

AREA GUIDELINES

Revision Date

8/29/2012

Mission Statement

The SWMOANA is a committee formed by, and is responsible to all its members of the Southwest Missouri Area of Narcotics Anonymous. It is through this committee that the groups are free to concentrate their service on new members of their meeting and to better support other subcommittees and NA as a whole, maintaining flexibility to carry the message to the still suffering addict and the community in a more efficient manner. This committee shall be supported and funded through participation and direct support from groups in the Southwest Missouri Area.

STATEMENT OF PURPOSE

The primary purpose of the SMWMOANA shall be to serve and to support the groups and subcommittees common to the welfare of Narcotics Anonymous, by communicating the needs and problems and organizing ourselves so that we may better carry the message to the addict who still suffers. Narcotics Anonymous groups shall be defined as stated in *A Guide to Local Services in Narcotics Anonymous*.

As quoted from *It Works How and Why*:

“Unity is the spirit that joins members around the world in a spiritual fellowship that has the power to change lives. By striving to see beyond our individual ideas and the interest of our group, we come to understand that the common welfare of all NA must come first. Through our trust in a loving Higher Power, we find the strength to work together towards our shared goal of recovery from addiction. In the unity that grows in trust, we are all ready to work together for our common good” (page 133)

SECTION I: THE SWMOA SERVICE COMMITTEE

- 1.1. Area Service Committee Meetings (ASCM) in the Southwest Missouri Area of NA will be held on a monthly basis.
- 1.2. Locations and dates for these meetings will be selected by the Area Service Committee (ASC). These will be announced as far in advance as possible. The ASC is the Area Administrative Committee, which is the RCM, RCMA, Area Chair, Vice Chair, Secretary, Treasurer, Standing Subcommittee and Ad Hoc Committee Chairs, GSRs and alternate GSRs from represented groups.
- 1.3. Motions and items of business, along with intent, are to be submitted in writing to the ASC Secretary at the beginning of each ASCM.
- 1.4. The agenda for area service meetings will be prepared by the Area Chair, who will be assisted by the Area Secretary.
- 1.5. Meeting notices, agendas, and other items of business will be sent to all elected participants not less than ten (10) days prior to the next ASC.
- 1.6. A roll call will be taken by the Secretary at the beginning of each ASCM. Only voting members on the Secretary's roll call will be permitted to vote on area matters. A quorum will be two-thirds (2/3) of the voting members.
- 1.7. If any area officeholder or GSR is absent from any ASCM and is not represented by their alternate, the Area Chairperson, upon notification from the secretary, may contact the absent member to seek a remedy.
- 1.8. Only an RCM, GSR, Subcommittee Chairperson, or their alternates may bring motions to the floor.

SECTION II: MEMBERSHIP

- 2.1. Voting members of the ASC, elected for one year terms, will be the GSRs of all registered groups in the Southwest Missouri Area. An Alternate GSR may vote in place of an absent GSR.
- 2.2. All former RCMs, if desired, can be placed on the mailing list by the Area Secretary to receive all communications from the ASC.
- 2.3. A new group may become part of the SWMOA by a two-thirds (2/3) vote of the ASC.
- 2.4. A new group elected into the SWMOA will serve a two month probationary period. Upon completion of the probation the new group's voting privileges will be instated at the beginning of new business and the group will be included in quorum.
- 2.5. At the beginning of Old Business and the close of ASCM any group which is absent for the second time will have its voting privileges automatically suspended and will be dropped from quorum.
- 2.6. Any suspended group, upon petition for reinstatement, will serve a two month probationary period after approval of petition by voting members. At the end of the probationary period the group's voting privileges will be reinstated at the beginning of new business and the group will be included in quorum.

