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**GUIDELINES OF THE PASSAIC COUNTY AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS**

**ARTICLE I
NAME**

The name of this committee shall be the Passaic County Area Service Committee of Narcotics Anonymous; abbreviated PCASCNA, and referred to in these guidelines as “PCASC” or “The Committee,”

**ARTICLE II
SERVICE AREA**

The service area shall include, but will not be limited to, Passaic County of New Jersey. Area membership is open to any group of PCASC. A member group of the PCASC shall be defined as follows: Any group willing to be represented by a GSR at all regularly scheduled meetings and special sessions of the PCASC. Additionally, a group must meet the requirements of the definition of an “N.A. Group,” as defined in the “A Guide to Local Services in Narcotics Anonymous”, and have met as an N.A. group at least once since the last PCASC meeting, being able to represent a group conscience.

**ARTICLE III
PURPOSE**

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of its member groups, support the needs of these groups, to serve as a link between these groups and the NORTHERN NEW JERSEY REGIONAL SERVICE COMMITTEE of NARCOTICS ANONYMOUS (NNJRSC) and to foster unity.

**ARTICLE IV
PARTICIPANTS (Members of the Committee)**

Section 1.0 (Classes):

This Committee shall have two (2) classes of participants only, that of voting, the other, non-voting. Only voting participants shall have voting rights. No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: H&I, PI, Workshop, and Activities.

Section 1.1 (Voting Participants):

The voting participants of the PCASC shall be the Group Service Representatives (GSR) of member groups of the committee, or in the GSR’s absence, the Group Service Representative Alternate (GSRA). For the purpose of these guidelines the terms Group Service Representative, and the Group Service Representative Alternate, shall be defined as stated in the “A Guide to Local Services in Narcotics Anonymous”.

Section 1.2 (Non-Voting Participants):

The non- voting participants of this Committee shall be the Officers of this Committee and Sub-Committee Chairpersons. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. Any such motion must be second by a Group Service Representative or the motion dies.

ARTICLE V
OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these policies shall be classed as observers. Narcotics Anonymous members only shall have the specific right to request the floor. The Chairperson of the Committee shall have the exclusive right to grant or deny such requests. The Chair's decision is subject to appeal and may be overturned by a 51% majority of voting participants.

ARTICLE VI
ELECTION OF OFFICERS AND SUB-COMMITTEE CHAIRPERSON

Section 1.0 (Eligibility):

Any member of Narcotics Anonymous is eligible for election to any PCASC Officer position or Sub-Committee Chair, although it is suggested that NA members with applicable service experience, and that meet the continuous abstinence requirements fill these positions.

Section 1.1 (Officers):

The Officers of the Committee shall be a Chairperson, a Vice- Chairperson, a Secretary, a Treasurer, a Regional Committee Member, and a Regional Committee Member Alternate.

Section 2. (When Officers & Sub-Committee Chairs Are Elected):

PCASC Officers and Sub-Committee Chairs should be elected at regularly scheduled meetings of the PCASC, immediately following the vacancy of a PCASC Officer or Chairperson position and it shall be the responsibility of the Vice-Chairperson to announce any such vacancies or upcoming elections at PCASC meeting at least one (1) month prior to the election

Section 3. (When Term Begins):

The Officers and Sub-Committee Chairpersons shall be elected by the approved election procedure of the PCASC, and they shall serve for one (1) year, or until their successor (s) are elected, and their term of office shall begin at the next regularly scheduled meeting of the Committee immediately following their election.

Section 4. (Resignation of Group Position):

Upon election to a PCASC officer position or chairperson of a standing Sub-Committee, the NA member should resign from any PCASC position as soon as practical. It is suggested that a GSR or GSRA elected to such office or position resign their respective group positions as soon as practical following this election.

Section 5. (Nominations):

- A) Any member of the PCASC (see article IV sections 1.1, and 1.2) may nominate a qualified individual for PCASC Officer or Sub-Committee Chairperson Position.
- B) Additionally, any member of NA may submit a nomination through the GSR, which represents his or her group at the PCASC.

