



EANA ASC Guidelines

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1.0 NAME

The name of this area will be EANA (English Area of Narcotics Anonymous). The Area Service Committee will be referred to as the ASC.

2.0 ASC MEMBERS

The members of this committee are: Group Service Representatives or their Alternates (GSR's or GSRA's), Subcommittee Chairs or Vice-chairs, Helpline Representative and Alternate and Administrative Committee members. These members meet regularly to carry out the purpose and perform the functions of the ASC as described in Section 4.0 of these guidelines.

3.0 ASC PURPOSE & FUNCTIONS

3.1 PURPOSE

The purpose of the ASC is to help its member groups fulfill NA's primary purpose - carry the message of recovery to the addict who still suffers.

3.2 FUNCTIONS

Specific functions include but are not limited to the following:

- ◇ To support a local Helpline
- ◇ To create committees to respond to needs as they arise
- ◇ To carry the message of N.A. to the general public through a Public Information (P.I.) subcommittee
- ◇ To carry the message of recovery into settings where restrictions make it unlikely for a regular group to operate freely, through a Hospital and Institution (H&I) subcommittee
- ◇ To facilitate the communication of information to and from groups
- ◇ To hold monthly ASC meetings
- ◇ To hold service workshops and learning days
- ◇ To encourage and support the planning and implementation of Fellowship social functions through an Entertainment subcommittee
- ◇ To sell and distribute conference approved, and other EANA approved, literature through a Literature subcommittee

4.0 REFERENCES

The ASC and its committees will comply in all actions with the following:

- ◇ The Twelve Traditions of Narcotics Anonymous
- ◇ The Twelve Concepts of N.A. Service
- ◇ The current publication of EANA Service Committee Guidelines and Policies
- ◇ The Temporary Working Guide to Our Service Structure and its successors
- ◇ The current editions of all N.A. Handbooks
- ◇ Standing ASC motions (see Log of Motions)
- ◇ Any special rules of order the committee(s) may adopt
- ◇ Adopted parliamentary procedure (see Appendix B)

5.0 REGIONAL SUPPORT

This ASC is represented at and is a voting member of the CSRQNA Regional Service Committee (RSC). It is our responsibility to financially support that committee and contribute to the growth and unity of N.A. in this region.

It is important for us as a link in the service structure of N.A., to communicate and cooperate between this and other N.A. service bodies.

6.0 SERVICE MEETINGS

6.1 REGULARLY SCHEDULED SERVICE MEETINGS

EANA ASC meetings will be hold at a time & location at least once a month. The time & location will be annouced at least 1 month in advance. Service meetings are open to all members & must be hold in a public place.

The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out of town group members and/or regional service representatives. The responsibility for scheduling the time and place of service meetings rests with the individual subcommittees. Announcements and notices of change of meeting time or place must be circulated to groups one month in advance of the meeting, whenever possible.

6.2 EMERGENCY MEETINGS

Only the ASC Administrative Committee members and subcommittee chairs may call an emergency meeting, but 25% or more ASC members must agree to hold the meeting. The procedure for determining if 25% are in agreement are:

- a) The ASC Chair advises the ASC Secretary, who then polls voting ASC members to see if 25% agree.
- b) Verbal notice with reason must be given to all ASC members at least 24 hours in advance.
- c) The emergency meeting is limited to dealing with the reason given in the notice.
- d) 25% of voting ASC members will constitute a quorum for emergency meetings.
- e) All decisions at emergency ASC meetings must be tabled with, and are subject to, ratification by the ASC at its next regularly scheduled meeting.

7.0 COMMITTEES DEFINED

7.1 ADMINISTRATIVE COMMITTEE

This committee has the following members:

- Area Service Representative (ASR)
- Area Service Representative Alternate (ASRA)
- ASC Chair
- ASC Vice-chair
- Secretary
- Secretary Alternate
- Treasurer

This committee will follow these guidelines, and is accountable to the ASC.

7.2 AD-HOC COMMITTEES

These committees are created and a Chair voted for by the ASC to fulfill a specific need/issue and are retired when the issue is completed. It is the responsibility of the Ad-hoc Committee Chair to recruit other Ad-hoc committee members as required.

NOTE: Any recommendations from an ad-hoc committee should be presented to and approved by the ASC.

7.3 SUBCOMMITTEES & REPRESENTATIVES

The Subcommittees and Representatives of the ASC include but are not limited to:

- Daily Inventory
- Entertainment
- Helpline
- Hospitals and Institutions
- Literature
- Public Information

All sub-committees will follow these guidelines and is accountable to the ASC.

8.0 ASC POSITIONS

All elected ASC members are expected to attend all ASC and their own subcommittee meetings. If, at any time, they are unable to attend these ASC meetings, they must notify the ASC Chair and ensure their report is presented by their alternate

8.1 REQUIREMENTS FOR ELECTION

- 1) The clean time requirements for elected ASC committee members are:
 - Area Service Representative - 3 years
 - Area Service Representative Alternate - 2 years
 - ASC Chair - 3 years
 - ASC Vice-chair - 2 years
 - Secretary - 2 years
 - Secretary Alternate - 1 year
 - Treasurer - 3 years
 - Subcommittee Chairs - 2 years
 - Helpline Representative - 2 Years
 - Helpline Representative Alternate - 1 Year
- 2) Will have previously fulfilled service experience at the ASC, subcommittee or group level.
- 3) Will hold no other ASC positions.

8.2 TERMS OF ASC OFFICE

- ◇ Trusted servants of the ASC will be elected to serve for one year, but may be re-elected for a second term.
- ◇ No officer may serve more than two consecutive terms in the same position.
- ◇ Officers elected to serve un-expired terms due to dismissal or resignation will serve only until the time of the next regular election for that position.
- ◇ Terms filled under these conditions will not be counted in calculating the two consecutive terms in office.

8.3 DISMISSAL AND RESIGNATION

8.3.1 DISMISSAL

Trusted servants may be dismissed from their positions because of absenteeism, relapse, neglect of responsibilities, or refusal to comply with these guidelines. A motion for dismissal must be proposed at an ASC meeting. The trusted servant will be notified in writing by the administrative committee. The trusted servant is then offered an opportunity to give an explanation before the vote for dismissal is taken. A two-thirds majority will be required for dismissal. A dismissed trusted servant may not run for an ASC position for six months.

8.3.2 RESIGNATION

Voluntary resignations should be submitted in writing to the administrative committee. A trusted servant who has resigned may not run for an ASC position for 6 months unless that resignation was tendered in order to fill another ASC position.

8.3.3 UNFILLED POSITIONS

The ASC chairperson may assign someone to perform any urgent tasks required by an unfilled position.

If a position is left empty, and some of the tasks of the position must be performed, an ASC member may perform those tasks, but may not fill the position on a temporary or pro-tempore basis.

9.0 VOTING AND NON-VOTING ASC PARTICIPANTS**9.1 VOTING ASC PARTICIPANTS**

The voting participants of the ASC will be Group Service Representatives and Subcommittee Chairs or their alternates in their absence. In the event of a tie vote, the ASC Chair will declare the motion defeated. Whenever possible, GSR's will be given two weeks advance notice of new business. Voting participants, having registered with the ASC Secretary and being recognized by the Chair, will enjoy all the privileges allowed by the adopted parliamentary procedure (see Appendix B) and these guidelines. No voting participant may represent more than one group at any one time.

9.2 NON-VOTING ASC PARTICIPANTS

A nonvoting participant will be defined as any member of the Administrative Committee, Ad-hoc chairpersons, having registered with the ASC Secretary and being recognized by the Chair, are then permitted to debate, question enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and/or query the Chair. Such participants will not be allowed to cast a vote on any matter requiring such, nor will they be permitted to appeal decisions of the Chair.

NOTE: Any member of the Fellowship, being recognized by the Chair, may address the subcommittees in a scheduled question period.

10.0 QUORUM/MAJORITY REQUIREMENTS

QUORUM	More than half of all eligible voting
SIMPLE MAJORITY	More than half of all ASC voting participants in attendance
2/3 MAJORITY	Two-thirds of all ASC voting participants in attendance

11.0 VOTING PROCEDURES**11.1 SECRET BALLOT**

Tellers: Two members of the Administrative Committee appointed by the ASC Chair.

- a) Teller initialed ballots will be distributed to and collected from participants by the tellers.
- b) Ballots, indicating vote only, will be tallied by tellers.
- c) Results of secrets ballot votes will not be published by number.
- d) The ASC Chair will announce the results of the vote.

Secret ballot voting will be used for election and dismissal of ASC officers.

11.2 VOICE ROLL CALL

- a) All voting participants will be called in order and asked to verbally cast their vote.
- b) These votes will be recorded and published.

Voice roll call voting will be used for amendment of ASC Guidelines and Policies and issues where groups' conscience has been sought.

11.3 SHOW OF HANDS

Voting will be conducted in this manner for routine business. The vote count will be recorded and the motion declared carried or defeated.

12.0 ELECTION PROCEDURES

12.1 ELECTION SCHEDULE

Elections for ASC officer positions will be held annually as follows:

October

- Chair
- Vice-chair
- Treasurer

April

- Secretary
- ASR
- ASRA

12.2 ELECTION NOMINATIONS

- a) Announcements of when nominations will be heard will be given to the Fellowship in the month prior to the taking of nominations.
- b) Nominations will be taken at the ASC meeting one month prior as well the month of the regularly scheduled elections. In cases where a position becomes open due to dismissal or resignation, nominations and elections will be held one month later at the ASC meeting.
- c) ASC officers holding office who have not served two consecutive terms will be nominated for their position unless they have declined to run at one of the two ASC meetings preceding the election.
- d) Nominees must be present when they are nominated, at which time they will be given an opportunity to share with the committee their qualifications and why they can and want to serve the Fellowship.