SECTION III: VOTING PROCEDURES

- 3.1. A quorum of a 2/3 majority of eligible ASC voting members shall be established at the beginning of each business session. Quorum will be based on a roll call taken by the Vice Chair and recorded by the Area Secretary at that time. All GSRs attending ASC are expected to remain present for new business or to have a group-approved Alternate GSR who is ready to carry the group conscience in new business considerations. A second roll call will be conducted by the Vice Chair and recorded by the Area Secretary at the beginning of new business to ensure that a quorum is maintained.
- 3.2. A 2/3 majority of eligible voting members must be present to conduct area business (motions for consideration, elections, etc.). Abstentions do not count for or against the business under consideration. However, should the number of abstentions bring the number of votes below the above-stated rule for passage or failure, or, anytime one third (1/3) or more of voting members abstain, the ASC Chairperson shall implement a consensus-seeking procedure to determine whether or not a resolution can be achieved without resorting to a new motion. Voting members are expected to participate fully in this process to help identify areas of conflict or confusion and to work toward an alternate resolution that conforms to the spirit of the issue or motion. In the event that a satisfactory alternative cannot be agreed upon, the Chairperson will declare that the motion fails for lack of support/interest.
- 3.3. Voting Procedures:
- 3.3.1. A two-thirds (2/3) majority will be required for all area business except for elections. A simple majority of eligible GSRs present will decide matters of election of trusted servants with the Area Chair casting a vote only in case of a tie.
- 3.3.2. Matters such as the election of trusted servants, distribution of significant amounts of NA funds not covered elsewhere in these guidelines or any matter that could affect the area or groups as a whole should be sent back to the groups for consideration. Any variance from the 12 Traditions is considered to affect the area and NA as a whole.
- 3.3.3. GSRs can immediately vote on any housekeeping measures - i.e., those that deal with the ability of the ASC to conduct area business while in session.
- 3.3.4. An abstention should be used only for lack of a group conscience or because of conflict of interest. An abstention, as previously mentioned, does not count for or against the item being voted on.
- 3.3.5. Two-thirds (2/3) majority vote by eligible GSRs present will be required to change or amend the area guidelines or to remove area officers for just cause.
- 3.3.6. Election of officers shall be made by written secret ballot. Results of voting by groups or by number of votes will not be announced or reflected in ASC minutes
- 3.4. Motions:
- 3.4.1. Three (3) pros and three (3) cons may be heard on each main motion made and seconded before a vote is taken. Intent stated on the motion may be considered as one (1) pro at the discretion of the chair. Discussion of the motion is undertaken by GSRs (or their alternates in the absence of the GSR), subcommittee chairpersons and ASC members, with the Chair person providing guidance and instruction. Discussion may be opened or extended by a simple majority vote. The Chairperson may recognize a point of information from any member if it is pertinent to the matter at hand.
- 3.4.2. Every main motion must be presented in writing on the appropriate form and must state intent of the motion and be anonymous. Every amendment to a main motion must be presented in writing and designate the motion considered for amendment.
- 3.4.3. Each motion accepted by the Chairperson for consideration shall receive a standard number designation from the chair as follows: month/day/year/motion # XX XX XX XX
(Example: first motion to consider in new business in April, 2008 would be designated 04270801)
- 3.4.4. For Debate the chair shall recognize any speaker for no longer than three (3) minutes per recognition. No member can speak more than once on a motion until all eligible others have been provided an opportunity to speak on the motion.

