

TABLE OF CONTENT

Welcome.....	Page 3
What is Policy.....	Page 3
Westchester Area Service Committee.....	Page 4
WASC Meetings.....	Page 5
Officers of the WASC.....	Page 6
WASC Subcommittees.....	Page 9
WASC Elections Policy.....	Page 13
Attendance Policies.....	Page 15
Conducting Business at WASC Meetings.....	Page 16
The Life of a Motion.....	Page 19
WASC Voting.....	Page 26
Financial Policy.....	Page 28
Removal of WASC Officers and Subcommittee Chairpersons.....	Page 30
Procedures to Amend Policy.....	Page 33
Miscellaneous Policy.....	Page 33
Procedures for Seating New Groups.....	Page 34
Procedure for Orienting New GSRs.....	Page 35
Revised WASC Financial Handling Procedure.....	Page 36
WASC Literature Sales Credit Policy.....	Page 39
INDEX.....	Page 40

WELCOME

Welcome to the Westchester Area Service Committee (WASC). This guide has been compiled as an aid to understanding the proceedings at the WASC meeting and to help us conduct business in a practical and spiritual manner.

Other references, which you may find useful, are the Working Guide to the Service Structure (WGSS), parliamentary procedure references and the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. Our heartfelt thanks go out to the Carolina Region for providing their policy guidelines for input and discussion. This guide has been compiled with love and gratitude by the Westchester Area Service Policy Committee and will be **updated on a regular basis.**

WHAT IS POLICY

“POLICY” can be defined as the framework of procedures, guidelines and limitations used by the WASC to carry on its business. The policies of the WASC are established by the Group Service Representatives (GSRs), members of the WASC.

Policies are generally established as a result of the strength, hope and experience, of the membership of the WASC only for the purpose of better serving the membership and in no way conflicts with the Twelve Traditions and Twelve Concepts of Narcotic Anonymous as a whole.

THE WESTCHESTER AREA SERVICE COMMITTEE

The Westchester Areas is composed of Narcotics Anonymous groups that **choose** to join our area and are located within the geographical boundary of Westchester County, New York. The WASC was created to serve the needs of the groups within its boundaries. It provides, coordinates, and develops services on behalf of the member groups. The WASC is a member of the Greater New York Regional Service Committee (GNYRSC).

To become a member of the WASC, a group should send a Group Service Representative (GSR) to the WASC meeting along with a request for membership. The existing member GSR's will vote on accepting the proposed new member (group). Although any group may join the WASC regardless of their location, it is suggested that a criterion for membership be that the location of the group make geographic sense within the boundaries of the committee. (For example: a group in New Jersey would probably not best be served by joining the Westchester Area).

The WASC is composed of the following:

- Group Service Representatives (GSRs) of member group.
- Elected Officer: Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasure, Assistant Treasure Regional Committee Member (RCM), Regional Committee Member Alternate (RCM-Alt), and Steering Committee.
- Standing Subcommittee Chairperson for: Hospital & Institutions, Public Information, Events & Activities, Convention, Policy, Literature Review, and Helpline.

WASC MEETINGS

All WASC meetings are open to the fellowship. The WASC meets monthly on the third Sunday of the month at the following location:

Mount Vernon Democratic Headquarters
1 Park Avenue
Mount Vernon, New York 10550

The WASC meeting, Steering Committee Meeting, H&I subcommittee, Events and Activities, and purchase of Literature will be at the following times:

Steering Committee	11:00 AM – 12:00PM
Events & Activities	12:00 PM – 1:00PM
Hospitals & Institutions	12:00PM – 1:00PM
Literature Sales	12:00PM – 2:00PM
WASC GSR Meeting	1:00 PM – 3:00 PM

Minutes of the WASC meetings shall be mail/e-mail to all WASC participants who are present at the roll call from (sign-in sheet) at the end of WASC meeting.

The WASC chairperson will call special meetings at his/her discretion in the event of a situation affecting the WASC. The WASC Chairperson will determine the appropriate audience (Steering Committee and / or GSRs) and will the report back to the area at the next scheduled WASC.

Written announcements of special meetings shall be mail/e-mail to WASC participants at least two (2) weeks prior to the date of the special meeting. This written announcement will be deemed proper in advance.

Written correspondence to be sent to the Westchester Area Service Committee should be sent to the following address:

Westchester Area Service Committee
PO Box 331
Mount Vernon, New York 10550

OFFICER OF THE WASC

A member nominated for the position of WASC Chairperson or WASC Vice-Chairperson should have served at least one (1) year in an WASC elected position (Subcommittee Chairperson, GSR) prior to being considered qualified for that position.

CHAIRPERSON:

The Chairperson has the vital responsibility of communication within our area. The Chairperson presides over all regular and special meetings of the WASC and must be capable of conducting a business meeting with a firm, yet understanding hand. The Chairperson should have a complete knowledge and understanding of the WASC policies and should implement them in conducting business. The Chairperson acts as a conduit between the Area Service Committee and any officers or Subcommittee Chairpersons who fail to function as responsible, trusted servants. The Chairpersons should have a working knowledge of a parliamentary procedures, the Twelve Steps, Twelve Traditions and Concepts of NA **Required clean time is a minimum of five (5) years.**

Vice Chairperson:

The Vice Chairperson should be prepared to step in and assume the responsibilities of the Chairperson of the WASC or any Subcommittee Chairperson at any time. The Vice Chairperson should possess all the qualifications described for the WASC Chairperson and shall serve the WASC as Chairperson following completion of his/her term, unless the WASC allows a change (see election procedure). The Vice Chairperson should maintain an active knowledge of the activities, schedules, meetings, and progress of all Area Subcommittees. The Vice Chairperson shall also chair all active subcommittees that do not have a chairperson.

Required clean time is a minimum of five (5) years.

Secretary:

The Secretary keeps accurate minutes of the WASC meetings and sees that those minutes are mail/e-mail to eligible participants (see WASC Meeting) within ten (10) day following the closing of the WASC meeting. The Secretary assists the Chairperson in any correspondence that is necessary on the part of the WASC and maintains the WASC Policy Guidelines. The Secretary should have an active email address, be computer literate. He/she should possess or have knowledge of administrative skills and should own or have access to a computer with internet access. **Required clean time is a minimum of (1) year.**

OFFICER OF THE WASC CONT'D

ASSISTANT SECRETARY:

The Assistant Secretary should be prepared to step in and assume all the responsibilities of the Secretary. The Assistant Secretary should possess all the qualifications described for the WASC Secretary and shall serve the WASC as Secretary following completion of his/her term, unless the WASC allows a challenge (see election procedure). **Required clean time is a minimum of (1) year.**

TREASURER:

The WASC Treasurer is responsible for paying all WASC bills in a timely manner, maintain a prudent reserve in accordance with this policy and maintain appropriate and detailed financial records. The Treasurer will collect all group donations, revenue generated from literature sales, disburse rotating funds to the appropriate subcommittee chairperson as needed, and collect all money generated from Westchester Area Events & Activities. It is suggested that the Treasurer must have knowledge of accounting, banking and cannot be related or married to current or potential co-signer to avoid appearance of any potential conflict of interest, and have a steady income. The Treasurer at each WASC meeting will report an accurate balance of the WASC Treasury. The Treasurer must have a Computer.

Required clean time is a minimum of five (5) years.

ASSISTANT TREASURER:

The Assistant Treasurer should possess all the qualification as describe for the WASC Treasurer and shall serve the WASC as Treasurer following completion of his/her term, unless the WASC allows a challenge (see election procedure). The Assistant Treasurer assists the Treasurer with counting group donations at the WASC and assist in the subcommittee chairs with financial matters. The Assistant Treasurer will also work hand in hand with the Events & Activities Committee is assisting with financial matters and, when necessary, oversee merchandise sales. The Assistant Treasurer may collect money at Area Events and Activities if the Treasurer is not present. The Assistant Treasurer cannot be related or married to current or potential co-signers to avoid appearance of any potential conflict of interest. The Assistant Treasurer should be able to step in at anytime during the year if the Treasurer is unable to fulfill his/her commitment.

