

**Westchester Area
of
Narcotics Anonymous**

Policy Document

Working Draft

Approved February 15, 2025

Updated March 15, 2025

TABLE OF CONTENTS

Preamble.....	Page 2
The Westchester Area Service Committee.....	Page 2
WASC Meetings.....	Page 3
Officers of the WASC.....	Page 4
WASC Subcommittees.....	Page 8
WASC Election Policy.....	Page 14
Conducting Business at WASC Meetings.....	Page 16
WASC Voting.....	Page 23
Financial Policy.....	Page 25
Removal of WASC Officers and Subcommittee Chairpersons.....	Page 26
Procedure for Seating New Groups.....	Page 29
WASC Financial Handling Procedures.....	Page 30
Procedure to Amend Policy.....	Page 31
Miscellaneous Policy.....	Page 31

PREAMBLE

The Westchester Area Service Committee's (WASC“ or “Area”) policy has been developed as an aid to understanding the proceedings at the Area Monthly Meeting and to ensure that business is conducted in a practical and spiritual manner.

A policy is the framework of procedures, guidelines, and limitations used by Area to carry on its business. The provisions of the Policy were developed by the Policy Subcommittee and approved by the Group Service Representatives. This Policy was established for the specific purpose of allowing Area to serve its member groups in a way that does not interfere with the groups' autonomy or conflict with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous. The Policy has been adopted to allow everyone to be able understand how our business is conducted. It is a blend of Robert's Rules of Order, experience, and common sense, and is intended to be the only valid guide for running Area's monthly meetings.

The Basic Text of NA tells us that “*Good will is best exemplified in service: proper service is doing the right thing for the right reason. When good will supports and motivates both the individual and the Fellowship, we are fully whole and wholly free.*” Proper service is a cornerstone of our personal program. When we apply this principle of commitment to our lives it is through our experiences that we grow spiritually and mentally.

THE WESTCHESTER AREA SERVICE COMMITTEE

The Westchester Area Service Committee (WASC) is composed of Narcotics Anonymous groups that choose to join the area and are located within the geographical boundaries of Westchester County, Putnam County and any other New York Counties that are members of the Greater New York Regional Service Committee (GNYRSC).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 GNYRSC.

To become a member of the WASC, a group sends their Group Service Representative (GSR) to the WASC meeting with a request for membership. The existing member GSRs 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 be best served by joining the WASC.

THE WASC IS COMPOSED OF THE FOLLOWING:

- ⇒ Group Service Representatives (GSRs) of member groups.
- ⇒ Elected Officers of the WASC: Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member (RCM), Regional Committee Member - Alternate (RCM-Alt),
- ⇒ Standing Subcommittee Chairpersons: Hospitals and Institutions (H&I) Public Information (PI), Events and Activities (E&A), Policy, Literature Review, Literature Sales, and Helpline.
- ⇒ The Steering Committee is composed of the Elected Officers of the WASC plus the Chairpersons of Standing Subcommittees.

WASC MEETINGS

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

YMCA
17 Riverdale Avenue
Second Floor
Yonkers, NY 10701

The WASC meeting, Steering Committee meeting, Steering Committee, and literature purchase will be at the following times:

Literature Sales	10:00 PM - 2:00PM
Steering Committee	11:00AM – 11:45PM
WASC Meeting	12:00PM – 2:00PM

Minutes of the WASC meetings shall be emailed to all WASC participants whose names and signatures appear on the sign-in sheet.

The WASC chairperson can call special meetings at his/her discretion in the event of a situation affecting the WASC. Written announcements of special meetings shall be emailed to WASC participants at least 5 days prior to the date of the special meeting.

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

Westchester Area Service Committee

P.O. Box 2343
Peekskill, NY 10566

Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants. “Being asked to lead, to serve, to accept responsibility is a humbling experience for a recovering addict. Through continuing to work the 12 steps, our trusted servants have come to know, not only their assets, but their defects and limitations.” (Page 9, 4th Concept of Narcotics Anonymous Service)

OFFICERS OF THE WASC

CHAIRPERSON

Qualifications:

1. five (5) years of NA clean time,
2. one (1) year of Area service,
3. the ability to organize and give Area direction and motivation, and
4. a complete knowledge and understanding of the WASC Policy, a working knowledge of Parliamentary Procedure, the 12 Steps; the 12 Traditions; the 12 Concepts, and a Guide to Local Services in NA.
5. It is recommended that a candidate for Chairperson have served as an NA Area or Regional Officer or as Chair of an NA or Regional Subcommittee.