SECTION IV: OFFICERS: DUTIES AND QUALIFICATIONS

- 4.1. The elected officers of the Area Service Committee will be the RCM, RCMA, Chairperson, Vice Chairperson, Secretary, and Treasurer.
- 4.2. In keeping with the 9th Tradition and the principle of rotating leadership, it is recommended that no officer serve more than two (2) consecutive terms.
- 4.3. The duties and qualifications of the RCM are as follows:
 - 4.3.1. Qualifications for RCM should include three (3) years of continuous clean time (including abstinence from Drug Replacement Therapy) with at least one (1) full term of service as an ASC officer, Subcommittee Chairperson, or GSR.
 - 4.3.2. To carry out the clearly defined duties as indicated in A Guide to Local Services in Narcotics Anonymous.
 - 4.3.3. To abide by the Show Me Regional Guidelines.
 - 4.3.4. To represent the ASC and carry out the Area Conscience at each Show Me Regional Service Committee meeting and interim.
 - 4.3.5. To provide the RSC Chairperson with additional agenda items, as appropriate, for the next regular meeting of the Show Me Regional Service Committee forty-five (45) days prior to that meeting.
 - 4.3.6. To make a report to the ASC at each regular meeting, covering the business of the previous Show Me RSC meeting. All resumes for regional service positions and motions to be returned to home groups for consideration will be given to the Area Secretary at the first ASC meeting following the RSC meeting.
 - 4.3.7. To submit a budget annually to the ASC for travel expenses. The budget shall be submitted within thirty (30) days after election for approval by ASC members
 - 4.3.8. To make arrangements for dissemination of the Conference Agenda Report (CARs) materials and collection and delivery of group considerations of same to the RD in a timely manner.
 - 4.3.9. To serve as ASC Chair in the absence of the Chairperson and the Vice Chairperson.
- 4.4. The duties and qualifications of the RCM Alternate are as follows:
 - 4.4.1. Qualifications for RCMA should include at least two (2) years of continuous clean time (including abstinence from Drug Replacement Therapy), with at least one (1) full term as an ASC officer, subcommittee chairperson, or GSR.
 - 4.4.2. Assume the duties of the RCM in his/her absence.
 - 4.4.3. Attend Show Me RSC meetings. The RCMA shall take notes at RSC while attending.
 - 4.4.4. Attend ASC meetings as scheduled.
 - 4.4.5. Assume the position of RCM when that position becomes vacant.
 - 4.4.6. To serve as ASC Chair in the event the Area Chair, Vice Chair, and RCM are absent.
 - 4.4.7. To consult with GSRs and other ASC servants on voting matters to promote adherence to the 12 Traditions.

4.5. The duties and qualifications of the Area Chairperson are as follows:

- 4.5.1. Qualifications for Area Chair position should include at least four (4) years of continuous clean time (including abstinence from Drug Replacement Therapy) and service of at least one (1) full term as a group officer or subcommittee chairperson.
- 4.5.2. Open the ASCM at the appointed time by taking the chair and calling the meeting to order.
- 4.5.3. Prepare an agenda for each ASCM, assisted by the ASC Secretary. Efforts should be made to complete the agenda as far as possible by the end of each ASCM. The agenda shall be published in the minutes of each meeting.
- 4.5.4. Recognize members and observers who are entitled to have the floor.
- 4.5.5. Expedite business in every way compatible with the rights of members and observers.
- 4.5.6. Enforce "Robert's Rules of Order" within the assembly when appropriate.
- 4.5.7. Decide all questions of order. Decisions may be appealed, or the Chairperson may submit such a question to the assembly for decision.
- 4.5.8. Respond to inquiries from members relating to parliamentary procedure of factual information bearing on the business of the ASC.
- 4.5.9. Declare the meeting adjourned when the assembly so votes, or, when applicable, at the time prescribed in the agenda, or at any time of a sudden emergency affecting the safety and welfare of those present at the ASCM.
- 4.5.10. Be a cosigner of the ASC bank account.
- 4.5.11. All monies will be deposited with area treasurer immediately following ASC adjournment
- 4.5.12. Conduct the meetings with impartiality and fairness. The chairperson should strive in all meeting business considerations to see that our Twelve Traditions are served by motions being presented and that adequate debate is allowed to clarify adherence to the traditions.
- 4.5.13. Form all ad-hoc committees.
- 4.5.14. Maintain the ASC Archives.
- 4.5.15. Call all emergency meetings of the ASC.

