

POLICY & PROCEDURAL GUIDELINES

CENTRAL JERSEY AREA CONFERENCE
OF NARCOTICS ANONYMOUS



Brad D
POLICY CHAIR

UPDATED
December 2025

Table of Contents

ARTICLE I. DEFINITION AND PURPOSE	7
Section 1. Definition	7f
Section 2. Purpose	7
ARTICLE II. FUNCTION AND RESPONSIBILITIES	7
Section 1. General	7
ARTICLE III. MEETINGS AND MEMBERSHIP	7
Section 1. Meetings	7
Section 2. Membership	8
Section 3. Agenda (11/21)	9
ARTICLE IV. RULES OF ORDER	10
Section 1. Parliamentary Authority (01/22)	10
Section 2. Deviations From Robert's Rules	10
Section 3. Standing Rules	10
ARTICLE V. ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONS	11
Section 1. General	11
Section 2. Eligibility	12
Section 3. Election of Candidates	12
ARTICLE VI. REMOVAL OF OFFICERS AND COMMITTEE CHAIRPERSONS	12
Section 1. General	12
Section 2. Resignation	13
ARTICLE VII. REQUIREMENTS AND RESPONSIBILITIES OF OFFICERS	13
Section 1. Chairperson	13
Section 2. Vice Chairperson	13
Section 3. Secretary	14
Section 4. Treasurer	15
Section 5. Assistant Treasurer	16
Section 6. Regional Conference Member (RCM)	16
Section 7. Regional Conference Member Alternate (RCMA)	17
Section 8. Refreshment Chairperson	17
Section 9. Group Support Forum (GSF) Facilitator (08/16)	18
ARTICLE VIII. STANDING COMMITTEES	18
Section 1. Current Standing Committees	18
Section 2. Committee Guidelines	18
Section 3. Committee Reports	19
ARTICLE IX. AD-HOC COMMITTEES (01/23)	19
Section 1. Purpose	19
Section 2. Membership	19
Section 3. Function and Responsibilities	19

Section 4: Recognized Emergency Ad-Hoc Committees	19
ARTICLE X. JOINT ADMINISTRATIVE COMMITTEE (JAC) (01/23)	20
Section 1. Meetings and Membership	20
Section 2. Function and Responsibilities	20
Section 3. Rules of Order	20
ARTICLE XI. FINANCIAL	20
Section 1. General	20
Section 2. Budgets	22
Appendix A.	23
Activities Committee Guidelines (11/21)	23
ARTICLE I. DEFINITION AND PURPOSE	23
Section 1. Definition	23
Section 2. Purpose	23
ARTICLE II. FUNCTION AND RESPONSIBILITIES	23
Section 1. General	23
ARTICLE III. MEETINGS AND MEMBERSHIP	23
Section 1. Meetings	23
Section 2. Membership	23
ARTICLE IV. VOTING PARTICIPANTS AND PROCEDURES	23
Section 1. Voting Members	23
ARTICLE V. TRUSTED SERVANTS	24
Section 1. Chairperson	24
Section 2. Vice Chairperson	24
Section 3. Secretary	24
Section 4. Treasurer	24
ARTICLE VI. REMOVAL OF TRUSTED SERVANTS	25
Section 1. Causes	25
Section 2. Procedure	f25
ARTICLE V. FUNDING	25
Section 1. Budget	25
ARTICLE VI. CJASC FUNDRAISER FOR NJRSC CONVENTION	25
Section 1. General	25
Appendix B.	26
Hospitals & Institutions Committee Guidelines	26
ARTICLE I. RESPONSIBILITIES AND DUTIES OF OFFICERS:	26
Section 1. Chairperson:	26
Section 2. Vice Chairperson:	27
Section 3. Secretary:	27
Section 4. Literature Distribution Coordinator:	27
Section 5. Monmouth County Jail Coordinator:	27
Section 6. Panel Coordinator:	28

Section 7. Refreshment Fund:	28
ARTICLE II. REQUIREMENTS FOR COMMITMENT POSITIONS:	28
Section 1. Panel Chairperson:	28
Section 2. Panel Vice Chairperson:	29
Section 3. Panel Members:	29
Section 4. Speakers:	29
Section 5. Clean Time Guidelines For H&I Commitment Participants (04/17):	29
ARTICLE III. FUNDING:	30
ARTICLE IV. ELECTION PROCEDURE:	30
Section 1. Participants:	30
Section 2. Elections Of Positions:	30
Section 3. Removal Of Officers:	30
ARTICLE V. LITERATURE:	32
Section 1. Literature Package: (08/20,03/23,05/23)	32
ARTICLE VI. STANDING RULES OF ORDER:	32
ARTICLE VII. PURPOSE:	32
ARTICLE VIII. FUNCTION:	33
ARTICLE IX. H&I SUBCOMMITTEE MEETINGS:	33
ARTICLE X. GENERAL INFORMATION:	34
Appendix C.	35
Literature Review Ad Hoc Guidelines	35
ARTICLE I. PURPOSE	35
ARTICLE II. FUNCTION	35
ARTICLE III. STRUCTURE OF THE COMMITTEE	35
ARTICLE IV. BUDGET	35
Appendix D.	36
Literature Sales Committee Guidelines (11/21)	36
ARTICLE I. DEFINITION AND PURPOSE	36
Section 1. Definition	36
Section 2. Purpose	36
ARTICLE II. GEOGRAPHICAL BOUNDARIES	36
Section 1. General	36
ARTICLE III. FUNCTION AND RESPONSIBILITIES	36
Section 1. General	36
ARTICLE IV. MEETINGS	37
Section 1. General	37
ARTICLE V. TRUSTED SERVANTS	37
Section 1. Chairperson	37
Section 2. Assistant Chairperson	37
Appendix E.	39
ARTICLE II. FUNCTION & RESPONSIBILITIES	39

Section 1. General	39
ARTICLE III. TRUSTED SERVANTS	39
Section 1. Chairperson	39
ARTICLE IV. FUNDING	39
Section 1. Budget	39
Appendix F.	40
Policy Committee Guidelines (11/21)	40
ARTICLE I. Definition and Purpose	40
Section 1. Definition	40
Section 2. Purpose	40
ARTICLE II. FUNCTION AND RESPONSIBILITIES	40
Section 1. General	40
ARTICLE III. MEETINGS AND MEMBERSHIP	40
Section 1. Meetings	40
Section 1. Membership	40
ARTICLE IV. VOTING PARTICIPANTS AND PROCEDURES	40
Section 1. Voting Members	40
ARTICLE V. TRUSTED SERVANTS	41
Section 1. Chairperson	41
Section 2. Vice Chairperson	41
Section 3. Secretary	41
ARTICLE VI. REMOVAL OF TRUSTED SERVANTS	42
Section 1. Causes	42
Section 2. Procedure	42
ARTICLE VII. BUDGET	42
Section 1. General	42
Appendix G.	43
Public Information Committee Guidelines (08/20)	43
ARTICLE I. DEFINITION AND PURPOSE	43
Section 1. Definition	43
Section 2. Purpose	43
ARTICLE III. FUNCTIONS AND RESPONSIBILITIES	43
ARTICLE IV. MEETINGS AND MEMBERSHIP	43
ARTICLE V. VOTING PARTICIPANTS AND PROCEDURE	44
Section 1. Voting Members	44
Section 2. Quorum	44
ARTICLE VI. TRUSTED SERVANTS	44
Section 1. Chairperson	44
Section 2. Vice Chairperson	44
Section 3. Secretary	44
Section 4. Treasurer	45

ARTICLE VII. REMOVAL OF TRUSTED SERVANTS	45
Section 1. Causes	45
Section 2. Procedure	45
ARTICLE VIII. FUNDING	45
Section 1. General	45
Section 2. Budget	45
ARTICLE IX. MAILINGS	45
Appendix H.	46
Website Committee Guidelines (04/21)	46
ARTICLE I. PURPOSE	46
ARTICLE II. FUNCTION AND RESPONSIBILITIES	46
ARTICLE III. TRUSTED SERVANTS	46
Section 1. Chairperson	46
Section 2. Vice Chairperson	47
Section 3. Secretary	47
ARTICLE IV. MEETINGS AND MEMBERSHIP	47
Section 1. Meetings	47
Section 2. Membership	47
ARTICLE V. VOTING PARTICIPANTS AND PROCEDURE	48
Section 1. Voting Members	48
Section 2. Quorum	48
ARTICLE VI. REMOVAL OF TRUSTED SERVANTS	48
Section 1. Causes	48
Section 2. Procedure	48
ARTICLE VII. FUNDING	48
Section 1. Server Hosting Funding	48
Section 2. Rent	48
ARTICLE VIII. GUIDELINE FOR SUBMISSION OF THE EXPERIENCE, STRENGTH, AND HOPE STORY	49
Section 1. Procedure	49
Section 2. Guidelines	49
Appendix I.	50
Group Support Forum Subcommittee Guidelines (09/18)	50
ARTICLE I. PURPOSE	50
ARTICLE II. TRUSTED SERVANTS	50
Section 1. GSF Facilitator	50
Section 2. Secretary	50
ARTICLE III. MEETINGS AND MEMBERSHIP	51
ARTICLE IV. Funding	51
Appendix J.	52
Motions: The Process	52

Section 1. The Making and Disposing of Motions	52
Section 2. Class (Type), Precedence, and Order of Motions:	52
Section 3. Redress	54
Section 4. To Remove A Pending Motion From The Floor	54
Section 5. Recess or Adjourn	55
Section 6. Formal Name / Common Name	55
CENTRAL JERSEY AREA SERVICE CONFERENCE	56
GSR ORIENTATION GUIDE	56
INTRODUCTION	56
OVERVIEW OF THE NA SERVICE STRUCTURE	57
GSR AT GROUP LEVEL	57
GSR Report	58
Business Meetings	58
Tips For Running Business Meetings	58
Literature Needs / Donations	58
THE GSR AT THE AREA LEVEL	59
Conference Agenda Report	60
ALTERNATE GROUP SERVICE REPRESENTATIVE	60
ADDENDUM A	61
Suggested Business Meeting Format	61
Procedures for Motions	61
Procedures for Elections	61
ADDENDUM B	62
GLOSSARY	64

ARTICLE I. DEFINITION AND PURPOSE

Section 1. Definition

- A. Name
 - 1. The name of this conference shall be the "Central Jersey Area Service Conference" abbreviated CJASC, and referred to in these guidelines as the "CJASC" or "The Conference."
- B. Geographical Boundaries
 - 1. Monmouth County groups of Narcotics Anonymous
 - 2. CJASC is open to any group of Narcotics Anonymous interested in becoming a member
- C. Address
 - 1. Meeting Address: (04/22)
 - a. St. James Episcopal Church
300 Broadway
Long Branch, NJ 07740
 - 2. Mailing Address:
 - a. Central Jersey Area Service Conference
PO Box 8244
Red Bank, NJ 07701

Section 2. Purpose

- A. The CJASC is a conference of elected trusted servants from the fellowship of Narcotics Anonymous, existing for the express purpose of communicating with one another on all matters pertaining to our common welfare (unity), and our common purpose (to carry the message to the addict who still suffers), in the spirit of strengthening (serving) the fellowship of NA. We are here to respond to the needs and services of the member groups of the Area as they arise, and to maintain the principles of the Twelve Traditions in all our affairs. To be effectively helpful to the addict, who still suffers, we must necessarily be governed by the groups we serve, and further impose certain standards (spiritual principles) on ourselves. We shall maintain effective liaison and cooperation with the New Jersey Regional Service Conference.

ARTICLE II. FUNCTION AND RESPONSIBILITIES

Section 1. General

- A. Communication and disbursement of all information to and from all member groups of the Area, through their trusted servants.
- B. Make Narcotics Anonymous literature available for distribution. (11/21)
- C. To conduct a monthly business meeting.
- D. To provide a Regional Conference Member (RCM) for active participation in the New Jersey Regional Service Conference (NJRSC).
- E. To set up committees in order to complete all service functions.
- F. To offer encouragement and support to all Group Service Representatives (GSRs).

ARTICLE III. MEETINGS AND MEMBERSHIP

Section 1. Meetings

- A. Regular Sessions
 - 1. Held monthly at an established meeting address on the 2nd Sunday of each month.
 - a. Meets the 3rd Sunday in February (02/22) and May (01/05).
- B. Special Session

1. A meeting for a specific purpose that cannot wait until the next regularly scheduled meeting of the conference.
 - a. The purpose of the meeting shall be stated.
 - b. Any member of the conference may request a special session by contacting the Chairperson or Vice Chairperson of the Conference.

C. Quorum

There are two (2) types of Quorum (11/21)

1. Quorum to Conduct Business
 - a. Sum of active member groups present the prior three (3) months divided by three (3) then multiplied by .666.

$$\frac{\textit{Sum of active groups the previous three months}}{3} \times 0.666$$

2. Quorum Needed to Continue Business
 - a. If the voting participants attending, established at the start of the session, falls below two-thirds (2/3) of its total, quorum is lost.
3. If quorum is not met at the start of the Conference or is lost at any point during the Conference the following business will not be conducted:
 - a. Elections
 - b. Motions
 - c. Financial transactions not listed in policy
4. It is the responsibility of the Chairperson to determine if quorum is met.

Section 2. Membership

A. Voting Participants

1. Group Service Representatives (GSRs) or Group Service Representative Alternates (GSRAs).
2. Must sit on the Conference Floor (around the table).

B. Non-Voting Participants/Observers

1. Non-Voting Participants
 - a. Officers of the conference and select committee chairpersons that do not hold a GSR/GSRA position.
2. Observers
 - a. Any one attending the Conference that is not a voting or non-voting participant.
 - b. Any Narcotics Anonymous member shall have the right to request the floor.
 - c. The chairperson of the conference shall have the exclusive right to grant or deny such requests.
 - d. The chair's decision is subject to appeal and may be overturned by a two-thirds (2/3) majority of the voting participants

C. Member Groups

1. Any NA group willing to be represented by a GSR at all regularly scheduled meetings and workshops of the CJASC, and to be listed on the CJASC website and meeting list.
2. Must have met as an NA group at least once since the previous CJASC meeting, being able to represent a group conscience.
3. Must meet "NA Group" Requirements.¹ (11/21)
 - a. All members of a group are drug addicts, and all drug addicts are eligible for membership.

¹ A Guide to Local Services in NA <https://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>

- b. As a group, they are self-supporting.
 - c. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
 - d. As a group, they have no affiliation outside Narcotics Anonymous.
 - e. As a group, they express no opinion on outside issues.
 - f. As a group, their public relations policy is based on attraction rather than promotion.
4. Inactive Group
- a. A group that has missed two consecutive CJASC sessions.