Required clean time is a minimum of ~~two~~ (5) years.

REGIONAL COMMITTEE MEMBER:

(Formerly known as the Area Services Representative (ASR) The Regional Committee Member (RCM) is to an area what a GSR is to a group. An RCM represents and speaks for the members and groups that comprise the area service committee. The primary responsibility of an RCM is to work for the good of NA, providing two-way

OFFICER OF THE WASC CONT'D

communication between the area and the rest of Narcotics Anonymous. An RCM presents minutes of the Greater New York Regional Service Committee (GNYRSC) to the WASC. An RCM is required to attend all GNYRSC and WASC meetings.

An RCM represents the WASC at the GNYRSC meetings and brings regional motions back to the WASC for their consideration and conscience. **If possible, the RCM provide the GNYRSC with a list of area meeting additions/deletion/changes to help keep the Regional Meeting List current.** The annual Conference Agenda Report (CAR) is coordinated between the RCM and Events & Activities Committee.

An RCM is the voice of the area and votes Westchester Area's conscience at the GNYRSC meeting. Whenever a voting matter occurs where the group conscience of area has not been given to him/her, they should evaluate each voter in terms of the needs for the membership they serve. **Required clean time is a minimum of five (5) years.**

REGIONAL COMMITTEE MEMBER ALTERNATE:

(Formerly known as the ASR-ALT) the Regional Committee Member Alternate (RCM ALT) shall serve for one year and assume the position of RCM in the second year unless the WASC allows a challenge (see election procedure). The RCM-ALT shall fill in as the RCM if the RCM is absent from GNYRSC meeting or is unable to complete his/her term in office. The RCM-ALT is required to attend regularly scheduled meetings of the GNYRSC in conjunction with the RCM. **Required clean time is a minimum two (2) years.**

REPORTS OF WASC OFFICERS:

All Subcommittees are required to E-mail type reports to the secretary in a timely manner (3-4 days after WASC). In additions, the Treasurer/Assistant Treasurer will include a copy of the latest bank statement in the financial report to be included in the monthly minutes. Note: All committees must report Savings, Checking, and full break down of incoming and outgoing monies, signatures, dates and full bank statements. The Vice Chairperson shall submit a written report if the Policy Committee has met in the previous month.

LIMITATIONS OF OFFICE TERMS:

All officers are limited to two (2) terms in any capacity. Upon completion of a term all documents must be submitted to new elected officers.

OFFICER OF THE WASC CONT'D

WASC SUBCOMMITTEES

Subcommittees do the bulk of the work accomplished at the WASC. Issues are discussed and new ideas are developed. The WASC subcommittees report on their progress at the WASC meeting. Additionally, the subcommittees function as a link between area subcommittees and the corresponding Regional Subcommittee. All WASC Subcommittees are required to do the following:

- Meet at a minimum of six (6) times a year. All subcommittee meetings should be announced at the WASC meeting and be open to the fellowship.
- Attend the corresponding Regional Subcommittee Meeting if there is one.
- Abide by the subcommittee policy, which has been approved by the WASC or present new guidelines to the WASC, if needed
- The purpose a WASC subcommittee is set, modified, or approved by the WASC. Guidelines must be approved by the WASC. Each subcommittee will serve in accordance with current policy guidelines.
- Elect a Vice Chairperson, Secretary and a Treasurer if needed.
- Notify the WASC Vice Chairperson of all subcommittee meetings.
- Actively seek to provide continuity of service to the WASC by assisting and providing information to active and vital members for future possible chairperson maintaining accurate archives both in the subcommittee and at WASC. Upon completion of term all documents and supplies must be submitted to incoming elected officers. The WASC Vice Chairperson is in charged to assist as needed in this area.
- Open all committee meetings to any member with one day clean.
- All subcommittee chairpersons should have six (6) months prior experience with that subcommittee.
- Remember that you represent the Westchester Area in the eyes of others.

WASC SUBCOMMITTEES CONT'D

The standing Committees of the WASC are listed as follows:

**Hospitals & Institutions
Public Information
Events & Activities
Outreach
Literature Review
Helpline
Convention
Policy**

In addition, the WASC will also elect a Literature Sales Chairperson and Assistant Literature Sales Chairperson. Although this is a standing commitment it does not require subcommittees.

HOSPITAL & INSTITUTION CHAIRPERSON:

The primary purpose of the Hospitals & Institutions (H&I) Committee is to carry the message to the addict that does not have access to regular Narcotics Anonymous meetings. The H&I Chairperson schedules and chairs the H&I meeting and should have a minimum of two (2) years of service related H&I service. An H&I Chairperson coordinates with Subcommittee Block Leaders to ensure that contact is maintained with appropriate facility personnel where H&I meetings are held. Additionally, the H&I Chairperson contacts any institution that request a meeting, coordinates with the Public Information Chairperson to schedule a presentation and fulfills the meeting. The H&I Subcommittee, is responsible for scheduling at least one WASC Learning Day per year. **Required clean time is a minimum of five (5) years.**

PUBLIC INFORMATION CHAIRPERSON:

"The PI Chairperson forms a Public Information committee whose primary purpose is to respond and inform addicts in the community, and others who might refer addicts, of the availability of recovery in Narcotics Anonymous. The committee is also responsible for responding to request from the community for information regarding Narcotics Anonymous by scheduling presentations. The PI Chairperson accompanies the H&I Chairperson to presentations at new facilities requesting H&I meetings. **Required clean time is a minimum of five (5) years.**"

EVENTS & ACTIVITIES CHAIRPERSON:

The E&A Chairperson is responsible for formulating a committee whose responsible to hold dances, picnics, and other events that provide a greater sense of community for the Westchester Area fellowship. The E&A Subcommittee is required to schedule annually a 'Learning Day' in September. The E&A Chairperson submits a six (6) month calendar of events to the WASC, maintains finances in regards to revolving funds and relays events/activities to the

WASC SUBCOMMITTEES CONT'D

Regional E&A committee. The E&A Chairperson should have a minimum of one (1) year related E&A service. **Required clean time is a minimum of five (5) years."**

OUTREACH CHAIRPERSON:

The primary purpose of the Outreach committee is to serve as the outstretched hand to isolated groups and addicts. Whether by mail or by car, they make sure, if at all possible, that no addict or group needs to go it alone. The Outreach Chairperson forms a committee to maintain, update, print and distribute the Westchester meeting list. **All changes are communicated to the RCM to keep the regional meeting list current.** The Outreach Chairperson also distributes on-going correspondence from the Area Post Office Box to addicts who are willing to sponsor those in-correctional facilities by mail. Outreach holds quarterly speaker exchange meetings at the WASC to promote fellowship between different groups within the WASC. If a group so requests, the Outreach Committee will visit that group to lend support and help find solutions with issues affecting the group. **Required clean time is a minimum of five (5) years.**

LITERATURE REVIEW CHAIRPERSON:

The primary purpose of the Literature Review Chairperson is to provide our Areas input on NA literature, currently in progress, as defined at the World Service Conference. As such, the Literature Review Chairperson should possess grammatical knowledge, spelling skills, reading comprehension and an ability to write cohesively. **Required clean time is a minimum of five (5) years.**

HELPLINE CHAIRPERSON:

The primary purpose of the Help Line committee is to enlist and orient volunteers for our Area's support of NA Regional Help Line. Help Line volunteers often serve as the first point of contact between the communities at large (especially the stills sick and suffering addict) and the NA fellowship. The Help Line Chairperson must be willing to man the phones at the NA Regional Help Line for eight (8) hours per month in order to become a voting member of Regional Help Line Committee. The Help Line Chairperson also recruits volunteers for 12 step lists, which are maintained at the Regional Service Office (RSO). **Required clean time is a minimum of (5) years.**