4.6. The duties and qualifications of the Vice Chairperson are as follows:

- 4.6.1. Qualifications for this position should require four (4) years of continuous clean time (including abstinence from Drug Replacement Therapy) and at least one (1) full term of service work in the capacity of GSR or as a subcommittee chairperson.
- 4.6.2. To serve as Chairperson in the absence of the Chairperson.
- 4.6.3. Vice Chair is responsible for taking roll call and assisting Area Chair with confirming quorum.
- 4.6.4. Be a cosigner of the ASC's bank account.
- 4.6.5. Serve as coordinator of subcommittee functions to eliminate duplication of services/overlaps.
- 4.6.6. Be a nonvoting member of all subcommittees.

4.6.7. Act as Parliamentarian for the ASC meetings, providing the chairperson with applicable guideline references when called upon for assistance.

4.6.8. In the event the ASC Chairperson is unable to finish the term, the Vice Chairperson will automatically become the Area Chairperson for the remainder of said term.

4.7. The duties and qualifications of the Area Secretary are as follows:

4.7.1. Qualifications for position of Area Secretary should include one (1) year continuous clean time (including abstinence from Drug Replacement Therapy) and completion of one (1) full term as a group office holder or as a subcommittee office holder.

4.7.2. Taking the minutes of the ASCM and of collecting group reports for inclusion in the minutes.

4.7.3. All minutes, group reports and calendar events presented for inclusion in the minutes will be kept on file by the area secretary in an orderly and accessible manner.

4.7.4. Maintain an accessible file of all current Area and Regional guidelines, special rules of order and any amendments to any of the above.

4.7.5. Distribute copies of the minutes to each ASC office holder no later than two (2) weeks following each ASCM. An additional copy of the minutes will be made for the RCM for presentation to the Regional Secretary at regional quarterly meetings.

4.7.6. Call the ASCM to order in the absence of the Chairperson, Vice Chairperson, RCM, and RCMA.

4.7.7. Assist the Chairperson in preparing the agenda for the next ASC, taking care that the business carried over from the previous ASCM is placed on the agenda.

4.7.8. Maintain an up to date mailing list of all current area office holders and subcommittee chairpersons. Former RCMs should also be maintained on this list, provided they are still residing within the Southwest Missouri NA area.

4.7.9. Notify all Area participants of any special meeting of the ASC as directed by the Area Chair or other convening office holder.

4.7.10. Type and mail the correspondence of the ASC, which is not a function proper of other officers and committees.

4.7.11. Expenses incurred by the secretary in the course of exercising his/her duties will be vouchered and reported to the area treasurer for reimbursement.

4.8. The duties and qualifications of the Area Treasurer are as follows:

4.8.1. Qualifications for this position should include four (4) years of continuous clean time (including abstinence from Drug Replacement Therapy) and completion of at least one (1) full term as a group office holder or subcommittee chairperson.

4.8.2. Carry out the clearly defined duties of an Area Treasurer as stated in *A Guide to Local Services in Narcotics Anonymous*.

4.8.3. Be responsible for safeguarding Area funds and keeping the ASC members advised in a timely manner of all projected revenues and deficits.

4.8.4. Keep record of all expenses and contributions and prepare a monthly financial report which will be presented at each ASCM. Copies will be provided to each ASC member.

4.8.5. Maintain a banking account for the deposits of all Area receipts. The bank signature card will contain the signatures of the Treasurer, Area Chairperson and Vice Chairperson. The Treasurer will insure

that this card is updated to reflect current position holders. All checks drawn on the Area account will be signed by at least two of the members listed on the bank signature card.

4.8.6. Submit an Annual Treasurer's Report, along with copies of the previous year's bank statements after one year in office. This report is to be reviewed and verified by the Treasurer and two (2) other current Area position holders.

4.8.7. All monies will be deposited, along with the Area Chair immediately following ASC adjournment. A bank statement of deposited monies will be included in the next ASC minutes.