NOTE: In cases where there is only one nominee, proper voting procedures must still be followed: No acclamations.

12.3 ELECTION VOTING

- a) Voting for election of ASC officers will be conducted by secret ballot, as outlined in Section 13.1 of these guidelines.
- b) A simple majority (as defined in Section 12.0) will be required to elect ASC officers.
- c) The balloting should be repeated for each position as many times as necessary to obtain a simple majority vote for a single candidate. In cases where there are more than two nominees, the nominee with the least amount of votes is removed from the next ballot. However, this clause may not be used if the result would be to eliminate all but one of the nominees.
- d) Candidates will be absent from the room during voting procedure.
- e) All discussions concerning nominees for trusted servant positions will take place while they are in the room; once the nominee leaves the room for the vote, no more discussion will take place.

Newly elected officers will assume the responsibilities of their positions at the conclusion of the ASC meeting at which the election took place.

Upon election, officers must resign any other ASC member position, within one month.

13.0 FUNDS

13.1 FUNDS GENERAL

- a) The EANA ASC will be self-supporting through contributions from its member groups or individual members of N.A., and fund raising activities.
- b) All revenues accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping for individual committee funds.
- c) All funds are subject to disbursement by the ASC Treasurer for paying obligations.
- d) The ASC Treasurer will deposit all revenues upon receipt.
- e) All non-recurring expenditures must be approved by a majority vote of the ASC.
- f) No reimbursement for expenditures will be made without receipt or proof of payment.
- g) All expenditures will be paid by cheque.
- h) All cheques can be post-dated three (3) business days following ASC meeting.
- i) All cheques must be signed by at least two (2) of the following authorized co-signers: ASC Chair, Vice-chair and Treasurer.
- j) In the event that two (2) of the three (3) co-signers reside in the same household, the Treasurer will retain her/his signing authority and that of the other officer will be turned over to another ASC member, appointed by the ASC.
- k) In the event that a cheque is made payable to one of the co-signers, the payee will not be authorized to sign said cheque. Therefore, the other two (2) authorized signatures will be required.

13.2 FINANCIAL BUDGET

An annual budget meeting will be held with administrative members & subcommittee chairs at the end of each fiscal year. The annual budget will then be submitted to the ASC table for approval.

13.3 AUDIT

Periodic financial audits can be called and conducted at any time by a simple majority of the ASC table. This audit will exclude the ASC Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.

13.4 PRUDENT RESERVE

The ASC will maintain a 'prudent reserve' equal to one month's operating expenses, as well as funds approved for expenses incurred in fostering the growth and unity of our local Fellowship, keeping in mind the growth and unity of N.A. as a whole. Any funds in excess of this reserve will be forwarded to the next level of service.

13.4 RECURRING EXPENSES

Allocations for recurring expenses will be developed at the yearly budget meetings. Funds for these expenses will not require repeated approval by the ASC. These expenditures will be reflected in the monthly Treasurer's report.

13.5 SUBCOMMITTEE FUNDS

Any committee with access to a petty cash must present estimated expenses to the ASC prior to disbursement of funds, and further must account for all fixed assets, revenues and expenditures, including receipts, in a regular monthly report.

13.5.1 Entertainment Subcommittee

This subcommittee will present a budget of each scheduled event and then will have access to a prudent reserve in the amount of \$350.00 in cash. All funds raised through efforts of this subcommittee must be turned over to the ASC Treasurer immediately following events, along with a written financial report.

13.5.2 Hospitals and Institutions

All proceeds from the sale of literature must be turned over to the ASC Treasurer at the regular monthly ASC meeting

13.5.3 Public Information

All proceeds from the sale of literature must be turned over to the ASC Treasurer at the regular monthly ASC meeting.

NOTE: Please keep in mind that as trusted servants, we are responsible for Fellowship funds, and every effort should be made to keep expenses to a responsible level.

14.0 REPORTING PROCEDURES**14.1 CHAIR'S REPORTING PROCEDURES**

- ◇ Report on matters discussed at Administrative Committee meetings
- ◇ Present and respond to questions, requests, or concerns, if any

14.2 SECRETARY'S REPORTING PROCEDURES

- ◇ Table minutes of the last ASC meeting
- ◇ Report on correspondence received/sent out
- ◇ Present and respond to questions, requests, or concerns, if any

14.3 TREASURER'S REPORTING PROCEDURES

- ◇ Report on revenues/expenditures for previous month
- ◇ Report on balance on hand
- ◇ Present and respond to questions, requests, or concerns, if any
- ◇ Use Area Treasurer's Report forms for written reports

14.4 AREA SERVICE REPRESENTATIVE'S REPORTING PROCEDURES

- ◇ Report on matters discussed at RSC meetings
- ◇ Present and respond to questions, requests, or concerns, if any
- ◇ Makes RSC minutes available to the ASC

14.5 SUBCOMMITTEE CHAIR'S REPORTING PROCEDURES

- ◇ Report on projects, progress and problems
- ◇ Present and respond to questions, requests, or concerns, if any
- ◇ Submit changes to their subcommittee guidelines that have received group conscience at the subcommittee

14.6 GROUP SERVICE REPRESENTATIVE'S REPORTING PROCEDURES

- ◇ Use GSR report forms to submit all group information to ASC Secretary, prior to the ASC meeting
- ◇ Report on problems, if any
- ◇ Present and respond to questions, requests, or concerns, if any

NOTE: It is extremely important that all reports/forms be neat and complete, and they must include the member's current address and phone number. Keep it simple!

15.0 AMENDMENT OF ASC GUIDELINES AND POLICIES

- a) Any member of the Fellowship may, through their GSR or any ASC member, propose amendments.
- b) Motions to amend must be submitted in writing and seconded.
- c) Any motion for change or amendment of ASC Guidelines and Policies (including sub-committee guidelines) should be channeled through the Administrative Committee for review and recommendation.

- d) A two-thirds majority (as per section 13.0) will be required to amend ASC Guidelines and Policies.
- e) Amendments, if adopted, will go into effect immediately, unless the motion has specified otherwise.

ASC Meeting Agenda

To be done prior to the meeting:

- i) All GSR and Subcommittee Report forms submitted to the Secretary. It is very important that forms be submitted with the GSR's, GSRA's, Chair and Vice-Chair's full name, current address and telephone number, which will be kept confidential.
 - ii) All donations, financial requests and checks submitted to the Treasurer.
 - iii) New Business submitted in written form to the ASC Chair.
- 1) Open Meeting: A moment of silence, the Serenity Prayer, reading of the Twelve Traditions of N.A. and the Twelve Concepts of N.A. Service.
 - 2) Orientation for new members
 - 3) Review of Agenda
 - 4) Roll/Quorum Call
 - 5) Secretary's Report: Submit minutes of last meeting. If there are no objections, minutes are accepted as written. If necessary, corrections are discussed and minutes accepted with amendments by vote. Report on correspondence received/sent out, present and respond to questions, requests, or concerns, if any.
 - 6) ASR's Report: The ASR reports on matters discussed at RSC meetings. Present and respond to questions, requests, or concerns, if any. Makes RSC minutes available to the ASC.
 - 7) ASR's Report Question & Comment Period
 - 8) Subcommittee Reports: Subcommittee Chairs report on projects, progress and problems, present and respond to questions, requests, or concerns, if any including financial requests.
 - 9) Administrative Committee Report
 - 10) Subcommittee Reports Question & Comment Period: Discussion on reports will be heard in the order that the reports were given.
 - 11) Administrative Committee Report Question & Comment Period
 - 12) 7th Tradition.
 - 13) 1 hour Recess: This will be called at approximately 12:30 and may occur during above items.
 - 14) Recall To Order: Moment of silence, Serenity Prayer, Roll/Quorum Call.
 - 15) Old Business: Any unfinished business is taken care of. Motions are discussed and votes are taken. Elections are held when applicable.
 - 16) New Business: Motions are presented, briefly explained and seconded, then discussed as necessary and tabled until the following month's meeting, to be voted on under Old Business. Exception: "Housekeeping" items of New Business, which don't require a group conscience, will be voted on at this time.
 - 17) Treasurer's Report: The Treasurer will report on revenues & expenditures for previous month. The Treasurer will report on the balance on hand, present and respond to questions, requests, or concerns, if any, using the ASC Treasurer's Report forms for written reports including financial requests.
 - 18) Treasurer's Report Question & Comment Period
 - 19) GSR Reports: Group Service Representatives use GSR report forms to submit all group information to Secretary, prior to the ASC meeting. Report on problems, present and respond to questions, requests, or concerns, if any
 - 20) GSR Reports Question & Comment Period: Discussion on reports will be heard in the order that the reports were given.
 - 21) Announcements: Including the date of the next ASC meeting.
 - 22) Open Question & Comment Period (15 minute limit) Open to anyone present.
 - 23) Closing Prayer

Appendix A - Rules Of Order

On the following pages you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, which in turn are based on the Rules of the US. House of Representatives.

1.0 RULES OF ORDER DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the Chair's right to be in control of the process of this meeting, so that you can have maximum benefit of its content.

2.0 DEBATE LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is limited to three pro's and three con's (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

3.0 MOTIONS

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

3.1 MAIN MOTIONS

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

Every motion requires a second--the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The Chair will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises his hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the Chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

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

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

3.2 PARLIAMENTARY MOTIONS

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

3.2.1. Motion to AMEND

Simple majority required. Is debatable.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, she can say, “I move to amend the motion” and suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

3.2.2. Motion to call the PREVIOUS QUESTION

Two-thirds majority required. Is not debatable.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question”, or “I move the previous question” It is another way of saying, “I move that debate stops right now and that we vote immediately”. This is one of many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired.