Duties:

1. Chairperson has the vital responsibility of communication within our area.
2. Chairperson shall keep order at the monthly meetings, ensure discussion is brief and related to the topic on the floor,
3. ensure Area attendees conduct themselves in accordance with the Preamble, ensure the 12 Traditions are upheld by Area and its members,
4. attend the monthly meetings of the GNYRSC
5. vote in the case of a tie, and
6. run the Steering Committee meeting.

VICE CHAIRPERSON

Qualifications

1. five (5) years of NA clean time,
2. one (1) year of Area service,
3. the ability to organize and give Area direction and motivation, and
4. a complete knowledge and understanding of the WASC Policy, a working knowledge of Parliamentary Procedure, the 12 Steps; the 12 Traditions; the 12 Concepts, and a Guide to Local Services in NA.
5. It is recommended that a candidate for Vice Chairperson have served as an NA Area or Regional Officer or as Chair of an NA or Regional Subcommittee.

Duties

1. The Vice Chairperson shall help the Chairperson run an orderly monthly meeting.
2. In the event the Chairperson is unable to attend the GNYRSO monthly meeting, the Vice Chairperson shall attend in their place.
3. In the event the Chairperson is unable to perform his/her duties as detailed above, the Vice Chairperson shall assume such duties until such time as the Chairperson is able to resume such duties, the Vice Chairperson is confirmed by Area as the new Chairperson, or a new Chairperson is elected.

SECRETARY

Qualifications:

- 1) One (1) year of NA clean time,
- 2) good notetaking and typing skills, and computer literacy, with an understanding of Microsoft Word and Excel,
- 3) have an active email address, and
- 4) own or have access to a computer with internet access.

Duties:

- 1) Keep accurate minutes of the WASC meetings and see that those minutes are emailed to GSRs, WASC Officers, and Subcommittee Chairpersons within 10 days of the monthly meeting.
- 2) assist the Chairperson with correspondence related to the WASC
- 3) maintain the WASC Policy Guidelines.
- 4) maintain a file of all correspondence and minutes,
- 5) maintain contact information for all WASC GSRs (of active Area Groups), Subcommittee Chairpersons, and Officers,
- 6) have sufficient motion forms available at every monthly meeting, and
- 7) obtain and distribute, via email, copies of the reports of the Treasurer, RCM, and all standing and ad hoc Subcommittee Chairpersons four (4) days prior to the Monthly Meeting.

ASSISTANT SECRETARY

Qualifications:

- 1) One (1) year of NA clean time,
- 2) good notetaking and typing skills, and computer literacy, with an understanding of Microsoft Word and Excel,
- 3) have an active email address, and
- 4) own or have access to a computer with internet access.

Duties:

- 1) be prepared to step in and assume all the responsibilities of the Secretary as needed.
- 2) The Assistant Secretary shall serve as the WASC Secretary following completion of their term as Assistant, unless the WASC allows a challenge (see election procedure, page 14)

TREASURER

Qualifications:

- 1) Five (5) years of NA clean time, and
- 2) it is suggested that the Treasurer have knowledge of accounting and banking.
- 3) The Treasurer cannot be related or married to current or potential co-signer of the area bank account (Area Chair or Vice Chair) to avoid any appearance of any potential conflict of interest.
- 4) The Treasurer must have a steady income.

Duties:

- 1) Pay all WASC bills in a timely manner
- 2) maintain a prudent reserve in accordance with this policy
- 3) maintain appropriate and detailed financial records
- 4) Collect all group donations, revenue generated from WASC Literature Sales, all money generated from Westchester Area Event & Activities
- 5) disburse rotating funds to the appropriate subcommittee chairperson as needed

ASSISTANT TREASURER

Qualifications:

- 1) Five (5) years of NA clean time, and
- 2) it is suggested that the Assistant Treasurer must have knowledge of accounting and banking.
- 3) They cannot be related or married to current or potential co-signer of the area bank account (Area Chair or Vice Chair) to avoid any appearance of any potential conflict of interest.
- 4) The Assistant Treasurer must have a steady income.

Duties:

- 1) Assist the Treasurer with counting group donations at the WASC meetings or events,
- 2) assist the subcommittee chairs with financial matters,
- 3) work hand in hand with the Events & Activities Committee in assisting with financial matters and oversee merchandise sales,
- 4) will collect money at Area events and activities,
- 5) will step in at any time during the year if the Treasurer is unable to fulfill their commitment, and
- 6) shall serve the WASC as Treasurer following completion of their term as Assistant, unless the WASC allows a challenge (see election procedure on page 14)

REGIONAL COMMITTEE MEMBER

The Regional Committee Member 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 communication between the area and the rest of Narcotics Anonymous.

