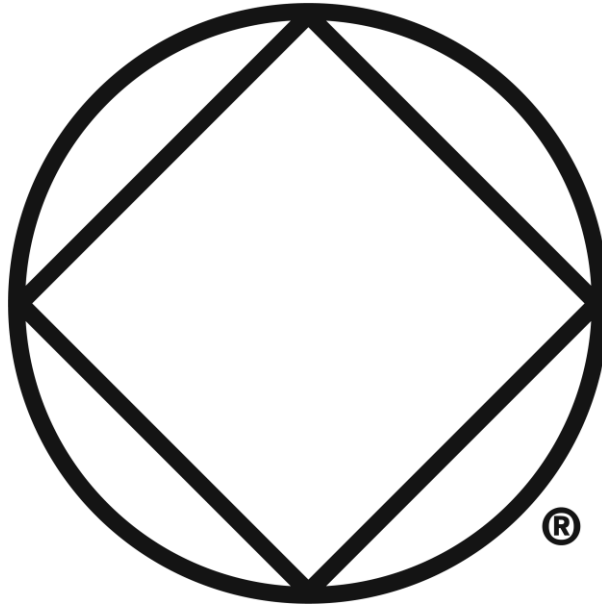




Area Service Committee Guidelines
English Area of Narcotics Anonymous (EANA)

Revised May 2026

Area Service Committee Guidelines

English Area of Narcotics Anonymous in Quebec

1. DEFINITION OF TERMS

Admin	The Administrative Committee
ASC	Area Service Committee. Specifically, the EANA ASC.
ASC Consensus	Approval from 75% of ASC participants, following the consensus-based decision-making process detailed in these guidelines. This is the normal threshold for consensus.
ASC Position / Trusted Servant	Any member of Admin or a subcommittee chair. Does not include GSR(A)s, working group chairs or ad-hoc representatives.
ASC Unanimous Consensus	Approval from 100% of ASC participants, following the consensus-based decision-making process detailed in these guidelines. This is the threshold for consensus only after the first discussion.
CANA	Canadian Assembly of Narcotics Anonymous
CBDM	Consensus-based Decision Making
CSRQNA	Quebec Region of NA (<i>le Comité de service régional du Québec de Narcotiques Anonymes</i>)
EANA	English Area of Narcotics Anonymous in Quebec
EANA Group	An NA group served by EANA and represented at the ASC; a group is active if it has sent a representative to the ASC in the last 12 months.
Facilitator	The person leading the CBDM process. Typically, the ASC Chair or Vice Chair.
GSR(A)	Group Service Representative & GSR Alternate
H&I	Hospitals and Institutions Subcommittee
NAWS	Narcotics Anonymous World Services
Participant	In the context of CBDM, “participant” refers to NA members who cast their vote in the consensus process. In EANA, only GSRs or GSRAs may participate (or another member appointed by the group in their absence).
PR	Public Relations Subcommittee
Quorum	1/2 (rounded down) of active EANA groups.
RCM(A)	Regional Committee Member & RCM Alternate
Simple majority	50% plus 1; e.g., five out of eight, eleven out of twenty

2. NAME OF AREA

The name of this area is EANA (English Area of Narcotics Anonymous in Quebec); EANA will be served by the Area Service Committee (ASC).

3. OUR GOALS

The ASC serves as the link between the participating groups and the greater Narcotics Anonymous service structure. Our goal is the unity and development of the Fellowship in our area. The members of the ASC meet to decide on matters of our common welfare and our primary purpose: to carry the message of recovery to the addict who still suffers.

4. RESPONSIBILITIES OF THE ASC

The ASC must:

- Hold an ASC meeting each month; it may reschedule or add additional ASC meetings if needed. Regular ASC meetings should be held at a consistent time and place, announced ahead of time.
- Contribute to CSQRNA and serve as a link between EANA groups and the fellowship.
- Support the ASC subcommittees, namely:
 - Activities
 - Hospitals and Institutions
 - Literature
 - Public Relations
 - Any working groups established by the ASC
- Contribute to the general health and growth of the Fellowship in our area.