Be sure to vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote.

By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the Chair to be heavy-handed in stopping discussion, because he knows you will stop it soon enough.

3.2.3. Motion to TABLE

Simple majority required. Is not debatable.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting". This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

3.2.4. Motion to REMOVE FROM THE TABLE

Simple majority required. Is debatable.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, “I move to remove from the table the motion to such-and-such”. If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

3.2.5 Motion to REFER

Simple majority required. Is not debatable.

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special ad hoc committee. This can be done by a member saying, “I move to refer the motion to the such-and-such subcommittee.” If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

3.2.6 Motions to RECONSIDER or RESCIND**Two-thirds majority required. Is debatable.**

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

- ◇ The motion must have been passed in either the last month's or the current meeting.
- ◇ The member making the motion must have information on the issue that was not available in the original debate on the motion.
- ◇ The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the Chair will declare the motion out of order.

3.2.7 Request to WITHDRAW A MOTION**Unanimous consent required. Is not debatable.**

Once a motion is made and the debate begins, the maker of the motion may move to withdraw it. The Chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

3.2.8 Offering a SUBSTITUTE MOTION**Simple majority required. Is debatable.**

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

3.2.9 Motion to ADJOURN**Two-thirds majority required. Is not debatable.**

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

4.0 RULES OF ORDER: OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common:

4.1 ORDER OF THE DAY

If a committee member feels that business is going too far astray from the original agenda, he can help get things back on track. He says, "I call for the order of the day". This means, "I move that the Chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda". This does not require a second, and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

4.2 POINT OF ORDER

If a committee member feels that something that is happening is in violation of the rules of order, and if the Chair does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but may simply say out loud, "Point of order." The Chair then says, "What is your point of order?" The member then states how she feels the rules of order are being violated. If the Chair agrees with her judgment, he says "Your point is well taken," and the situation is cleared up. If he does not agree, he says, "Overruled." This decision, as all others, can be appealed.

4.3 POINT OF APPEAL

Any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the Chair." The Chair then says, "On what grounds?" The member states his reasons.

The Chair then speaks briefly to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the Chair.

4.4 PARLIAMENTARY INQUIRY

If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, "Point of parliamentary inquiry." The Chair must immediately recognize him, so that he may ask how to do such and-such. The Chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

4.5 POINT OF PERSONAL PRIVILEGE

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "point of personal privilege" The Chair must recognize you immediately. State the situation, and ask that it be corrected. The Chair will request that whatever needs to be done, and is reasonable, be done to help make you comfortable.

Appendix B - Administrative Committee Guidelines

1.0 ADMINISTRATIVE COMMITTEE PURPOSE & FUNCTION

This Committee will operate in accordance with the documents listed in Section 5.0 and is accountable to the ASC.

The agenda for each ASC meeting is prepared by this committee, which meets monthly to discuss new business, and to coordinate upcoming events, workshops and other ASC activities. Its responsibilities include, but are not necessarily limited to, the following:

- a) To prepare the agenda of each ASC meeting;
- b) To conduct an annual audit;
- c) To make periodic financial reviews;
- d) To develop yearly budget estimates for recurring expenses; and in order to facilitate this work, this committee meets monthly to discuss new business and to coordinate upcoming events, workshops and other ASC activities, including work of other subcommittees.

This is a working committee, and administrative in nature; therefore, it has no policy-making or decision-making power, although it may make recommendations which must be voted on at the ASC table.

2.0 TRUSTED SERVANTS - ADMINISTRATIVE COMMITTEE

This committee is comprised of administrative members who serve EANA by expediting the administrative needs of the ASC.

2.1 ASC CHAIR

The responsibilities of the ASC Chair will be to:

- a) Call ASC and Administrative Committee meetings to order at the appointed time and preside at all meetings of these Committees as per adopted parliamentary procedure.
- b) Review the secretary's minutes of each ASC and Administrative Committee meeting prior to distribution.
- c) Maintain active two-way communication between the ASC and Administrative Committee and present oral reports to both as outlined in Section 16.1 of these guidelines.
- d) Serve as an available resource to Group Service Representatives.
- e) Serve as custodian of the ASC archives.
- f) Be one of the three co-signers of the ASC bank account.
- g) Have a working knowledge of the ASC Guidelines and Policies and adopted parliamentary procedure.

2.2 ASC VICE-CHAIR

The responsibilities of the ASC Vice Chair will be to:

- a) Perform the duties of the ASC Chair in her/his absence.
- b) Assume the position of interim ASC Chair if, for any reason, she/he is unable to complete the term, until the election of a new ASC Chair.
- c) Act as Parliamentarian (as per adopted parliamentary procedure) at ASC meetings.
- d) Assist the subcommittees to continue on with business in the event of the absence, resignation or dismissal of a subcommittee Chair, by attending as a resource and as a representative of the ASC.
- e) Notify any group of their lack of representation at ASC.
- f) Be one of the three co-signers of the ASC bank account.
- g) Have a working knowledge of the ASC Guidelines and Policies and adopted parliamentary procedure.

2.3 ASC SECRETARY

Responsibilities of the ASC Secretary will be to:

- a) Draft accurate and concise minutes that reflect the essence of the business conducted at ASC and Administrative Committee meetings.
- b) Type and distribute these minutes along with an agenda for the upcoming ASC meeting - after another member of the administrative committee's review - to all ASC members no later than two weeks after each ASC meeting.
- c) Present written and oral reports to the ASC and Administrative Committee as outlined in Section 16.2 of these guidelines.
- d) Prepare letters, documentation and other communications for the Administrative Committee members of the ASC.
- e) Maintain an updated record of members, subcommittees and groups.
- f) Maintain a file system for all information generated by the ASC, including reports/minutes submitted by the subcommittees.
- g) Maintain an ASC post office box and distribute correspondence received accordingly.
- h) Notify all ASC members of any changes to the ASC meeting schedule.
- i) Distribute GSR Starter Kits to new group.
- j) Receive a copy of the ASC bank statements and monthly cash disbursements for the archives.

2.4 ASC TREASURER

The responsibilities of the ASC Treasurer will be to:

- a) Act as custodian of the ASC bank account and be one of the three co-signers of that account.
- b) Keep an accurate and updated record of all ASC financial transactions in keeping with existing bookkeeping practices.
- c) Present written and oral reports of all revenues and expenditures at each ASC and Administrative Committee meeting, as outlined in Section 16.3 of these guidelines.
- d) Prepare an annual statement at the end of each fiscal year.
- e) Collect all ASC donations and subcommittee revenues.
- f) Submit a financial statement to the ASR to present at Regional Service Committee meetings.
- g) Train and assist the person who takes over this position in the next term of office.
- h) Present the deposit and/or cheque book at administrative meetings for verification by another member of the administrative committee.

2.5 AREA SERVICE REPRESENTATIVE

The responsibilities of the ASR will be to:

- a) Maintain active two-way communication between this ASC and the CSRQNA by providing written and oral reports on each other's projects, progress, and problems, as outlined in Section 16.4 of these guidelines. b) Attend all CSRQNA service committee meetings.
- b) Provide EANA with an agenda for the upcoming RSC meeting, when available, for review and input.
- c) Provide EANA with the WSC agenda report and may present it to the groups in a workshop forum, (in conjunction with the Administrative Committee).
- d) Provide EANA with WSC reports.
- e) Be bilingual (French/English)

2.6 AREA SERVICE REPRESENTATIVE ALTERNATE

The responsibilities of the ASRA will be to:

- a) Perform the duties of the ASR in her/his absence
- b) Assume the position of interim ASR if, for any reason, she/he is unable to complete the term, until the election of a new ASR.
- c) Assist the ASR in all duties.
- d) Be bilingual (French/English).

2.7 ASC SECRETARY ALTERNATE

The responsibilities of the ASC Secretary Alternate will be to:

- a) Perform the duties of the secretary in her/his absence
- b) Assume the position of interim secretary if, for any reason, she/he is unable to complete the term, until the election of a new secretary.
- c) Assist the secretary in all duties.

Clean-time requirements, requirements for election, terms of office and responsibilities of each administrative member are listed in Section 10.0 of the EANA Guidelines & Policies document.

Appendix C - Daily Inventory Subcommittee Guidelines

1.0 STATEMENT OF PURPOSE

- 1) To provide information on group, area, and regional events.
- 2) To offer a forum to recovering addicts to share their experience, strength, and hope.
- 3) To inject a little humor and fun into the otherwise very serious business of recovery (cartoons, jokes, puzzles, etc.).

Our guides are the Twelve Steps and the Twelve Traditions and we are accountable to the fellowship as a whole. In keeping with the spirit of the First and Third Traditions, the Daily Inventory will not publish material which, in the subcommittee's opinion, is believed to be racist, sexist, homophobic, or otherwise contrary to the principles of recovery. In cases where the subcommittee is unable to reach a decision concerning a submission, the experience of the Administrative Committee will be called upon. The Daily Inventory subcommittee reserves the right to edit all submissions for length and/or clarity.

2.0 PUBLICATION SCHEDULE - DAILY INVENTORY

- 1) The Daily Inventory will be published quarterly: September, December, and June. This will be amended if interest warrants.
- 2) Each group will be provided with 10 copies of the Daily Inventory as well as other groups or areas mandated by the ASC table (see circulation list in D.I. archives).

3.0 TRUSTED SERVANTS

3.1 CHAIR - DAILY INVENTORY:

Elected by the Area Service Committee. Clean-time requirement: 2 years. Term is one year, but the Chair may be re-elected for a second term.