SECTION V: ASC ELECTIONS

- 5.1. All Area trusted servants will be elected by written ballot in June, the month prior to Regional Service Committee (RSC) elections.
- 5.2. Nominations for Area positions will be accepted in April and May, the two months prior to Area elections.
- 5.3. At the time of nomination each candidate for office must submit a written resume of NA service back ground and length of current continuous clean time (including abstinence from Drug Replacement Therapy) as of their last NA birthday. Each candidate must orally present her/his resume to the ASC at the time of nomination. No nominations to ASC positions for absent candidates will be allowed or considered.
- 5.4. Absentee or proxy votes will not be allowed.
- 5.5. The RCMA will automatically become the RCM at the time of elections.
- 5.6. The order of elections will be RCMA, Chairperson, Vice Chairperson, Secretary, Treasurer, and Subcommittee Chairpersons.
- 5.7. The Vice Chairperson shall be nominated and elected separately and not as runner-up to the Chairperson.
- 5.8. In the event any Area trusted servant is unable to finish her/his term, or is removed from office by a two-thirds (2/3) vote of the ASC, the Chairperson will call for an election at the following ASCM. If the vacancy is the RCM or Area Chair, the RCMA or Area Vice Chairperson will automatically step into the vacant position, and the above replacement proceedings will apply for their vacated positions.

SECTION VI: FUNDING

- 6.1 Necessary funds must be made available for the ASC to fulfill its responsibilities. In accordance with the Seventh Tradition, the Area must meet funding requirements to support the positions and duties voted upon to carry out Area services. Financial obligations identified include, but are not limited to, rent for ASC meetings space, support of expenses incurred by any member of the executive committee of the ASC, standard expenses and budgeted expenses.
- 6.2 The area shall be funded primarily by voluntary contributions of its members. Area office holders are asked to express their gratitude to NA by contributing financially through their home group. GSRs have a significant role in supporting the service structure by educating and encouraging their home group members concerning the vital role these contributions have in carrying the message to the addicts who still suffer.
- 6.3 The Treasurer shall submit a yearly budget, which will include rent, area copies of legitimate business proceedings, postage and any miscellaneous expenses incurred by designated area servants exercising their duties as outlined here and elsewhere in these guidelines. RCMs and standing subcommittee chairmen of the ASC must submit in writing a yearly budget no later than thirty (30) days following Area elections or thirty (30) days following the election of a subcommittee chair to fill a vacancy. New subcommittee chairpersons have the option to request to operate under terms of the previously approved budget or to submit a new budget in pursuance of their obligation as a chairperson. In either case, action must be taken within thirty (30) days of assuming office. Included in this budget will be cost of lodging per quarter as RCM and RCMA expenses and gas cost. An allowance will be given for meals for the RCM and RCMA, to be set at the time of travel, (approximately \$5.00 per person for breakfast, \$5.00 per person lunch, and \$15.00 per person for dinner). These allowances will be modified where breakfast or other meals are provided by the lodging host. Any monies not spent attending regional business meetings will be returned to the Area Treasurer.
- 6.4 A prudent reserve shall be established by the voting members of the ASC and maintained by the Area Treasurer. In formulating a Prudent Reserve, the treasurer shall look at the last year's expenses and put them into two (2) categories, "Standard Expenses" and "Budgeted Expenses". Standard Expenses are the regular monthly bills the area has to pay in order to operate effectively. Standard Expenses are:
- Answering Service
 - Phone Bill
 - Copies (minutes and meeting schedules)
 - Meeting Room Rent
 - Secretary Expenses (postage, envelopes, etc.)
 - Conference Agenda Reports (CARs) (even years only)
 - Any other expenses incurred by members of the ASC executive committee

Each expense (Answering Service, Phone Bill, etc.) should be totaled for the previous year then divided by 12 to get the monthly average, and this will be the Monthly Standard Expenses.