Section 3. Agenda (11/21)

- A. Conference called to order (Chair)
- B. Serenity Prayer (CJASC)
- C. Reading of the Twelve Traditions
 - 1. Volunteer shares on tradition of the month
 - a. Select volunteer to share on the tradition next month
- D. Reading of the Twelve Concepts
- E. Reading of the Purpose (Vice Chair)
- F. Roll Call and Group Reports (08/22) (Secretary)
 - 1. Welcome New Groups and Members (Secretary)
- G. Volunteer shares on being a GSR for new GSRs
 - 1. Select volunteer to share on being a GSR for new GSRs next month
- H. CJASC Chairperson Report
- I. CJASC Vice Chairperson Report
- J. CJASC Secretary Report
- K. Regional Conference Member (RCM) Report
- L. Committee Reports (Reports automatically accepted into minutes)
 - 1. Activities
 - 2. Website
 - 3. Policy
 - 4. H&I
 - 5. PI
 - 6. GSF
 - 7. Literature Sales
 - 8. Treasurer
 - 9. Ad Hoc and Select Committees (if applicable)
- M. Refreshment Fund
- N. Establish Quorum
- O. Corrections to last month's minutes
 - 1. Motion to accept the minutes
- P. Open Commitments (Elections)
- Q. Old Business
- R. New Business
- S. Open Forum (07/17)
- T. End of Business / Start of Group Support Forum
- U. Group Support Forum
- V. Reading of the Purpose
- W. GSF/GSR Mentoring Topics
- X. Close meeting

ARTICLE IV. RULES OF ORDER

Section 1. Parliamentary Authority (01/22)

- A. The CJASC utilizes "Robert's Rules of Order" to conduct business.
 - 1. The intent of using rules of order is to provide an orderly way of conducting business, to protect each member's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance and not hinder the accomplishment of work at the CJASC.
 - 2. To reference additional procedures for "Robert's Rules of Order" see Appendix J.
- B. Any deviations set forth in this policy supersede "Robert's Rules of Order."

Section 2. Deviations From Robert's Rules

- A. CJASC limits debate to three (3) minutes per speaker (Robert's = 10 minutes).
 - 1. Chairperson may extend the time limit if deemed necessary (01/22).
 - 2. To otherwise extend the time limit, a motion (Extend or Limit Debate) must be adopted (01/22).
- B. CJASC limits the number of speakers on each pending motion to three (3) pro and three (3) con (Robert's = unlimited).
 - 1. Chairperson may extend debate if deemed necessary (01/22).
 - 2. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted (01/22).
- C. CJASC limits debate on the motion to Appeal to one (1) pro and one (1) con with the Chairperson always the con (Robert's = unlimited).
- D. CJASC does not limit the number of times a member can speak on a motion, except no member may speak more than once unless all others wanting to speak have (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their right to debate).

Section 3. Standing Rules

- A. Any member of the CJASC (voting and non-voting participants) may introduce motions and participate in debate and discussion. All motions introduced, except those by a group's or committee's conscience, at the CJASC must be made and/or seconded by a GSR or the motion dies.
- B. Any member may introduce a motion through the GSR that represents their group.
- C. All motions should be put in writing on the forms provided by the secretary of the CJASC and must contain the name of the maker and the name of the second.
- D. No member may have two (2) motions on the floor at the same time. Members may submit an unlimited number of motions before each area but cannot amend or call to vote their own motions. (11/10)
- E. When motions are presented to the CJASC, for consideration as new business, they are to be presented using the following priority order:
 - 1. Area financial
 - 2. Group literature - financial
 - 3. Other committee - financial
 - 4. Other financial
 - 5. Regional financial
 - 6. Other business
 - 7. Policy Issues (01/19)

- F. In all matters committed to groups for conscience, only GSRs who have obtained a group conscience or a vote of confidence from their group may vote. These matters have been sent to the Groups for conscience; therefore, no discussion is permitted at the Area level.
- G. Only GSRs of member groups, or GSRA in the absence of the GSR, can vote at any CJASC meeting.
- H. All motions that affect CJASC procedure or policy require a two-thirds (2/3) majority of voting participants present in order to be carried. All other motions require a simple majority (one more than half) except in elections where a clear majority is needed (one more than half of available voting participants). Abstentions are a choice not to be present for the vote and are not included when calculating a majority (01/22). If the abstentions are more than the majority vote, a motion to commit to the appropriate committee or to the groups for conscience may be entertained.
- I. In the event of a tie, the Chairperson may cast the deciding vote, table, or entertain a motion to commit to the appropriate committee or to the groups for conscience.
- J. Only a GSR of a member group may submit a written report, however any trusted servant may give the group's oral report at the CJASC meetings.
- K. An adopted motion takes effect at the close of the session unless otherwise stated in the motion.
- L. New motions may be submitted by any Conference member up to thirty (30) minutes after the last committee report. (11/10)
- M. All motions must first be given to the Policy Chair for review. (07/09)
- N. Announcement Requirements (01/22)
 - 1. All announcements are to be submitted to the secretary in written form.
 - 2. All area-sponsored events must have flyers at the conference no less than thirty (30) days prior to the event. (03/06)
 - 3. All group event announcements must be made by flyer with only the name of the NA group that is sponsoring the activity (5/98) and (if applicable) the purpose of the fundraiser.
 - 4. The NA symbol must be present on all distributed flyers.
 - 5. In accordance with our Twelve Traditions, flyers may not include full-face photos.
 - 6. Flyers are to be dated and used for three (3) to four (4) months; except for any and all subcommittees. (8/00)
 - 7. Announcements are read before or during Area service. (2/99)

ARTICLE V. ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1. General

- A. The officers of the conference shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Conference Member (RCM), and a Regional Conference Member Alternate (RCMA).
- B. CJASC officers and committee chairs are to be elected yearly, during the June Conference using approved election procedures described in Article V Section 3, unless position becomes or remains empty then an election will take place at the next regularly scheduled session of CJASC immediately following vacancy.
- C. In lieu of vacancy, six (6) months or more constitutes a full term served.

Section 2. Eligibility

- A. Officers and committee chairpersons are not eligible to hold more than one Area position.
- B. GSRs are ineligible for any positions other than Website Chairperson, Refreshment Fund Chairperson, or GSF Facilitator (08/22) unless they resign from their current GSR commitment.
- C. All officers after having completed two (2) consecutive full terms are ineligible for that office for the following two (2) terms.

- D. Committee chairpersons having completed two (2) consecutive terms are eligible for continued service beyond two (2) terms if no other qualified candidates volunteer or accept nomination. (05/97)
- E. After completing one (1) full term, RCM and RCMA are ineligible for that office for the following term (05/23).

Section 3. Election of Candidates

- A. Requirements and responsibilities of the office or service position to be filled will be read.
- B. The floor is opened to nominations of persons meeting the requirements as stated, and who have the willingness to serve.
 - 1. Nominations need not be seconded but any number of seconds may be voiced.
- C. The floor is then opened to volunteers meeting the requirements as stated, and who have the willingness to serve.
 - 1. All volunteers must be seconded by a voting member.
- D. All candidates must qualify (verbally state qualifications for the office or position). Questions from the floor may be directed to individual candidates at the discretion of the Chairperson.
- E. In the event of the absence of qualified candidates or the failure of a candidate to receive a clear majority of total available voting participants following the completion of the run-off, the floor is then open to a subsidiary motion to waive requirements. If the motion fails, the floor is then opened to a motion to table the election.
 - 1. If a motion to waive the requirements is passed the floor will then be opened to nominations only.
 - 2. If a nominee doesn't meet the required clean time for a position, they may be elected pro-temp for a period of ninety (90) days after which the conference will vote to accept or decline as a permanent position.
- F. A motion to close nominations is now in order only when there is no opposition, and ample opportunity has been given for nominations from the floor.
 - 1. Motion to close nominations must have a unanimous vote.
 - 2. All candidates shall leave the conference during discussion and vote.
- G. Discussion of the candidate's qualifications is now in order at the discretion of the Chairperson.

ARTICLE VI. REMOVAL OF OFFICERS AND COMMITTEE CHAIRPERSONS

Section 1. General

- A. A motion must be made for the removal of an officer or committee chairperson of the CJASC.
 - 1. Motion must state full intent and reason.
- B. A service member may be removed from their position for non-compliance. Non-compliance includes, but is not limited to:
 - 1. Loss of abstinence.
 - 2. Non-fulfillment of the duties of their position.
 - 3. Absence at two (2) consecutive regularly scheduled meetings of the CJASC without prior notification to the CJASC Chairperson.
 - 4. Continual lateness at Area meetings for three (3) consecutive times (Late is 5:59pm).
 - 5. Failure to stay for an entire CJASC without permission to leave by the CJASC Chairperson. In cases of emergencies, the CJASC Chairperson should be notified (08/95).
- C. A two-thirds (2/3) vote is required for removal.

Section 2. Resignation

- A. In lieu of an emergency, proper resignation is defined as providing written notice to the CJASC Chairperson at least two (2) weeks in advance of the upcoming regularly scheduled meeting of the Conference.

ARTICLE VII. REQUIREMENTS AND RESPONSIBILITIES OF OFFICERS

Section 1. Chairperson

- A. Requirements
 1. Minimum of three (3) years continuous abstinence from all mind and mood altering substances.
 2. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
 3. Familiarity with CJASC Policy and Procedural Guidelines.
 4. Previous experience at any level of service within NA.
 5. Previous experience with facilitating a business meeting or committee within or outside of NA.
- B. Responsibilities
 1. To write and submit a typed hardcopy or electronic report to the CJASC Secretary prior to the start of the Conference and to give this report orally in accordance with the CJASC agenda.
 2. To audit the Treasurer's books at the end of the Treasurer's term.
 3. To be a signatory of the CJASC bank account.
 4. To arrange the agenda for each session with the Secretary.
 5. To call the meeting to order.
 6. To follow the agenda as outlined in CJASC policy
 7. To recognize participants or observers when they are entitled to the floor.
 8. To conduct the meetings with impartiality and fairness.
 9. To facilitate the motion process as outlined in CJASC policy (Appendix J)
 10. In the event of a tie, to cast the deciding vote, table, or entertain a motion to commit to the appropriate committee or to the groups for conscience.
 11. To enforce the rules relating to debate
 12. To respond to inquiries of members relating to parliamentary procedure and/or Area business.
 13. To declare the meeting adjourned when the Conference orders or in the event of an emergency.
 14. To appoint all Ad-Hoc committee chairpersons.
 15. To appoint a proxy if RCM and RCMA are unable to attend the NJRSC.

Section 2. Vice Chairperson

- A. Requirements
 - A. Minimum of two (2) years continuous abstinence from all mind and mood altering substances.
 - B. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
 - C. Familiarity with CJASC Policy and Procedural Guidelines.
 - D. Previous experience at any service level within NA.
 - E. Previous experience with facilitating a business meeting or committee within or outside of NA.
 - F. Willingness to become the Chairperson the following term or to fill an early vacancy of the Chairperson position, upon approval of the Area.

B. Responsibilities

1. To write and submit a typed hardcopy or electronic report to the CJASC Secretary prior to the start of the Conference and to give this report orally in accordance with the CJASC agenda.
2. Fulfills the duties of the Chairperson in their absence.
3. To assume the responsibilities of any and all committee chairpersons of the CJASC in the event of a resignation or removal of said committee chairperson, and where there is no vice-chairperson, until the election of a chairperson to said committee, with the exception of the Literature Sales Chair.
4. Works as closely as possible with the Chairperson to ensure that the maximum training and informational sharing is available to them.
5. Assists the Chairperson in all of their duties as needed and may take on some of the Chairperson responsibilities at the discretion of the Chairperson.
6. Is a key holder for the CJASC PO Box and picks up the mail at the PO Box prior to that month's Area Service Conference if the Secretary is unable. (07/22)

Section 3. Secretary

A. Requirements

1. Minimum of one (1) year continuous abstinence from all mind and mood altering substances.
2. Must have a legal source of income.
3. Working knowledge of computers, Google Drives, and editing PDFs.
4. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
5. Familiarity with CJASC Policy and Procedural Guidelines.
6. Previous experience at any service level within NA.

B. Responsibilities

1. To write and submit a typed hardcopy or electronic report to the CJASC Secretary prior to the start of the Conference and to give this report orally in accordance with the CJASC agenda.
2. In the absence of the Chairperson, the Vice-Chairperson, the RCM, and the RCMA, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Temp.
3. To keep a record and archive all the proceedings of the Conference including minutes, reports, and flyers in the Google drive.
4. To keep and update an official list of the member groups of the Conference and to call the roll when it is required.
5. To make the minutes and records available to NA members upon request.
6. To notify the participants of any special/emergency session of the CJASC.
7. Oversees all correspondence of the Conference which is not the responsibility of other officers or committees.
8. Collaborates with the Chairperson prior to each meeting to prepare an order of business.
9. To distribute copies of the minutes to each officer and member of the Conference, no later than two (2) weeks following each meeting.
10. To furnish the RCM with updated address and telephone list of all officers and committee chairpersons prior to each NJRSC meeting.
11. To have motion slips available.
12. To record all vote tallies, except in elections.
13. To review all communications to the body. This will include emails, flyers, minutes and mailings. (12/11)

14. Will email the entire body seven (7) days prior to any service or CJASC oriented event. (02/15)
15. Each April, a flyer should be printed to announce the upcoming June elections including all open Area positions and requirements; and submit it to the Website Chairperson to be posted. (06/18)
16. Is a key holder for the CJASC PO Box and picks up the mail at the PO Box prior to that month's Area Service Conference (07/22)

Budget:

\$175.00 per month for preparation and distribution of the CJASC minutes (09/07)

Section 4. Treasurer

A. Requirements

1. Minimum of three (3) years of continuous abstinence from all mind- and mood-altering substances.
2. Must have a legal source of income.
3. Working knowledge of computers and Microsoft Excel.
4. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
5. Familiarity with CJASC Policy and Procedural Guidelines.
6. Previous experience at any service level within NA.

B. Responsibilities

1. To be the custodian of the Conference's funds.
2. To be the only member of the CJASC to collect and distribute funds to and from the CJASC unless otherwise specified by Area policy.
3. To ensure that all monies distributed by the CJASC be accounted for by receipt.
4. To deposit funds collected at each regular session of the CJASC into the CJASC bank account no later than ten (10) days after the CJASC session (06/05).
5. To be "open for business" one half-hour (30 minutes) before the Conference begins.
6. To provide a report of receipts and disbursements at each regular session of the CJASC.
Report to include:
 - a. Record of group donations broken out by group
 - b. Record of CJASC expenses broken out by committee and trusted servant
 - c. Statement of all CJASC transactions and balances
7. To submit an annual Treasurer's report at the January CJASC meeting. Report to include: (08/22)
 - a. Total of group donations broken out by group
 - b. Total amount of CJASC expenses broken out by committee and trusted servant
 - c. Full statement of all CJASC transactions and balances broken out by month

Budget:

\$25.00 per month for stationary expenses (06/05)

Section 5. Assistant Treasurer

A. Requirements

1. Minimum of three (3) years of continuous abstinence from all mind- and mood-altering substances.
2. Must have a legal source of income.
3. Working knowledge of computers and Microsoft Excel.
4. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
5. Familiarity with CJASC Policy and Procedural Guidelines.
6. Previous experience at any service level within NA.

B. Responsibilities

1. Fulfills the duties of the Treasurer in their absence.
2. Works as closely as possible with the Treasurer to ensure that the maximum training and informational sharing is available to them.
3. Assists the Treasurer in all of their duties as needed and may take on some of the Treasurer responsibilities at the discretion of the Treasurer.