LITERATURE SALES CHAIRPERSON:

The primary purpose of the Literature Sales Committee is to maintain a stock of NA literature available for group purchases. The Literature Sales Chairperson purchases literature from the Regional Service Office (RSO) and ensures that an adequate supply is available for group/member purchases at the WASC. The Literature Sales Chairperson

WASC SUBCOMMITTEES CONT'D

provides Area Meeting List for sale. The Literature Sales Chairperson provides "starter kits" to new groups seated at the WASC. Each starter kit should include a Regional and World Group Registration Form. The Literature Sales Chairperson must have a steady income and a vehicle for the transportation of the literature. **Required clean time is a minimum of five (5) years.**

ASSISTANT LITERATURE SALES CHAIRPERSON:

The primary purpose of the Assistant Literature Sales Chairperson is to assist the Literature Sales Chairperson with group/member sales at the WASC. The Assistant Literature Sales Chairperson is in charge of sales if the Chairperson cannot be present and is responsible for selecting "helpers" to assist with filling orders. The Assistant Literature Sales Chairperson must have a vehicle for the transportation of the literature. **Required clean time is a minimum of five (5) years.**

CONVENTION CHAIRPERSON:

The primary purpose of the Convention Committee is to plan, host and conduct a Westchester Area Convention of Narcotics Anonymous (WACNA). The Convention Chairperson(CC) oversees the Executive Board and organizes the specific subcommittees. The Convention Committee Chairperson shall be answerable and responsible to the Westchester Area Service Committee (WASC). **Required clean time is a minimum of five (5) years.**

CONVENTION TREASURER:

The primary purpose of the Convention Treasurer is to maintain accurate accounts for the Convention Committee. He/She works closely with the Convention Chairperson (CC) and other Executive Board members to prepare a budget for planning of the subcommittee task. He/She is responsible for keeping a track of all revenues on a treasurer report and maintain a bank account separate from WASC but be fully accountable to the groups in Westchester Area. **Required clean time is a minimum of five (5) years.**

POLICY COMMITTEE:

The primary purpose of the Policy Chairperson is to enforce the WASC Policy. The Policy Chairperson must possess knowledge of 'Robert Rules of Order'. He/she is responsible to work closely with WASC Chairperson to reinforce that WASC Area meeting is conducting business under the 'Rules of Order'. **Required clean time is a minimum of five (5) years.**

WASC SUBCOMMITTEES CONT'D

WAVING OF REQUIREMENTS:

Any of the requirements for officers or subcommittee chairpersons may be waived, with the conscience of the Area, in the event that no nominee fits all of the requirements, however, it is strongly suggested that whenever possible all requirements are met by all nominees.

REMOVAL OF A WASC COMMITTEE CHAIRPERSON:

For details about the reasons and procedures for removing a WASC Subcommittee Chairperson, see section titles **REMOVAL OF A WASC OFFICER AND SUBCOMMITTEE CHAIRPERSON.**

WASC ELECTION POLICY

Regular election of WASC Officers and Subcommittee Chairperson will be held at the November WASC meeting. All nominees will assume office in January of the following year. If a position becomes vacant during the year, a special election may be held during any meeting of the WASC. Furthermore, elections may be held to fill any temporary or special positions created by the WASC or the Chairperson.

TERMS OF OFFICE:

The term of office for trusted servants elected in a regular election would be from January through December. It is noted that all outgoing trusted servants are asked to work with the incoming trusted servants in December to assure a smooth transition. The term of office of anyone elected to fill any position vacated during the year will be the remainder of the term of office holder that he/she replaces.

SUCCESSION OF OFFICERS:

Succession of the Vice Chairperson to Chairpersons, Assistant Secretary to Secretary, Assistant Treasurer to Treasurer, and RCM-Alt to RCM is considered to be automatic except in the following case: The WASC may, by a vote of an established majority, allow the recognition of nomination (s) to challenge an office holder slated for automatic succession. The ensuing election would be treated as a regular election except that the succeeding office holder would not have to have a second (he/she is considered to be nominated).

WASC ELECTION POLICY CONT'D

NOMINATIONS:

The WASC Chairperson coordinates and supervises the nominating process during regular and special elections. Any member of NA can be nominated if they are

present at the WASC meeting. Any member nominated should be a member of a home group in the Westchester Area.

All nominations should have a second. All nominees should be prepared to state their qualifications for the position. The WASC Chairperson will allow nominees to answer questions and may allow statements to be made regarding a nominee prior to the vote.

ELECTIONS:

The Chairperson will call for a show of hands for all eligible voting members. The Chairperson will ask the nominee to leave the room. Election to the WASC is by an established majority vote-more than half of those eligible to vote must vote yes.

When only one (1) candidate is nominated for an office, the nominee must receive an established majority vote- more than half of those eligible to vote must vote yes. When more than two (2) persons are nominated (for the same position), a primary election will be held. The top two (2) candidates will move on to a final election to be determined by an established majority. Any candidate receiving an established majority in the primary election is considered to be elected.

Any member of the WASC may vote except for WASC Chairperson who votes only to break a tie. If the Chairperson chooses not to break a tie, he/she must call for another vote. If at the end of the second vote no one has been declared a winner, the Chairperson will choose the winner by lot (drawing from a hat).

The Vice Chairperson will supervise the counting of votes. Any nominee may request a recount of votes to take place in his/her presence.

HOLDING MULTIPLE COMMITMENTS:

WASC may have only one (1) elected WASC position at a time. Therefore, upon election to a new WASC position, the old position is considered to be vacant. GSR's may retain their group position if elected to a WASC elected position.

WASC ATTENDANCE POLICIES

GROUP SERVICE REPRESENTATIVES (GSR)

Group Service Representatives (GSR's) are accountable to their groups in matters of attendance. In the absence of a GSR, GSR-ALT may vote. If the group has not been represented as six (6) consecutive WASC meetings, then that group is considered to be an inactive member. The group becomes an active voting member as soon as a GSR or GSR-ALT represents it again at the WASC. The purpose of this is to allow the WASC to conduct its business regardless of the prolonged absence of a member group. Absent member the WASC Chairperson should contact groups.

In an effort to better serve the addicts who still suffers, groups that are inactive will be excluded from the Westchester Area and Regional Meeting Lists. This will help eliminate the possibility that incorrect information is printed and/or forwarded to the Regional Helpline.

It is strongly suggested that the GSR represents one (1) group only. In the event that a GSR represents more than one group, that GSR will still carry only one (1) vote.

OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

Attendance at WASC meetings by officers and committee Chairpersons is mandatory. If an Officer or Subcommittee Chairperson must be absent, the WASC Chairperson or Vice Chairperson must be notified prior to the meeting and explanation given. Two consecutive absences will be considered cause for removal and position will be declared open at that second WASC meeting. The position will be voted on the next month at the WASC meeting. However, a willing nominee may be considered to temporarily fill the position at that second with a WASC vote.

CONDUCTING BUSINESS AT WASC MEETINGS **(Quorum, Speaking, Order of Business, Motions, Rules of Order)**

INTRODUCTION:

In order to complete business in a timely manner, the WASC has adopted certain rules, procedures and guidelines to determine how things will be run at the business meeting. It should always be remembered that a WASC meeting is not a NA meeting and operates differently. It is not the intention of WASC to exclude anyone or hide what is going on in the meetings. This section has been adopted to allow everyone to be able to understand how our business is conducted. It is designed to give everyone equal access to the use of the rules that govern our meetings. This section has been adapted specifically for the use of the WASC. It is a blend of parliamentary procedure, some experience and some common sense and is intended to be the only valid guide for running WASC meeting.

WHAT IS A QUORUM?