5. GUIDING PRINCIPLES

The ASC and its subcommittees will always respect:

- The Twelve Traditions of Narcotics Anonymous
- The Twelve Concepts of Narcotics Anonymous Service
- The EANA ASC Guidelines
- Local laws, where relevant

6. GROUPS & QUORUM

- Any local English-language or bilingual NA group can be admitted into EANA, provided it follows EANA's guiding principles.
- An EANA group is active if it has sent a GSR or other representative to the ASC in the last 6 months. Otherwise, it is inactive. Inactive meetings are not counted for the purposes of quorum.
- If one half (rounded down) of active EANA groups are present at the meeting, the ASC has quorum, and it may make decisions normally.
- Without a quorum, non-urgent decisions should be tabled until the next ASC meeting. Decisions that would change ASC Guidelines cannot be made when the ASC does not have a quorum.

# Active Groups	Quorum
8-9	4
10-11	5
12-13	6
14-15	7
16-17	8
18-19	9
20-21	10
22-23	11

7. PARTICIPANTS OF THE ASC

The only members who cast their vote in the consensus process at the ASC are the GSRs or GSRAs of all EANA groups, or a member appointed by the group in their absence. Only one group representative may participate at a time.

All other members, whether they are ASC Trusted Servants or visitors, have the right to speak during discussions, but they do not participate in making decisions. This includes representatives from CSRQNA or any other service body of Narcotics Anonymous.

One member may not hold two participant roles at once. For example, a member who holds a position on Admin or as a Subcommittee Chair/Vice Chair may not be recognized as a group representative for any purposes except simple communication. They are considered present for quorum, but they may only abstain when testing for consensus.

8. THE ADMINISTRATIVE COMMITTEE

8.1. Members of Admin

- Chair
- Vice Chair
- Treasurer
- Alternate Treasurer
- Secretary
- Alternate Secretary
- RCM
- RCMA
- Web Servant
- Alternate Web Servant

8.2. Responsibilities of Admin

- Admin meets each month at a regular time before the regular ASC meeting.
- Admin meetings should be open to all, and complete minutes included with the minutes of the ASC meeting.
- Admin coordinates between subcommittees and EANA groups.
- In the absence of an RCM(A), Admin is responsible for seeking out and providing the CSRQNA report after each regional meeting.
- Admin is responsible for updating the ASC Guidelines document in the case of changes to the guidelines.
- Every member of Admin must use their CSRQNA-linked service email.
- Admin is responsible for housekeeping decisions that contribute to the proper functioning of the ASC.

8.3. Admin Position Descriptions

1. ASC Chair:
 - a. Call ASC and Admin meetings to order at the appointed time and preside over all meetings of these committees as per CBDM procedure. The Chair has no right to participate in the decision-making process and must remain neutral.
 - b. Review the Secretary's minutes of each ASC and Admin meeting prior to distribution.