Budgeted Expenses are those needed budgeting for, but are not always used monthly or at all. Budgeted Expenses are:

- RCM/RCMA travel to the RSCM
- Subcommittee travel to the RSCM
- Subcommittee literature
- Subcommittee copies
- Any other Subcommittee expenses approved through their budget

Each Budgeted Expense (travel, literature, etc.) should be totaled using subcommittee budgets and travel allowances. The amount is then divided by 12 to get the monthly average, and this will be the Monthly Budgeted Expenses.

The Prudent Reserve Formula will be:

$\text{Monthly Standard Expenses} + \text{Monthly Budgeted Expense} \times 2 = \text{Prudent Reserve}$

- 6.5 Any funds taken from the prudent reserve must be approved by a 2/3 majority of GSRs present at that considering. Such expenditure is treated as a housekeeping measure unless otherwise referred by the ASC to the home groups for vote. Referrals should only be made if the matter under consideration can be cited as an exception to principle stated elsewhere in these guidelines.
- 6.6 All monies above the prudent reserve and budgeted operating expenses will be voted on quarterly by the GSR's at Area to determine the amount to be sent to the region.
- 6.7 The following persons will be authorized to charge copies in accordance with approved budgets: ASC executive committee members and subcommittee chairpersons.
- 6.8 An order will be made and placed to purchase Conference Agenda Reports (C.A.R.s) for the RCMA and GSRs in December. Any group requesting C.A.R.s must reimburse the area for their copy of the report unless group funds are not available. The Area will then purchase the report for any group in good standing in the Area upon request by that group's GSR.
- 6.9 All revenues resulting from fund raisers, functions, activities, etc. will be turned over to the Area Treasurer.

SECTION VII: STANDING SUBCOMMITTEES

- 7.1 As is stated elsewhere in these guidelines area activities are to be conducted for the primary purpose of carrying the message with fundraising only as a secondary goal. Any net proceeds from these funds are to be turned over to the Area Treasurer within 24 hours, and these proceeds will then be deposited in the Area account within 24 hours of receipt by the Area Treasurer.
- 7.2 The Standing Committees of the Southwest Missouri Area ASC will be as follows: Activities, Hospitals and Institutions (H&I), Literature, Newsletter, Outreach, Phonline, Pig Roast, Public Information (PI), and any other committees as may be deemed necessary to implement area needs.
- 7.3 Special task (Ad Hoc) committees may be formed by the Area Chairperson to facilitate ongoing functions of the ASC or to clarify needs for expanding services.
- 7.4 All standing committees will be chaired by a Chairperson elected by the ASC. Terms will be for one (1) year corresponding with those of other ASC members.
- 7.5 Area standing committee Chairpersons will submit a budget to the ASC for approval within thirty (30) days after taking office. Committee guidelines must also be submitted to the ASC within thirty (30) days unless previously approved guidelines are already in possession of the Area Secretary.
- 7.6 Each committee Chair, standing or Ad Hoc, will hold regular meetings at least once a month, where the Area meets, prior to the ASC. If any additional meetings are required, meeting time and location will be submitted to the Area Secretary to be included in the minutes.
- 7.7 Area standing committee Chairpersons should have at least one (1) year of continuous clean time (including abstinence from Drug Replacement Therapy) and demonstrate a working knowledge of Steps and Traditions to the satisfaction of the ASC at the time of nomination. Unless otherwise noted under subcommittee Chair requirements.
- 7.8 Each committee Chairperson will assemble a committee of volunteers from the Area. Committee membership is open to any Area NA member wishing to serve on the committee. GSRs are encouraged to solicit committee participation on committees from their home group members and to participate themselves on the committee of their choice.
- 7.9 All standing committees will organize, set goals, and carry out their duties along WSC guidelines with the direction of the ASC. Subcommittees are directly responsible to SWMOA of NA and do not function as separate entities of NA. *All subcommittee Chairs are required to attend the RSC quarterly meetings in January, April, July, and October on the day selected by the Show Me RSC.*
- 7.10 If a standing committee Chairperson finds it necessary to be absent from a scheduled ASCM, he/ she should inform the Vice Chairperson beforehand and send a report to the ASC in time to be read by a designated subcommittee member present or by the Vice Chair.
- 7.11 If a standing committee Chairperson is absent from two (2) consecutive ASC meetings the Vice Chairperson will contact the subcommittee chair in question and seek a remedy for the absence. In the event that no remedy is reported by the Vice Chair the Area Chairperson will call for election of a qualified replacement for that absent subcommittee Chairperson.