The quorum is the minimum number of groups required to be present at a WASC meeting before it can validly proceed to transact business. The quorum is set at those groups in attendance. The quorum is normally checked when the roll call of the WASC is called (See Order of Business).

SPEAKING AT THE WASC:

If you wish to speak at the WASC, you must first “**obtain the floor**” by raising your hand and be recognized by the Chairperson. If the Chairperson calls on you, you may then speak to the body. You may ask questions, speak for or against a motion, bring up or discuss items of old or new business, make or second a motion or make other types of statements. Try to be brief and to the point, remembering the length of the agenda. The idea is to give as many people as possible an opportunity to speak, but not to ramble or rehash issues that should be handled by subcommittees. Once you have finished speaking you no longer have the floor and must gain it again in order to speak again. Try not to interrupt the person currently speaking. If you have a question for a speaker, wait until he/she finishes speaking and then obtain the floor for you to question him/her.

WHO SPEAK AT THE WASC?

The WASC Chairperson recognizes (calls on) speakers during the meeting. Generally, he/she calls on GSRs, GSR Alternate, Subcommittee Chairperson, Ad hoc Subcommittee Chairpersons and Officers to speak during the WASC meetings. The Chairperson may occasionally grant the floor to someone who is not a member of the WASC to hear a special report, etc. The Chairperson may limit the debate discussion at any time and any manner for the purpose of completing the meeting in a timely manner.

CONDUCTING BUSINESS AT WASC MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order)

For example, the Chairperson may allow only two (2) 'pros' and two 'cons' to be heard before a motion is put to a vote. The WASC may override the Chairpersons limitation on speaking with an established majority vote (one (1) more than half of those eligible to vote).

WHAT IS THE ORDER OF BUSINESS AT THE WASC?

The order of business (or the agenda) is the order in which business is conducted at the WASC meeting. The order of business is established by the Chairperson and runs generally as follow:

- Opening Moment of Silence
- Reading of the twelve Traditions
- Reading of the Twelve Concepts
- Reading of the Service Prayer
- Introduction of Member's in Attendance
- Call for New GSR Orientation
- Reading of last month's minutes
- Call for questions of last month's minutes
- Treasure's Report – Opening Report
- Report of Officers, Subcommittee and Others
- ✱ ➤ Ten Minute Break
- Roll Call for Quorum
- Seating of New Groups
- Group Concerns
- Old Business
- New Business
- Treasurer's Report – Closing Report
- Roll Call for mailing of minutes
- Adjournment and Closing Moment of Silence

WHAT ARE THE RULES OF ORDER?

The 'Rules of Order' are defined as the rules that govern the flow of the 'Old' and 'New' business portions of a WASC meeting. They are generally concerned with the journey of a motion throughout the WASC.

WHAT IS A MOTION?

A motion is a proposal made by a member or subcommittee of the WASC. The content of a motion and the intent (the purpose and reasons for the motion) is generally

CONDUCTING BUSINESS AT WASC MEETINGS **(Quorum, Speaking, Order of Business, Motions, Rules of Order)**

very specific as to what is proposed and why. The motion is the vehicle that allows members to present their proposals for what action they feel the WASC needs to take.

Motions can cover a wide range of topics all the way from accepting a design for an area T-shirt to sending money to the region. An intent statement must accompany all motions. The intent gives the reason and purpose of the motion. When making a motion, always be sure that it does something and is of importance to the WASC. Care should be taken in the wording of a motion. The wording should be simple and specific. Motions are serious business and thought should be put into their wording and how they are constructed.

WHO MAY MAKE A MOTION:

Any voting member of WASC may make a motion. The Chairperson does not make a motion. WASC subcommittees may make motions through their chairperson (or vice-chairpersons). Groups may make motions through their GSR's (or GSR-Alternate). Individual NA members or NA groups make motions through the GSR who represent them.

MAKING A MOTION:

All motions that are to be brought before the WASC must be submitted in writing. The Chairperson may allow motions to be made without being written-such as motions for the approval of minutes, motions to override the Chairperson or motions for recess. Each motion should have a written intent and should contain information about its time frame (when it takes effect and/or expires). Any motion that does not have such information included will be considered to take effect upon passage and be permanent. Anyone making a motion should be prepared to answer questions about it. All motions should be given to the Chairperson or Secretary as early in the meeting as possible. No new motions will be accepted once "New Business" has begun.

HOW IS VOTING HANDLED AT WASC MEETINGS?

For additional information about voting at the WASC, see the sections on Elections and Voting. The Chairperson of the WASC is in charge of all voting during the meeting. He/she will clearly indicate when a vote is taking place and indicate the number of votes needed, it is assumed that the motion needs a simple majority (more than half of those choosing to vote must vote in favor of the motion) to pass. Each member of WASC has only one vote. Each person should vote only once on each ballot (not vote "yes" then "no" on the same ballot). The Chairperson only votes in the case of a tie. If the Chairperson chooses not to break a tie, the vote will be taken again. If, at the end of the second vote no clear decision is reached, a drawing of a lot will decide the matter.

CONDUCTING BUSINESS AT WASC MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order)

Generally, the voting is done by a show of hands, but the Chairperson may call for a voice vote, a roll call vote (each voting member is polled separately by the secretary) or a secret ballot. The Chairperson may call or the votes in any order (yes, no, abstain). Any voting member of the WASC may call for a recount of a vote. The WASC may vote by an established majority (one more than half of those eligible to vote) to override the Chairperson and determine the voting procedure. After a vote, the Chairperson or Secretary will clearly announce the results of the vote and indicate whether or not the motion passes.

THE LIFE OF A MOTION:

The following is a general “life story” of a motion:

1. **A motion is made.**

In order to be considered, a motion must be read aloud at the WASC.

2. **The motion is seconded.**

Each motion must have a second. A second is defined as another voting member of the WASC saying “Yes we need to discuss and/or vote on this issue”. It does not necessarily indicate that the person second the motion is in favor of it. The second may be listed on the motion for when it is given to the Chairperson or Secretary. If, when the Chairperson or Secretary reads the motion there is not a second already listed, he/she will “call (or ask) for a second. Once a motion is seconded, it is said to be **“On the Floor”** or **“On the Table”**. This means that the WASC must approve, defeat, table or refer the motion before it moves on to the next motion or item of business. If a motion is not seconded it is not considered by the WASC.

3. **The intent is read.**

The intent is read after the second is obtained.

4. **What happens after the motion is “taken up by the WASC”?**

There are a number of things that can happen to a motion once it becomes the current item of business:

CONDUCTING BUSINESS AT WASC MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order)

A. A motion can be “discussed”.

After obtaining a second and having the intent read, WASC members may discuss the merit of a motion, express their views on it or make other statements concerning it. The Chairperson may limit such ‘debate’ on a motion in the interest of time. It should be remembered that the debate section of the meeting is not a “sharing” meeting and is not a chance for everyone to talk.

B. A motion may be “passed”.

After being seconded, having the intent read and being discussed, a motion may be passed. This means that the WASC votes in favor of the motion. The Chairperson will indicate the number of votes needed to pass a motion.

C. A motion may be “withdrawn”

A motion may be ‘withdrawn’ by the person who made it any time up until the actual voting begins.

D. A motion may be “defeated”.

After being seconded, having the intent read and being discussed, a motion may be “voted down”. This means that it fails to pass and the action it recommended is not taken. Unless there is a “move to reconsider the motion” it becomes a dead issue for the rest of that business meeting.

E. A motion is ‘thrown out’ if it is improper’.

A motion for all members to relapse together or a motion to use only Coca-Cola products at area functions would be thrown out as improper since it goes against some of our basic concepts. A motion may also be thrown out if it does nothing, if it is not worded correctly, or if it is made to waste the time of the WASC. The Chairperson generally rules a motion and it is very important that he/she clearly gives the reasons for the ruling. The WASC may also vote that the motion is improper. If the WASC feels that the Chairperson is not correct, it may override him/her by an established majority vote (one more than half of those eligible to vote).