- c. Maintain communication between the ASC and Admin and present oral reports to both.
 - d. Keep ASC records and archives.
 - e. Be one of the co-signers on the ASC bank account.
 - f. Be familiar with ASC Guidelines and CBDM procedures and facilitate CBDM procedure.
- 2. ASC Vice Chair:
 - a. Perform the duties of the ASC Chair in their absence.
 - b. Assume interim ASC Chair until the election of a new ASC chair if the Chair cannot complete their term.
 - c. Be familiar with ASC Guidelines and CBDM procedures and be prepared to facilitate the CBDM procedure if the ASC Chair recuses themselves or cannot facilitate.
- 3. ASC Secretary:
 - a. Draft accurate minutes of ASC and Admin meetings.
 - b. Send these minutes to the GSRs and other members on the mailing list, no later than 7 days after the ASC meeting.
 - c. Serve as the primary link between the ASC and GSRs, communicating information as necessary via email.
 - d. Present a written and oral report to the ASC and Admin.
 - e. Maintain the ASC mailing list, list of active groups, and periodically update a list of group's Trusted Servants.
- 4. ASC Alternate Secretary
 - a. Fulfill the duties of the Secretary in their absence.
 - b. Assume interim Secretary until the election of a new Secretary if the Secretary cannot complete their term.
 - c. Aid the Secretary in all their duties.
- 5. ASC Treasurer
 - a. Act as a custodian of the ASC bank account and be one of the co-signers on the ASC bank account.
 - b. Keep an accurate record of all financial transactions in keeping with standard bookkeeping practices.
 - c. Present written and oral reports to the ASC and Admin.
 - d. Prepare an annual statement at the end of each financial year.
 - e. Collect all ASC donations and subcommittee revenues.
 - f. Submit a financial statement to the RCM to be provided to CSRQNA.
- 6. ASC Alternate Treasurer
 - a. Fulfill the duties of the Treasurer in their absence.
 - b. Aid the Treasurer in all their duties.
 - c. Assume interim Treasurer until the election of a new Treasurer if the Treasurer cannot complete their term.
 - d. Serve as a co-signer on the ASC bank account.
- 7. ASC Regional Committee Member
 - a. Maintain communication with CSRQNA via written and oral reports.
 - b. Attend all CSRQNA meetings, in person or virtually, or by accessing the recording produced by the CSRQNA.
 - c. Communicate reports from CSRQNA, CANA or NAWS, as needed.
 - d. Provide the ASC with information about events and conventions from other NA service bodies that the ASC may wish to participate in.

- e. Be functionally fluent in French and familiar with MS Office Suite.
- f. Archive CSRQNA meeting recordings in the RCM service email for future reference.
- 8. ASC Regional Committee Member Alternate
 - a. Fulfill the duties of the RCM in their absence.
 - b. Aid the RCM in all their duties.
 - c. Assume interim RCM until the election of a new RCM if the RCM cannot complete their term.
 - d. Be functionally fluent in French and familiar with MS Office Suite.
- 9. ASC Web Servant
 - a. Maintain a website for EANA which respects the EANA Web Servant Guidelines.
 - b. Present written and oral reports to the ASC at each monthly meeting.
 - c. Keep website up to date with meeting openings and closures and NA events.
 - d. Help the Treasurer establish a web services budget each year.
 - e. Execute proposed changes to the website.
 - f. Be proficient with website administration and web design software.
 - g. Be proficient with HTML/CSS and Google Calendar.
- 10. ASC Web Servant Alternate
 - a. Fulfill the duties of the Web Servant in their absence.
 - b. Aid the Web Servant in all their duties.
 - c. Assume interim Web Servant until the election of a new Web Servant if the Web Servant cannot complete their term.
 - d. Be proficient with website administration and web design software.
 - e. Be proficient with HTML/CSS and Google Calendar.

9. SUBCOMMITTEES

9.1. List of EANA Subcommittees

- Activities
- Hospitals and Institutions
- Literature
- Public Relations

9.2. Working Groups

- When a topic needs deeper discussion and study than is feasible in regular ASC meetings, the ASC may establish a working group to address a specific subject. The responsibility of a working group is to investigate a subject chosen by the ASC and to present a proposal and/or information to the ASC within a reasonable delay.
- When the ASC creates a working group, they establish a clear mandate and elect a chair. This chair must organize monthly open meetings, attend ASC meetings, and provide updates on their progress.
- Membership in a working group does not grant ASC participant status.

9.3. Ad-Hoc Representatives

- The ASC may at any time appoint an NA member to serve as an Ad-Hoc Representative, entrusted with a task or responsibility outside the scope of normal ASC business, such as coordinating the ASC's participation in a regional or national convention.
- The Ad-Hoc Representative may meet with other NA service bodies, NA groups, or people and groups outside the NA Fellowship on behalf of the ASC, where needed.