Qualifications:

- 1) Three (3) years of NA clean time.

Duties:

- 1) Represent the WASC at the Greater New York Regional Service Committee (GNYRSC) meetings,
- 2) present minutes of the GNYRSC to the WASC,
- 3) bring regional motions back to the WASC for their consideration and conscience, and
- 4) if possible, provide the GNYRSC with a list of area meeting additions/deletions/changes to help keep the regional meeting list current.
- 5) The annual Conference Agenda Report (CAR) is coordinated between the RCM and Events and Activities Committee.
- 6) Acts as the voice of the WASC and votes Westchester Area's conscience at the GNYRSC meeting.
 - a. Whenever a voting matter occurs where the Area conscience has not been given to them, they should evaluate each vote in terms of the needs for the membership they serve.
- 7) It is required that the RCM attend all GNYRSC and WASC meetings.
- 8) Required to submit a typed report to the secretary after each Area Service Committee no later than 4 days after WASC.

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 their term in office. The RCM-ALT is required to attend regularly scheduled meetings of the GNYRSC in conjunction with the RCM.

Qualifications:

- 1) Required clean time is a minimum two (2) years.

Duties:

- 1) Shall serve for one year.
- 2) Shall assume the position of RCM in the second year unless the WASC allows a challenge (see election procedure).
- 3) Shall fill in as the RCM if the RCM is absent from the GNYRSC meeting or is unable to complete their term in office.
- 4) Required to attend regularly scheduled meetings of the GNYRSC in conjunction with the RCM.

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 the new elected officials.

WASC SUBCOMMITTEES

The purpose of 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. The WASC subcommittees report on their progress at the WASC meeting. All WASC subcommittees are required to do the following:

- 1) Send a representative to attend the corresponding Regional subcommittee meeting if there is one.
- 2) Abide by the subcommittee policy which has been approved by the WASC or present new guidelines to the WASC if needed.
- 3) Elect a Vice Chairperson, Secretary and a Treasurer if needed.
- 4) Notify the WASC Vice Chairperson of all subcommittee meetings.
- 5) Actively seek to provide continuity of service to the WASC by assisting and providing information, including the appropriate NA Handbook, or guide, from World Services, 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 charge to assist as needed in this area.
- 6) Open all committee meetings to any member with one day clean.
- 7) All subcommittee chairpersons should have six (6) months prior experience with that subcommittee.

As recovering addicts, any of us can fulfill a leadership role, providing a sound example by serving our fellowship. This modest spirit of service to others forms the foundation of our fourth concept and of NA leadership itself.

The standing Committees of the WASC are listed as follows:

Hospitals & Institutions
Public Information
Events & Activities
Outreach
Literature Review
Helpline
Convention (separate policy)
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 a subcommittee.

HOSPITALS & INSTITUTIONS SUBCOMMITTEE

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.

Chairperson

Qualifications:

- 1) Required clean time is a minimum of five (5) years.
- 2) Should have a minimum of two (2) years of service-related H&I service.

Duties:

- 1) Schedules and Chairs the H&I meeting,
- 2) Ensures that contact is maintained with appropriate facility personnel where H&I meetings are held,
- 3) Contacts any institution that requests a meeting,
- 4) Coordinates with the PI Chairperson to schedule a presentation and fulfills the meeting, and
- 5) Is responsible for scheduling at LEAST one WASC Learning Day per year.

PUBLIC INFORMATION SUBCOMMITTEE

The primary purpose of the Public Information committee is to respond to and inform addicts and others, who might refer addicts, in the community, of the availability of recovery in Narcotics Anonymous. The committee is also responsible for responding to requests from the community for information regarding Narcotics Anonymous by scheduling presentations.

Chairperson

Qualifications:

- 1) Required clean time is a minimum of five (5) years. ????
- 2) Suggested 2 years of service at the area level. ????

Duties:

- 1) Be the liaison between the PI committee of the WASC and the community members who are requesting information or a presentation,
- 2) Accompanies the H&I Chairperson to do presentations at a new facility requesting H&I meetings.
- 3) Must attend PI subcommittee meetings at the Regional (GNYRSC) level, and
- 4) Must become familiar with the PI Handbook published by NA.org.

EVENTS & ACTIVITIES SUBCOMMITTEE

The purpose of the Events & Activities committee is to hold dances, picnics, and other events that provide a greater sense of community for the Westchester Area fellowship.