Section 6. Regional Conference Member (RCM)

A. Requirements:

1. Minimum of three years continuous abstinence from all mind- and mood-altering substances.
2. The willingness and ability to serve for one conference cycle (05/22) having the time and resources necessary for the job.
3. Must have a legal source of income. (07/05)
4. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
5. Familiarity with CJASC policy and procedural guidelines.
6. Previous service experience at the Area or Regional level.
7. Previous experience with facilitating a business meeting or committee within or outside of NA.
8. Understanding of the NA service structure.

B. Responsibilities

1. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
2. Attends all regularly scheduled CJASC, NJRSC, and special sessions.
3. Acts as a liaison between the CJASC and the NJRSC, providing two-way communication between the CJASC and the Fellowship as a whole.
4. Provides an accurate typed report to the CJASC and the NJRSC on previous Area or Regional Conference business.
5. Presents requested motions from the CJASC to the NJRSC and matters for group conscience from the NJRSC to the CJASC.
6. In order to prevent the tabling of important NJRSC actions the RCM has a vote of confidence from the CJASC. The RCM should use their judgment on matters where group conscience is not available. The RCM should make a motion to commit to group conscience if they deem necessary.
7. Provides the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the NJRSC at least thirty (30) days prior to such a meeting.
8. Purchase from the NJRSC and deliver to the CJASC the New Jersey Statewide Meeting Directories as requested by the CJASC Literature Sales Chairperson. Payment for the Statewide Directories shall be paid by the CJASC Treasurer and not subject to the approval of the service committee. (11/04)
9. Carries the CJASC donation, helpline donation, and insurance check to the NJRSC Treasurer. (05/16)
10. The RCM may accept Regional level nominations during their final two (2) months of their commitment.
11. Holds workshops for the Conference when necessary (such workshops purposes should include World Conference Agenda Report, Board of Trustees, and Regional Services, to disseminate information and ideas as well as provide open forums on important issues, topics and motions).
12. Attends the Mid-Atlantic Regional Learning Conference of NA (MRLCNA) or Multi Regional Learning Event (MRLE) during the final year of the WSC conference cycle and

- may choose to attend the other years with approval from the body". (see Article XI. Section 1. for travel budget). (01/25)
13. Primary Signatory and point of contact on the CJASC Bank Account. (07/18)
 14. Hosts a CAR Workshop during CAR years, no later than the February CJASC (05/16, 01/23)
 15. Provide fifteen (15) paper copies of the RCM report to CJASC. (11/25)

Section 7. Regional Conference Member Alternate (RCMA)

A. Requirements:

1. Minimum of two (2) years continuous abstinence from all mind- and mood-altering substances.
2. The willingness and ability to serve for one conference cycle (05/22) having the time and resources necessary for the job.
3. Willingness to become the RCM the following conference cycle (05/22) or to fill an early vacancy of the RCM position, upon approval of the Area.
4. Must have a legal source of income. (07/05)
5. Working knowledge of the Twelve Steps and the Twelve Traditions of NA.
6. Familiarity with CJASC policy and procedural guidelines.
7. Previous service experience at the Area or Regional level.
8. Previous experience with facilitating a business meeting or committee within or outside of NA.
9. Understanding of the NA service structure.

B. Responsibilities:

1. Fulfills the duties of the RCM in their absence.
2. Works as closely as possible with the RCM to ensure that the maximum training and informational sharing is available to them.
3. Assists the RCM in all of their duties as needed and may take on some of the RCM responsibilities at the discretion of the RCM.
4. Attends all regularly scheduled CJASC, NJRSC, and special sessions (see Article XI. Section 1. for travel budget).
5. Attends the Mid-Atlantic Regional Learning Conference of NA (MRLCNA) or Multi Regional Learning Event (MRLE) (see Article XI. Section 1. for travel budget). (09/22)

Section 8. Refreshment Chairperson

A. Requirements:

1. Minimum of six (6) months continuous abstinence from all mind- and mood-altering substances. (12/03)
2. Willingness to serve.
3. Must have a legal source of income. (07/05)

B. Responsibilities:

1. Arrives before the CJASC starts and sets up a refreshment table.
2. Collects funds during the Conference to cover the costs of the refreshments and reports collection amount to the CJASC Treasurer.
3. Provides a report of funds collected and receipts for expenses during each CJASC session. (10/22)

Section 9. Group Support Forum (GSF) Facilitator (08/16)

Term Length- 2 years (09/18)

A. Requirements:

The GSF Facilitator provides guidance and structure to the GSF while encouraging collaboration between members. The GSF Facilitator should be able to facilitate the forum in an assertive, expeditious and impartial manner. The Facilitator should have a minimum of 3 years clean and service experience on both a group and area or regional level.

B. Responsibilities:

1. To plan for, organize and facilitate the Group Support Forum
2. Be available during discussions for group questions and guidance
3. Keep GSF in a timely manner
4. Collect any written notes to be utilized at a future GSF or to help planning
5. Facilitate group discussion when applicable
6. To maintain an atmosphere of recovery (09/18)
7. To provide a forum focused on group level support and discussion where groups can identify issues and develop solutions
8. To follow direction of the body when applicable on topics they would like to see carried out at the GSF
9. To chair a quarterly subcommittee meeting where Group Support Forum planning and preparation of monthly topic(s) are planned out

Budget:

\$40.00 per month to be used on rent for subcommittee meetings and for materials to be utilized at GSF

ARTICLE VIII. STANDING COMMITTEES

Section 1. Current Standing Committees

- A. Activities
- B. Hospitals and Institutions (H&I)
- C. Literature Sales
- D. Policy
- E. Public Information (PI)
- F. Website (12/96)
- G. Group Support Forum (8/16)

Section 2. Committee Guidelines

- A. All standing committees of the CJASC shall create and adopt guidelines which are consistent with *A Guide to Local Services in NA*, the Twelve Traditions of Narcotics Anonymous, and the best information available from the World Service Conference (WSC) in the form of WSC approved handbooks and guidelines.
- B. The guidelines of each standing committee shall be subject to review and approval by the CJASC. When submitting committee guidelines, the committee must present all members of the Conference with a copy of the proposed guidelines for a one (1) month review.
- C. The CJASC may establish committees as necessary to perform certain duties and shall be formed upon approval by the active member groups of the CJASC. At the inception of these standing committees, a Chairperson will be elected by the voting members present, in accordance with the approved election procedure.
- D. Other officers of each standing committee will be elected by committee members except for the Assistant Literature Sales Chairperson who is elected by the Conference.

Section 3. Committee Reports

- A. All Committee Chairpersons are required to write and submit a typed hardcopy or electronic report to the CJASC Vice Chairperson and Secretary prior to the start of the Conference and to give this report orally in accordance with the CJASC agenda.
- B. H&I Chairperson must submit a typed hardcopy or electronic report to the CJASC Vice Chairperson and Secretary within one (1) week of the Conference.
- C. Report Requirements
 - 1. Financial information
 - 2. Work in progress
 - 3. Other committee activities

ARTICLE IX. AD-HOC COMMITTEES (01/23)

Section 1. Purpose

- A. The CJASC may form Ad-Hoc Committees by majority vote for special purposes deemed necessary by the CJASC.

Section 2. Membership

- A. It is the responsibility of the CJASC Chairperson to appoint Ad-Hoc Committee Chairpersons.
- B. Any NA member is welcome to participate.

Section 3. Function and Responsibilities

- A. The purpose, membership, and duration of existence of any Ad-Hoc Committee shall be specifically designated by a simple majority vote of the CJASC voting participants.
- B. Ad-Hoc Committees may make internal decisions for recommendations to be made to the Conference in the form of a motion.

Section 4: Recognized Emergency Ad-Hoc Committees

- A. Literature Sales
 - 1. In the event that no Literature Sales Chairperson is elected, it will be the duty of the CJASC Chairperson to appoint an Ad-Hoc Committee consisting of at least four (4) members and headed by someone with a minimum of three (3) years clean time and who has a legal source of income.
 - 2. The Ad-Hoc Committee would be responsible for the transportation, storage, ordering, and sale of Area literature until a Literature Sales Chairperson is elected. (06/96)

ARTICLE X. JOINT ADMINISTRATIVE COMMITTEE (JAC) (01/23)

Section 1. Meetings and Membership

- A. Meetings
 - 1. Joint Administrative Committee (JAC) is a Committee called together by the CJASC Chairperson, who sets the time, date and location of the meeting.
 - 2. The Chairperson shall be responsible for notifying all Committee members and the present members of the CJASC when a meeting has been called.
 - 3. If for any reason the Chairperson will not call a JAC meeting, any two members can call a JAC meeting.
- B. Membership
 - 1. The voting membership of the CJASC JAC includes: Chairperson, Vice Chairperson, RCM, RCMA, Secretary, Treasurer, Assistant Treasurer, Activities Chairperson, Hospital and Institutions Chairperson, Literature Sales Chairperson, Assistant Literature Sales

Chairperson, Public Information Chairperson, Website Chairperson, Policy Chairperson, and GSF Facilitator. The Chairperson of a Committee may send the Vice Chairperson in their absence.

2. All NA members are welcome to attend any JAC.

Section 2. Function and Responsibilities

- A. The JAC may make internal decisions for recommendations to be made to the Conference in the form of motions seconded by a GSR.

Section 3. Rules of Order

- A. The JAC shall operate under the CJASC Policy and Procedural Guidelines and adhere to Robert's Rules of Order except for deviations listed below.
 - a. CJASC utilizes the motion to 'reconsider the vote in committee' to allow members to revisit an issue that has been voted on.
 - i. In a JAC meeting:
 1. Members can make and take up the motion to reconsider any number of times.
 2. In a JAC, there is no limit to the amount of time that has elapsed since the original motion was considered and voted on.
 3. Any member who did not vote on the losing side can make a motion to reconsider in committee. This means that the person could have been absent or abstained when the committee originally took the vote.
 4. A two-thirds ($\frac{2}{3}$) vote is required to adopt the motion to reconsider in committee unless all the members who voted on the prevailing side are present or have been notified, in which case a majority suffices.

ARTICLE XI. FINANCIAL

Section 1. General

- A. All funds distributed to and from the CJASC are to be handled through the Area Treasurer unless otherwise provided for by Area Policy.
- B. All monies distributed by the CJASC are to be accounted for by receipt.
- C. Any monies over allotted budget must be approved by the voting participants of the CJASC.
- D. The Area bank account shall require two (2) signatures. When a check is presented for a second signature, the payee must be clearly printed or written on the check. (10/09)
- E. The signatories of the Area bank account are:
 1. CJASC Chairperson
 2. CJASC RCM (11/10) and the RCM is primary signatory and point of contact on the bank account (07/18)
 3. CJASC Literature Sales Committee Chairperson
- F. The Secretary will hold a "release of responsibility" letter to remove signatories as needed. (11/10)
- G. A refreshment fund will be maintained by a collection during each session of the Conference. The funds collected during one month will pay for the refreshments the next month. The funds collected each month shall be counted by the Treasurer, recorded, and then disbursed to the Refreshment Chair. (05/06)
- H. No committee shall have their own treasury, but may raise funds to meet their needs.
- I. CJASC shall maintain \$6,500 cash on hand AT ALL TIMES plus the cost of literature inventory (10/21)
This should break out as follows:

- J. \$4,000 in Operating Costs (e.g. budgets, rent, service fees)
- K. \$2,500 cash Prudent Reserve
- L. \$4,500 in Literature Stockpile (10/21)
 - 1. Total amount should never exceed \$11,000 unless the previous inventory already exceeds the limit. (10/21)
- M. Cash balance in excess of \$6,500 will be donated to the NJRSC unless the body deems otherwise through the motion process. (12/17)
- N. Literature increases from Narcotics Anonymous World Service (NAWS) are automatically reflected in our literature prices and the literature inventory amount will increase proportionally.
- O. All funds collected at the CJASC must be deposited into the ASC Bank Account within ten days of the Conference. (06/05)
- P. All group donations and literature purchases over \$10.00 will be paid for by money order with consideration given to new GSRs who may be unaware of this policy. (06/05)
- Q. New Groups will be given a one-time voucher in the amount of \$75.00 (12/22) for purchasing a starter pack (07/97).
- R. Groups with treatment center attendance that need support to continue to provide literature shall be allotted a voucher not to exceed \$50.00 (12/22) not more than two times per year. (06/05)
- S. Funds collected by pre-sale tickets or future deposits on facilities for upcoming activities are not to be included when calculating the donation to NJRSC or the accounting of prudent reserve (09/96, 11/22)
- T. A donation to NJRCNA in the amount of \$250.00 for purchasing "Early Bird" registrations to be used by the Activities Committee as they see they fit. (11/07)
- U. The CJASC donation to St. James Episcopal Church will be the amount of \$100.00 for rent (04/22). This includes both Area and H&I costs.
- V. The CJASC will fund the Public Information Chair with hotel room for two nights and a total registration packet to the Mid-Atlantic Regional Learning Conference (MRLCNA) yearly (02/06)
- W. The CJASC will fund the RCM and the RCMA with hotel room for two (2) nights and two (2) total registration packets to MRLCNA. (02/06)
- X. Regional Payments
 - 1. Help Line: \$20 bi-monthly donation to NJRSC (02/97, 02/23)
 - 2. Insurance: \$220 bi-monthly donation to NJRSC (02/23, 12/24, 6/25)
- Y. A recurring monthly payment of \$51.24 will be made to Extra Space Storage for storage facility rental. Any renewal increase of more than 10% will require approval from CJASC (07/24).

Section 2. Budgets

- A. Secretary
 - 1. \$175.00 per month for preparation and distribution of the CJASC minutes (09/07)
- B. Treasurer
 - 1. \$25.00 per month for stationary expenses (06/05)
- C. RCM/RCMA
 - 1. RCM has \$30.00 per month for assorted expenditures and an additional \$100.00 for copies for the CAR workshop during CAR years.
 - 2. The CJASC will reimburse both the RCM and RCMA for tolls and fuel, using the most recent government standard of monies per mile (03/19), for travel to any service conference (09/22) when travel exceeds sixty (60) miles round trip. (07/97)
 - 3. The CJASC will reimburse the RCM and RCMA \$125.00 each to cover food for MRLCNA or MRLE. (05/16)
- D. Ad-Hoc Committees

1. Ad Hoc Committees (with the exception of Literature Sales) have a budget of \$15.00. (09/06)
- E. Joint Administrative Committee (JAC)
1. The funding for rental for facilities for Joint Administrative Committee meetings shall come from the Policy budget. (06/05)

Appendix A.

Activities Committee Guidelines (11/21)

ARTICLE I. DEFINITION AND PURPOSE

Section 1. Definition

- A. The CJASC Activities Committee is a standing committee of the Central Jersey Area Service Conference of Narcotics Anonymous. We serve the CJASC and are financially accountable to that conference.

Section 2. Purpose

- A. To bring unity and fellowship through having fun in the Central Jersey Area by following the 12 Steps and 12 Traditions of Narcotics Anonymous. Available to all Narcotics Anonymous members.

ARTICLE II. FUNCTION AND RESPONSIBILITIES

Section 1. General

- A. To plan and host events that promote unity within the Central Jersey Area.
- B. To open and maintain lines of communication with the CJASC, NJRSC, and all Activities Committee members.