9.4. Subcommittee Responsibilities

- Subcommittees must have their own guidelines and provide these guidelines to Admin. These guidelines should be reviewed every four years.
- Subcommittees must provide a written report to the ASC Secretary for each ASC meeting.
- Subcommittees Chairs or Vice Chairs must come to the ASC meeting to present their report and answer questions.
- Subcommittees may have access to a bank account, if the ASC deems necessary.
- Subcommittees meet once per month at a regularly scheduled time and location, open to all addicts.
- Subcommittees must present a financial report of each event involving money at the following subcommittee meeting.

10. ASC MEETING PROCEDURE

10.1. Meeting Schedule

- The monthly ASC meeting is scheduled for the third Sunday of the month at 10:00 a.m.
- The Admin meeting is scheduled to begin at 9:00 a.m.
- Any changes to the typical location and time must be approved at a regular ASC meeting.
- The agenda for each ASC meeting is established according to the sample meeting agenda (Appendix I). Admin may modify the agenda, subject to approval via consensus.

10.1.1. Emergency Meetings

Admin may exceptionally call for an emergency ASC meeting with the participating members of the ASC.

- Emergency ASC meetings may only discuss important and urgent matters.
- Decisions can only be made if at least 25% of the groups present at the last ASC meeting are represented.
- All decisions made in emergency ASC meetings must be confirmed at the following regularly scheduled ASC meeting; otherwise, the decision is reversed.

11. ELECTIONS AND DISMISSAL

11.1. Elections and Nominations

- There must be a quorum of EANA groups for elections to be held.
- Trusted Servants are elected to one-year terms and can serve at most two consecutive terms.
- Trusted Servants elected in between regular elections will serve only until the next regular election for that position. A period of six months or less is considered an interim position and does not count towards the two-term limit. A term longer than six months is considered a full term for the purpose of term limits.

11.2. Election Schedule

Elections occur annually on the following schedule:

October:	Chair & Vice Chair	Treasurer & Alternate Treasurer
April:	Secretary & Alternate Secretary	RCM & RCMA
	Web Servant & Alternate Web Servant	

11.3. Clean Time Requirements

The ASC sets minimum clean time requirements for Trusted Servants. These requirements can be waived, with ASC consensus. “Clean time” refers to complete abstinence as defined in Narcotics Anonymous literature, including In Times of Illness and NAWS Bulletin #29.

ASC Chair	3 years clean
ASC Vice Chair	2 years clean
ASC Treasurer	3 years clean
ASC Alternate Treasurer	3 years clean
ASC Secretary	2 years clean
ASC Alternate Secretary	1 year clean
ASC Web Servant	2 years clean
ASC Web Servant Alternate	1 year clean
Regional Committee Member	3 years clean
Alternate Regional Committee Member	2 years clean
Subcommittee Chairs	2 years clean

There are no clean time requirements for ASC working groups or Ad-Hoc Representatives, as they may be asked to deal with a wide range of tasks, big or small. The ASC should keep the Fourth Concept in mind when selecting members for these roles.

11.4. Dismissal and Resignation

- ASC Trusted Servants may be dismissed from their positions for absenteeism, relapse, or neglect of responsibilities, among other reasons.
- In such cases, dismissal is handled via the consensus process. A discussion is automatically entered into new business after an absence of:
 - Two consecutive months without justification
 - Three months within a four-month period, regardless of the justification.
- No one may hold two positions at the ASC. Anyone who is elected to an ASC position forfeits any other ASC position that they might hold. Equally, a member who holds an ASC position cannot be recognized as a group representative for the purposes of consensus.
- Members may resign by notifying Admin in writing or verbally at the ASC meeting. Members who resign or are dismissed in the middle of a term cannot stand for another election for six months.