CONDUCTING BUSINESS AT WASC MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order)

F. A motion may be “amended”.

An amendment is a motion that changes the original motion. For example, a motion is made to have a meeting on Saturday at 4:00 PM. Then, another motion is made to have the meeting at 3:30 PM. The second motion is considered to be an amendment to the first. A motion may be amended at any time between the time it is seconded and the time voting on the motion actually begins. Usually the person making the amendment will state that it is an amendment. A vote is held on the amendment before a vote is held on the original motion. If there is more than one (1) amendment, then they will each be voted on before the vote on the original motion. All amendments must be voted on except when the person who originally made the motion accepts an amendment as a **‘friendly’** amendment. In this case, a vote is necessary on the amendment and the motion is considered to change by the **‘friendly’** amendment. In other respects, an amendment is generally treated as a motion (seconding, discussion, and etc...). If an amendment changes the intent (the basic goal) of a motion, it is **NOT** an amendment and must be considered as a separate motion and will be considered after the current motion is handled. If there is a question about whether or not a motion is an amendment, the Chairperson will make a ruling. The WASC may reverse such a ruling by an established majority vote (one more than half of those eligible to vote). If an amendment is passed, the original motion is changed and the amended form of the motion is read and the procedure continues. An amendment may not be amended as this can become too confusing to the WASC.

G. A motion may be “table”

This means that action is put off until a later time. The Chairperson may **‘table’** a motion or bring it **‘back on the table’**. The WASC may vote to table or take a motion off the table at any time by a simple majority vote. The WASC may override a decision by the Chairperson to either table or take off the table with an established majority vote (one more than half of those eligible to vote). In the statement or motion tabling a motion, the time frame the motion will come off the table will be stated. If a time is not stated, it is assumed that the motion will come back on the table at the next WASC business meeting. If at all possible, all amendments should be taken care of before a motion is tabled. Usually, a tabled motion is brought back up in the “old” business section of the next meeting. A motion can be tabled as many times as deemed necessary.

H. A motion may be ‘referred’.

This means that the motion is given to a subcommittee or person for review and

CONDUCTING BUSINESS AT WASC MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order)

recommendation. The Chairperson may refer a motion or it may be referred by a WASC vote. The WASC may override the Chairperson and refer or not refer a motion by an established majority vote (one more than half of those eligible to vote). The statement or motion referring a motion will include a time at which the referred motion and report must be brought back to the WASC. If a time limit is not given, it is assumed that the motion and report must be brought back at the next WASC meeting. The motion will generally be considered in the **'old'** business section of the next meeting. The body or person that a motion is referred to should report back in clear manner. It should indicate if it is for or against the motion or if it is felt that it needs to be changed. A recommended change can be handled as an amendment. The person making the original motion cannot change the referred motion without a vote or agreement. If there is no report on a referred motion, it is assumed to be passed back without comment. If more time is required for a report, the subcommittee or person must obtain WASC approval to extend the deadline. All motions that affect policy (which is defined as what appears in this guide) must refer to the Policy Committee.

I. After a motion is passed or defeated.

Once a motion is passed or defeated, it may be **'reconsidered'** only once during that meeting. Usually a motion is only reconsidered if additional information comes to light during the meeting or it is realized that the original decision was made in haste. The Chairperson may call for a motion to be reconsidered or may rule that a motion to reconsider will not be allowed if he/she feels that is "beating a dead horse". The WASC may vote to override the Chairperson by an established majority vote (one more than half of those eligible to vote). A motion to reconsider must be made by a voting member of the WASC who voted in the majority on the original vote. A motion to reconsider must be passed by a 2/3's established majority (2/3's of those eligible to vote) of the WASC. It should not be used to waste the time of the WASC. A motion can be made again at any future meeting without restriction. Once a motion to reconsider is passed, the motion is passed, the motion is again **'taken up'** by the WASC and the process listed above begins again.

Other Definitions:

Listed below are some additional terms and procedures that may be used in a business meeting

CONDUCTING BUSINESS AT WASC MEETINGS (Quorum, Speaking, Order of Business, Motions, Rules of Order)

“Out of Order” is one of the most misused terms. As can be seen from the procedures above, things move in an orderly manner in a business meeting. **If something is out of order, it simply does not follow the order in which our business conducted.** For example, if a motion is made to send \$100.00 to GNYRSC and second and then a motion is made to meet next Saturday, the second motion is out of order. The original motion must be dealt with before such a motion can be considered.

The term “out of order” does not refer to the merits of something, but simply to its placement. **It should not be used as a way to say someone or something is wrong.**

“Point of Order” is another misused term. This is a question about whether or not something falls within the orderly process of business. For example, if the issue on the floor is an H&I matter and a person starts talking about PI, then someone could ask about a “point of order” and inquire if the second line of discussions is **“in or out of order”**. It is not used to ask questions about what is going on.

The **“call to a vote”** or **“calling the question”** is the way that the WASC can shut off debate on a motion and bring an immediate vote. What actually happens is that, in effect, someone makes a motion to vote immediately. A voting member of WASC should say, “I call for a vote”. Such a call requires a second. After a call to vote has been made and seconded, the Chairperson asks if there any objections. If there are none then a vote is taken on the motion immediately. If there is an objection, the “call to vote” is then voted on as a special motion. If it passes, a vote on the motion is held immediately; if it fails, debate continues. A voting member may ask a question on the motion after a call to a vote, but this is the only thing that can happen after the “call has been approved”.

When the Chairperson **“entertains a motion”** or **“calls for a motion”**, he/she is asking for someone to make a motion. There may be a case where the Chairperson sees a need for a motion, but he/she is not allowed to make motions. He/she then **“prods”** the WASC to get a motion going. The Chairperson may also use this type of statement to get other things such as calling for a second or calling for debate.

On occasion, the WASC may need to ‘suspend the rules’ or **‘suspend the orders of the day’**. This means that we temporarily do not use some specific part of or all of the Rules of Order. For example, if a member of the WASC who is going to bring up a very important motion and is suddenly called away from the meeting, the WASC could temporarily stop what it is doing (even debating another motion) and consider that members motion. The Chairperson may rule that the **‘Rules of Order’** need to be suspended, and if there is no objection, go ahead with items of business. If there is an objection, a vote will be held on whether or not to suspend the rules (such a vote must be passed by an establishment majority). Also, any member of the WASC may make a motion to suspend the **‘Rules of Order’**. A motion to suspend the rules requires an

CONDUCTING BUSINESS AT WASC MEETINGS **(Quorum, Speaking, Order of Business, Motions, Rules of Order)**

establish majority vote (one more than half of those eligible to vote) and intent of why the motion is being made.

What if you don't understand what is going on? Any member of the WASC may ask a question at any point in the meeting if he/she does not understand what is going on. It is very important for everyone to know what is going on. This is the only way that an informed group conscience can be formed. Never be afraid to ask a question. Try to keep your question short and to the point. You should not make any sort of statement while asking a question- it is to be used to get information or to clear up what is happening in your mind. Generally, all questions should be directed to the Chairperson, but it is okay to ask someone else something. Remember not to engage in conversation, but listen to the answer. Any member of WASC may ask that a motion be read again or that something to repeated again at any time.

What if there is a problem with the facility or the meeting? Any member of the WASC may ask the Chairperson to take care of a problem with the facility, such as turning on or off fans, closing doors or asking that lights to be turned on or off. WASC members may also ask the Chairperson to take care of problems with the meeting such as asking that side conversations be kept down, that a speaker speaks up or that speakers keep their remark brief.

What if the WASC needs a short break? There may be times when the WASC needs a short break-when tempers flare or when everyone gets too tired. The Chairperson may call for a “**recess**”. A recess is simply a break in the meeting. Any member of the WASC may ask the Chairperson to recess the meeting. The WASC may pass a motion for a short recess by a simple majority vote. The Chairperson clearly states the length of the recess.