ARTICLE III. MEETINGS AND MEMBERSHIP

Section 1. Meetings

- A. The CJASC Activities Committee shall meet regularly at a designated time and place, encouraging all members to attend. Committee officers can meet at any given time, as needed.
- B. Currently, the Activities Committee will meet the 1st Thursday of each month at 8:30PM. Facility information is subject to change.

Section 2. Membership

- A. Those assigned to head specific projects as needed
- B. Those willing to help on various projects as needed
- C. Membership is further defined to encourage regular attendance at Activities Committee meetings
- D. CJASC Activities Committee member will be considered active only after attending two consecutive meetings
- E. Voting members (See Article IV. Section 1 for requirements)

ARTICLE IV. VOTING PARTICIPANTS AND PROCEDURES

Section 1. Voting Members

- A. Officers (excluding chair - except in the event of a tie).
- B. Any NA member, after attending two (2) consecutive Activities Committee meetings, with 90 days clean. (Any member who misses two (2) consecutive meetings without notifying the chair will be ineligible to vote until they make two (2) consecutive meetings.

ARTICLE V. TRUSTED SERVANTS

Section 1. Chairperson

Requirements:

- A. 1 year term

- B. 2 years clean time
- C. A working knowledge of the 12 Steps and 12 Traditions
- D. Willingness to serve

Responsibilities:

- A. Sets the agenda and presides over committee meetings
- B. Attend every CJASC and provide verbal and written report
- C. Submit written monthly Activities Committee inventory of all items on hand
- D. Responsible for all activities correspondence, but may delegate responsibilities to willing members

Section 2. Vice Chairperson

Requirements:

- A. 1 year term
- B. 1 year clean time
- C. A working knowledge of the 12 Steps and 12 Traditions
- D. Willingness to become the Activities Chairperson the following term or to fill an early vacancy of the Activities Chairperson position, upon approval of the area

Responsibilities:

- A. Assumes role of the chairperson in their absence
- B. Responsible for all correspondence and updates of activities to the chairperson
- C. Work as closely as possible with the Activities Chairperson to ensure that the maximum training and informational sharing is available to them
- D. Assist the Activities Chairperson in all of their duties as needed and may take on some of the Activities Chairperson responsibilities at the discretion of the Activities Chairperson

Section 3. Secretary

Requirements:

- A. 1 year term
- B. 1 year clean time
- C. A working knowledge of the 12 Steps and 12 Traditions
- D. Willingness to serve

Responsibilities:

- A. Records minutes of committee meetings
- B. Gives Secretary's report
- C. Types and distributes minutes to committee members
- D. Maintains the archives

Section 4. Treasurer

Requirements:

- A. 1 year term
- B. 2 years clean time
- C. Legal source of income
- D. A working knowledge of the 12 Steps and 12 Traditions
- E. Willingness to serve

Responsibilities:

- A. Accounts for all incoming and outgoing monies
- B. Documents all committee purchases
- C. Responsible for written financial report for each activity

ARTICLE VI. REMOVAL OF TRUSTED SERVANTS

Section 1. Causes

- A. Loss of abstinence
- B. Voluntary resignation
- C. Non-fulfillment of duties of their position.
- D. Missing two or more consecutive meetings, without notifying the chairperson

Section 2. Procedure

- A. Two-thirds (2/3) vote for removal.
- B. Only the CJASC can remove the chairperson. The committee can make a written motion requesting the CJASC remove the chairperson.

ARTICLE V. FUNDING

Section 1. Budget

- A. The Activities Committee shall be allowed to have up to \$1,000.00 for seed money per month to hold upcoming events. (02/07)
- B. Proposed budget must be presented to the CJASC in order to receive funds (10/21)

ARTICLE VI. CJASC FUNDRAISER FOR NJRSC CONVENTION

Section 1. General

- A. A CJASC Fundraiser for the NJRSC Convention is held annually. All proceeds will be donated to the NJRSC unless the CJASC is in need of funds, in which case all proceeds will be divided equally between the CJASC and the NJRSC.

Appendix B.

Hospitals & Institutions Committee Guidelines

Approved January 14, 2007

Amended: Amended January 8, 2023

The purpose of an H&I Meeting (Presentation) is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I Meetings (Presentations), except for those in long term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I Subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular NA meetings. Some treatment facilities fall into this category. Treatment centers which allow some limited access to regular meetings are somewhat lower on the priority list. These decisions about priorities are not clear cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about NA from informed members of our fellowship. H&I Meetings (Presentations) have the advantage of the question-and-answer period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous. Decisions about priorities may be quite difficult. For example, recent graduates of particular facilities may have a strong desire to see "their" facility served. Decisions about priorities must be made more objectively than that.

Our resources are limited, and no subcommittee can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become over-committed.

ARTICLE I. RESPONSIBILITIES AND DUTIES OF OFFICERS:

The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Officers will often do more than this outline describes. The success of subcommittees depends upon the dedication and leadership of good officers.

Definition of Officers: Any person elected to any H&I subcommittee position.

Section 1. Chairperson:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is two (2) years (per CJASC Policy) including DRT/MAT/MOUD (01/23)
- D. Minimum of one (1) year involvement with CJASC H&I subcommittee
 1. Definition of involvement: One (1) year consistent involvement with H&I subcommittee and/or H&I commitment
- E. Cannot be Chair for more than two (2) consecutive terms
- F. Arrange an agenda and preside over the H&I subcommittee
- G. Uses his/her discretion to give floor to non-voting participants for debate and/or discussion
- H. Organizes and implements all CJASC H&I activities
- I. Secures a meeting place for all committee meetings
- J. Responsible for H&I correspondence to and from CJASC and must attend monthly area meeting
- K. Ensures that all H&I meetings are run according to H&I guidelines

- L. Responsible for CJASC H&I representation at the regional H&I meeting and is an active participant
- M. Must give verbal and written report to the H&I subcommittee
- N. Only votes if there is a tie

Section 2. Vice Chairperson:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is one (1) year including DRT/MAT/MOUD (01/23)
- D. Minimum of six (6) month involvement with CJASC H&I subcommittee
- E. Definition of involvement: six (6) month consistent involvement with H&I subcommittee and/or H&I commitment
- F. Assumes all duties of the Chair in his or her absence
- G. Assists the Chairperson in the performance of duties
- H. Ensures that the Literature Distribution Coordinator has adequate literature for the commitments
- I. Must give verbal and written report to the H&I subcommittee
- J. Is a member of all H&I committees (i.e., Ad Hoc)

Section 3. Secretary:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is one (1) year including DRT/MAT/MOUD (01/23)
- D. Maintains and updates all Policy documentation
- E. Records the minutes of the H&I subcommittee meetings
- F. Types and distributes copies of the Minutes at the following subcommittee meetings
- G. Gives a verbal & written Secretary Report
- H. Maintains the H&I records and files
- I. Maintains the update of speaker lists/active subcommittee members
- J. Provides the H&I Policy and the Do's and Don'ts to all new H&I members

Section 4. Literature Distribution Coordinator:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is one (1) year including DRT/MAT/MOUD (01/23)
- D. Will fill the literature requests from the Panel Chairpersons
- E. Will keep, a continuous record of literature on hand and distributed to Panel Chairpersons
- F. Shall submit a verbal & written report at each H&I subcommittee meeting on what is on hand and what is distributed
- G. Will work with the Vice-Chair to ensure that the necessary literature is obtained from the CJASC as per the H&I subcommittee budget
- H. Will audit distribution records on an ongoing basis to ensure that the requests for literature from the panel members are prudent and do not put the subcommittee over budget
- I. Must stamp all literature with the NA 800 and local Helpline numbers

Section 5. Monmouth County Jail Coordinator:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is two (2) years clean including DRT/MAT/MOUD (01/23)
- D. Need to have three years out of the system
- E. Jail Clearance is required

- F. Minimum six (6) month involvement with CJASC H&I
- G. It is the Jail Panel Coordinator's responsibility to see that the meetings (presentations) are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility.
- H. Acts as a liaison between the H&I subcommittee and Monmouth County Correctional Facility.
- I. Maintain a list of contact names and phone numbers for Monmouth County Correctional Facility.
- J. If a commitment does not have a representative at the H&I subcommittee meeting, it is the Panel Coordinator's responsibility to call the Panel Chair before the next H&I subcommittee meeting.
- K. Call all Panel Chairs & Monmouth County Correctional Facility once a month to insure meeting quality.
- L. Must give verbal and written report to the H&I subcommittee (02/21)

Section 6. Panel Coordinator:

- A. Is an NA member
- B. One (1) year term
- C. Minimum clean time requirement is one (1) year including DRT/MAT/MOUD (01/23)
- D. Minimum six month involvement with CJASC H&I
- E. It is the Panel Coordinator's responsibility to see that the meetings (presentations) are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility.
- F. This person acts as a liaison between the H&I subcommittee and a given facility. A Panel Coordinator may be responsible for only one facility, several, or all the facilities that the subcommittee is working with. This will depend on the needs and conscience of the H&I subcommittee.
- G. Maintain a list of contact names and phone numbers for the facilities they are responsible for.
- H. If a commitment does not have a representative at the H&I subcommittee meeting, it is the Panel Coordinator's responsibility to call the Panel Chair before the next H&I subcommittee meeting.
- I. Call all Panel Chairs & facilities once a month to ensure meeting quality.
- J. Must give verbal and written report to the H&I subcommittee (02/21)
- K. Fill and maintain pamphlets for the racks inside all New Hope and Discovery House commitments (10/2024)

Section 7. Refreshment Fund:

- A. Is an NA member
- B. Six (6) month Term (11/15)
- C. Minimum clean time requirement is 90 days including DRT/MAT/MOUD (01/23)
- D. Provides refreshments with the money collected at the previous subcommittee meeting.
- E. Must give verbal and written report to the H&I subcommittee (02/21)

ARTICLE II. REQUIREMENTS FOR COMMITMENT POSITIONS:

Section 1. Panel Chairperson:

- A. Is an NA member
- B. Six (6) month term with the exception of the jail commitments which are one (1) year
- C. Minimum clean time requirement is one (1) year including DRT/MAT/MOUD (01/23)
- D. To maintain an atmosphere of NA recovery
- E. To ensure that the lines of communication remain open between the H&I subcommittee and the commitment
- F. To attend each H&I subcommittee meeting. (08/08)
- G. To inform guest speakers of rules and regulations of the institution and the H&I guidelines.
- H. Ensures everyone is involved in the commitment and follows the Do's and Don'ts.

- I. Must have three (3) months experience on a panel to be eligible for Chair or Vice Chair positions. Past experience with H&I can be counted. (01/13)

Section 2. Panel Vice Chairperson:

- A. Is an NA member
- B. Six (6) month term with the exception of the jail commitments which are one (1) year
- C. Minimum clean time requirement is (6) months including DRT/MAT/MOUD (01/23).
- D. To attend at each H&I subcommittee meeting.
- E. To maintain an atmosphere of NA recovery
- F. Assumes the duties of the chair person in his or her absence
- G. Ensures everyone is involved in the commitment and follows the Do's and Don'ts.
- H. Must have three (3) months experience on a panel to be eligible for Chair or Vice Chair Positions. Past experience with H&I can be counted. (01/13)

Section 3. Panel Members:

- A. Is an NA member
- B. Minimum clean time requirement is 90 days.
- C. Must have a minimum one (1) year clean and three (3) years out of the system for jail commitments (03/19) including DRT/MAT/MOUD (01/23).
 - a. Definition of out of the system: out of the legal system completely including probation, parole, PTI, Drug Court or any form of supervision and free from any charges whether found guilty or not.
- D. Must have ninety (90) days out of New Hope in order to serve that facility (03/15)
- E. Must have ninety (90) days out of Discovery House in order to serve that facility (09/25)
- F. To attend each H&I subcommittee meeting
- G. To learn and observe the presentation
- H. Must attended an H&I subcommittee workshop prior to joining a commitment (06/21)
- I. Panel members must have ninety (90) days experience on H&I to verbally participate, including sharing (09/25)

Section 4. Speakers:

- A. Are an NA member
- B. Have attended at least one (1) H&I Workshop or has agreed to follow all H&I guidelines
- C. Maintain an atmosphere of NA recovery
- D. Minimum clean time requirement is six (6) months including DRT/MAT/MOUD (01/23) unless otherwise required by the facility.
- E. Discovery Institution commitments require one (1) year clean time for all speakers and past residents including DRT/MAT/MOUD (01/23). MUST be approved by the facility before they may be a speaker. They must also have one (1) year out of the facility (02/14)
- F. Must have minimum one (1) year clean and two (2) years out of the system for jail commitments (09/18) including DRT/MAT/MOUD (01/23).
 - a. Definition of out of the system: out of the legal system completely including probation, parole, PTI, Drug Court or any form of supervision and free from any charges whether found guilty or not.

Section 5. Clean Time Guidelines For H&I Commitment Participants (04/17):

- A. Definition/Purpose—We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict

who still suffers. However, we have absolutely no opinion on methadone maintenance or any other program aimed at treating addiction. Our only purpose in addressing drug replacement and its use by our members is to define abstinence for ourselves.