11.5. Election Rules

- All ASC positions must be announced for one month before a member can be elected to the position.
- All ASC positions are elected via secret ballot.
- Ballots are collected and counted by the ASC Secretary and confirmed by the ASC Alternate Secretary. Vote totals are not revealed. If the Secretary and/or Alternate Secretary are up for election, another Admin member replaces them.
- Only GSRs and GSRAs of EANA groups may vote in elections, and only one representative for each group may vote. Group members standing in for an absent GSR may not vote in elections.
- Any member of NA may be nominated by themselves or another member.

- If a member does not have sufficient clean time, or some other restriction on holding an ASC position applies, the ASC must separately vote by secret ballot to waive that restriction before they can be accepted as a nominee for a position. A simple majority is required.
- Each nominee will have a moment to present themselves and answer questions. They must leave the room during the vote. Once the nominee has left the room, all discussion ceases.
- A nominee is elected to a position with a simple majority.
- GSRs may always vote “No/None of the above,” declining to elect a nominee. If “No/None of the Above” votes means that no nominee receives a simple majority, the election fails.

11.6. Election Procedure

Elections with a single nominee are Yes-No votes, and the nominee must receive a simple majority of Yes votes to be elected. Abstentions are omitted. If a nominee does not receive a simple majority of Yes votes, the election fails.

When there are multiple nominees and a vote fails to produce a simple majority for anyone, another round of voting is held with only the individual(s) who received the most votes. If the second vote does not produce a winner, the election fails.

After a failed election, the position remains open until the next ASC meeting.

12. NA FUNDS

As Trusted Servants, we are responsible for NA funds. Every effort should be made to keep expenses to a reasonable level.

12.1. General

- The EANA ASC must be self-supporting through contributions from its member groups or individual members of NA as well as fundraising activities.
- All revenues will be maintained in an EANA bank account, with separate bookkeeping for subcommittee funds.
- All funds are subject to disbursement by the ASC Treasurer for paying EANA’s obligations.
- The ASC Treasurer will deposit all revenues upon receipt.
- All non-recurring expenditures must be approved by ASC Consensus.
- No reimbursement for expenditures will be made without receipt or proof of payment.
- All expenditures will be paid by cheque.
- All cheques will be post-dated to three business days following the ASC meeting.
- All cheques must be signed by two of the following authorized co-signers:
 - ASC Treasurer
 - ASC Chair
 - ASC Alternate Treasurer
- In the event that two authorized co-signers reside in the same household, one of them will lose their signing authority, and it will be turned over to another ASC member. Transfer of signing authority must be decided via ASC Consensus.
- In the event that a cheque is made payable to an authorized cosigner or a member of their household, that cosigner may not sign that cheque. The other two cosigners’ signatures are required.

12.2. Budget

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

12.3. Audit

A financial audit can be called for via ASC Consensus. The ASC will nominate an individual other than the Treasurer to conduct the audit.

12.4. 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 that of NA as a whole. Any funds in excess of this reserve should be contributed to the greater service structure: to CSRQNA, CANA or NAWS.

12.5. Recurring Expenses

Allocations for recurring expenses will be developed in the yearly budget meetings. These expenses do not require repeated approval by the ASC. These expenditures must be reflected in the monthly Treasurer's Report.

Amendments to the budget can be approved via ASC Consensus. Recurring expenses from such amendments do not require repeated approval.

12.6. Subcommittee Funds

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

The Activities subcommittee must present a budget for each scheduled event and will then have access to a prudent reserve in the amount of \$500.00 in cash. All funds raised through the Activities subcommittee's efforts must be turned over to the Treasurer afterwards, with a written financial report.

13. CONSENSUS-BASED DECISION-MAKING PROCEDURE

Consensus-Based Decision Making is the procedure by which the ASC makes all decisions except elections.

The facilitator is always a neutral party in decision making. In the case that the Chair cannot be neutral (e.g., conflict of interest, strong personal opinions, etc.), they must stand aside and allow the Vice Chair to facilitate (or another member of Admin, in the Vice Chair's absence).