Who enforces the rules? It is the responsibility of the Chairperson to run the meeting and apply the ‘**Rule of Order**’. If the Chairperson has a question or does not know what to do, the Vice Chairperson has the responsibility of determining what should happen next. The Vice Chairperson should have good working knowledge of the “**Rules of Order**” and the other WASC policies that govern the running our meetings. In a traditional sense, the Vice Chairperson acts a parliamentarian. The Chairperson and Vice Chairperson may consult the Policy Committee to enforce the policy or the ‘**Rules or Order**’. Being the Chairperson of the WASC is a very difficult job and he/she should be supported in his/her efforts. The WASC may override the Chairperson at any time, but it is recommended that such a step not be used very often. If a member of the WASC does not agree with the Chairperson is doing, he/she is free to say so and to make motions to override the Chairperson. All motions to override the Chairperson must be passed by an established majority vote (one more than half of those eligible to vote). Such actions

CONDUCTING BUSINESS AT WASC MEETINGS (Quorum, Speaking, Order of Business, Motions, Rules of Order)

should not be made to obstruct the business at hand. The WASC should support the Chairperson and the Chairperson should support the WASC- this is the only way business can run smoothly.

What is the chain of responsibility at WASC meetings? If, for some reason the Chairperson becomes unable to chair the meeting (or needs to leave the room), the Vice Chairperson will chair the meeting. If the Vice Chairperson becomes unable to chair the meeting, the following officers will be used:

RCM
RCM Alternate
Treasurer

If the officer on the top of the list is unable or unwilling to chair, the next person on the list become the Chairperson. If no one on the list is able or willing to serve, the meeting should be adjourned or a recess taken until a Chairperson is obtained.

What happens if something is not covered in the rules? There may be times when something happens or something comes up that are not covered in the **'Rules of Order'**. The first course of action is to try and apply the "Rules of Order" to the situation. It is the responsibility of the Chairperson and Vice Chairperson to try and figure out what to do. If the **'Rules of Order'** cannot be applied to a situation, the WASC may have to **'Wing It'**. The Chairperson (in conjunction with the Vice Chairperson) should make a ruling on what to do. Whenever possible the Traditions and Concepts should be used as guiding principles for determining the correct course of action. The Chairperson should ask if anyone has an objection with the ruling, and there are none, the ruling should be implemented. If there is an objection, the Chairperson should state his/her reasons for the ruling and ask for a vote to either support or override his/her ruling. The vote will be by an established majority vote (one more than half of those eligible to vote). If the WASC fails to override the ruling, the Chairperson should seek input and attempt to find an acceptable, spiritual solution. If no solution is found, the matter should be referred to the Policy Subcommittee and the meeting should continue. The WASC and the Chairperson should always work together to keep the meeting running smoothly.

WASC VOTING

On housekeeping motions, all WASC members (GSRs, Steering Committee members & Sub Committees Chairpersons) have a vote with the exception of the WASC Chairperson, whose vote is cast only in the event of a tie. Housekeeping motions include budget changes, expenditures, administrative policies, reimbursements, approval of minutes, approval of policies committees, acceptance of guides, etc. No votes will be accepted by proxy.

Area Conscience motions, only GSRs vote on Area conscience motions that affect only Westchester Area, GSRs will vote at time when motion is submitted. An example is seating of new Westchester groups. With Area conscience motions that “affects NA as a whole” then the GSRs are responsible for taking the motion back to their groups for a conscience before voting at the next WASC meeting (example, motions from world, motions from region, CAR report, etc...)

If there is a question prior to a vote about whether or not a matter affect NA as a whole and should be taken back, the Chairperson may rule on the matter or call for vote of the GSRs. Such a vote on whether or not a vote should be brought back to the groups would only occur after a motion to vote is second. The vote will be simple majority.

There are three (3) types of votes cast at the WASC and are as follows:

YES – (For in favor of)

NO – (Opposed, against)

ABSTAIN- (This means that a member decides not to participate. Their vote will not be counted see-below)

Most issues voted at the WASC need a simple majority to pass unless specifically stated otherwise. A simple majority means that 52% of those choosing to vote yes or no are needed to pass an issue. Those choosing to abstain from the vote are not counted in determining a simple majority.

Some issues, as indicated in policy, require an established majority, such as 2/3, to pass, Established majority of 2/3's means that 2/3's of those eligible to vote (voting yes, no, or abstain) must vote yes in order for the issue to pass. Motions that affect NA as a whole require an established majority (2/3). Motion that affect only Westchester Area requires a simple majority to vote

Example of Simple Majority: Out of 13 members, if a simple majority is needed to pass, if 6 votes “yes” and 5 votes “no” and 2 “abstain”, then the motion would pass. (Six is more than 51% of 11, which is the total of the yes/no votes: abstentions don't count).

Example of Established Majority: When seeking an established majority, we are looking for a unified and clear decision of agreement. Abstention votes are counted as “no”

WASC VOTING CONTINUED

votes. To obtain an established majority, the “yes” vote must number $2/3$'s of the eligible voters. In the example above, if an established majority was needed the motion would

have failed. Out of 13 votes, a minimum of 7 “yes” votes would have been needed to pass the motion. If a $2/3$'s established majority was needed, a minimum of 9 ‘yes’ votes would have been needed to pass the motion. In these examples the abstaining votes would have been counted as ‘no’ voted. In seeking a simple majority we are trying to find a point of agreement. Between those voters who choose to pass a motion—usually a routine business matter. However, we must remember that in NA we are concerned with spiritual principles. It is suggested that if 50% or more voting participants choose to abstain on issue, we need to investigate the issue more thoroughly in the interest of unity and how well the individual addict understands the issue.

FINANCIAL POLICY

The Eleventh Concepts states that **“NA funds are to be used to further our primary purpose, and must be managed responsibly”**. The sole priority for the use of NA funds is to carry the message. The WASC recognizes its responsibility to oversee funds responsibly and to directly contribute to the next level of service.

Revolving Funds:

The WASC Area shall have \$2078.00 revolving fund listed below for the WASC expenses and named Subcommittees. These funds, if available, are to further the primary purpose and function of the WASC and the Subcommittees and may be requested at any time by Subcommittee Chairperson or Elected Official. In accordance with our Fifth Concept of **“maintaining a simple point of accountability”**, only the Subcommittee Chairperson or Elected Official may receive these funds.

Any remaining funds over this amount (unless earmarked for a reserve) will be sent to the GNYRSC as a Regional donation. (See Donations to the GNYRSC or NAWS). The WASC revolving fund will be established at level of \$2078.00 and is detailed as follows:

WASC Expenses	Funding Amount	Frequency
Rent	\$100.00	Per month
Storage	\$67.00	Per month
PO Box	\$7.00	Per month
H&I Literature	\$370.00	Per month
Literature Sales	\$1100.00	Per month
Secretary Expenses	\$80.00	Per month
Policy Review Expenses	\$50.00	Per month
RCM	\$50.00	Per month
Treasurer	\$70.00	Per month
All Active Sub-Committees	\$50.00	Per month
RCM-MARCLNA Reserve	\$50.00	Per month
Insurance Reserve	\$84.00	Per month
WASC TOTAL EXPENSES	\$2078.00	Per month

Events & Activities:

The Events & Activities Committee has a revolving fund of \$1500.00 per year to sponsor events for the Westchester Area. After each financially successful event and the revolving fund is replenished to its original (\$1500.00). The profit margin is contributed to WASC Area (unless otherwise earmarked for special events).

FINANCIAL POLICY CONTINUED

Revolving funds may be increased or created by a 2/3 established majority vote of the WASC. The allocations may be reviewed after one (1) year or as the WASC deems necessary.