Responsibilities: To preside over subcommittee meetings, to oversee and provide input to the collecting and editing of submissions; to be responsible for printing the issue. The Chair must attend ASC meetings and submit a written/oral report of the subcommittee's meetings and activities

3.2 VICE-CHAIR - DAILY INVENTORY

Filled by internal subcommittee vote. Clean time requirement: 9 months. It is a one year term.

Responsibilities: In the event the Chair is unable to assume his/her responsibilities, the Vice-chair will assume these responsibilities temporarily. If the Chair is unable to continue in his/her position, the Vice-chair will assume the responsibilities of Chair temporarily, pending an election of a new Chair by the ASC.

3.3 SECRETARY/TREASURER - DAILY INVENTORY

Filled by internal subcommittee vote. Clean time requirement: 1 year. This is a one year term.

Responsibilities: To keep minutes of monthly subcommittee meetings; prepare these minutes for presentation by the Chair at the ASC meeting; keep subcommittee archives up to date; keep a record of financial resources and expenses and prepare a monthly petty cash statement to be presented at ASC meetings.

4.0 OTHER POLICIES - DAILY INVENTORY SUBCOMMITTEE

Daily Inventory meetings are held the third Tuesday of every month. All NA members are welcome to attend subcommittee meetings and their input is encouraged. Attendance only at a subcommittee meeting entitles a member to a vote. There is no clean time requirement to be a member of the Daily Inventory subcommittee.

Appendix D - Entertainment Subcommittee Guidelines

1.0 PURPOSE - Entertainment

The purpose of the EANA Entertainment Subcommittee is to provide activities for EANA members in a safe and clean environment and to act as a fund-raising committee.

1.1 Mandate

The Entertainment Subcommittee should try to hold an activity or event on a bi-monthly basis, or more often if the support is available. A schedule of events should be created on a yearly basis.

The following events are to be held each year:

EANA Anniversary dance (combined with Halloween) - October 31

New Years Eve dance - December 31

Learning day - Spring

Other events are to be scheduled by the subcommittee members

1.1.1 Event Information Bank/Archive

The Entertainment Subcommittee will produce and maintain a detailed record of all events. This record will serve as a helpful resource to all subsequent Entertainment Subcommittee members as well as to the ASC as a whole. Items to be recorded should be (but are not limited to) the following: type of event, location and address, name and telephone number of contact person, amount of pre-event budget, actual cost, profit made if any, cost to participants, number of participants, were posters distributed - if so, at what levels of the service structure, date and time of event.

2.0 SUBCOMMITTEE MEMBERS

The subcommittee is composed of a Chair, a Vice-chair, a Treasurer, a Secretary, voting members and non-voting members.

2.1 CHAIR - ENTERTAINMENT

The Chair is elected by the EANA ASC, and clean time requirements and length of term are set by the EANA ASC.

The Chair is responsible for the following:

- ◇ Chairing monthly Entertainment Subcommittee meetings
- ◇ Attending all ASC meetings
- ◇ Reporting of the Subcommittee's activities to the ASC
- ◇ Attending all Entertainment events
- ◇ Maintaining communications between subcommittee members
- ◇ Be one of the three co-signers of the Entertainment Subcommittee Financial Reserve bank account

The final responsibility for all of the Entertainment Subcommittee's activities lies with the Chair.

2.2 TREASURER - ENTERTAINMENT

The Treasurer is elected at a regular Entertainment Subcommittee meeting. The clean time required is 2 years. It is required that the Treasurer have been attending Entertainment meetings for at least three months before being nominated for election. The term is one year. The Treasurer is responsible for the following:

- ◇ Managing all Entertainment Subcommittee funds
- ◇ Producing monthly reports of petty cash funds
- ◇ Producing detailed financial reports after every event
- ◇ Attending all Entertainment meetings
- ◇ Attending all Entertainment events

- ◇ Producing a copy of the above mentioned reports (with the appropriate receipts attached) for the ASC.
- ◇ Produce a copy of the current Financial Reserve monthly bank statement and a copy of all cheques that were issued during the current statement period (if cheques are returned by the bank) for the ASC.
- ◇ Keep an accurate and updated record of all Financial Reserve transactions (in a 3-column ledger book).
- ◇ Be one of the three co-signers of the Entertainment Subcommittee Financial Reserve bank account.

2.3 VICE-CHAIR - ENTERTAINMENT

The Vice-chair is elected at a regular Entertainment Subcommittee meeting. The clean time required is 9 months. It is suggested that the Vice-chair have been attending Entertainment meetings regularly before being nominated for election. The term is one year.

The Vice-chair is responsible for the following:

- ◇ Assisting the Chair as required
- ◇ Attending all Entertainment meetings
- ◇ Attending all Entertainment events
- ◇ Acting as Chair if needed
- ◇ It is suggested that the Vice-chair have a willingness to eventually take on the role of Chair when that position becomes vacant.
- ◇ Be one of the three co-signers of the Entertainment Subcommittee Financial Reserve bank account.

2.4 SECRETARY - ENTERTAINMENT

The Secretary is elected at a regular Entertainment Subcommittee meeting. The clean time required is 9 months. It is suggested that the Secretary have been attending Entertainment meetings regularly before being nominated for election. The term is one year.

The Secretary is responsible for the following:

- ◇ Taking accurate minutes at Entertainment meetings
- ◇ Producing monthly reports
- ◇ Attending all Entertainment events
- ◇ Attending all Entertainment meetings

2.5 VOTING MEMBERS - ENTERTAINMENT

A voting member is any member who has attended two consecutive Entertainment Subcommittee meetings. The Chair, Vice-chair, Treasurer and Secretary are all allowed to vote.

Non-voting members: A non-voting member is any member present at an Entertainment Subcommittee meeting, but who does not have the right to vote. A non-voting member may participate in all discussion, make proposals, and ask questions.

3.0 AGENDA - ENTERTAINMENT

In order for the Subcommittee to conduct its business efficiently, the following agenda is proposed:

- 1) Opening of meeting: The Entertainment Subcommittee meeting is opened with a moment of silence, followed by the serenity prayer. The twelve traditions and twelve concepts of service are then read.
- 2) Review of minutes: The minutes from the previous month are reviewed, and any changes are noted. The minutes are then accepted by a voting member of the subcommittee, and seconded by another member.
- 3) Old business: Any unfinished business from the past month is discussed, and votes are taken as needed. (See section 4.1, voting)
- 4) New business: Any member of the subcommittee may introduce a topic for discussion. Once each member has made their proposal, the proposals are discussed one at a time. Votes are then taken if needed (See section 4.1, voting)
- 5) Elections: If there are any vacant positions in the subcommittee, the Chair asks if there is anyone who is
- 6) nominated for the position. If so, then elections take place (See section 4.2, Electing Trusted Servants)
- 7) Questions and Comments: At this time, anyone may ask a question or make a comment.
- 8) Closing: The meeting is closed in a circle, with a moment of silence and the "we" version of the serenity prayer.

4.0 PROCEDURES - ENTERTAINMENT

Following these procedures simplifies the running of the meetings, and ensures that we put principles before personalities.

4.1 VOTING - ENTERTAINMENT

Before a vote is taken, the subcommittee should try to reach a consensus where everyone is comfortable. It must be remembered that a divided committee that votes in a policy by a slim majority is not reflecting the conscience of the group as a whole.

All votes work by majority - if more than half those present are in favor, then the vote is passed.

4.2 ELECTION OF TRUSTED SERVANTS

After accepting nomination, the candidate(s) may be asked questions by any member of the committee. The candidate(s) may also make a brief explanation of why they want to serve on the committee, and why they feel able to fulfill the position.

The vote is taken with the candidate(s) out of the room. Once the candidate(s) have left, no further discussion takes place. A majority vote is required to elect a trusted servant.

When choosing trusted servants, the members should remember that the actions of the Entertainment subcommittee reflect upon N.A. as a whole, and trusted servants should be carefully considered.

4.3 RESIGNATION

A trusted servant may resign if he or she feels unable to fulfill their mandate.

4.4 IMPEACHMENT

In an extreme case where the subcommittee feels that one of the trusted servants is not fulfilling his or her obligations, that person may be asked to resign. Any trusted servant who no longer has the required clean time is considered to have resigned.

5.0 ENTERTAINMENT FUNDS

5.1 Financial Reserve

The Entertainment Subcommittee will maintain and have access to a Financial Reserve in an amount predetermined by the ASC. The Financial Reserve will be held in a chequing account (one that provides monthly statements) separate for the ASC General Funds bank account. The Financial Reserve will be used to finance mainly fund raising events (not non-profit events).

The management of the Financial Reserve will be subject to the following:

Normally, all exures will be paid by cheque.

All cheques must be signed by at least two (2) of the following authorized co-signers: Entertainment chair, Vice-chair and, Treasurer. Two (2) of the three (3) co-signers will have no less than two (2) years clean time. In the event that one (1) of the three (3) co-signing positions is vacant, or a co-signing position is held by a member who has less than the required two (2) years clean time, the Entertainment Subcommittee Secretary may become a co-signer (if the clean time requirement is met). Otherwise (an) Administrative Committee member(s), having met the clean time requirement, will become (a) co-signer(s).

In the event that two (2) of the three (3) co-signers reside in the same household, the Treasurer (or the Subcommittee Chair if the Treasurer position is vacant) will retain his/her signing authority, and that of the other co-signer will be turned over to a member who meets the stipulations of item (b) above.

In the event that a cheque is made payable to one (1) of the co-signers, the payee (person receiving cheque) will not be authorized to sign said cheque. therefore, the other two (2) authorized signatures will be required.

The Financial Reserve will be subject to an audit by the ASC. An audit will occur at least once a year and can be called at any time.