Part of the facilitator's role is to keep discussions timely and productive. To that end, the facilitator has the discretion to close discussions that are unlikely to be productive and to restrict the participation of those who have already spoken.

13.1. Colour Cards & Testing for Consensus

- The ASC provides paper cards in green, red, and yellow for participants to signal their opinion without needing to speak.
 - **GREEN** I can accept this decision, whether I agree or not.
 - **YELLOW** I could accept this decision, though I have questions, reservations, or concerns.
 - **RED** This decision would violate our ASC Guidelines, the 12 Traditions or 12 Concepts, or the law. This is an extreme measure and requires that the member raising a red card provide a reasonable justification for doing so.

- **ABSTENTION** A participant may choose to abstain for reasons such as a conflict of interest. Abstentions are not counted.

The red card is not a license to impose one's will upon the ASC. A member raising a red card must make a specific reference to the Traditions, Concepts, ASC guidelines, or the law and clearly explain how the proposed decision would violate them.

For example: "We can't accept outside money, because the 7th Tradition states that we need to be fully self-supporting."

When a member's justification is clearly insufficient, the facilitator may refuse the red card. In this case, it is treated instead as a yellow card. When in doubt, the facilitator should poll the GSRs by show of hands – a simple majority decides if the red card is valid or not.

A member who has had their red card refused twice in one ASC meeting loses the right to present a red card until the next ASC meeting.

13.2. Procedure

13.2.1. First Discussion

- A subject of discussion may be raised by an ASC participant or may arise organically during the ASC meeting. At this time, the facilitator may initiate a discussion. Any ASC participant can raise their hand to raise questions, express reservations, and/or share their experience and ideas.
 - If the discussion potentially calls for a decision to be made, this discussion is to clarify the goal and the means to do so (e.g., money, service commitments, etc.)
 - If the discussion does not produce a potential decision to be made, the facilitator can close the discussion and move on.
- At certain moments, a non-participant may raise a subject of discussion, but before a discussion begins it must be supported by an ASC participant. Otherwise, the facilitator may decline to open a discussion.

13.2.2. Proposal and First Test of Consensus

1. Once the facilitator can clearly identify a proposal with a clear end and proposed means to that end, the first discussion can be closed.
2. The facilitator names the proposal as clearly as possible, seeking confirmation from the relevant participants that their intentions were well understood.
3. The facilitator will then test for consensus. The first test of consensus requires unanimous consensus: **any** yellow or red cards will trigger a second discussion.
 - If at least 25% (minimum 2) of ASC participants show a red card, the Facilitator can test consensus for immediately ending the discussion.
 - If 100% of participants show a green card, the discussion ends immediately and the proposal is adopted. Otherwise, it continues to a second discussion.

13.2.3. Second Discussion and Second Test of Consensus

- After a proposal fails to receive unanimous consensus, a second discussion is held.

- Priority of speaking is given to those showing yellow or red cards. After those participants are heard, other participants and non-participants may speak.
- The goal of the second discussion is to rally support for the proposal by modifying the proposal so that it can be acceptable for all participants.
- Once all objections, reservations, questions and concerns have been identified, the facilitator may close the discussion by clearly stating a modified proposal.
- At this point, the facilitator will test for consensus. The second test of consensus requires only 75% consensus for the proposal to be approved.
 - If at least 75% of participants show a green card, the proposal is approved.
 - If at least 25% (minimum 2) of participants show a red card, the proposal fails.
 - If consensus is not reached, there are four alternatives:
 1. The facilitator may begin **another round of discussion**, following the same procedure as the second round.
 2. The facilitator may **table the discussion** for the next ASC meeting to allow members to reflect on the matter.
 3. The facilitator may create a **working group** to create a more detailed proposal to present to the ASC at a later date. The mandate of this working group should be clearly named, and a Trusted Servant must be chosen to lead the working group.
 4. The **proposal fails**. No more action is needed.