- B. No Member, Speaker, or Trusted Servant may be taking DRT/MAT/MOUD

ARTICLE III. FUNDING:

- A. Funding is provided by and through the CJASC Treasury
- B. \$500 (07/24) per month for literature and expenses (07/00)
- C. Committee may keep a literature stockpile of no more than one (1) literature packet per active commitment plus four (4) extra packets. (08/00) Any increase to the cost of literature to the Area will automatically increase the H&I budget. (12/00)
- D. H&I Learning Day budget is \$500 per Learning Day to cover the cost of: rent, refreshments, paper goods, and printing of flyers. (6/25)
- E. H&I Subcommittee will purchase a yearly subscription to "Reaching Out" newsletter for a set price of \$35.90 (20 copies quarterly for a total of 80 copies) (03/16)

ARTICLE IV. ELECTION PROCEDURE:

Section 1. Participants:

- A. There shall be two classes of participants; voting and non-voting
- B. Voting members must have attended two of the prior three H&I subcommittee meetings in order to vote; this includes panel members (9/25)
- C. If a voting member misses two consecutive H&I subcommittee meetings, voting rights are suspended
- D. The voting consists of the H&I Vice-Chair, Secretary, Literature Coordinator, Panel Coordinator, Panel Chairpersons, Vice-Chairpersons, Panel members and subcommittee members
- E. Non-voting participants may request the floor at any H&I subcommittee meeting
- F. The H&I subcommittee Chairperson may only vote in the case of a tie

Section 2. Elections Of Positions:

- A. All positions are by election with the exception of panel members
- B. The H&I Chairperson is nominated by the H&I subcommittee members by a "vote of confidence" which is taken to the CJASC for election to that position
- C. In the event that a member of H&I has received jail clearance they are permitted to begin serving their commitment before attending the first subcommittee meeting following their clearance if the subsequent criteria are met:
 - Member is unable to attend subcommittee
 - Member's jail clearance will expire before the date of the following subcommitteeIf these criteria are met and the exemption is granted the members are required to attend the next H&I subcommittee to qualify before the body (10/15)

Section 3. Removal Of Officers:

- A. Any subcommittee officer or member who relapses will automatically be removed from their commitment. Attendance will be checked utilizing a full roll call during panel reports. (12/15)
- B. Any member that misses two consecutive subcommittee meetings will be removed from their commitment. Attendance will be checked utilizing a full roll call during panel reports. (01/16)
- C. If an officer misses two consecutive subcommittee meetings, the commitment is listed as open
- D. By not following the guidelines of position in policy
- E. The Chairperson may be removed for any reason deemed appropriate by action of the ASC in general session

- F. The subcommittee may remove officers for any reason it deems appropriate by a 2/3 vote, for positions elected within the subcommittee

ARTICLE V. LITERATURE:

Section 1. Literature Package: (08/20,03/23,05/23,11/2024)

NEW HOPE ADOLESCENTS

Am I an Addict? (English).....	Quantity: 15
By Young Addicts, For Young Addicts	Quantity: 15
Mental Health in Recovery.....	Quantity: 15

NEW HOPE DETOX

Am I an Addict? (English).....	Quantity: 10
Who, What, Why & How.....	Quantity: 10
Staying Clean on the Outside.....	Quantity: 10
Sponsorship.....	Quantity: 10

RIVERVIEW AND JERSEY SHORE

Self Acceptance.....	Quantity: 10
Triangle of Self Obsession.....	Quantity: 15
Am I an Addict? (English).....	Quantity: 10
Mental Health in Recovery.....	Quantity: 15

MEETING LISTS FOR ALL COMMITMENTS

Meeting Lists (Statewide).....	Quantity: 10
Meeting Lists (Local).....	Quantity: 25

NEW HOPE & DISCOVERY HOUSE ADULT RACK IPs

For Those in Treatment.....	Quantity: 15
For the Newcomer.....	Quantity: 15
Am I and Addict?.....	Quantity: 15
Intro to NA Meetings	Quantity: 15
Welcome to NA	Quantity: 15
Just for Today	Quantity: 15
Recovery & Relapse..	Quantity: 15
Who, What, Why, & How	Quantity: 15
Sponsorship	Quantity: 15
Staying Clean on the Outside	Quantity: 15
Meeting Lists (Local).....	Quantity: 50

- A. Chair and Vice Chair of each commitment will be provided with a set of readings

ARTICLE VI. STANDING RULES OF ORDER:

- A. Quorum will not be used by the H&I subcommittee
- B. In order to save time, the H&I Chairperson will call for objections to any motion on the floor. If none, proceed to voting. If objections, proceed to discussions

- C. All motions should be in writing on forms provided by the secretary and must contain the name of the maker and name of a second
- D. All motions must be made or second by a voting participant of the subcommittee
- E. No participant may have two motions on the floor at the same time concerning the same issue
- F. No participant may speak on a motion more than once unless others desiring to speak on the motion have exercised the opportunity to do so
- G. The H&I Chairperson will set a time limit on the debate

ARTICLE VII. PURPOSE:

- A. The CJASC H&I subcommittee plays a central role in the overall H&I services effort. It initiates, coordinates and conducts all local NA Hospitals & Institutions meetings and activities within the Area. The subcommittee is the center of the H&I planning and organization
- B. H&I carries the NA message of recovery to addicts who do not have full access to regular NA meetings

ARTICLE VIII. FUNCTION:

The CJASC H&I subcommittee is a subcommittee of the Area Service Committee (ASC). It meets regularly and its Chairperson reports to and is accountable in all matters to the ASC. The subcommittee is composed of an H&I Chairperson, a Vice-Chairperson, a Secretary and other elected officers, as well as any other members of the fellowship who wish to be involved.

Here is what the H&I subcommittee does:

- A. Provides a monthly forum to pool experiences. "I can't ~ We can"
- B. Prepares H&I policies and guidelines for the H&I subcommittee and ASC approval
- C. Serves as a communication link between local H&I meetings (presentations) and H&I subcommittees at the Region and World levels
- D. Selects the members who are to conduct H&I meetings
- E. Serves as a distribution point for literature at meetings and reports their transactions to the CJASC
- F. In cooperation with Public Information, makes all initial contacts with facilities
- G. Conducts Learning Days, Workshops and orientations on relevant topics
- H. Is responsible for all H&I oriented services within the CJASC

ARTICLE IX. H&I SUBCOMMITTEE MEETINGS:

An agenda of the next session will be included in the minutes of the prior meeting. Regular and special sessions may be called by the H&I Chairperson or any other member may request a meeting by stating the purpose of the session. The H&I subcommittee meeting agenda is as follows:

- A. Moment of Silence, followed by the Serenity Prayer
- B. Read the Purpose of H&I
- C. Read the Twelve Traditions
- D. Attendance and Committee Reports
- E. Approve the Meeting minutes
- F. H&I member to share for the new members (02/09)
- G. Accept a volunteer to share for next month
- H. Do's and Don'ts Workshop
- I. Personal Commitment
- J. Refreshment fund
- K. Literature Coordinator report
- L. Panel Coordinator report
- M. Secretary report

- N. Jail Coordinator report
- O. Vice-Chair report
- P. Chairperson report
- Q. Old Business
- R. New Business
- S. Open Commitments
- T. Closing

ARTICLE X. GENERAL INFORMATION:

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I service upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines.
- B. Any member not conforming to these requirements or any other which must be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I commitments.
- C. H&I Panel Chairpersons shall be responsible for their conduct in any facility and they shall take responsibility to become informed in advance regarding the regulations of the facility being served.
- D. Printed instructions which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all Panel Chairpersons so that they will be in full knowledge of their responsibilities with their individual commitment

Appendix C.

Literature Review Ad Hoc Guidelines

ARTICLE I. PURPOSE

In the event that there is a need for literature review, a Literature Review Ad Hoc Committee will be formed for the express purpose of reviewing the literature may occur to fulfill special functions.

The Chair for the Literature Review Ad Hoc Committee shall be appointed by the CJASC Chair and shall appoint a committee of Trusted Servants to assist in the review process.

The purpose and duration of existence of any such Ad Hoc Committee shall be specifically designated by a simple majority vote of the CJASC voting participants.

This committee shall recognize and adhere to, where applicable, the policies and guidelines of the World Literature Committee.

ARTICLE II. FUNCTION

- A. To serve as the CJASC literature review communications link to the NJRLC and WSCLC.
- B. The function of the Literature Review Ad Hoc Committee shall be to review NA literature and to create original input for proposed literature projects.
- C. The committee will not work as individuals, but only as a group and shall strive for unanimous decisions.
- D. The committee shall meet two times per month to review the literature at hand as expeditiously as possible.
- E. The functions of this committee shall be reflective of the principles of NA.
- F. The Ad Hoc committee must present all decisions to Area for a formal vote prior to implementation when such decisions represent NA to the public.
- G. Chair of the Literature Review Ad Hoc Committee shall give an oral and written report to the CJASC which shall include:
 1. Work in progress
 2. Financial information
 3. Committee activities

ARTICLE III. STRUCTURE OF THE COMMITTEE

- A. Any interested member of the Central Jersey Area may become a member of this committee.
- B. The meetings shall operate in an open forum, however, only members of the committee may participate in the committee conscience.
- C. Every member of this committee who receives literature from the Chairperson is required to review the literature and return it to the Chairperson.
- D. Any member of the committee may give input on review and approval of the literature they have read.
- E. The Literature Review Ad Hoc Committee is able to hold and participate in joint workshops, special events, open forums, and learning days on input, draft work, or the literature process hosted by or held with other Area or Regional literature committees within a 100-mile radius of the CJASC.

ARTICLE IV. BUDGET

The budget for the Literature Review Ad Hoc Committee shall be \$25.00 per month.

Appendix D.

Literature Sales Committee Guidelines (11/21)

ARTICLE I. DEFINITION AND PURPOSE

Section 1. Definition

- A. The Literature Sales Committee is an operating committee of the CJASC of Narcotics Anonymous. We serve the CJASC and are fully accountable to that conference.

Section 2. Purpose

- A. To order, distribute, and maintain an adequate supply of NA conference approved literature to meet the needs of the groups, committees, and individuals in the Central Jersey Area. (06/05)

ARTICLE II. GEOGRAPHICAL BOUNDARIES

Section 1. General

- A. The geographical boundaries are the same as those for the CJASC, though any group or individual may request literature.
- B. CJASC will pay any committee member willing to travel to pick up the CJASC literature order (02/07) for tolls and fuel, using the most recent government standard of monies per mile towards expenses, if applicable. (10/21)

ARTICLE III. FUNCTION AND RESPONSIBILITIES

Section 1. General

- A. To arrive early at all regular sessions of the CJASC and set a sales table, making all literature visible.
- B. To require all orders for literature be placed by Area old business. Orders placed after Area old business will be filled at the chair's discretion. (10/21)
- C. To provide order forms for orders. Money Orders will be stapled to the accompanying order form with the amount written on it. (08/04)
- D. Receipts must be issued for all purchases.
- E. All literature sales are final; there will be no refunds or exchanges for purchased literature. (10/21)
- F. Subcommittees shall not be allotted an IOU slip, as their lit order is taken from the supply on-hand and paid for by the groups. (02/07)
- G. A monthly sales record will be kept listing each order's amount.
- H. Literature shall be held in a restricted area at the Literature Sales table and disbursed at the end of the CJASC session by a Literature Committee member only. Orders may not be picked-up during the session without prior notification to a CJASC officer. (10/21)
- I. A typed and verbal report will be given at the regular sessions of the CJASC, disclosing the following:
 - 1. Assets
 - a. Literature inventory
 - 2. Income
 - a. Group/individual orders
 - 3. Liabilities
 - a. Literature order
 - b. Literature cost
 - c. Shipping & handling fees

- d. Committee orders (10/21)
- 4. Miscellaneous Expenses
 - a. Purpose
 - b. Date
 - c. Amount
- 5. Net Total
 - a. Assets minus liabilities
- J. To maintain a ledger of all literature sales committee literature and fund flow information
- K. A check will be issued to the order of NAWS (10/14) with which the committee will purchase literature. The amount of the check will not exceed \$2,500 (10/21).
- L. Directories will be sold along with other literature
- M. Literature pricing is set by the CJASC AND NAWS (10/14) literature pricing, shipping & handling fees and any other literature sales committee expenses should be considered when setting prices. Literature increases from World are automatically reflected in our literature prices. The Area will notify the body as soon as they are made aware of the price increase. (12/00)
- N. Literature orders are only to be filled at the CJASC (06/05) unless special considerations have been approved by the body (10/21)
- O. Active groups that are represented by a GSR/ALT have their orders filled before any orders put in by inactive groups. (10/14)
- P. The committee will maintain order forms until the yearly audit is completed.
- Q. To complete a full literature inventory every July and January unless otherwise requested by the body (10/21)

ARTICLE IV. MEETINGS

Section 1. General

- A. Committee officers will meet after each session of the CJASC to check the accuracy of all records. Any other interested member of NA is welcome.

ARTICLE V. TRUSTED SERVANTS

Section 1. Chairperson

Requirements

- A. Two (2) years of continuous abstinence from all mind and mood altering substances.
- B. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- C. Applicable service experience
- D. Basic knowledge of computers and Microsoft Excel (10/21)

Responsibilities

- A. To attend every CJASC meeting (10/21)
- B. Submit a verbal and written report as indicated in Article III. Letter I. of Literature Sales Committee Guidelines (10/21)
- C. Maintain an accurate literature inventory using Literature Sales spreadsheet (10/21)
- D. Ensure all literature orders are filled correctly and distributed by close of CJASC business unless special considerations have been approved by the body (10/21)

Section 2. Assistant Chairperson

Requirements

- A. Two (2) years continuous abstinence from all mind and mood altering substances.
- B. A working knowledge of the Twelve Steps and Twelve Traditions of NA
- C. Basic knowledge of computers and Microsoft Excel (10/21)

- D. Willingness to become the Literature Sales Chairperson the following term or to fill an early vacancy of the Literature Sales Chairperson position, upon approval of the area (10/21)

Responsibilities

- A. Fulfills the responsibilities of the Literature Sales Chairperson in their absence (10/21)
- B. Work as closely as possible with the Literature Sales Chairperson to ensure that the maximum training and informational sharing is available to them (10/21)
- C. Assist the Literature Sales Chairperson in all of their duties as needed and may take on some of the Literature Sales Chairperson responsibilities at the discretion of the Literature Sales Chairperson (10/21)

Appendix F.

Policy Committee Guidelines (11/21)

ARTICLE I. Definition and Purpose

Section 1. Definition

The Policy Committee is an operating committee of the CJASC of Narcotics Anonymous. We serve the CJASC and are fully accountable to that conference.

Section 2. Purpose

To furnish CJASC conference members with information about the rules and orders contained in the Policy and Procedural Guidelines of the CJASC

ARTICLE II. FUNCTION AND RESPONSIBILITIES

Section 1. General

- A. To notify newly elected officers, committee chairpersons, and delegates of their election or appointment and to furnish officers and committee chairpersons with whatever documents are required for the performance of their duties upon election.
- B. To maintain policy committee records and CJASC policy motions electronically in the Policy Committee shared drive and to have the current records available at every meeting. (10/21)
- C. It is the responsibility of the Policy Committee to update the Policy And Procedural Guidelines Of The Central Jersey Area Service Conference Of Narcotics Anonymous, on a bi-monthly basis (07/03) and record the date of updates within the document in a (month/year) numerical format (11/96)
- D. To prioritize motions that come before the body

ARTICLE III. MEETINGS AND MEMBERSHIP

Section 1. Meetings

- A. The CJASC Policy committee shall meet quarterly at a designated time and place that is well publicized, encouraging all members to attend.

Section 1. Membership

- A. Membership should be further defined to include regular attendance at Policy meetings. (10/21)
- B. CJASC Policy Committee member will be considered active only after attending two consecutive meetings (10/21)
- C. Voting members (See Article IV. Section 1 for requirements) (10/21)

ARTICLE IV. VOTING PARTICIPANTS AND PROCEDURES

Section 1. Voting Members

- A. Officers (excluding chair - except in the event of a tie). (10/21)
- B. Any NA member, after attending two (2) consecutive Policy Committee meetings, with 90 days clean. (Any member who misses two (2) consecutive meetings without notifying the chair will be ineligible to vote until they make two (2) consecutive meetings. (10/21)

ARTICLE V. TRUSTED SERVANTS

Section 1. Chairperson

Requirements:

- A. One year term
- B. Two (2) years of continuous abstinence from all mind and mood altering substances.
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. Must have a legal source of income (07/05)
- E. A willingness to serve
- F. Basic knowledge of computers and using shared drives and shared documents (10/21)

Responsibilities:

- A. To host quarterly committee meetings
- B. Sets the agenda and presides over the committee meetings
- C. To submit a verbal and written report at each CJASC (10/21)
- D. To update the Policy And Procedural Guidelines Of The Central Jersey Area Service Conference Of Narcotics Anonymous on a bi-monthly basis with date of updates in a (month/year) numerical format (10/21)
- E. Provide new GSRs with either a hard copy or electronic version of CJASC Policy (10/21)
- F. Provide all members with update inserts in hard copy or electronic format (10/21)
- G. To review all motions before they are brought to the CJASC floor (07/09)

Section 2. Vice Chairperson

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances.
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. Basic knowledge of computers and using shared drives and shared documents (10/21)
- E. Willingness to become the Policy Chairperson the following term or to fill an early vacancy of the Policy Chairperson position, upon approval of the area (10/21)

Responsibilities:

- A. Fulfills the responsibilities of the Policy Chairperson in their absence (10/21)
- B. Work as closely as possible with the Policy Chairperson to ensure that the maximum training and informational sharing is available to them (10/21)
- C. Assist the Policy Chairperson in all of their duties as needed and may take on some of the Policy Chairperson responsibilities at the discretion of the Policy Chairperson (10/21)

Section 3. Secretary

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances.
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve
- E. Basic knowledge of computers and using shared drives and shared documents (10/21)

Responsibilities:

- A. Records the minutes of the committee meetings in the Policy Committee shared drive (10/21)
- B. Maintains the committee archives in the Policy Committee shared drive (10/21)
- C. To attend quarterly meetings

ARTICLE VI. REMOVAL OF TRUSTED SERVANTS

Section 1. Causes

- A. Loss of abstinence
- B. Voluntary resignation
- C. Non-fulfillment of duties of their position.