6.0 ENTERTAINMENT EVENTS

The Events that the Entertainment Subcommittee organizes may be varied, but the following guidelines should be observed.

6.1 FUNDING

All financing for fund-raising events will be obtained from the Subcommittee's Financial Reserve and the advance sale of tickets. If additional funds are required, the Subcommittee can make a financial request at the ASC table. This request will be included in the pre-event budget whenever possible.

6.2 COST

The cost of each event to the member should be kept as low as possible so that everyone can attend. Where possible, members who cannot afford all or part of the entry fee should be allowed to take part. All Subcommittee proposals to hold an event will include a pre-event budget, both are subject to approval by the ASC. Event proposals and budgets will be subject to and must include insurance. It is the Entertainment Subcommittee's responsibility to pay for and secure insurance for each event.

6.3 PROFIT

Excess funds that remain after payment of event expenses and the replenishment of the Financial Reserve, will be turned over to the ASC at the following ASC meeting.

6.4 ACTIVITIES

Activities should be chosen so that all EANA members may participate, regardless of age, race or sex. Events that require special skills or previous experience (scuba diving for example), should be avoided.

6.5 LOCATION

The location chosen for an event should be one that is easily accessible to EANA members. If it is outside of the Montreal area, then the subcommittee should organize transport, and/or provide detailed directions. Locations should be drug and alcohol free (to the best of our ability), and accessible to all members regardless of age, race or sex.

6.6 ANONYMITY

The locations and types of events should be carefully considered so that members may attend without fear of breaking their anonymity. For this reason, the use of any type of camera or video recorder is not allowed at Entertainment events.

6.7 PUBLICITY

All events should be publicized with a poster or flyer, distributed at least two months before the event is to take place. When possible, this poster should be bilingual, and distributed through the EANA ASR to the regional meeting. The poster must indicate the time, date, location, type of event, cost and directions. Where practical, the name and telephone number of a contact person should be included. If the event can be postponed or canceled because of rain, contingency plans must be included. The N.A. logo should only be put on posters for events where recovery meetings are being held.

7.0 GUIDELINES

These guidelines *will* be followed, in the order of importance listed:

- ◇ The Twelve Traditions
- ◇ The Twelve Concepts of N.A. Service
- ◇ EANA ASC Guidelines
- ◇ EANA Entertainment Subcommittee Guidelines

8.0 MEETING FORMAT

When an event includes a recovery meeting, the attached meeting format is to be followed:

1. My name is _____ and I'm an addict. I'm serving as your Chair for this special meeting.
2. On behalf of the English Area of Narcotics Anonymous, I would like to welcome everybody.
3. We will open with a moment of silence for the addict who still suffers inside and outside of these rooms, followed by the serenity prayer.
4. We would like to extend a special welcome to newcomers and out of town visitors. If there is anyone from out of town or someone attending their first N.A. meeting, please feel free to introduce yourself at this moment.
5.
 - a) There is one must that applies to everybody attending; that no drugs or paraphernalia be on your person at this meeting. This is for the protections of the group and the Fellowship, as well as the meeting facility.
 - b) It costs nothing to belong to this fellowship, you are a member when you say you are.
 - c) In N.A. we identify ourselves as addicts. We ask that you respect N.A. language when sharing.
 - d) If you have used today, please listen only and talk to someone after the meeting.
6. Readings:
 - a) Who Is An Addict?
 - b) Why Are We Here?
 - c) What Is The N.A. Program?
 - d) How It Works
 - e) The 12 Traditions of N.A.
7. A word on anonymity: We need an atmosphere of trust to speak openly and honestly here. We betray that trust when we make fun of or gossip about what is said at meetings. So, please keep to yourself who you saw here tonight and what they said. In N.A., we must learn to place principles before personalities. If you must engage in personal conversation during the meeting, please do so outside so as not to disturb those who are sharing.
8. On behalf of EANA, I would like to take this opportunity to thank our speakers for this evening. Please feel free to give your personal thanks after the meeting.
9. Clean-time. If there is anyone with less than 30 days, please identify yourself so we can support you in your efforts.
10. Presentation of the newcomer key-tag
11. Closing of the meeting. Reading of "Just For Today".
12. Closing in the traditional fashion

Appendix E - Helpline Representative Guidelines

1.0 HELPLINE REPRESENTATIVE MANDATE

The Helpline Representative & Alternate maintains communication between EANA and the Regional Helplins Subcommittee.

2.0 RESPONSIBILITIES - HELPLINE REPRESENTATIVE

The responsibility and requirements will be to:

- ◇ Attend the monthly area meeting and present a written and oral report to the ASC's on each other's projects, progress, and problems.
- ◇ Present and respond to questions, requests, or concerns.
- ◇ Make Helpline minutes available to EANA.
- ◇ Be bilingual; English & French.
- ◇ Attend the monthly CSL de Montreal Helpline meeting and present a written and oral report to the subcommittee.
- ◇ Present questions, requests or concerns if any.
- ◇ Vote on behalf of EANA at the Helpline table.
- ◇ Is a voting participant as Section 12.1 of these guidelines.
- ◇ Follows Sections 10.2, 10.3, 10.4 of these guidelines regarding requirements for elections, term, and dismissal.
- ◇ The position will require 2 years clean-time (alternate needs 1 year clean-time)
- ◇ Elections and nomination will respect Section 14.0 of these guidelines.

3.0 HELPLINE REPRESENTATIVE ALTERNATE

The position of Helpline Representative Alternate will be to:

- ◇ Perform the duties of the Helpline Representative in her/his absence.
- ◇ Responsible for scheduling and presenting Learning Sessions.
- ◇ Attend the Helpline Subcommittee monthly meeting as a voting member.
- ◇ The Alternate Representative will be given a vote at the Helpline Subcommittee as the Learning Session Representative.

3.1 RESPONSIBILITIES - HELPLINE REPRESENTATIVE ALTERNATE

- ◇ Assist the Helpline Representative in all duties.
- ◇ Be bilingual (English & French).
- ◇ Will follow all the requirements as stated above regarding elections and requirements:
- ◇ Clean-time of one year.

Appendix F - Hospitals & Institutions Subcommittee Guidelines

1.0 OUR PURPOSE AND FUNCTION

1.1 PURPOSE - H&I

We know that addiction leads to “jails institutions and death” and that N.A.’s primary purpose is to carry the message of recovery to the addict who still suffers. The Hospitals and Institutions (H&I) subcommittee carries the message of recovery into facilities which restrict regular groups from operating freely for example, hospitals jails, halfway houses, recovery homes, treatment facilities etc..

1.2 FUNCTION - H&I

The H&I subcommittee attempts to make N.A. available to any addict seeking recovery from addiction by mutual cooperation with these facilities by starting meetings arranging forums making literature available and establishing contacts in these places.

1.3 REFERENCE MATERIALS - H&I

The H&I subcommittee operates in accordance with current editions of the WSO Hospitals & institutions Handbook with these subcommittee guidelines and with the Twelve Traditions of N.A. and is accountable to the EANA Area Service Committee (ASC)

2.0 TRUSTED SERVANTS - H&I

2.1 POSITIONS - H&I

The trusted servants of the H&I subcommittee are the Chair, Vice-chair, Secretary, and the coordinators of hospital or institution meetings. The Chair is elected by the Area Service Committee; the other trusted servants are elected by The H&I subcommittee.

2.2 DISMISSAL - H&I

A trusted servant who relapses automatically forfeits his/her position. The subcommittee may remove a person for serious misconduct by following the same procedure as Section 10.4.1 of the EANA guidelines.

2.3 CHAIR - H&I

Required clean time is in accordance with sections 10.2 and 11.0 of The EANA guidelines and with preferably at least 3 months experience in H&I service. The term of office is 1 year but a Chair may be re-elected for a second term.

Responsibilities include:

- 1) Preside at all meetings of the H&I subcommittee.
- 2) Assume responsibility for the implementation of policies and decisions of the Subcommittee.
- 3) Maintain active two-way communication between the subcommittee the Area Service Committee and the Québec regional H&I committee attending all meetings of these bodies and presenting written and oral reports as required.
- 4) Arrange for the Vice-chair's attendance at any of the meetings mentioned above if unable to attend. If unable to attend the monthly subcommittee meeting the Chair must inform the ASC Vice-chair in advance to allow him/her to attend the meeting as a resource person and as a non-voting representative of the ASC.
- 5) Maintain files of all H&I meetings including the day and time of meeting type of meeting the contact persons at the hospital or institution the facilities' rules and any other relevant information to ensure continuity and history.
- 6) Maintain a file on hospitals and institutions where there is a possibility of establishing an H&I meeting in the future.
- 7) Maintain registration of his/her address and phone number and EANA's current H&I meetings with the WSO and the Regional H&I subcommittee.
- 8) See that all records are turned over to new trusted servants in order to maintain continuity and history.
- 9) Keep detailed financial records with receipts for all expenditures and present written financial reports as required to the subcommittee and the ASC Treasurer.

2.4 VICE-CHAIR - H&I

Suggested clean time is 1 year and at least 3 months experience in H&I service. The term of office is 1 year and may be renewed for a second term. Responsibilities include:

- 1) Assist the Chair and assume his/her responsibilities in the event of absence.
- 2) Maintain an adequate supply of literature adhering to the Literature Policy (See below, Appendix G, Section 6.0,) for coordinators keeping an up-to-date inventory and reporting to each regular H&I subcommittee meeting. Literature should be stamped to identify it as H&I distributed along with the N.A. Helpline telephone number.
- 3) Make an annual literature report at the October H&I business meeting based on the monthly reports so that the subcommittee can evaluate its needs and progress and assist the ASC to plan its budget.