Chairperson

Qualifications:

- 1) Required clean time of five (5) years.
- 2) Should have a minimum of one (1) year related E&A service

Duties:

- 1) Responsible for forming a committee to carry out the purpose of the E&A committee,
- 2) Required to schedule annually a 'Learning Day' in September,
- 3) Submit a six (6) month calendar of events to the WASC,
- 4) Receive funds from the Treasurer or Vice Treasurer to sponsor events for the Westchester Area, and
- 5) Relays events/activities to the Regional E&A committee.

During the planning process of any event, when possible, a representative of the WASC (Chairperson, V. Chairperson, Treasurer or Assistant Treasurer) should attend the E&A subcommittee meeting.

Financial Responsibilities:

- 1) Revolving fund of \$1,000 per year to sponsor events for the Westchester Area
- 2) Prior to the event, the E&A Chairperson must itemize the expenditures for the event and present those expenditures to the area for approval.
- 3) After each event, all proceeds will be turned over to the Area Treasurer to replenish the revolving funds and/or transfer any profit to the Area Treasury (unless earmarked for special events).
- 4) If the event being planned requires the sales of tickets, follow the policy that is part of the WASC Financial Handling Procedures on page xx.

Fundraising

The purchase and sale of merchandise (cups, t-shirts, etc.) at any event should be itemized and provided to the area for approval. Those funds should be kept separate from the funds used to hold the event. And is a part of the \$1,000 revolving fund.

OUTREACH SUBCOMMITTEE

(Might combine with Public Information Subcommittee)

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.

Chairperson

Qualifications:

- 1) Required clean time of five (5) years.

Duties:

- 1) The Committee holds bi-annual speaker exchange meetings at the WASC to promote fellowship between different groups within the WASC
- 2) If requested, the Outreach Committee will visit groups to lend support and help find solutions with issues affecting the group.

LITERATURE REVIEW SUBCOMMITTEE

(consider this being an ad hoc subcommittee)

The primary purpose of the Literature Review Chairperson is to provide our Area's input on NA literature, currently in progress, as defined at the World Service Conference.

Chairperson

Qualifications:

- 1) Possess grammatical knowledge, spelling skills, reading comprehension and an ability to write cohesively
- 2) Required clean time of five (5) years.

Duties:

- 1) Become familiar with the Literature Review Handbook from NA.org
- 2) TBD

HELPLINE SUBCOMMITTEE.

(Need information from the Regional Service Committee)

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 still sick and suffering addict) and the NA fellowship.

Chairperson

Qualifications:

- 1) Required Clean Time is a minimum of (5) years

Duties

TBD

LITERATURE SALES CHAIRPERSON

The primary purpose of the Literature Sales Chairperson is to maintain a stock of NA literature available for group purchases.

Qualifications:

- 1) Must have a steady income
- 2) Must have a vehicle for the transportation of the literature
- 3) Required Clean Time is five (5) years

Duties:

- 1) The Literature Sales Chairperson purchases literature from the Regional Service Office (RSO) and ensures that an adequate supply is available for group and member purchases at the WASC,
- 2) Maintains a written inventory for the ASC,
- 3) Provides Area Meeting List for H&I Subcommittee, and
- 4) Provides “starter kits” to new groups seated at the WASC. Each starter kit should include a Regional and World Group Registration Form.

ASSISTANT LITERATURE SALES CHAIRPERSON

The primary purpose of the Assistant Literature Sales Chairperson is to assist the Literature Sales Chairperson with group and member sales at the WASC.

Qualifications:

- 1) Must have a vehicle for the transportation of the literature
- 2) Required clean time of five (5) years.

Duties:

- 1) Is in charge of sales if the Chairperson cannot be present and is responsible for selecting “helpers” to assist with filling orders.

POLICY SUBCOMMITTEE

The primary purpose of the Policy Subcommittee is to guide the members of the WASC to work within the boundaries of the approved policy.

Chairperson

Qualifications

- 1) Must possess knowledge of Robert’s Rules of Order.
- 2) Required clean time is a minimum of seven (7) years.

Duties

- 1) Work closely with the WASC Chairperson to ensure that the members of the Area Service Committee are conducting business within the boundaries of the most recent approved policy,
- 2) Make adjustments to the current policy as requested by the Area GSRs for approval by the GSRs, and
- 3) When needed for reviewing the current policy, the Chair can form an Ad Hoc committee.

Vice Chairperson

Qualifications

- 1) Must possess knowledge of Robert's Rules of Order.
- 2) Required clean time is a minimum of seven (7) years.

Duties

- 1) To assume the duties of the Policy Chair when that person is not available.