Prioritization of Funds: In the event that the Area treasurer cannot meet all of its expenses for a given month, funds will be allotted in the following priority:

1. Rent for Meeting Space
2. Storage
3. Area Mailbox Rental Fee
4. H & I Literature
5. Literature for Literature Sales
6. Secretarial Expenses
7. Subcommittees & Elected Officers Expenses
8. Insurance Reserve
9. MARCLNA Reserve
10. Public Information
11. Donation to Region

Public Relations may take up to \$50.00 in literature from the Area Literature Stockpile if their revolving fund is not available for a given month.

Payment for H&I Literature: The Area treasurer, after communication with the H&I Chairperson or H&I Literature Coordinator will mail a check directly to GNYRSO in the amount of the literature ordered.

Area Literature Sales: The Literature fund has a 3500.00 cap. Any funds above that amount will be added into the Area Treasury. All literature sale proceeds are to be turned over to the Area Treasurer at the WASC meeting.

Area Literature Sales Credit Policy: Groups may be extended up to \$50.00 maximum for literature purchases. *NOTE TO DONATE*

Donations to the GNYRSC or NAWS:
If financially available, after all WASC expenses have been paid, ten percent (10 %) of the remaining funds will be donated to the Regional Service Committee.

Distribution of Funds: This section specifically addresses funds generated from WASC E&A events. Funds must be used/distributed within three (3) months.

REMOVAL OF WASC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

Introduction: Removal of a WASC Officer or Subcommittee Chairperson is a serious step that should only be undertaken in extreme situations. We should always strive to elect qualified and able persons who are committed to responsibly carrying out the goals of our service structure and the duties of the position to which each is elected. When we make good decisions at election time, we seldom need to act on a removal at a later date. We must always remember that an election is **NOT** a popularity contest. We should try to pick the best person for a job, even if we dislike him/her or do not agree with his/her views.

There will however, be situations where we must decide if a person must be removed from office. We **MUST** go about this in as spiritual a manner as possible. We must first determine if a problem exists. Our goal throughout the entire process should be to correct any problem that does exist without having to resort to removal. Only after all attempts to correct the problem have failed should we act to remove the Officer/Chairperson. Our primary responsibility is to strive to protect the interest of the WASC, but it is also the responsibility of our body to protect the individual rights of the office holder. We must always remember that we live in a society that holds that an accused person is considered innocent until proven otherwise. We should also strive to ensure that no office holder is accused unfairly or on the basis of personal malice. The procedure below should allow us to determine the validity of any accusations.

There may be times when an accused Officer/Chairperson is unable or unwilling to be involved in this removal procedure. In such cases, the procedure should continue, but care should be taken to see that the rights of the individual are protected in his/her absence.

How long should this procedure take? The length of a complete removal procedure may vary depending on the circumstances of each specific situation. A complete procedure could be completed during one (1) WASC meeting. Such speed is recommended only when the greater good of the WASC or its services require it (such as the need to fill a Treasurers position). It should always be remembered that action taken in haste should be carefully examined.

Reasons for removal: There are a number of specific reasons for removing an Officer/Chairperson. They are directly related to service performance or to behavior that might affect the ability of an office holder to perform these duties. An Officers/Chairperson may be removed if he/she is convicted of a felony during his/her term of office or embezzles or steals WASC property of funds. Relapse is also considered grounds for removal.

REMOVAL OF WASC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS CONT'D

An Office/Chairperson may be removed if he/she fails to attend two (2) consecutive WASC meetings or four meeting total during his/her term of office. The WASC may also remove an Officer/Chairperson who is found to have not performed his/her responsibilities in an acceptable manner, as defined by these guidelines. It should be remembered that the goals and duties of a Subcommittee are the responsibility of that Subcommittee's Chairperson. When an officer does not perform his/her duties, the work of the WASC can be seriously threatened. Examples of failure to carry out the duties of the office may include, but are not limited to:

- Failure of the RCM & RCM – ALT to attend GNYRSC meetings.
- Failure of the Treasurer to write checks, makes deposits, or pay bills.
- Failure of the Secretary to prepare and mail/e-mail WASC minutes.
- Failure of the Chairperson to preside at the WASC, even though he/she is in attendance.
- Failure of the Subcommittee Chairperson to hold meetings or carry on the work of his/her Subcommittee.
- Failure of an Officer or Subcommittee Chair to submit regular reports.
- Theft of WASC property or embezzlement of WASC funds shall always be considered as failure to carry out the duties of an office.

REMOVAL PROCEDURE

The procedure by which the WASC may declare a position vacant is a three-step process and proceeds as follows:

- 1. Initial Step:** When there are initial indications of problems, the WASC Chairperson will make an initial investigation. Such an investigation will include an approach to the Office/Chairperson (if people). Another member of the Steering Committee may undertake this initial investigation. The initial investigation may be requested by any voting member of the WASC or may be undertaken by the Chairperson on his/her own initiative. The goal of the initial steep is to determine if a problem exists and, if one does, attempt to correct it without further action.

REMOVAL OF WASC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS CONT'D

- 2. Performance Committee Review:** If at the end of this initial investigation, the Chairperson (or investigating officer) feels that further action is necessary; he/she then consult a Performance Ad-hoc committee. Such a committee will consist of nine (9) members, four (4) members of the Steering Committee and five (5) other voting members of the WASC (selected by lot from a pool of volunteers). This performance Committee will determine if the matter is brought to the WASC. Attempts should be made to correct any problem without any further action. At this point, the Officer/Chairperson will be given (when at all possible) an opportunity to review any proof that is being considered by the Performance Committee and will be allowed to explain his/her actions. It is strongly recommended that the Performance Committee consider its action very carefully not only welfare of the WASC, but the rights of the individual. The Performance Committee is urged to carefully consider the validity of any proof that is presented. Although, this is not a legal procedure, common sense should be used in reviewing proof. For example, hearsay and third party information should not be used nor should proof be used whose authenticity cannot be verified. The decision to submit the matter to the WASC will be 3/4s established majority vote (7 of the 9 members would have to vote 'yes' to carry the to the WASC).

At this point, a few words need to be said about confidentiality, documentation and dignity. Up through the vote by the Performance Committee to refer this matter to the WASC, all information about the process will be held in strict confidence. This means that the members of the Performance Committee should not discuss with anyone else what is being done and what has been found. The WASC Chairperson (or a spokesperson elected by the Performance Committee) will make all necessary statements that are needed during the course of the process. The Performance Committee should careful document all findings in order to have a clear record of what has been done. Once the final phase of the process has started (see section C below) all documentation should be made available to the WASC and become part of the body's minutes. We should always remember that it is never the goal of the WASC to persecute anyone. If an Officer/Chairperson chooses to resign rather than go through the removal process, we should allow him/her the dignity to do so. If a resignation occurs, the removal procedure should stop at that point and any findings or documentation up to that point should remain in confidence.

- 3. WASC Action:** When all attempts to correct a problem have failed, a motion to remove the Officer/Subcommittee Chairperson and declare the Performance Committee will submit the position vacant to the WASC. This motion will need to be seconded by a voting member other than a member of the Performance Committee

REMOVAL OF WASC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS CONT'D

A member of the Performance Committee will then submit reasons and proof supporting the action. The officer/Subcommittee Chairperson will have an opportunity to present reasons and proof of his/her own that support the defeat of the motion. All

members of the WASC will have the opportunity to questions. After all questions, presentations and discussion, a vote will be taken by secret, written ballot. In order to be passed, the motion must obtain 3/4s established majority vote (3/4's of those eligible to vote would have to vote 'yes' to pass the motion). The Officer/Chairperson may request a recount of the ballots in his/her presence. Once the motion is passed, the removal is considered to take effect immediately.

After an Officer/Chairperson has been removed: Any motion to reconsider the Officer/Chairperson for another WASC position may only come after six (6) months have passed.