SECTION VIII: SUGGESTIONS FOR GROUPS

- 8.1 It is suggested that the GSRs should not also serve as standing committee chairpersons or other area officers. One year of continuous clean time (including abstinence from Drug Replacement Therapy) is recommended as a factor in selecting a GSR.
- 8.2 Each GSR is expected to attend all ASCMs.
- 8.3 Each GSR is to give a group report for his/ her respective group at each ASCM.
- 8.4 GSRs are expected to actively participate in a subcommittee of their choice and to encourage other home group members to participate as well.
- 8.5 GSRs will be asked by ASC members to help interpret their home group's conscience on matters to be considered. It is hoped that GSRs will present ASC matters to their home groups from a framework of conscience informed by Area guidelines, the 12 Steps, 12 Traditions, and 12 Concepts as they apply to the presented issues to be considered.

SECTION IX: ACCOUNTING AND AUDIT PROCEDURES

- 9.1 The Area Treasurer will follow the prescribed duties outlined in Sect 4.8 of these Area guidelines.
- 9.2 All subcommittee Chairpersons will be responsible for maintaining financial records (monies received and expended) pertaining to their subcommittee activities. These records will conform to prescribed Area accounting standards as presented by the Area Treasurer.
- 9.3 The Area Treasurer will give a full report each month of expenditures and income, including funds available and ending balance. The report will include a copy of our current bank statement. A running balance regarding all subcommittee expenditures will be included.
- 9.4 The Area Treasurer will submit an annual report at the end of term. The report will contain the Area's income and expenses broken down with monthly balances as well as an annual total.
- 9.5 A new budget will then be set by the ASC based on these findings. This will be done to help raise Area awareness to any need for reallocation of resources.
- 9.6 An Area audit will be performed semiannually by Area officers in the months of July and January. The Area Treasurer will submit for review the monthly financial statements, the reconciled bank statements, and all pertinent documentation, i.e., receipts, vouchers, canceled checks, etc. All subcommittee books will be included for review. A written report will be submitted to the ASC at the following ASCM.

SECTION X: AMENDMENTS

- 10.1 Proposed amendments to these guidelines will be presented to the Area Chairperson in writing. The Motion to Amend must cite the specific portion of the ASC Guidelines to be amended and contain exact language of the change being proposed. (Any exception to this procedure must be ruled "out of order"). The chairperson will place the proposal on the agenda of the next ASCM for first consideration. A two-thirds (2/3) majority is required for approval of any proposed amendment to these guidelines. (See Appendix C for outline of process).
- 10.2 Area Secretary shall prepare and distribute updated sections of the amended guidelines with the minutes. The revision date will be noted at the end of the amended section.

SECTION XI: PARLIAMENTARY AUTHORITY

- 11.1 This document stands as the primary authority on the conducting of area business. WSC Rules of Order, (found in A Guide to World Services in NA, Addendum D), shall be utilized as a secondary authority to expedite the business of the ASC in cases where they are applicable and consistent with NA Traditions, Concepts and other Principles. Robert's Rules of Order may also be invoked to expedite said business within above-mentioned constraints of principle.
- 11.2 A section entitled Appendix shall be added to these guidelines to incorporate additional materials considered helpful in interpreting and/or applying them to Area business. Subsections of the Appendix will receive letter designations as added. The Appendix is considered to be outside the body of the guidelines proper and subject to alteration by simple majority vote.