Annual Policy Review

- 1) Policy review shall be conducted annually in January
- 2) In December of every year, the Policy Chairperson shall announce that the Policy will be under review in January and shall schedule a Subcommittee meeting, open to Area Members (i.e., the Administrative Body Members, Officers, and other Trusted Servants of Area), GSRs, and alt-GSRs only, to occur in advance of the January Monthly Meeting of Area.
- 3) All interested Area Members (listed above) shall contact the Policy Chairperson via email with any proposed changes no later than one week before the scheduled Policy Subcommittee meeting. If the Policy Chairperson receives no proposed changes by that date, a Subcommittee meeting shall not be held, and the Policy Chairperson shall announce at the January Monthly Meeting of Area that the Policy will remain in place, by acclimation.
- 1) If Policy Chairperson receives any proposed changes in advance of the scheduled Subcommittee Meeting, they shall convene the Subcommittee to review all proposals, draft any relevant amendments, and present such amendments to the GSRs for a final review. The GSRs shall then have 30 days within which to review the proposed/revised Policy. At the following Area monthly meeting, the GSRs shall vote on whether to adopt the revised Policy.

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 Chairperson, Assistant Secretary to Secretary, Assistant Treasurer to Treasurer, and REC-Alt to RCM is considered to be automatic except in the following case: the WASC may, by 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 officer holder would not have to have a second (he/she is considered to be nominated).

NOMINATIONS

Nominations for Officers and Subcommittee Chairpersons are made in October. 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.

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. 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 the 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 a second vote no has been declared a winner, the chairperson will choose a 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 members may have only one (1) elected WASC position at a time. Therefore, upon elections of 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.

GROUP SERVICE REPRESENTATIVES (GSR)

Group Service Representatives (GSRs) 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 at 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 business regardless of the prolonged absence of a member group. Absent member the WASC Chairperson should contact groups.

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 chair must be absent, the WASC Chairperson or Vice Chairperson must be notified prior to the meeting and an explanation given. Two consecutive **unexcused** absences will be considered cause for removal and the 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 meeting 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 an 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 meetings.

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. Try not to interrupt the person currently speaking. If you have a question for a speaker, wait until she or he finishes speaking and then obtain the floor for you to question him or her.

WHO SPEAKS AT THE WASC?

The WASC Chairperson recognizes (calls on) speakers during the meeting. Generally, she or he calls on GSRs or GSR Alternates, subcommittee chairs, ad hoc subcommittee chairs 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. For example, the Chairperson may allow only two (2) pros and two (2) cons to be heard before a motion is put to a vote. The WASC may override the Chairperson’s limitations on speaking with an established majority vote.

WHAT IS THE ORDER OF BUSINESS AT THE WASC?

The order of business (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 follows:

Moment of silence
Serenity prayer
Reading of the Twelve Traditions
Reading of the Twelve Concepts
Reading of the Service Prayer
Introduction of members in attendance
Call for new GSR orientation
Reading of last month's minutes
Call for questions of last month's minutes
Treasurer's report - opening balance
Officer reports
Subcommittee reports
Roll call for quorum
Seating of new groups
Group concerns
Old business
New business
Treasurer's report - closing balance
Adjournment
Closing prayer

WHAT ARE THE RULES OF ORDER?

The **Rules of Order** are defined as the rules that govern the flow of old and new business during the 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 or purpose and reason for the motion is generally 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. A statement of intent 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 may make a motion. Voting members are WASC officers, Subcommittee Chairs, and GSRs. The Area Chairperson does not make a motion. WASC subcommittees may make motions through their chairperson or vice chairperson (if the chairperson is not available). Groups may make motions through their GSR or GSR-Alternate (if the GSR is not present). Individual NA members or NA groups make motions through the GSR who represents 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. They 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 the WASC has only one vote. 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.

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 on 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 seconding 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 or 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 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.
 - 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 speak.
 - 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 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 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 accomplishes nothing, if it is not worded correctly, or if it is intentionally made to waste the time of the WASC. The chairperson generally rules on a motion it is very important and that they clearly give the reasons for their ruling. The WASC may also vote that the motion is improper. If the WASC believes that the chairperson is incorrect, it may override them by an established majority (one more than half of those eligible to vote).
 - 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 3:30PM. The second motion is considered to be an amendment to the first. A motion may be amended at any time between the time its 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 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 tabled - 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 to 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 to take off the tables 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, tabled motion is brought back up in the “old” business section of the next meeting.** A motion can be tabled as many times a deemed necessary.
- H. A motion may be referred - This means that the motion is given to a subcommittee or person for review and 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 a 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 they feel that it is redundant. 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 pass by a two third established majority of the WASC. A motion can be made again at any future meeting without restriction. Once a motion to reconsider is passed, this motion is again taken up by the WASC and the process listed above begins again.