PROCEDURE TO AMEND POLICY

Motions proposing amendments to these policies guidelines should be submitted to the Policy Committee for review and recommendation prior to a WASC vote. The Policy Committee shall respond with a recommendation for the next WASC meeting. At this time, a 2/3s established majority vote is required to adopt the proposed amendment.

MISCELLANEOUS POLICY

- All regions, areas and groups are allowed to sell merchandise at our Area functions, provided they have a letter on their Area Region letterhead.
- No cash 50/50 raffles are permitted at Area functions. All raffles will be for NA related merchandise only.

PROCEDURE FOR SEATING NEW GROUPS

The WASC has been created to serve its member. Any groups wishing to join the Westchester Area should send a GSR to the WASC meeting. The GSR should attend the new GSR orientation to become familiar with the workings of the WASC.

New groups will be voted on by the GSRs of active groups. In a spirit of unity and our Fourth Tradition, current GSRs will be able to ask questions of the group asking to be seated. These questions may include asking if the new group conflicts with any existing group (s) and what the reasons are for starting the new group.

The new group will be accepted by an established majority vote (one more than half of those eligible to vote must vote yes).

The Literature Sales Chairperson will keep two group starter kits on hand (see below). If the Area accepts the group, a starter kit will be given to the GSR at the end of the first meeting. Groups not yet seated by the Area may not receive starter kits. Once a new group is seated, it is considered to be an active group and all such privileges as a member of the WASC.

STARTER KITS

- One set of group readings
- One Basic Text (it is suggested that this kept as the group book & not sold.
- Two (2) of each approved IP, including The Group
- Five (5) welcome key tags.
- Three (3) each of the 30, 60, and 90 day's key tags.
- One (1) each of the six (6), nine (9), and eighteen (18) month key tag.
- One (1) each of the one (1) year and multiple key tag
- One (1) World and one (1) Regional Group Registration Form.
- Three (3) Regional meeting lists.

PROCEDURE FOR ORIENTATING NEW GSR'S

The RCM and RCM-ALT will have the responsibility of orientation new GSRs. Information will be provided is as follows:

1. Welcome to all new GSRs.
2. Explain the NA Service Structure – Groups, Area, Region and World.
3. Describe the workings of the WASC – Meeting Structure, Standing Committee and their responsibilities and functions.
4. Explain responsibilities, functions and importance of a GSR and the link they provide to the rest of Narcotic Anonymous.
5. Question and Answers.

WASC FINANACIAL HANDLING PROCEDURES

- The Treasurer will issue receipts to all groups and members purchasing literature during meetings of the WASC.
- The Treasurer will receive revenue for group's donations and literature sales. Any Literature purchase or Group's donation over \$20.00 must be in money order.
- No reimbursement will be made without a receipt.
- No reimbursement will be conducted outside the WASC meetings
- The only people that can receive NA funds (donations, literature and events) with the exception of ticket sales are 4 signatures on WASC bank account. The Chairperson or the Vice Chairperson can receive funds in the absence of Treasurer or the Assistant Treasurer. In the event that a check is prepare to an authorized signatures. The payee cannot be one of 2 signatures that sign the check.

Events & Activities:

The Events & Activities Chairperson remains the primary individual authorized to receive funds from the Treasurer or Vice Treasure to sponsor events for the Westchester Area. During the planning process of event, when possible, a representative of the WASC (Chairperson, Vice Chairperson, Treasurer or Assistant Treasurer should be in attendance at the E & A meeting). If the event being planned requires the sales of tickets then the following procedures should be followed.

1. All tickets must be consecutively (ticket and ticket stub) and will be distributed for sales by the E & A Chairperson. Members selling tickets must supply contact information (telephone number and address) and will not be allowed additional tickets to sell unless all monies from previous ticket sales have been turned in to the E & A Chairperson.
2. Members selling tickets are responsible for the tickets or corresponding financial value of the tickets. No events tickets should be distributed to members, who have previously sold event tickets In the last two (2) years and have not accounted for those tickets or the corresponding financial value of tickets.
3. The E&A Chairperson will turn over all ticket sales revenue to a representative of the WASC (see above) on bi-weekly basis during the period prior to the event. Additionally, the E&A Chairperson will contact

WASC FINANCIAL HANDLING PROCEDURES CONT'D

all members who are selling event tickets, one (1) week prior to the event and notify them that all unsold tickets and revenue must be turned in one (1) day prior to the event. Unsold ticket numbers must be recorded.

4. The E&A Chairperson will turn over all tickets sales revenue collected one day prior to the event to representative of the WASC (see above). If the event calls for "on-site" ticket sales then tickets collected one day prior to the event will be used to record the number of 'on site' sales at/during the event. 'On-site' ticket sales at any event will be sold by the E&A Chairperson or Vice Chairperson and a Representative of the WASC (see above).
5. Once the event is over, all revenue generated must be deposited into the WASC checking within 5 business days. A final reconciliation report is to be prepared by the E&A Chairperson, with the support of a representative of the WASC (see above), within two (2) weeks of the completion of the event.

Convention Committee:

The Convention Chairperson and the Convention Treasurer works closely together to prepare a budget for the convention which is used for planning fund raising activities. The budget is based on the subcommittee's recommendation as to the monies they will need to carry out their tasks. The budget can be rough estimate at the beginning of the planning and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registration. The financial procedures is as follows:

1. All monies including revenue from registration and banquet tickets are the responsibility of the Convention Treasurer. He/she pay bills and advise the Convention Chairperson on cash supply, income flow, and rate of expenditures.
2. There will be three (3) co-signers on Convention Committee Account (Chairperson, Vice Chairperson, Treasurer or Secretary) all signatures must appear on a signed check. Funds will only be paid or reimbursed in check form in order to facilitate accurate bookkeeping prior to the convention. No reimbursements will be approved without a receipt. Petty cash will be available on convention days.
3. All fund raising proceeds will be deposit into the Convention Committee bank account.
4. All loans (seed money) to be prepaid to WASC or Region in full. A donation to WASC will be made based on the revenue generated during the convention and consideration for any future events. This amount will be determined by the

WASC FINANACIAL HANDLING PROCEDURES CONT'D

Convention Committees. There will be no 50/50 raffles at Convention Committee events. Any raffle will be for prizes only.

5. Any sub-committee expenditures over 200 dollars is to be bid out to three (3) different vendors excluding hospitality.
6. All monies collected at any functions will be accounted for by two (2) trusted servants of Convention Committee.

WASC LITERATURE SALES CREDIT POLICY

Following are the procedures by which the WASC Literature Sales Committee may issue credits (comprised of NA literature) to groups and/or subcommittees of the WASC.

Literature Sales "credits" will not be allowed /issued to individual members.

Literature Sales Credit Procedure:

1. A Literature Sales Credit (**\$50.00 maximum** – "starter kit") will be issued to a "new group" joining the WASC. This credit can only be used to offset the WASC Literature Sales committee credit that was initially issued.
2. A Literature Sales credit (**\$50.00 maximum**) may be issued to an "existing group" of the WASC. The GSR of the existing group will be allowed to explain to the WASC why his/her group required the credit and how the group plans to repay the credit, if approved by the WASC. The WASC (GSR's only) will then vote to either approve or disapprove the literature sales credit request.
3. If a Subcommittee of the WASC required literature, then the WASC will purchase the literature as an expense of the WASC. If the Subcommittee is funded by the WASC, then the purchase amount will be deducted/charged against the Subcommittee's monthly revolving fund.

Repayment of Literature Sales Credits:

Existing groups of the WASC, who have been issued a "**literature credit**", will be required to start repayment on their credit balance 60 days after the issuance of the credit. If the existing group has not attempted to repay their credit amount, then the WASC Literature Sales Committee shall deduct \$5.00 from each subsequent literature sales purchase, from that group, until the credit balance is completely paid.