- D. Missing two or more consecutive meetings, without notifying the chairperson

Section 2. Procedure

- A. Two-thirds (2/3) vote for removal.
- B. Only the CJASC can remove the chairperson. The committee can make a written motion requesting the CJASC remove the chairperson.

ARTICLE VII. BUDGET

Section 1. General

- A. The budget for the committee shall be \$125.00 per month for assorted expenditures. The rental for Joint Administrative Committee meetings shall come from this budget. (10/08)

Appendix G.

Public Information Committee Guidelines (08/20)

ARTICLE I. DEFINITION AND PURPOSE

Section 1. Definition

We are an operating committee of the CJASC, of Narcotics Anonymous. We serve the CJASC and are fully accountable to that conference. All guidelines of the CJASC PI committee are subject to periodic review and change by this committee. The structure of the committee in policy will go into effect after review and approval by the CJASC.

Section 2. Purpose

To inform the public that recovery from the disease of addiction is possible, and available through the 12 steps and 12 traditions of NA. We offer information on recovery and how and where to find it.

ARTICLE III. FUNCTIONS AND RESPONSIBILITIES

- A. To open and maintain lines of communication between:
 - 1. NA and the public
 - 2. The CJASC PI committee and all other levels of PI service for the individual to the WSC
- B. To act as a resource and coordinating body for area PI efforts:
 - 1. To maintain a close working relationship with the area H&I committee, thereby ensuring that all requests for information are referred to and carried out by the appropriate PI/H&I representative in accordance with the 12 traditions.
 - 2. To respond to all requests for information in a timely and effective manner.
 - 3. To be sure all requests are handled at the appropriate level of service.
 - 4. To ensure that CJASC PI referral is fulfilled.
 - 5. To report all actions of the committee to the CJASC in a timely manner.
- C. To hold an annual Learning Day to better inform members of the fellowship about Public Information and how to get involved **(09/19)**.

ARTICLE IV. MEETINGS AND MEMBERSHIP

- A. The CJASC PI committee shall meet regularly at a designated time and place that is well publicized, encouraging all members to attend.
- a. The PI committee will meet at Shrewsbury Library on the 2nd Saturday of each month between 9:00-10:00AM and the rent for the facility is a literature donation. Facility information is subject to change.
- B. Membership should be further defined to include regular attendance at PI meetings. CJASC PI committee persons will be considered active only after attending two (2) consecutive meetings.
- C. Participation in school presentations requires 6 months clean time
- D. Due to Public Information's constant involvement with juvenile facilities, and being obligated to follow the laws of the State of New Jersey, no person or persons who are on probation, parole, or on the list for Megan's Law shall be allowed to participate in any commitment working with juveniles at the public level.

ARTICLE V. VOTING PARTICIPANTS AND PROCEDURE

Section 1. Voting Members

- A. Officers (excluding the chair except in the event of a tie).

- B. Any NA member, after attending two (2) consecutive meetings, with 90 days clean. (Any member who misses two (2) consecutive meetings without notifying the chair will be ineligible to vote until they make two (2) consecutive meetings).

Section 2. Quorum

Three (3)

ARTICLE VI. TRUSTED SERVANTS

Section 1. Chairperson

Requirements:

- A. One year term
- B. Two (2) years of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve
- E. Cannot be Chair for more than two consecutive terms

Responsibilities:

- A. Sets the agenda and presides over the committee meetings
- B. To be responsible for correspondence to and from the CJASC to have the CJASC represented at the regional PI meetings
- C. Is responsible for all PI correspondence, but may delegate responsibilities to willing members
- D. Purchases literature from the CJASC and documents the purchase for the committee Treasurer

Section 2. Vice Chairperson

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve

Responsibilities:

- A. Works with all PI subcommittees and coordinates their activities
- B. Assumes the role of the chairperson in their absence
- C. Is responsible for the storage and inventory of all literature held by the PI committee

Section 3. Secretary

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve

Responsibilities:

- A. Records the minutes of the committee meetings
- B. Gives a secretary report
- C. Maintains the committee archives

Section 4. Treasurer

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. Must have a legal source of income
- D. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous

- E. A willingness to serve

Responsibilities:

- A. Accounts for all money spent on literature
- B. Documents all committee purchases

ARTICLE VII. REMOVAL OF TRUSTED SERVANTS

Section 1. Causes

- A. Loss of abstinence
- B. Voluntary resignation
- C. Non-fulfillment of duties of their position
- D. Misses two (2) of more consecutive meetings without prior notification to the chairperson

Section 2. Procedure

- A. Two-thirds (2/3) vote for removal
- B. Only the CJASC can remove the chairperson. The committee can make a written motion requesting the CJASC remove the chairperson.

ARTICLE VIII. FUNDING

Section 1. General

The PI committee will be funded by and through the treasury of the CJASC.

Section 2. Budget

- A. The Public Information Committee shall be allotted a budget of \$300 per month for literature and expenses. The Committee may stockpile a literature inventory consistent with the needs of the Committee.
- B. The Committee must have on-hand enough literature, including books and pamphlets, so as to be prepared to participate in any event involving NA that they are invited to. Participating in a Public Information or Helpline event includes the distribution of pamphlets and the sale of any and all Narcotics Anonymous books in both English and Spanish in order to pass the message of recovery through the Twelve Steps and Twelve Traditions of NA. Therefore, a minimum of six (6) of each book should be in the inventory at all times in addition to an ample supply of NA pamphlets for distribution.
- C. An inventory of all literature shall be provided in the Public Information Chair's report each month. (11/04)
- D. The Public Information Committee has an additional \$250.00 budget to hold an annual Learning Day. (09/19)

ARTICLE IX. MAILINGS

- A. Mailings to schools shall be made in the following manner:
 - a. High Schools: Four times per year; February, May, August, November
 - b. Colleges: Three times per year; March, September, December

Appendix H.

Website Committee Guidelines (04/21)

The Website Committee is an operating committee of the CJASC, of Narcotics Anonymous. We serve the CJASC and are fully accountable to that conference.

ARTICLE I. PURPOSE

- A. To inform the public, via the Internet, that recovery from the disease of addiction is possible, and available through the 12 Steps and 12 Traditions of NA. We offer information on recovery, and how and where to find it.
- B. To maintain the information on our Web pages in a manner consistent with our 12 Traditions, Central Jersey Area guidelines, and guidelines from the World Service Office regarding online information.
- C. The Website Committee is responsible for ensuring the Area receives updated CJASC meeting lists at each Area Service Conference.

ARTICLE II. FUNCTION AND RESPONSIBILITIES

- A. Our online NA information will contain links or references only to information provided by other NA areas, regions, or the World Service Office. In particular, we won't include links or references to web pages or bulletin boards maintained by individuals acting outside of the NA service structure.
- B. Our online information will not contain WSO conference approved literature, excerpts of such literature, or other copyrighted material not wholly owned by the CJASC. This is in keeping with WSO policy.
- C. To ensure the WSO link to our website is accurately maintained. The WSO will be promptly informed if our web address is changed. The website committee will verify that WSO properly completes any change of link address.
- D. To change, add and revise existing Activities and Open Commitments web pages on a monthly basis to reflect what is going on in the area. All additions of new pages must be reviewed and approved at the area level.
- E. To review personal stories submitted by addicts for publication as experience, strength and hope on the CJASC website. Publication of submissions is at the discretion of the Website Committee.
- F. To provide the CJASC with a monthly report, of the website committee meeting minutes, and any proposed actions or changes by the committee.
- G. To maintain close working relationships with other CJASC standing committees, thereby ensuring that all online information is accurate, timely, and meets each standing committee's requirements.
- H. To maintain a list of E-mail addresses of CJASC members and other interested addicts as provided. Bulk E-mailings of CJASC information to listed members will be carried out at the request of the CJASC or its subcommittees. The information will be provided to the Website committee on USB stick.
- I. To communicate and maintain links with CJASC subcommittees, NJ Regional Online Committees, and NJ Regional Convention Online Committees.
- J. To print a supply of 1550 Area Meeting Lists, 1250 with phone numbers & 50 without phone numbers. Of this supply, 500 with numbers to be supplied to PI and the remaining to LIT Sales (04/25). (Moved from Meeting List Directory 7/23)(12/25)
- K. To publish the Statewide website address www.nanj.org on the front page of the meeting list (07/00).
- L. Absorbed functions of the dissolved meeting list directory. (07/23)

ARTICLE III. TRUSTED SERVANTS

Section 1. Chairperson

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. Must have a legal source of income (07/05)
- D. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- E. A willingness to serve
- F. Website chair may also be GSR or GSRA

Responsibilities:

- A. Arranges the place and time for meetings.
- B. Sets the agenda and presides over the committee meetings.
- C. To be responsible for correspondence to and from the CJASC.
- D. Is responsible for all Website payments and correspondence, but may delegate responsibilities to willing members.
- E. Supply the Area with updated, printed meeting lists each month.

Section 2. Vice Chairperson

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve

Responsibilities:

- A. Assumes the role of the chairperson or secretary in their absence.
- B. Contacts committee members by telephone and/or E-mail one week prior to scheduled committee meetings to remind of upcoming meetings.

Section 3. Secretary

Requirements:

- A. One year term
- B. 90 days of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve

Responsibilities:

- A. Records the minutes of the committee meetings
- B. Gives a secretary report
- C. Maintains the committee archives
- D. Maintains a list of active and interested committee members and provides this list to the vice chairperson

ARTICLE IV. MEETINGS AND MEMBERSHIP

Section 1. Meetings

- A. The CJASC Website committee shall meet at a regularly scheduled time and a regularly scheduled place. Any change of meetings place or time, must be announced at least 30 days prior at the monthly CJASC area meeting.
- B. All interested NA members are encouraged to attend the committee meeting

- C. The Chairperson shall conduct all meetings in a professional manner
- D. The Agenda shall include: attendance, review of minutes, old business, and new business

Section 2. Membership

- A. Membership should be further defined to include regular attendance at Website committee meetings.
- B. CJASC Website committee persons will be considered active after attending two consecutive meetings.
- C. If an active member misses two consecutive meetings, that member will be considered an interested member.
- D. After six months of non-attendance at committee meetings, a member will be considered inactive and uninterested.

ARTICLE V. VOTING PARTICIPANTS AND PROCEDURE

Section 1. Voting Members

- A. Officers (excluding the chair except in the event of a tie)
- B. Active Website committee members
- C. Any interested NA member
- D. Any participating NA member

Section 2. Quorum

- A. Three (3) – If membership permits
- B. This committee can exist as a one-person committee

ARTICLE VI. REMOVAL OF TRUSTED SERVANTS

Section 1. Causes

- A. Loss of abstinence
- B. Voluntary resignation
- C. Non-fulfillment of duties of their position.

Section 2. Procedure

- A. Two-thirds (2/3) vote for removal
- B. Only the CJASC can remove the chairperson. The committee can make a written motion requesting the CJASC remove the chairperson.

ARTICLE VII. FUNDING

Section 1. Server Hosting Funding

- A. The Website Committee is funded by the treasury of CJASC.
- B. CJASC's website is engaged in a 12 month contract that began April 12, 2021 with Bluehost for \$119.88. Hosting contract will need to be renewed yearly (04/21).
- C. Domain name registration for the cjasc.org name is with Network Solutions for a fee of \$184.95 and is billed on a five year basis to the cjasc.org website (09/22). It is the responsibility of the Website Committee Chairperson to check for this emailed bill.
- D. Any renewal increase of more than 10% will require approval from CJASC.

Section 2. Rent

Rent not to exceed \$30.00. May be paid in cash or literature. Any increase in rent must be requested from CJASC.

Section 3. Budget

The budget shall be \$325.00 per month for printing (Moved from Meeting List Directory 07/23).

ARTICLE VIII. GUIDELINE FOR SUBMISSION OF THE EXPERIENCE, STRENGTH, AND HOPE STORY

Section 1. Procedure

The Website committee must preview every submission for consideration. Any committee member may suggest editorial and/or grammatical changes to the story. The Website committee reserves the final authority on publishing submissions. The Website committee must approve by majority vote on whether a story is published. The Website committee at its discretion can publish existing stories from Book Two of the NA Basic Text.

Section 2. Guidelines

The following are guidelines for writing a story to be considered for publishing on the Experience, Strength, and Hope page.

- A. Attempt to keep the principle of anonymity; do not identify specific people, places, or things.
- B. Don't overly dwell excessively on 'war stories'. We would prefer to hear about how you felt.
- C. Don't mention that you are still using drugs of any kind as medication in recovery.
- D. Tell about yourself, your feelings, and your bottom.
- E. Tell about how it felt coming into NA (you can mention other fellowships, if you started recovery there).
- F. Tell about how it is now that you are in recovery.
- G. Suggested length of story is 250 – 500 words, a page and a half to two-pages of single spaced lines.
- H. Remember, it's the honest message that rings true.

Appendix I.

Group Support Forum Subcommittee Guidelines (09/18)

ARTICLE I. PURPOSE

The purpose of the group support forum at CJASC is to separate area business from group support. The GSF is a forum to conduct workshops on all levels of service via small and large group discussions or speaker workshops. The intention is to empower GSRs through mentorship, education and information and networking with others in service.