OTHER DEFINITIONS:

Listed below are additional terms and procedures that may be used in a WASC meeting:

Out of Order - often misused, this simply ensures business proceeds in an orderly manner at WASC meetings. Any item proposed for discussion at the meeting must follow the order in which business is conducted. Example: a motion is made to send money to Region which is seconded. A second motion is then made before a vote is taken on the initial motion about sending money. The second motion is “out of order” as the discussion and voting of the first motion must be completed before the second can be considered. The term “out of order” does not refer to the merits of something, only its placement. It is not appropriate to use this term to describe something as erroneous or inaccurate that is proposed by another member.

Point of Order - this term is often misused. Its purpose is to determine whether or not something falls within the orderly process of business. Example: an item being discussed pertains to H&I and a member interjects PI into the discussion. Someone can ask for a “point of order” to point out that introducing PI into this discussion should be tabled until the H&I discussion is completed. This term is not used to ask questions about an ongoing discussion, it is simply used to maintain an orderly process of business.

The “call to vote” or “calling the question” is used to bring a motion to immediate vote without debate. A member calling the question must first have the floor and be recognized to speak by the chair to make the motion. Another member must second the motion before it goes to a vote. The chair asks for objections and if there are none, the motion goes directly to a vote without debate. If there is an objection, the “call to vote” is then voted on as a special motion. (according to Roberts Rules of Order, the “call to vote motion requires a two thirds vote). If it passes, a vote on the original motion is held immediately, again without debate. If it fails, the debate continues.

When the chairperson “entertains a motion” or “calls for a motion,” they are asking for someone to make a motion when they see a need for one but are not allowed to make allowed to make motions themselves.

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 the 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 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/understand the process of area business and its decision-making processes.
- Never be afraid to ask a question. Try to keep your question short and to the point.
- All questions should be directed to the Chairperson.

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 Chairperson and the Vice Chairperson may consult the Policy Chairperson to clarify the policy or the ‘Rules of order’.
- 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 what 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 should not be made to obstruct the business at hand.
-

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
 - Treasure

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 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, in conjunction with the 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 with the correct course of action. The Chairperson should ask if anyone has an objection with the ruling, and if 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 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.

WASC VOTING

VOTING

There are three 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 may not be counted or may be counted as a “no”. See-below.)

VOTE TALLYING

Simple Majority: Most issues voted on 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.

Example of a 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).

Established Majority: Some issues, as indicated in policy, require an established majority, such as 2/3, to pass. Established majority of 2/3s means that 2/3s 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 Established Majority: When seeking an established majority, we are looking for a unified and clear decision of agreement. Abstention votes are counted as “no” votes. To obtain an established majority, the “yes” vote must number 2/3 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 motions. If a 2/3 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 a “no” vote. 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.

WHO CAN VOTE

Housekeeping motions

- all WASC members (GSRs, Steering Committee members and Subcommittee 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, reimbursement, 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
- on Area Conscience motions *that affect only Westchester Area* GSRs will vote at the time when motion is submitted. An example is seating of new Westchester groups.
- With Area Conscience motions that *affect 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 affects NA as a whole and should be taken back to the groups,
 - 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 seconded. The vote will be simple majority.

Financial Policy

The Eleventh Concept 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 shall have \$2200 in revolving funds 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). The WASC revolving fund will be established at a level of \$2200 and is detailed as follows.

WASC Expenses	Funding Amount	Frequency
Rent	\$150	Per month
Area Mailbox Rental Fee	\$17	Per month
H&I Literature	\$45	Per month
Literature Sales	\$300	Per month
Secretary Expenses	\$40	Per month
Insurance Reserve	\$80	Per month
WASC TOTAL EXPENSES	\$2200	Per month

Table doesn't add up. Still need to adjust

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. Area Mailbox Rental Fee
3. H&I Literature
4. Literature for Literature Sales
5. Secretarial Expenses
6. Subcommittees & Elected Offices Expenses
7. Insurance Reserve
8. Donation to Region

Area Literature Sales Donation Policy: Groups may be extended a donation of up to \$70 maximum in literature as needed at the discretion of the area. A group representative must come to area to request the donation during New Business.

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

Events & Activities: The Events & Activities Subcommittee has a revolving fund of \$1000 per year to sponsor events for the Westchester Area. After each financially successful event and the revolving fund is replenished to its original (\$1000). The profit margin is contributed to WASC (unless otherwise earmarked for special events).

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

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.