2.5 SECRETARY - H&I

Suggested clean time is 9 months and at least 3 months experience in H&I service. The term of office is 1 year and may be renewed for a second term. Responsibilities include:

- 1) Record minutes of all subcommittee meetings typing them up and distributing copies prior to the following meeting.
- 2) Maintain a list of N.A. Members available to speak at H&I meetings along with their phone numbers.
- 3) Maintain files of any H&I documents belonging to the subcommittee.
- 4) Type and make copies of subcommittee guidelines speaker orientation pamphlets etc.

2.6 CORRECTIONAL FACILITIES

All facilities falling under the jurisdiction of Correctional Services of Canada or Sécurité Publique.

2.6.1 COORDINATION

Suggested clean time is 1 year and preferably 3 months experience in H&I service. The term is 9 months and may be renewed for a second term. Responsibilities include:

- 1) Coordinate and chair the meeting at the correctional facility.
- 2) Select speakers for the meeting in accordance with Article 4 of these guidelines.
- 3) Maintain an inventory of N.A. literature.
- 4) Attend monthly H&I subcommittee meetings and submit a written report on progress and problems.
- 5) If the coordinator and alternate are unable to attend the H&I meeting that they are responsible for the H&I Chair must be notified so that a substitute can be found.
- 6) Maintain an updated list of all members cleared by the correctional facility.
- 7) Become familiar with the WSO Hospitals & Institutions Handbook.

2.6.2 Alternate Coordinator

Suggested clean time is 9 months and preferably 3 months experience in H&I service. The term is 9 months and may be renewed for a second term. Responsibilities include:

- 1) Assist Coordinator in all functions and assume responsibility if Coordinator is absent.
- 2) Attend monthly H&I subcommittee meetings.
- 3) It is suggested that the alternate Coordinator become Coordinator when the position becomes vacant.
- 4) Become familiar with the WSO Hospitals and Institutions Handbook.

2.7 HOSPITALS AND DETOX AND TREATMENT CENTRE FACILITIES

2.7.1 Coordinator

Suggested clean time is 9 month and preferably 3 months experience in H&I service. The term is 6 months and may be renewed for a second term. Responsibilities include:

- 1) Coordinate and chair the meeting at the facility.
- 2) Select speakers for the meeting in accordance with Article 4 of these guidelines.
- 3) Maintain an inventory of N.A. literature.
- 4) Attend monthly H&I subcommittee meetings and submit a written report on progress and problems.
- 5) If the Coordinator and Alternate are unable to attend the H&I meeting that they are responsible for the H&I chairperson must be notified so that a substitute can be found.
- 6) Become familiar with the WSO Hospitals & Institutions Handbook.

2.7.2 Alternate Coordinator

Suggested clean time is 6 months and preferably 3 months experience in H&I service. The term is 6 months and may be renewed for a second term. Responsibilities include:

- 1) Assist Coordinator in all functions and assume responsibility if Coordinator is absent.
- 2) Attend monthly H&I subcommittee meetings.
- 3) It is suggested that the Alternate Coordinator become Coordinator when the position becomes vacant.
- 4) Become familiar with the WSO Hospitals and Institutions Handbook.

3.0 SUBCOMMITTEE MEETINGS - H&I

3.1 DATE & TIME - H&I

The regular subcommittee meeting is held at 7:00 P.M. on the first Tuesday of each month.

3.2 AIM OF MEETINGS - H&I

At its meetings the H&I subcommittee will:

- 1) Provide a regular forum to pool experience (“I can’t we can”).
- 2) Communicate information and distribute literature supplies to coordinators.
- 3) Set policies plan and supervise all H&I work.

3.3 GROUP CONSCIENCE - H&I

Decisions are made by seeking a principled group conscience followed by a majority vote of eligible voters present. An eligible voter is any interested member who:

- 1) Attends 2 consecutive H&I subcommittee meetings and
- 2) Has not missed the last 2 consecutive meetings.
- 3) The Chair does not vote except to break a tie vote or on questions of personal privilege when expressly permitted by a majority of voting members present.

3.4 QUORUM - H&I

The quorum for meetings is 3 voting members at least one of whom is a Coordinator or alternate Coordinator. For purposes of establishing a quorum the Chair is considered a voting member. In the event that the Chair is not present the H&I Vice-chair must also be present. If there is not a quorum an informal information meeting may be held but no official decisions can be taken.

3.5 GUIDELINE AMENDMENTS - H&I

Proposed amendments to these guidelines are made in writing and are dealt with at the following meeting. Amendments adopted by the subcommittee are then submitted to the Area Service Committee for review and approval.

3.6 AGENDA - H&I

The usual agenda for meetings is as follows:

- 1) Open meeting with a moment of silence
- 2) Reading of the Twelve Traditions
- 3) Roll call
- 4) Secretary’s Report
- 5) Vice-chair’s Report
- 6) Chair’s Report
- 7) Old Business
- 8) New Business (elections if any)
- 9) Coordinator’s Reports
- 10) Questions & Comments
- 11) Scheduling of next meeting
- 12) Closing prayer

4.0 MEETINGS AT FACILITIES**4.1 SPEAKERS - H&I**

Speakers are N.A. members invited by the coordinator and/or Alternate coordinator who are willing to carry the N.A. message of recovery and to comply with the regulations of the facility and the guidelines of the H&I subcommittee.

4.2 SPEAKERS’ CLEAN-TIME - H&I

The clean-time requirement for speakers in correctional Facilities is 9 months. The clean-time requirement for speakers at all other H&I commitments is 6 months.

4.3 PRIOR ATTENDANCE - H&I

Coordinators and Alternate Coordinators should encourage speakers to first attend the H&I commitment as observers before sharing at the meeting. Speakers should be given a copy of the speaker orientation pamphlet. The coordinator or Alternate Coordinator should review it with them as well as the rules of the facility prior to sharing for the first time at an H&I meeting.

4.4 SAME SEX - H&I

At facilities where the meetings consist of only men or only women it is suggested that only same-sex N.A. members should participate.

4.5 CONFIDENTIALITY - H&I

All personal information provided to the subcommittee (last names, social insurance numbers, etc.) must be treated with complete confidentiality to protect the anonymity of all N.A. members.

5.0 MEETING OUTLINES - H&I**5.1 H&I PANEL PRESENTATION FORMAT**

Break ice trade names etc.

- 1) We have come here today to tell you a little about the Fellowship of Narcotics Anonymous including our own personal experience of recovery in N.A. After our presentation we'll try to answer any questions you might have.
- 2) The first N.A. meeting took place in California in 1953 when a number of addicts who had sought recovery in Alcoholics Anonymous began adapting that program to recovery from drug addiction. We are very grateful to them for showing us the way. The Twelve Steps of N.A. as adapted from A.A. are the basis of our recovery program. We have only broadened their perspective. We follow the same path with a single exception: our identification as addicts is all inclusive with respect to any mood-changing mind-altering substance. Our problem is not a specific substance; it is a disease called addiction.
- 3) grew considerably with the rise of the drug culture in the 1960's. Today there are thousands of groups in over 50 different countries. In 1983 N.A. published its Basic Text which explains in detail its program of recovery and contains the personal stories of a number of addicts. By 1989 over one million copies had been sold. Our Basic Text is available in English and French and is being produced in a number of other languages as well.
- 4) Addicts in Québec began holding meetings in 1983. Today we have over 260 meetings in some 20 organized Areas. Many of these groups are in the Montréal region. There are about 20 English language meetings including groups in Ormstown, the Eastern Townships and Québec city.
- 5) Meetings are also held in many prisons and treatment centers where addicts do not have free access to regular N.A. group meetings. A 24-hour Helpline can be reached by dialing 525-0333 for up-to-date meeting information or for addicts who are hurting and need to talk with another addict. This number is stamped on all of our literature here. Our Fellowship also regularly organizes social events such as dances and a bilingual convention is held every Thanksgiving week-end.
- 6) We have brought some meeting lists as well as a few pamphlets which may interest you so please help yourselves. There are various types of meetings - some have a speaker others are discussion groups. There are Basic Text study meetings and even special interest meetings such as women's or gay groups. The type of meeting is indicated on the meeting list. Meetings that are called closed are for addicts only. Open meetings are open to the public so you can bring friends or members of your family.
- 7) We have a number of readings that we always do at meetings so to give you a taste of an N.A. meeting we will do a couple of those readings now. Who would like to read "Who is an addict?" "What is the N.A. Program?" "How it Works?"
- 8) Now _____ and I will tell you a little about our own experience as addicts and how we have been finding a new way of life in Narcotics Anonymous.
- 9) Sharing
- 10) Does anyone have any questions?
- 11) Informal fellowship (maximum 1/2 hour)