13.3. New Business

Subjects of discussion and proposals will often arise organically during an ASC meeting. At the facilitator's discretion, such a discussion may be postponed until the time dedicated to new business. This helps avoid having a lengthy or complex discussion interrupt the more administrative parts of the ASC meeting. Other subjects of discussion must be submitted in writing to the Chair during the administrative break.

13.3.1. Presumptive Refusal of New Business

- If a subject has not been added to the agenda by the end of the administrative break, it will not be added to the agenda without ASC Consensus.
- Where the ASC has discussed and decided against a specific proposal, ASC Consensus is required to reopen the discussion before six months have passed.

13.3.2. Presumptive Adoption of New Business

- When the RCM or RCMA presents the ASC with information about an NA event or convention that the ASC might wish to participate in, there is a presumption that the ASC will discuss the possibility of participating and electing an Ad-Hoc Representative to serve as liaison with the subcommittee responsible for the event.

APPENDIX I: ASC STANDARD AGENDA

- 1) Opening the meeting with a moment of silence and the Serenity Prayer, followed by a reading of the 12 Traditions and 12 Concepts short form, as members identify.
- 2) Orientation for new members
 - a. Overview of ASC agenda
 - b. Basics of CBDM
 - c. Questions.
- 3) Review agenda – approve modifications, if necessary
- 4) Group roll call and check for quorum.
- 5) Admin Reports
 - a. Chair Report:
 - b. Secretary Report
 - c. Treasurer Report
 - d. RCM Report
 - e. Web Servant Report
- 6) Subcommittee Reports
 - a. Activities
 - b. Hospitals and Institutions
 - c. Literature
 - d. Public Relations
 - e. Working Groups
- 7) Admin Break & 15-20 min recess
 - a. Collection of group donations to ASC
 - b. Introduction of subjects of discussion in writing to the Chair
- 8) Call to Order: moment of silence and Serenity Prayer
- 9) Elections
- 10) Old Business: Discussion and resolution of any business tabled from last month.
- 11) New Business:
 - a. Introduction of subjects of discussion by facilitator, followed by CBDM procedure.
 - b. Discussions may lead to new subjects of discussion or proposals.
 - c. If a participant wishes to introduce a new subject of discussion that is not on the agenda nor related
- 12) GSR Reports
 - a. All information is submitted via email
 - b. Anniversaries are written on a sheet of paper, chalkboard, etc. so GSRs can easily note them down
 - c. Special announcements are shared orally: members' anniversaries, group anniversaries, special events, whether the group is open or closed for a holiday like Christmas, etc.
 - d. Questions
- 13) Announcements & ASC Housekeeping: announce date, time and location of next ASC meeting, as well as any other pertinent information. ASC housekeeping decisions can be discussed at this time.
- 14) Questions, comments and concerns from anyone present
- 15) Closing of the meeting: moment of silence and Serenity Prayer

APPENDIX II: EANA WEBSITE GUIDELINES

1. Purpose and Definition

The EANA ASC maintains a website which furthers the primary purpose of NA by providing easily accessible information about EANA recovery and service meetings, as well as events and various important documents.

The Web Servant and their Alternate are the Trusted Servants responsible for the management of the website. In the case that professional expertise is required, they may contract a special worker to do specific technical tasks, subject to the approval of the ASC. All payments to special workers must be reported to and approved by the ASC.

2. Website Maintenance

The ASC is responsible for all costs associated with the website, such as hosting, payment of special workers, etc. The Web Servant must have a personal computer and internet access; the ASC is not responsible for these costs.

The Web Servant is responsible for communicating all financial information to the ASC in their monthly reports.

The Web Servant has a yearly budget established by the ASC. The Web Servant has an obligation to minimize costs wherever possible, using open-source or freeware tools whenever feasible.

3. Website Standards

This section outlines the content of the website. The Web Servant has discretion over the organization and presentation of this information.