If a person must be removed from office: 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 Removal Procedure below would 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

Treasurer's 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 Officer/Chairperson may be removed if he/she is convicted of a felony during his/her term of office
- or embezzles or steals WASC Property or funds.
- Relapse is also considered grounds for removal.
- An Officer/Chairperson may be removed if he/she fails to attend two (s) consecutive WASC meetings or four meetings 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, make deposits, or pay bills.
 - Failure of the Secretary to prepare and mail/email 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/Subcommittee Chairperson 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 remove an officer or subcommittee chairperson and 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 Chair will make an initial investigation. Such an investigation will include an approach to the Officer/Chairperson. 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 Chair on their own initiative. The goal of the initial step is to determine if a problem exists and, if one does, attempt to correct it without further action.
- 2) **Performance Committee Review:** If at the end of this initial investigation, the Chair or investigating officer feels that further action is necessary:

- a. a performance ad-hoc committee (Performance Committee) is then created and consulted. Such a committee will consist of nine (9) members, four (4) members of the Steering Committee and five (5) additional voting members of the WASC selected by lot from a pool of volunteers.
- b. This Performance Committee will determine if the matter is brought to the WASC. Attempts should be made to correct any problem without further action if possible.
- c. The officer/Chair will be given an opportunity to review any proof that is being considered by the Performance Committee. Then officer/Chair will be given the opportunity to explain their actions.
- d. The Performance Committee considers the validity of any proof presented and carefully considers its actions not only for the welfare of the WASC but the rights of the individual. 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.
- e. The decision to submit the matter to the WASC will be 3/4 established majority vote (7 of the 9 members of the Performance Committee would have to vote yes to carry the investigation to the WASC).

3) Confidentiality, documentation and dignity:

- a. All information about the process throughout the gathering of information, deliberation and vote of the Performance Committee must be held in confidence. Members of the Committee do not discuss the process and results.
- b. The WASC Chair or spokesperson elected by the Performance Committee will make all necessary statements during the course of the process.
- c. The Performance Committee carefully documents all findings in order to have a clear record of the proceedings.
- d. Once the final phase of the process has begun, (~~see Section C below~~) all documentation should be made available to the WASC and become part of the body's minutes. *It is not the goal of the WASC to persecute another member.*
- e. An officer or Chair can resign rather than go through the removal process without repercussion if they should decide to do so. If a resignation occurs, the removal procedure ends, and any findings or documentation remains in confidence.

4) WASC Action: When all attempts to correct a problem have failed:

- a. a motion to remove the Officer/Chairperson will be made by the Performance Committee to the WASC.
- b. The motion must be seconded by a WASC voting member who is not serving on the Performance Committee.
- c. A member of the Performance Committee submits reasons and proof supporting the motion and the Officer/Subcommittee Chair will have an opportunity to present reasons and proof that support the defeat of the motion.
- d. All members of the WASC have the opportunity to ask questions.
- e. After all questions, presentations and discussion, a vote will be taken by secret, written ballot.
- f. To be passed, the motion must obtain 3/4 established majority vote (3/4 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.
- g. Once the motion is passed, the removal will take effect immediately and the position will be declared vacant.
- h. Any motion to reconsider the Officer/Chairperson for another WASC position may be made after six (6) months have passed.

PROCEDURE FOR SEATING NEW GROUPS

The WASC has been created to serve its members.

- 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.
- Seating of 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, the Literature Sales Chairperson will give a starter kit ~~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, as such, is granted all privileges and responsibilities as a member of the WASC.

STARTER KITS

(to be packaged and kept on hand by the Literature Sales Chairperson)

- ⇒ One set of group readings
- ⇒ One Basic Text (it is suggested that this is kept as the group book and not sold.)
- ⇒ Two (2) of each approved IP, including The Group
- ⇒ Five (5) Welcome Key Tags
- ⇒ Three (3) of each of the 30, 60, and 90 day key tags
- ⇒ One (1) each of the six, nine, and eighteen month key tag.
- ⇒ One (1) each of the one (1) year and multiple key tag

NEW GSR ORIENTATION

The RCM and RCM-Alt will provide orientation to the new GSRs. A suggested agenda includes:

- 1) Welcome to all new GSRs
- 2) Provide each new GSR with a copy of the Westchester Area Policy
- 3) Explain the NA Service Structure – Groups, Area, Region, and the World.
- 4) Describe the workings of the WASC – Meeting Structure, Standing Committee and their responsibilities and functions.
- 5) Explain responsibilities, functions and importance of a GSR and the ink they provide to the rest of Narcotics Anonymous,
- 6) Questions and Answers

WASC FINANCIAL 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 the groups donations and literature sales.
- No reimbursement will be made without a receipt
- No reimbursement will be conducted outside the WASC meetings
- The only people who 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.