5.2 H&I SPEAKER /DISCUSSION FORMAT

- 1) Hi, I'm an addict my name is _____. Welcome to the regular meeting of Narcotics Anonymous here at (name of institution).
- 2) Let's open with a moment of silence for the addict still suffering inside and outside of this room followed by the Serenity Prayer.
- 3) Is there anyone attending their very first N.A. meeting? We would like to extend a special welcome to newcomers.
- 4) There is a must that applies to everyone attending that there be no drugs or paraphernalia on your person at meetings. This is for the protection of this meeting and N.A. as a whole.
- 5) Our identification as addicts covers any mood-changing or mind-altering substance. Our problem is not any particular substance; it is a disease called addiction.
- 6) has no opinion on the program policies or staff of this institution so please do not ask us to comment on these questions. This meeting is sponsored by the Hospitals & Institutions committee of N.A. Our sole purpose in coming here is to bring the message that recovery from active addiction is possible in Narcotics Anonymous. When your program/sentence is completed N.A. will be there for everyone who wants our support in their recovery.
- 7) There are local N.A. meeting lists and literature on the table here so please help yourselves. The pamphlets are free for the taking and the hard-cover Basic Text is available at cost.
- 8) Readings: "Who is an addict?" "What is the Narcotics Anonymous program?" "Why are we here?" "How it works?"
- 9) Individual identification.
- 10) Introduction of the speaker (shares for 15-20 minutes).
- 11) Are there any questions for the speaker?
- 12) Sharing - suggest topic - please no cross-talk.
- 13) A word on anonymity: We need an atmosphere of trust to speak openly and honestly here. We betray that trust when we make fun of or gossip about what is said at meetings. So please keep to yourself who you saw here tonight and what they said. If someone said something that you feel might help someone else pass on the idea or the story but please leave the person's name out of it. In N.A. we learn to place principles before personalities.
- 14) Reading: "Just for Today"
- 15) Closing: This circle reminds us that together we can do what we cannot do alone. Let's close with a moment of silence for the addict who died today without finding recovery. My gratitude speaks when I care and when I share with others the N.A. way. Keep coming back it works if you work it!
- 16) Informal fellowship (maximum 1/2 hour)

6.0 LITERATURE POLICY - H&I

Who, What, How & Why	Always Used
The Group (Revised)	Coordinator's Discretion
Another Look	Always Used
Recovery & Relapse	Always Used
Am I an Addict?	Always Used
Just for Today	Always Used
Living the Program	Always Used
Working Step Four in Narcotics Anonymous	Coordinator's Discretion
Sponsorship	Always Used
The Triangle of Self-Obsession	Coordinator's Discretion
Youth & Recovery	Coordinator's Discretion
One Addict's Experience	Coordinator's Discretion
P.I. & the N.A. Member	Never Used
For the Newcomer	Always Used
For Those in Treatment	Particular Setting/Coordinator's Discretion
Self Acceptance	Always Used
Hospitals, Institutions and the N.A. Member	Service Learning Days
The Loner, Staying Clean in Isolation	Coordinator's Discretion
Welcome to N.A.	Always Used
Staying Clean on the Outside	Always Used
Hey! What's the Basket for?	Never Needed
N.A. White Book	Always Used
Narcotics Anonymous - Basic Text	Always Used
Regional Meeting List	Always Used
EANA. Meeting List	Always Used
The Group Booklet	Coordinator's Discretion
Behind the Walls	Coordinator's Discretion/Particular Settings
N.A. - A Resource in your Community	Never Used
An Introductory Guide to N.A.	Coordinator's Discretion
Reaching Out Magazine	Coordinator's Discretion

6.2 POSTERS

The following Literature is all at the Coordinator's Discretion

- My Gratitude Speaks
- Serenity Prayer
- Twelve Steps
- Twelve Traditions
- N.A. Logo (Plastic Sheet)
- Honesty, Open-mindedness and Willingness (Plastic Sheet)
- Just for Today (Plastic Sheet)
- That No Addict Seeking Recovery Need Ever Die (Plastic Sheet)
- Keep Coming Back (Plastic Sheet)
- I Can't, We Can (Plastic Sheet)

6.3 OTHER LANGUAGE LITERATURE - AUDIO TAPES

Behind the Walls - Staying Clean on the Outside
H&I and the N.A. Member
Others

6.4 SUBCOMMITTEE MATERIALS

The following literature is all for Internal Use
Hospitals and Institutions Handbook
Subcommittee Guidelines
Sharing at an H&I Meeting
Coordinator's Monthly Report Form
Literature Order Form
Record of H&I Meeting
Others?

Appendix G- Literature Subcommittee Guidelines

1.0 STATEMENT OF PURPOSE LITERATURE

This Subcommittee will operate in accordance with the materials listed in Section 5.0 of the EANA ASC guidelines, with current editions of the Literature Handbook and with these subcommittee guidelines, and is accountable to the ASC. This subcommittee is responsible for the purchase and distribution of N.A. literature to all ASC member groups, subcommittees and outside interested parties. As well, this subcommittee is responsible for providing statistical and financial reports to the ASC.

2.0 TRUSTED SERVANTS LITERATURE

2.1 CHAIR - LITERATURE

Clean time requirement: 2 years

2.2 VICE-CHAIR - LITERATURE

Clean time requirement: 9 Months

2.3 SECRETARY - LITERATURE

Clean time requirement: 6 Months

3.0 VOTING MEMBERS - LITERATURE

- a) To be considered a member of the Literature Subcommittee, one need only attend a meeting and register.
- b) To become a voting member, that person must attend at least two consecutive meetings.
- c) If a subcommittee member misses two consecutive meetings, they will lose their right to vote and have to re-qualify.

Although the aim of this subcommittee is to strive for consensus on any issue, we also recognize that this is not always possible; therefore, a 2/3 majority of the voting members in attendance can carry a proposition.

4.0 LITERATURE ORDERING PROCEDURES

- ◇ Groups must mail or deliver their literature order, along with a cheque made out to EANA for the full amount of the order to:
EANA Literature Subcommittee
Post Office Box 453
NDG Station,
Montréal Québec
H4B 3P8
- ◇ Please write "literature" on the back of the cheque .
- ◇ Orders must be received at least three (3) days prior to the ASC meeting and will be available for pickup at the ASC meeting.
- ◇ All Information Pamphlets and Key-tags must be ordered by increments of five.
- ◇ There is available to new groups a starter kit, at a cost of \$30.00. A group may front their first order, but no new orders will be filled until this has been paid in full. The new group must place their order with the Literature Subcommittee.
- ◇ Subcommittee orders must be in accordance with pre-established amounts allotted by the ASC. Pick-up time is the same as for groups.

Appendix H - Public Information Subcommittee Guidelines

1.0 PUBLIC INFORMATION SUBCOMMITTEE DEFINITION AND PURPOSE

1.1 DEFINITION

This Subcommittee will operate in accordance with the materials listed in Section 5.0 of the EANA ASC guidelines, with the current editions of the P.I. handbook, and with the following Subcommittee guidelines, and is accountable to the ASC.

1.2 PURPOSE - P. I.

The purpose of this subcommittee is to inform the general public, especially those whose work is or may be involved with the active addict, of what we have to offer, recovery from the disease of addiction, how and where we are available, how we attempt to create a mutual understanding with those who are interested in helping the addict.

2.0 PUBLIC INFORMATION SUBCOMMITTEE RESPONSIBILITIES

The responsibilities of this subcommittee are:

- ◇ To open and maintain lines of communication between Narcotics Anonymous and the public.
- ◇ To respond to all requests for information in a timely and effective manner.
- ◇ To ensure those requests are handled at the appropriate level of service (see Section 3).

3.0 PUBLIC INFORMATION AREA / LIMITATIONS

3.1 GEOGRAPHIC AREA

The English Area of Narcotics Anonymous (EANA Public Information (P.I.) Subcommittee is responsible for all English language P.I. efforts in the Province of Québec.

3.2 PUBLIC INFORMATION COOPERATION WITH CSRQNA

The EANA Public Information Subcommittee should work closely with the Regional Public Information Subcommittee, particularly in areas which may overlap (i.e. bilingual signs or posters).

3.3 RESPONSIBILITIES

The EANA Public Information Subcommittee is ultimately responsible to those they serve, the members of EANA

3.4 GEOGRAPHICALLY IMPOSED DIFFICULTIES

EANA Public Information Subcommittee should pass on to the Regional Public Information Subcommittee any requests which cannot be handled due to geographic distances.

4.0 MEMBERSHIP

4.1 MEMBERS

The EANA Public Information Subcommittee will consist of:

Chair

Vice-chair

Secretary

Treasurer

Voting Members

Non-Voting Members

4.2 CHAIR - PUBLIC INFORMATION

The Chair of this subcommittee will be elected at the EANA Area Service Committee (ASC) meeting in accordance with the EANA ASC Guidelines.

The Chair will:

- ◇ Preside at all regular monthly meetings of their respective committees
- ◇ Perform such duties, and functions as necessary to the operation of their committees, as defined in their subcommittee's guidelines
- ◇ Maintain active two way communication between their subcommittees, the ASC, the Administrative Committee and their Regional Service committee counterparts.

If, for any reason, they are unable to attend their subcommittee meetings they must inform the ASC Vice-chair in advance to allow him/her to attend that meeting as a resource and as a non-voting representative of the ASC.

- ◇ Present written and oral reports to the ASC, the Administrative Committee and their own committees
- ◇ Keep all historic files (e.g. minutes of meetings, reports on special activities, correspondence, etc.)
- ◇ Arrange times and agendas for meetings
- ◇ Act as moderator at meetings
- ◇ Initiate all necessary correspondence including correspondence between the region and/or the World Service Committee.
- ◇ Report to the ASC any plans for major P.I. projects or expenditures.
- ◇ Be responsible for records, files and overall functioning of the Subcommittee.
- ◇ Attend regional P.I. meetings whenever possible.

4.3 VICE-CHAIR - PUBLIC INFORMATION

The Vice-chair of this subcommittee will be elected at a regular P.I. subcommittee meeting. The Vice-chair must have no less than one year clean time. It is suggested that the nominees for the position of Vice-chair be willing to take on the role of Chair at a later date. It is recommended that the Vice-chair have previous service experience preferably within the P.I. subcommittee or at the area level.