1. What is NA? – Public information excerpted from “Narcotics Anonymous: A Society of Recovering Addicts” that is approved for use by NAWS.
2. Help Line – Quebec Help Line phone number
3. Meeting Schedules – A complete list of EANA recovery and service meetings.
4. Regional Information – Relevant communications from CSRQNA
5. Area Activities – Information on EANA events, as well as NA events put on by Region, the Montreal ASC, etc., that may be of interest to local members.
6. Downloads – Files publicly available for download. These include: an updated EANA meeting list, the EANA ASC Guidelines, and ASC minutes.
7. Contact Information – emails for subcommittees, the ASC Secretary, etc.
8. Links – Hyperlinks to other NA-approved websites, such as the CSRQNA website and NA.org.
9. Feedback form

4. General Guidelines

- The username and password for the website is held by the Web Servant, their Alternate, and the ASC Chair.
- The Web Servant should make regular backups of the website for archival and data recovery purposes.
- Out of respect for the 10th Tradition and copyright, the website must have no non-NA texts, images or hyperlinks.

- The meeting directory is the primary function of the website, and it should be updated as soon as new information on meeting openings or closures is received.
- ASC Trusted Servants may request that the Web Servant post information about NA activities, meeting minutes, or other NA-related information. This does not need to be voted on.
- Sales of merchandise are not conducted on the website. Members should be redirected to the Literature Chair or www.na.org.
- Any major changes to the structure or layout of the website must be approved by the ASC.

APPENDIX III: SUGGESTED CBDM GUIDELINES FOR GROUPS

Introduction

Decisions at this group are made through a consensus process rooted in group conscience and guided by a loving God. This process involves all those who are present, though the group limits decision-making authority to home group members. Home group members are any NA members who have attended one of the last two business meetings. Other members are visitors.

Facilitation

The facilitator's role is helping the group arrive at a decision that reflects group conscience and respects consensus. Typically, this responsibility belongs to the group's Secretary or their alternate, though it can be delegated to another home group member with the group's approval.

The level of neutrality expected from the facilitator is proportional to the level of conflict in the group. Under normal circumstances, the facilitator may participate like any other home group member. In moments of conflict, strict neutrality from the facilitator may be more appropriate.

Raising Subjects of Discussion

During the business meeting, any member in attendance may ask a question, raise a topic of discussion, suggest a course of action, etc. This is a subject of discussion.

The facilitator may postpone a subject of discussion to the New Business section of the meeting if needed. They also have the discretion to set reasonable limits on a discussion to ensure all members are heard and that the group's time is respected.

Making Decisions

A subject of discussion may raise potential decisions to be made by the group. In this case, the facilitator clearly states the proposal and then tests the group for consensus.

If the group is unanimous, there is consensus, and the proposal is adopted. If there are any objections, the group must hear them. After allowing those members to speak, the facilitator can continue discussion and/or test for consensus a second time. At this point, if 75% (rounded up) of the home group members consent to the proposal, it is adopted.

A home group member can block a proposal if it would violate the 12 Traditions, the 12 Concepts, group guidelines or the law. If 25% of present home group members (minimum 2) vote to block a proposal, the discussion is over and no decision is made. Members voting to block a proposal must specifically explain what Tradition, Concept, etc. is being violated and how.

The block is not a license to impose one's will upon the group: disruptive members who habitually abuse their right to block decisions may have this right stripped from them. They retain all other rights to participation.

If the group cannot achieve consensus, the decision should be tabled or abandoned. Only specific proposals can be tabled for next month's Old Business; general discussions and questions need to be raised again in next month's New Business.

APPENDIX IV: REVISIONS TO THE GUIDELINES

Month	Changes
February 2025	First revised version approved by ASC.
May 2026	• Area meeting changed from 2nd to 3rd Sunday of the month • Absenteeism no longer triggers automatic dismissal; instead, a point of discussion is automatically entered into New Business.