Events and Activities:

- The Events and Activities Chairperson remains the primary individual authorized to receive funds from the Treasurer or Vice Treasurer 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. I
- 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 a bi-weekly basis during the period prior to the event. Additionally, the E&A Chairperson will contact all members who are selling even 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 ticket sales revenue collected one day prior to the even to a 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 account 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 WASSC (see above) within two(2) weeks of the completion of the event.

PROCEDURE TO AMEND POLICY

Motions proposing amendments to WASC policy are first submitted to the Policy Committee for review and recommendation prior to a WASC vote. A 2/3 established majority vote is required to adopt any proposed amendments.

MISCELLANEOUS POLICY

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

Appendix

Westchester Area Service Committee Meeting
Policy Subcommittee Report
3/15/25

The Policy Subcommittee met on Thursday, March 6, 2025 at 5:30. Your Policy Chairperson invited the Area Chair, Treasurer, and Secretary to this meeting and also announced the meeting day and time at the February WASC meeting, opening the meeting for any who wanted to attend. The agenda for this meeting included: setting goals, process, and makeup of the committee, and creating a protocol for members and groups to submit suggestions to the committee. Present for this meeting was Kay M, Policy Chair.

Goals were established:

- 1) To continue to review the working draft policy document and suggest modifications to clarify the policy and ensure that it reflects the current protocol and procedures,
- 2) To accept, review and present to the WASC any input, suggestions or problems from Area members or groups, and
- 3) To incorporate any changes approved by the WASC into the working draft policy document

Process was suggested:

- 1) Meet monthly to review and edit specific portions of the document based on Area need, suggestion by Chairperson, or request from officers, members or groups, and
- 2) Document any changes made in the Policy Subcommittee report and present to the WASC.

Subcommittee members:

- 1) Specific Officers and Subcommittee Chairs will be invited by the Policy Chair to the monthly meeting when the topic to be discussed impacts the stated qualifications or duties, or policies relating to their office or committee.
- 2) The next month's meeting day and time will be announced at each WASC meeting and anyone is welcome to attend.

As per the first goal of the Policy Subcommittee, the following minor edits were made to the Working Draft of the WASC Policy Document:

- Page 2, 1st paragraph under “The Westchester Area Service Committee”, wording was changed to reflect the current make-up of the Area
- Page 3, 1st section, 3rd bullet, took out “convention” as one of the standing subcommittee chairpersons as the Convention Subcommittee is in hiatus while the WASC is re-considering how we want to handle conventions.
- Page 4, under Chairperson and Vice Chairperson qualifications - #5 needs cleaned up. Recommend:
 - 5) It is recommended that a candidate for Chairperson have served as an NA Area or Regional Officer or as Chair of an NA Area or Regional Subcommittee.

AND

- 5) It is recommended that a candidate for Vice Chairperson have served as an NA Area or Regional Officer or as Chair of an NA Area or Regional Subcommittee.
- Page 5, under Secretary Duties, #1 needs cleaned up. Recommend:
 - 1) Keep accurate minutes of the WASC meetings and see that those minutes are emailed to all GSRs, WASC Officers, and Subcommittee Chairpersons within ten (10) days of the Monthly Meeting,
 - Page 5, under Secretary Duties, #5 needs cleaned up. Recommend:
 - 5) maintain contact information for all WASC GSRs (of active Area Groups), Subcommittee Chairpersons, and Officers,
 - Page 6, under Treasurer Duties, #4 recommend taking out “and Convention Committee” because Convention Committee is on hiatus at this time.

Because these changes do not change the intent of any part of the policy, but are simply housekeeping/wording changes, they will become part of the updated Working Draft of the WASC Policy Document, if no objection is registered with the Policy Chair at or by the WASC March meeting. A copy of the modified Working Draft reflecting these changes is appended to this report.

Typographical or wording changes can be sent to the Policy Chair via text or email for consideration and integration during Policy Committee meetings.

Requests for changes affecting policy can be brought to the WASC meeting and submitted via a motion form for introduction and discussion in New Business.

The next Policy Committee meeting will be on Saturday, March 22, and again on Monday, March 24 via Zoom. Both meetings will cover the same topic and will be at 10am. At those meetings we will clarify and make

changes to, if necessary, the Financial Sections of the Working Draft Policy. Starting with Page 25 in the adopted draft and moving on to Page 30 if time allows. If you are interested in attending either meeting of the Policy Subcommittee, let me know via email, text or in person. I will send out the zoom meeting invitation closer to the meeting date to those who express an interest in attending.

Thank you for trusting me to serve.

Kay M, Policy Chair
krmit_1999@yahoo.com
304-661-3832