The Vice-chair will:

- ◇ Hold subcommittee meetings, attend the ASC and give a report in the event the Chair is unable to.
- ◇ Assist the Chair in the functions of the Subcommittee, including attending the Regional P.I. meetings if necessary.
- ◇ Take minutes of the P.I. meetings in the absence of the Secretary.
- ◇ Act as P.I. Event Coordinator
- ◇ Maintain guidelines for poster days, speaking sessions.
- ◇ Provide speakers for school, professional, or public engagements.
- ◇ Receive reports from staff members
- ◇ Responsible to notify and report to the secretary of the subcommittee.
- ◇ Adhere to the guidelines in the P.I. handbook for media contact
- ◇ Maintain inventory of N.A. approved public service announcements (P.S.A.) video and audio cassettes.
- ◇ Maintain written P.S.A.'s
- ◇ Be responsible for staffing and/or developing communications with radio, television, films.
- ◇ Coordinate mass mailing
- ◇ Maintain good communications between each trusted servant of the subcommittee

4.4 PUBLIC INFORMATION SUBCOMMITTEE SECRETARY

The Secretary will be elected at a regular P.I. subcommittee meeting. The Secretary must have no less than one year clean time. It is recommended that the Secretary have previous service experience, preferably within the P.I. subcommittee, or, at the area level. The Secretary should possess the ability to develop written material in a clear and concise manner, preferably with secretarial skills or experience.

The Secretary will:

- ◇ Take accurate minutes of the business conducted at the Public Information Subcommittee meeting.
- ◇ Handle all correspondence as directed by the chair or the subcommittee.
- ◇ Prepare a written report prior to each meeting.
- ◇ Maintain files and records of communications including lists of activities and contacts to be passed on to subsequent Subcommittee members .

- ◇ Maintain an up-to-date list of all voting members of the Public Information Subcommittee, with records of attendance.
- ◇ Maintain mailing list, e.g. address labels (100 bi-monthly)
- ◇ Pass no out of date files to the Chair

4.5 TREASURER - PUBLIC INFORMATION

The Treasurer will be elected at a regular P.I. subcommittee meeting. The Treasurer must have no less than one year clean time. It is recommended that the Treasurer have previous service experience, preferably within the P.I. subcommittee, or, at the area level.

The Treasurer will:

- ◇ Keep all group financial records
- ◇ Prepare financial reports prior to the Public Information Subcommittee meeting for presentation to the ASC
- ◇ Prepare literature order prior to Public Information Subcommittee meeting.
- ◇ Maintain stock of literature, stamps, envelopes, form letters, and P.I. information packages (i.e. WHO-WHAT-WHY-HOW), mailing labels, posters, "P.I. A Community Resource", for all mailings.

4.6 VOTING MEMBERS - PUBLIC INFORMATION

Voting members are those members that have attended two consecutive Public Information Subcommittee meetings. The presiding member of Public Information Subcommittee may not vote. (Chair, Vice-chair, whoever is presiding). A voting member loses the right to vote after missing more than two consecutive meetings. Voting members are encouraged to participate in all discussions. Voting members may introduce new proposals to the Subcommittee for discussion, or second proposals made by other voting members.

4.7 NON-VOTING MEMBERS

Any member of N.A. may attend the P.I. subcommittee meetings, but will not have the right to vote, until such time as they fill the requirements for voting members (above). Non voting members are encouraged to bring suggestions and ideas to the Subcommittee, and participate in all discussions.

5.0 PUBLIC INFORMATION SPEAKERS

Speakers are to be N.A. members with 6 months clean time

6.0 SPECIAL TASKS

Any member may be given special responsibilities. These may include such tasks as:

- Preparing letters
- Preparing posters
- Mailing letters
- Compiling speaker lists
- Preparing P.S.A. announcements
- Conducting P.I. presentations

A member who wishes to undertake any special tasks must be elected by the Subcommittee. The term of their position lasts until their commitment has been fulfilled.

7.0 PROCEDURES

7.1 NEW BUSINESS

Any voting member or officer of the subcommittee may introduce a new proposal. If another member of the subcommittee seconds this proposal, then it will be discussed until all members present have a clear understanding of the proposal. Once all discussion is finished, the subcommittee will proceed to a vote by a show of hands. A proposal is accepted when 2/3 of the voting members present are in agreement with it. Any proposal which is not seconded will not receive further discussion. Any proposal brought up and defeated cannot be brought back up for a period of two months.

7.2 ELECTION OF SUBCOMMITTEE OFFICERS

All trusted servant positions are to be announced at the area two months prior to end of the current trusted servant's term, and elections are to be held 1 month prior to the end of the current trusted servant's term. This is so the outgoing trusted servant can provide training and assistance to the new trusted servant. Any person in attendance at the P.I. Subcommittee meeting may nominate themselves or any other person present for the position. No member may be nominated or elected, in absentia. Appendix I - Public Information Subcommittee Guidelines

Each nominee will have an opportunity to explain their experience and qualifications. Members of the Subcommittee will have the opportunity to ask any questions they feel relevant. Once all discussion is complete the nominee(s) will leave the room, and a vote will taken by secret ballot. The member will be elected if 2/3 of the voting members present have chosen him/her.

7.3 RESIGNATIONS

It is expected that each elected officer will serve a term of one year. In the event that a member is unable to fulfill their commitments, they will inform the Subcommittee of their resignation. At this point their position will be open, and elections will take place as soon as possible. The newly elected officer will serve a term of one year from the date of his/her election, regardless of whether or not the previous member had completed the term. In the event that an elected officer fails to attend two consecutive meetings, without advising another officer of the Subcommittee, that person will be considered to have resigned. In the event that the members of the Subcommittee feel that one of the officers is not fulfilling his/her responsibilities, that officer may be asked to resign. In order to take this severe measure, there must first be a vote taken, as in elections of officers (above). If any officer of the subcommittee no longer has the required clean time for the position, that member will immediately cease to hold the position, and elections will be held as soon as possible.

8.0 GENERAL

8.1 QUORUM

In order for any vote to be considered valid, at least 50 of the voting members of the Subcommittee must be present.

8.2 REGULAR MEETING TIMES

Meetings are to be held once per month, at a regular time and location. Other meetings may be called when necessary for special projects.

8.3 EMERGENCY MEETINGS

Emergency meetings may be called if necessary. Before such a meeting may be held, the Administrative Committee of the ASC must have been notified, as well as all voting members of the Public Information Subcommittee. Decisions may be taken when 50% of the voting members present are in agreement, regardless of the number of voting members in attendance.

9.0 PUBLIC INFORMATION COMMUNICATION

9.1 REGIONAL COMMUNICATION

The EANA Public Information Subcommittee must insure that two way communication is maintained at all times with the Regional Public Information Subcommittee. The EANA Public Information Subcommittee should be aware of all regional P.I. efforts, and the Regional committee must be kept aware of any EANA Public Information Subcommittee efforts that may overlap regional work.

9.2 EANA SUBCOMMITTEE COMMUNICATION

The EANA P.I. Subcommittee must maintain close two way communication with the other EANA subcommittees, in particular the Helpline Subcommittee and the H&I Subcommittee. P.I. members should remember that P.I. work affects N.A. as a whole, and as such the Public Information Subcommittee cannot be autonomous.

9.3 WSO COMMUNICATION

The World Service Office may be contacted as an information resource.

Appendix I - Intensive Retreat Guidelines

1.0 PURPOSE - INTENSIVE RETREATS

The purpose of Intensive Retreats is to promote unity and recovery, to provide a safe and healthy setting in which to practice the 12 Steps, the 12 Traditions, and the spiritual principles of Narcotics Anonymous, and to encourage self-discovery and personal growth.

2.0 INTENSIVE RETREATS ORGANIZATION

1. The organization of an Intensive Retreat will require a committee of three sponsors, of which at least two have no less than one year clean.
2. The sponsors will provide the following written information to the ASC for approval, and to participants
3. prior to registration:
 - a) Dates and location
 - b) Cost and financial arrangements
 - c) Maximum occupation
 - d) Facility features (sleeping, meals, etc.)
 - e) Intensive Retreat Agenda, including meeting and free-time schedule, and topics if applicable. Changes to this information will require unanimous approval of the participating members.
4. Intensive retreat sponsors will be responsible for providing suitable sleeping arrangements for all participants.
5. There is one must that will apply to everyone attending: That there be no drugs or paraphernalia on their person at Intensive Retreats. This is for the protection of the group, the Fellowship, as well as the meeting facility. Failure to comply will result in the member being required to leave the premises. Come clean, or don't come at all.
6. Topics of discussion may be suggested by participants and screened by sponsors, or be pre-determined by them and identified in the agenda provided as part of the pre-registration information. Topics must be recovery oriented (see Basic Text & WSO approved literature), and only N.A. language is used. The chair-person may terminate sharing which is deemed inappropriate or offensive.
7. Meetings should be the main focus of Intensive Retreats. Although it is suggested that the Agenda provide for free time, the designated meeting room should always be available for that purpose with free time activities taking place elsewhere in the facility.
8. Groups are encouraged to carry out the complete set of readings at least once a day, and to open each meeting with a moment of silence followed by the Serenity Prayer, and close with a moment of silence followed by either the Serenity Prayer, or Just For Today.
9. EANA will not provide any start-up funds and will not be responsible for any deficits incurred. The Intensive retreat sponsors will be responsible for finances in accordance with the 12 Traditions of N.A., and any profits derived from Intensive Retreats will be turned over in the form of a 7th tradition donation at the EANA ASC meeting immediately following the intensive retreat.
10. The intensive retreat sponsors will submit a written report to the ASC immediately following the event. Sponsors are encouraged to use the report to share any information which could benefit future Intensive retreats.

EANA approved Intensive retreats are to be encouraged and promoted through GSR reports, flyers, trusted servants and individual members. Intensive retreats which have not received EANA approval are outside issues, and should be referred to as such. They are not to be encouraged in the groups, and, if necessary, a disclaimer should be voiced by the GSR in his report to the group.

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EANA ASC Guidelines



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