NO	MAJORITY
TAKE FROM THE TABLE	YES	1 PRO/1 CON	NO	MAJORITY

NOTES:

[1] IF PASSED, 2 PROS AND 2 CONS FOR INFORMATION ONLY.

[2] DEBATABLE ONLY IF MOTION TO BE AMENDED IS DEBATABLE.

TABLE ASC-03: DESCRIPTION OF PARLIAMENTARY PROCEDURES

MAIN MOTION

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

AMENDMENTS

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

MOTION TO TABLE

A motion to table may be applied only to a main motion that is pending. The intent for a motion to table must be given at the time the motion to table is made:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the Administrative Committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO COMMITTEE

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next

ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion of the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros' and two cons' on the original motion, so as to obtain information to give direction to the committee.

MOTION TO REFER TO GROUPS

Then a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion. If passed, the chair will ask for 2 pros and 2 cons on the original motion. These will be printed in the minutes in order to give more information to the home groups.

MOTION TO RECONSIDER

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

UNANIMOUS CONSENT

That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY

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

MOTION TO CALL THE VOTE

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

POINT OF INFORMATION

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

POINT OF ORDER

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

SUSPEND THE RULES

A motion to Suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

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APPEAL THE DECISION OF THE CHAIR

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. But any two members have the right to Appeal from his/her decision on such a question. By one member making the appeal and other seconding it, the question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one (1) minute each.