ARTICLE II. TRUSTED SERVANTS

Section 1. GSF Facilitator

- A. Term Length- 2 years (09/18)
- A. Requirements:
 - 1. The GSF Facilitator provides guidance and structure to the GSF while encouraging collaboration between members.
 - 2. The GSF Facilitator should be able to facilitate the forum in an assertive, expeditious and impartial manner.
 - 3. The Facilitator should have a minimum of 3 years clean and service experience on both a group and area or regional level.
- B. Responsibilities:
 - 1. To plan for, organize and facilitate the Group Support Forum which is comprised of small and large group discussions
 - 2. Break members down into smaller groups
 - 3. Provide smaller groups with an agenda and needed materials
 - 4. Be available during discussions for group questions and guidance
 - 5. Keep GSF in a timely manner
 - 6. Collect any written notes to be utilized at a future GSF or to help planning
 - 7. Facilitate large group discussion when applicable
 - 8. To maintain an atmosphere of recovery (09/18)
 - 9. To provide a forum focused on group level support and discussion where groups can identify issues and develop solutions
 - 10. To follow direction of the body when applicable on topics they would like to see carried out at the GSF
 - 11. To chair the monthly subcommittee meeting where Group Support Forum planning and preparation is carried out

Section 2. Secretary

Requirements:

- A. One year term
- B. One (1) year of continuous abstinence from all mind and mood altering substances
- C. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- D. A willingness to serve
- E. Willingness to attend all GSF Subcommittees (6 GSFs)

Responsibilities:

- A. Keeps notes at subcommittee
- B. Keeps record of all GSFs and GSF related policy
- C. Collect any written material from the GSF itself

- D. Updates USB for backup of GSF materials

ARTICLE III. MEETINGS AND MEMBERSHIP

- A. Subcommittee meets monthly to plan all GSF agendas
- B. Anyone is welcome to join the subcommittee
- C. Subcommittee members are asked to help and participate in the GSF

ARTICLE IV. Funding

Section 1. Budget

- A. \$40.00 per month to be used on rent for subcommittee meeting and for materials to be utilized at GSF

Appendix J.

Motions: The Process

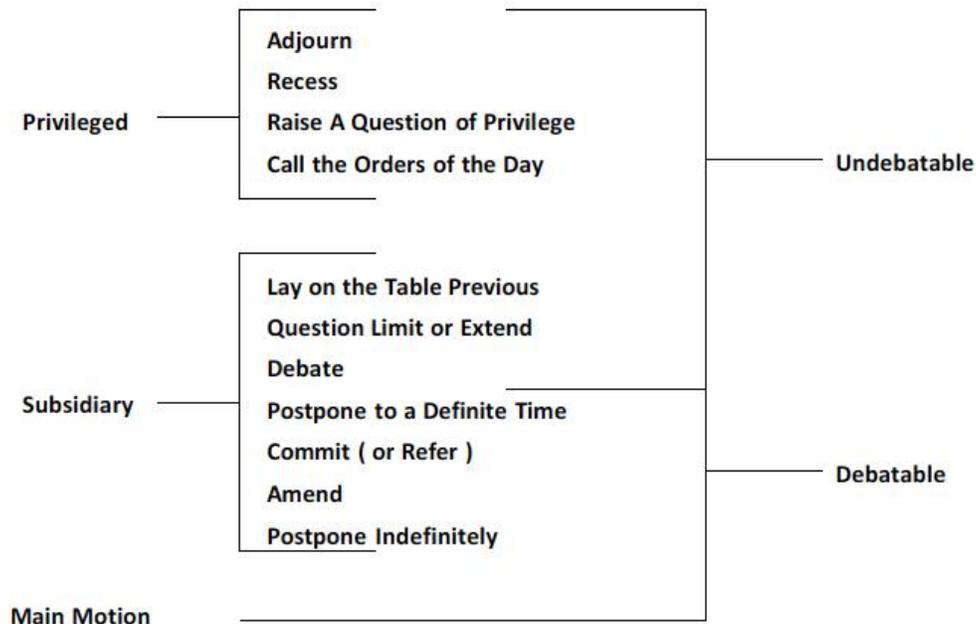
ection 1. The Making and Disposing of Motions

- A. A motion is made. This is the beginning of bringing a matter before the conference.
 - 1. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion.
 - 2. A motion should be clear, concise, and comprehensive so that the conference is not voting on the received intent but on the actual working as it will be officially recorded.
- B. A motion is recorded. A second merely indicates that another member wishes the matter to come before the conference; it does not necessarily mean the second is in favor of the motion.
- C. The motion is reviewed by the Policy Chair. (07/09)
- D. The chair states the motion. This makes the motion pending and before the conference: it is only at this point that the motion belongs to the conference and must be disposed of in some manner.
- E. There is then debate (if the motion is debatable) and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).
 - 1. Debate is of the motion, not the member making it. Motives should never be questioned.
 - 2. Members should address each other through the chair and should use titles or descriptions of duties, not names (i.e. CJASC Vice-Chairperson, not John). The chair addresses members by name. Discussion is not generally between two members but through the chair.
- F. When ready, the conference votes to adopt (carry) or reject (fail) the motion. This is also known as the chair puts the question.
 - 1. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The chair calls for any objections, if there are none; the matter/action is adopted. In the case of an Amendment to a pending motion, this is known as a "friendly amendment." It must be friendly to the entire conference, not just the maker.
 - 2. There are no fractions of votes.
 - 3. A majority vote (simple majority) is one (1) more than one-half (1/2).
 - 4. A two-thirds vote (2/3 majority) means at least two-thirds (2/3).
 - 5. The determination of a vote (simple or 2/3) will be based upon members present and voting. Abstentions are a choice not to be present for the vote.
 - 6. A clear majority is one (1) more than one-half (1/2) of the available voting participants.
 - 7. The chair announces the result of the vote, and its adoption or rejection.

Section 2. Class (Type), Precedence, and Order of Motions:

- A. Since there may be several motions pending at a given time, the highest motion is disposed of first. Motions of the higher rank than the pending motion are in order. The class and precedence within the class, of a motion determines when it is in and out of order, and what it takes precedence over.
- B. M = Main Motion. Brings business before the conference. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
 - 1. No main motion is in order if it conflicts with national, state or local law, or with the rules (principles) of the conference. If such a motion is adopted, even by a unanimous vote, it is null and void.
 - 2. No main motion is in order which presents substantially the same question as a motion previously rejected in the same session.

3. No main motion is in order that conflicts with a motion adopted within the last six months and that is still in force.
 4. No main motion is in order that would conflict with or presents substantially the same question as one that has been temporarily disposed of and which remains in the control of the conference (i.e. Committed, Postponed, or Tabled). (If a question has been Laid on the Table and the same question is brought before the conference during the current session, it would be more appropriate to Take the original motion from the Table and to dispose of it than to address a new motion.)
- C. S = Subsidiary Motion. Assists the conference in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.
- D. P = Privileged Motion. Does not relate to the pending business, but is also important that it should be allowed to interrupt the consideration of anything else. In general the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.
- E. I = Incidental Motion. Deals with questions of procedure arising out of a pending motion or some other business. Although it may resemble a subsidiary motion, it does not generally alter the pending motion but its procedure. With a few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
- F. B = a motion that brings a question before the conference. Generally can only be made when no other business is pending.
- G. An example of the order of precedence of privileged and subsidiary motions - listed highest ranking on top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.



Section 3. Redress

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

- A. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
- B. Matters Rejected:
 - 1. During the same session, the motion Reconsider would be in order. (Or if the question is substantially different, due to changes in circumstances, new information, or other significant change in intent, a new motion might be in order.)
 - 2. At the same session, a motion can be "renewed"- that is, the same question can be introduced again as if new.
- C. Matters Adopted:
 - 1. During the same session, the motion Reconsider would be in order. The motion to Reconsider is in order if the original motion was voted on today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the Reconsider time limit has passed, the appropriate motion would be Amend Something Previously Adopted. During the same session, Reconsider is the preferred motion; however, Amend Something Previously Adopted is in order at any time before or after it is to late to Reconsider.
 - 2. At a later session, the appropriate motion would be Amend Something Previously Adopted. Any member may make that motion and there is no time limit.
- D. Matters Temporarily Disposed Of:
 - 1. Suspend the Rules, Discharge a Committee, or Take From the Table would be appropriate depending on the circumstances, or to Reconsider a motion (if reconsiderable) that temporarily disposed of a motion, e.g., Commit or Postpone.
- E. Matters on the floor: Appeal the Chair, Point of Order, Call for the Orders of the Day, Division of the Question, etc. and other parliamentary tools would be appropriate.

Section 4. To Remove A Pending Motion From The Floor

There are several options, some of which are:

- A. Lay on the table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.
- B. Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information
- C. Postpone indefinitely: if the intent is to kill that motion for that session.
- D. Objection to the Consideration: if the intent is to avoid consideration of the motion for that session.
- E. Commit to Committee: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.
- F. Commit to Groups for Conscience: if the intent is to ask the groups to collect a conscience to guide the conferences action on the motion.
- G. Extend or Limit Debate: if the intent is to limit the number of speakers, the amount of time each may speak, the total time of debate, or to set the time that debate will close.
- H. Previous Question: if the intent is to stop debate immediately and put the question to vote.
- I. Vote against the motion: if the intent is to defeat the pending motion.
- J. Vote for the motion: if the intent is to adopt the pending motion.
- K. Recess: if the intent is for the conference to take a brief time out before continuing.

- L. Adjourn: if the intent is to let the matter die. (However, no other business of any kind may be taken up until the next session.)

Section 5. Recess or Adjourn

The difference between Recess and Adjourn, are very slight, but basically:

Recess means to take a short intermission within the meeting. After the recess, proceedings are immediately resumed at the point where they were interrupted.

Adjourn means to terminate the session. (A session is the monthly meeting or a special meeting of the conference).

Section 6. Formal Name / Common Name

Since the CJASC Rules of Order are fairly formal, the following is a list of the more commonly known terms:

FORMAL NAME	COMMON NAME
Adopted	Carried
Amend by Substitution	Substitute
Amend Something Previously Adopted	Includes Rescind
Entertain a Motion	The chair, sensing the conference's intent mentions the motion that would be in order that might accomplish the conference's goal
Previous Question	Call the pending motion to a vote; call for the question; call for the vote
Put the Question	Vote
Question of Privilege	Point of personal privilege
Rejected	Failed
Suspend the Rules	Includes change of the Orders of the Day
Unanimous Consent	"Friendly" (particularly in the case of amendments) or called "Acclamation"

CENTRAL JERSEY AREA SERVICE CONFERENCE

GSR ORIENTATION GUIDE

CJASC APPROVED

April 10, 2005

INTRODUCTION

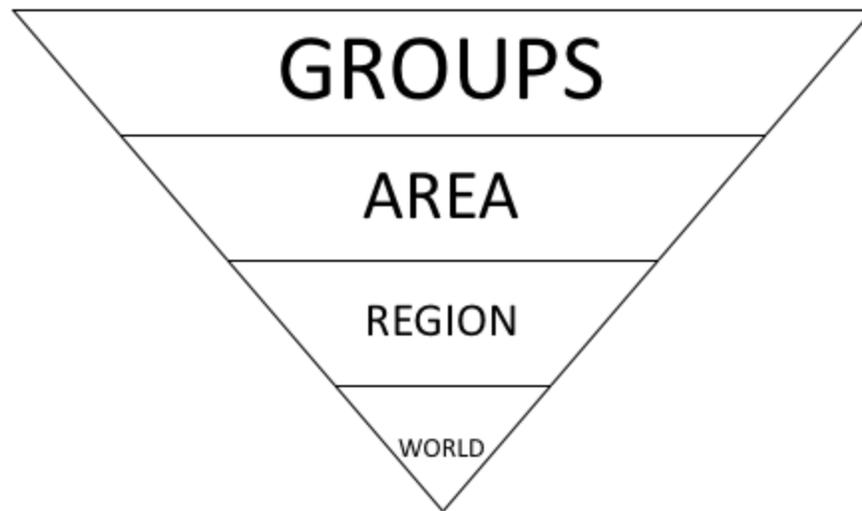
Welcome to the Central Jersey Area Service conference. This packet was created to assist new Group Service Representatives and alternate GSR's with fulfillment of their new commitment. The first portion of this guide is taken directly from the group booklet then there is a section that provides information that pertains to the Central Jersey Area Service Conference. Sample copies of forms that are in used at our meetings are located in addendum B. The Group Service Representative commitment is an important role in the group's primary purpose as well as an opportunity to enhance your own personal recovery. "We keep what we have by giving it away". Many of us have found the GSR commitment to be a rewarding experience.

However, we have also found that until we became accustomed to the responsibility it could be somewhat confusing and intimidating. This document has been produced by the Central Jersey Area Service conference to help you to understand the role and responsibilities of the GSR. Please keep this as a resource for future reference. Also be aware of and use other resources available to GSR's. These include The Group Booklet, The Guide to Local Service, The Twelve Traditions, The Twelve Concepts for NA service, and the GSR Mentor Program. The GSR Mentor Program pairs new GSR's with an experienced member of the NA service structure. Your Mentor can be thought of as a "service sponsor" and will be assigned to you at your first visit to Area Service. Any questions or problems pertaining to your commitment should be referred to your mentor. This Guide has been written in accordance with the previously mentioned service literature. It is also in harmony with the ways in which experience has shown us that service works most effectively in the Central Jersey Area Conference.

The following pages will address such important topics as:

- Overview of the NA Service Structure
- GSR Responsibilities at Group Level
- GSR Responsibilities at Area Level
- Conference Agenda Report
- Alternate GSR
- Business Meeting Format & Procedures
- Samples of Forms to Fill Out

OVERVIEW OF THE NA SERVICE STRUCTURE



The service structure in NA is based on an upside down pyramid.

At the top is the most important level, the Groups. This is where our primary purpose is fulfilled. Each group elects a **Group Service Representative (GSR)** to represent that group. All the GSRs meet once a month at Area Service.

The **Area Service Conference (ASC)** is the next level down the pyramid and its primary purpose is to serve the groups. Our ASC also supports several committees which carry the message of recovery directly to the still sick and suffering addict. Each Area elects a **Regional Committee Member (RCM)** to represent the area. The RCM's meet every other month at a Regional Service Conference.

The **Regional Service Conference (RSC)** is the next level down the pyramid and its primary purpose is to serve the Areas. Our RSC also supports committees and services such as Helpline, Conventions, and Meeting Directories, which assists in carrying the message of recovery to addicts throughout the state. Each region elects a **Region Delegate (RD)** to represent the region. The RD's meet once a year at the **World Service Conference (WSC)**.

The WSC is the lowest level Service Structure and it's the pyramid and its primary purpose is to serve the Regions, Areas, Groups, and Members. Our WSC supports a global effort to carry the NA message in different languages and countries.

It is important to note that two-way communication must exist between the levels of the service structure. The two specific levels that the GSR participates in are the Group level and the Area level. The GSR carries the needs and the concerns of the group to the area level and in return carries the information from the Area meetings back to the Group. While ALL the elements of the service structure play an important role we will focus primarily on these two levels.

GSR AT GROUP LEVEL

Each group elects one Group Service Representative, even those groups hosting more than one recovery meeting. These GSRs form the foundation of our service structure. They do this by participating in the Area Service Conference meeting, attending forums, and assemblies at both Area and Region levels, and joining in the work of ASC subcommittees. If we are vigilant in choosing stable, qualified leaders at this level of service, the remainder of the structure will almost certainly be sound. From this strong foundation a service structure can be built that will nourish, inform, and support the groups in the same way that the groups nourish and support the structure.

GSRs bear great responsibilities. While the GSRs are elected by and accountable to the group, they are not mere messengers. They are selected by their groups to serve as active members of the Area Service Committee. As such they are responsible to act in the best interest of NA as a whole, not solely as advocates of their own groups priorities. As a group's trusted servant, the GSR is very important to the stability of that group. The fact that you are elected to a one-year commitment, as opposed to many other group positions which change every three months, means that you will have a lasting influence on the group's atmosphere. The GSRs should coordinate their efforts with other trusted servants of the group (Treasurer, Secretary, Chair, etc.) to make sure that the group's primary purpose is best being achieved. This would include such actions as assisting new trusted servants with the benefits of your service experience or meeting to discuss potential problems on a group level.

The following is a brief summary of the GSR's responsibilities at the group level:

GSR Report

A verbal group report is given to the group at the beginning of the meeting. This report should include such vital information as NA related announcements, the time and location of committee meetings, a schedule of upcoming activities, groups that need support, and when the group's next business meeting will occur. The GSR's report is an integral part of the two-way communication necessary to keep your group informed on what is going on in Narcotics Anonymous as a whole. When you return to your group, you should make available the flyers or sign up sheets that were distributed at Area Service. It is important that all relevant information from Area is announced to your group.

Business Meetings

The business meeting is the primary forum in which all group business is conducted. Business meetings are run by the GSR and attended by all trusted servants and members of the group. Business meetings should be held at least once a month, usually the week just before Area Service. Business conducted at business meetings includes, but not limited to: elections of trusted servants, voting on motions, and discussing group problems. Decisions are house cleaners through the spiritual principle of **group conscience**. Each member votes their conscience on what is in the best interest of the group. As the chair of the business meeting the GSR must maintain an orderly atmosphere of recovery. While a GSR can be called on to explain the pros and cons of a given issue, the GSR never expresses a personal opinion and does not vote. This is because the GSR's position as a chair might unfairly influence other member's conscience. See Addendum A for suggested business meeting format and procedures for elections / motions.

Tips For Running Business Meetings

Attendance by all group trusted servants is crucial. People should speak **ONLY** when called on by the GSR. Side conversations and talking out of turn creates a noisy confusing atmosphere and should be discouraged by the GSR. Remember when you maintain an orderly, respectful environment at the business meeting, you conduct business more efficiently, and go home sooner, and attract more members to your next meeting.

Literature Needs / Donations

Literature order forms are usually completed at the business meeting just before Area Service. The GSR coordinates with the secretary to determine what literature the group needs to buy at Area. At this meeting the GSR also collects the money for literature from the Treasurer. The group's donation to Area is also determined at this meeting. This is voted on by the group in the form of a motion house cleaner by a group member. A typical motion of this type would be "that the group put aside this month's rent, buy literature needed, and donate the remaining money to Area. All money brought to Area is to be in Money Order form only. The GSR then purchases a Money Order and takes this information, as well as the Money Order and any relevant group conscience to that month's Area Service meeting.

THE GSR AT THE AREA LEVEL

The monthly meeting of the Central Jersey Area Service Conference is a great opportunity for GSRs of member groups to get together and discuss problems at the group level, help carry the message of NA, and get information on what is happening in the rest of the service structure. It is a wonderful chance to meet recovering addicts from other parts of the area that you may not otherwise have met. At Area, GSRs share recovery, service experience, and often form valuable friendships. As participants in the ASC, GSRs need to be as well informed as possible concerning the affairs of the committees and they study the reports of the conference officers and committee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they know about how their group members feel, they take active, critical parts in the discussion which form the group conscience of the entire conference. GSRs link their group with the rest of NA service structure, particularly through the information conveyed in their report to and from the Area committees. At group business meetings the GSR report provides a summary of Area Conference activities, often sparking discussion among group members that provide the GSR with a feel for how the Area can better serve the groups needs. In group recovery meetings, GSRs make available flyers announcing Area and Regional activities. At Area Conference meetings the GSR reports provide a perspective on group growth vital to the conference work. If a Group is having problems, the GSR can share those problems with the conference in their report. If the group hasn't found solutions to these problems, the Area Chairperson will open a slot on the committees sharing session agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report the solutions back to the group.

Upon arriving at Area Service the first things you want to do is pick up the following forms:

- A. Literature Order Form- A form with all the literature, quantities, and prices on it. This form is what the groups use to order literature. This form can be obtained at the Literature Sales area.
- B. Motion Slips- The form designed for any motions that you will be making on behalf of your group. Motion slips must be completely filled out as per sample.

NOTE: Sample copies of each form are included in Addendum B.

Place your literature order in the order box at the Literature Sales table with your money order stapled to the order form. The money remaining after your order is filled is automatically donated to Area Service.

NOTE: the Literature Sales Chair and the Treasurer remain extremely busy. If you have any questions other than that which concerns your literature purchase or your area donation, ask your mentor, an experienced GSR or the Area Vice Chair.

When your order placement is completed you can now take a seat at the table and fill out your Group Report sheet. When Area starts, pay attention and take careful notes. Remember, you are your group's link to the Area, Region, and World service structures. You will have an opportunity to express your Group's needs or concerns during the verbal "Group Reports" section of the agenda. Motions submitted by the groups, GSRs and committees are discussed and voted on during the "New Business" section of the agenda. When voting it is important that your vote reflects your group's conscience and what is in the best interest of NA as a whole. Sometimes this may conflict with your own personal opinions. Being "Other Centered", which means putting service first and self second, is an integral part of the way NA service and completes our personal growth and recovery.

ALL MOTIONS SENT BACK FOR A GROUP CONSCIENCE MUST BE VOTED ON AND RETURNED BY THE NEXT AREA SERVICE MEETING.

When Area is complete be sure to pick up your literature. This along with all with all information received at Area should be brought to your group's next scheduled meeting. NOTE: (No literature is distributed during area without consent of the Chair)

Count your literature before you leave to make sure you got all you ordered. If you were given a Back Order receipt you must bring this receipt back to the next Area Service meeting and include it with your

new order form. All information should be read during your GSR report to your group and any activity / convention flyers should be handed out or openly displayed. This completes the GSR cycle of two-way communication. During the Area meeting the secretary takes minutes (notes). You will receive a copy of these minutes via email. Please read the minutes when you originally receive them and again just before your group's next business meeting. This will help keep you better informed on issues affecting the groups and pending Area business. This will also help you to remember what motions were tabled to the groups for a vote, and what the motions were about.

IMPORTANT NOTICE: Just as in your group's business meetings, Area business is best conducted in an orderly, respectful environment. Try to refrain from any unnecessary side conversations. When this is unavoidable please whisper to avoid distracting others.

Conference Agenda Report

Bi-Yearly, all motions submitted from the service structure are compiled at the World level and distributed to all the groups for a group conscience. These motions include many important concepts such as changes to the NA service structure, approval of new literature, and other issues affecting NA as a whole. They are compiled in a document called THE CONFERENCE AGENDA REPORT (CAR Report).

Reviewing the CAR is perhaps the most involved task you will address during your GSR commitment.

The CAR is a method by which the Groups have a direct influence on how our message is carried. It is critical that your group voices it's conscience. For this reason it is important that you, as a GSR, put forth the necessary effort to understand all the material and issues in the CAR so that you can convey this information to the group. Workshops on the CAR are held at many different levels. The CJASC conducts a workshop, run by the RCM for the GSRs of member groups as well as any other interested parties who care to attend. GSRs then take this information back to their groups for discussion and voting. As always the GSR presents all the facts in a natural impartial manner and never expresses an opinion. It is good to give the group pros and cons on the issue in an objective manner.

Remember, the foundation of the group's ability to make an informed decision on CAR issues is the learning and preparation done by the GSR. Many GSRs attend several CAR workshops. You will be unable to adequately convey the facts to your group unless you attend at least one workshop. Workshops are typically held well enough in advance so that your group may meet several times to complete the CAR. This is done so that no one Business Meeting will cover more material than the Group members can reasonably process. The results of the group's conscience are then submitted to the RCM. The RCM gives the Area's results to the RD's who then brings them to the World Service Conference.

ALTERNATE GROUP SERVICE REPRESENTATIVE

Groups also elect a second representative called an Alternate GSR. The Alt. GSR can be thought of as a "GSR in training". It is suggested a two-year commitment with the first year as the Alternate and the second year as the group's GSR. When the GSR cannot be present the Alternate fulfills his/her responsibilities on the group level. It is imperative that the Alt. GSR attends each ASC meeting (as a non-voting member) in order to learn and to provide the GSR with support. If the GSR cannot attend the ASC, the Alt. GSR participates in the GSR's place. Alternate GSRs, along with the other members, may also serve on area committees. Subcommittee experiences give Alternate GSRs added perspective on how Area services are actually delivered. That perspective helps make them more effective GSRs if their groups later elect them to serve in that commitment.

ADDENDUM A

Suggested Business Meeting Format

- A. Open the meeting with the Serenity Prayer
- B. Old business -- Past issues not yet resolved or previously tabled
- C. New Business -- Elections, Motions, or any issues/problems brought up

- D. Close the meeting

Some of the questions addressed by a typical business meeting are:

- A. Is the Group effective in carrying the message?
- B. Are newcomers and visitors being made welcome?
- C. Do solutions for problems at recent meetings need to be sought? Is the meeting format providing sufficient direction?
- D. Is attendance steady or growing?
- E. Are there good relations between the Group and the facility in which the meeting is held?
- F. Between the Group and the community? Are the Group's funds being used wisely?
- G. Is there enough money being donated at meetings to meet the Group's needs and also provide for contribution to the rest of the service structure?
- H. Are literature and refreshment supplies holding up? Are there service vacancies in the group?
- I. Has the Area, the Region, or World Service asked the group for advice, support, or direction?

Procedures for Motions

- A. State the Motion
- B. Second the motion (if the motion is not seconded by someone else at the meeting than it should be reconsidered)
- C. Discussion- Pros/Cons
- D. Restate Motion
- E. Vote on Motion- "All in favor?" "All Opposed?" "All Abstentions?"
- F. Announce the results of the vote- "Motion passes 5 to 2"

Procedures for Elections

- A. Read commitment and requirements
- B. Ask for nominations and volunteers
- C. Get "second" on nominations
- D. Ask each candidate to qualify for commitment- this should include cleantime, service experience, sponsor, etc.
- E. Any questions from the group for the candidates
- F. Ask candidates to leave the room
- G. Discussion on candidates - the only relevant discussion is on the person's ability to serve the group, not on their personality or how service would help their recovery
- H. Vote on the candidates' one at a time - "All in favor.....?"
- I. Call in the candidates and announce new trusted servant.

THE ONLY TIME A GSR CAN VOTE IS A BUSINESS MEETING IS TO BREAK A TIE.

ADDENDUM B

Sample forms

The following pages contain sample copies of the actual forms you will need to fill out in relation to your attendance at Area. The Group's described are fictional, as are the items of information enclosed. All of the enclosed forms will be made available to you at Area. Should you have any problems or questions regarding the proper way to complete them you should consult your Mentor.



CENTRAL JERSEY AREA SERVICE CONFERENCE MOTION FORM

DATE

MAKER

SECOND

AFFECTS

MOTION

INTENT

MOTION MAKER: Please do not write below this line, thank you

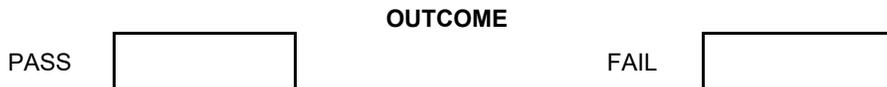
TIME IN

VOTE TOTALS

FOR

AGAINST

ABSTAIN



GLOSSARY

Adjourn: To close session immediately.

Amend (a pending motion): means to modify the wording of a pending motion and is considered a primary amendment (that is it applies directly to the main question.). The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form. An amendment is generally amendable. This amendment is considered a secondary amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form. A pending motion may be amended many times before final disposition; however no more than one primary and one secondary amendment can be pending at any one time. A members vote on an amendment does not obligate them to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted separately, it allows each member the freedom to be in opposition to the amendments but in favor of the motion, or visa versa. The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the conference in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the conference for vote. If the motion to substitute fails, the original pending resolution comes to the conference for vote.

Amend Something Previously Adopted: means to change a part of the motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit when this motion can be made. Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is also no time limit on when this motion can be made.

Appeal the Chair: means the ruling is taken from the chair and decided by the conference. By electing a Chair, the conference delegates the authority and duty to make necessary rulings on questions of Parliamentary Procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

Commit or Refer to Committee: means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the conference to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

Commit to Groups for Conscience: means that the conference is requesting direction on a motion from the member groups of the CJASC. The GSR should bring the matter before the members of their group at the next business meeting and submit the group's conscience in the manner agreed on by the conference.

Discharge a Committee: means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the conference wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of the committee, the conference cannot consider another motion involving practically the same question. If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the conference. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

Division of Question: means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

Lay on the Table: means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion. If the mover's intent is anything other than laying the matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely, Postpone Indefinitely, Objection to Consideration, or vote against the motion. The motion Lay on the Table should be ruled out of order and disposed of.

Limit or Extend Debate: means the conference can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate, the appropriate motion then would be Previous Question.

Main Motion: means the introduction of new business, or in some cases the reconsideration or amendment of previously- adopted business.

Objection to the Consideration of the Question: means that the mover believes that the issue is so sensitive it should not even come before the conference for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot be renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding session.

Order of the Day, to Call for: means any member can require the conference to conform to its own agenda, unless the conference then Suspends the Rules or Changes the Order of the Day.

Parliamentary Inquiry: is a question to the chair to obtain information on a matter of parliamentary procedure or guidelines of the conference bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions. The Chair's reply is not subject to Appeal, since it

is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

Point of Information: is a request directed to the Chair, or through the Chair to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members. If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if they will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

Point of Order: means a member believes the rules of the conference are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the conference working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order. This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain that there is a breach of order, they can make a Parliamentary Inquiry. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

Postpone to a Definite Time (Definitely): means to put off action on a pending motion until a definite day, time or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session. When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion. When consideration of the question is resumed at the specified time, the business is in the same condition it was immediately before the postponement, including any adhering motions.

Postpone Indefinitely: means that the conference declines to take a position of the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Previous Question: means to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

Question (Point) of Privilege, to Raise: permits a request of a main motion relating to the rights and privileges of the conference or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chair rules yes, then the question is handled depending on its original form. If originally phrased, like a request, it is handled as such; if phrased like a motion, the Question then requires a second, is debatable, amendable, etc., and is handled by the conference. If there is no urgency, a Question of

Privilege can be brought to the conference as a regular motion and is handled in the normal course of business.

Recess: means a short intermission in the conference's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted. If a recess is provided for in the agenda, the Chair will simply declare the conference in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the conference wishes to postpone a pre-scheduled recess, it can move to Suspend the Rules.

Reconsider: enables a motion or an amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the second may have voted on either side) and it must be moved on the same day of the original vote. If the Reconsider is adopted, the motion is brought before the conference in the exact form as before the original vote was taken and is handled as if it had never been voted on, that's it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc. If the Reconsider motion is debatable, a member has the right to debate the Reconsider motion regardless of whether their rights to debate were exhausted on the original motion. If the Reconsider is adopted, a member whose rights to debate the original motion were exhausted are still exhausted.

Take from the Table: enables the conference to make pending again a motion that previously has been Laid on the Table. If a matter is not Taken from the Table within the same session as the motion to Lay on the Table, the matter dies; although the matter can be re-introduced later as a new question. If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table, members who have exhausted their right to debate cannot speak again.

Voting, motions about: enables the conference to obtain a vote on a question in some form other than by voice or other than as described in the conference's standing rules or to close or reopen the polls.