ARTICLE VII
APPROVED ELECTION PROCEDURE

Section 1. (Selection of Candidates):

- A) The Policy Sub-Committee Chairperson will read the requirements and the responsibilities of the office or service position to be filled.
- B) The floor is opened to nominations of persons meeting the requirements as stated, and has the willingness to serve.
- C) The floor is then opened to volunteers meeting the requirements as stated.
- D) All volunteers must be seconded by a voting member.
- E) All candidates must qualify by verbally stating their respective qualifications for the office or position.
- F) Questions from the floor may be directed to the individual qualifying candidates at the discretion of the Chairperson.
- G) In the event of the absence of qualified candidates or the failure of a candidate to receive a simple majority of total votes following the completion of the run-off, the floor is then open to a subsidiary motion to waive clean time requirements. If the motion fails, the floor is then opened to a motion to table the election.
 - a. If a motion to waive the clean time requirement is passed, the floor will then be opened to nominations.
 - b. If a voting member opposes the motion, the motion is then put on the floor for a simple majority vote.
- H) 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. Motions to close nominations must have a unanimous vote.

Section 2. (Election Voting Procedure):

That all PCASC Officers and Sub-Committee Chairpersons be elected as follows:

- A) All candidates shall leave the assembly during discussion and vote;
- B) Discussion of candidate's qualifications is now in order at the discretion of the Chairperson;
- C) The Chairperson will now ask for a vote by a show of hands, for each candidate, individually;
- D) In the event that no one candidate receives a simple majority of available votes, the candidate with the least amount of votes is eliminated from the election proceedings and the voting procedure is repeated. This run-off will continue until a candidate receives a simple majority of available votes or until there are only two (2) candidates left in the voting proceedings. If neither of these candidates receives a simple majority, the floor is then opened to the subsidiary motions described in (Section IG) of the election procedure;

Section 3. (Interpretation of Votes):

- A) In order to be elected to an office or position, a candidate must receive a simple majority of the available votes;
- B) The candidate with the most votes is appointed to the position or office;
- C) In the event of a tie, all candidates not involved in the tie will be eliminated from the voting proceedings and a single re-vote will be called for,
- D) In the event of a tie after a re-vote, the Chairperson shall cast the deciding vote.

ARTICLE VIII
QUALIFICATION FOR PCASC OFFICER POSITIONS

Section 1. (General):

It is recommended that all PCASC Officers have a working knowledge of the Twelve (12) Steps and the Twelve (12) Traditions of Narcotics Anonymous, familiarity with Roberts Rules of Order, the ability to organize and give the committee direction, and previous service experience at the area service level. Committee officers should be elected from Narcotics Anonymous membership with applicable service experience. Prior service experience such as group secretary, group treasurer, and sub-committee member are of value. And that you have not served two consecutive terms at the stated commitment unless that position has been vacant for six months.

A) Chairperson:

The Chairperson presides over the monthly meetings of PCASC, casts the deciding vote in cases where there is a tie at Committee meetings, and is one of the co-signers of the Committee's bank accounts. Must be capable of conducting a business meeting with a

firm, yet understanding hand. It is required that a Chairperson have a minimum of two (2) years continuous abstinence from all drugs.

B) Vice-Chairperson:

The Vice-Chairperson coordinates all Sub-Committee functions, performs the duties of the Chairperson in his or her absence. It is required that the Vice-Chairperson have a minimum of two (2) years continuous abstinence from all drugs.

C) Secretary:

The Secretary keeps the minutes of each PCASC meeting, is responsible for member group registration, is one of the co-signers of the Committee's bank accounts, and is responsible for mailing all Committee correspondence and minutes to Committee members on a timely basis. It is required that the Secretary have a minimum of two (2) years of continuous abstinence from all drugs.

D) Treasurer:

The Treasurer is responsible for handling all funds distributed to and from the PCASC and must maintain accurate records of all financial transactions of the Committee. The Treasurer is the principle signature of the Committee's bank accounts. It is required that the Treasurer have a minimum of two (2) years continuous abstinence from all drugs. The treasure of PCASC must have a legal source of income or job.

E) Regional Committee Member (RCM):

The (RCM) represents the group conscience of the PCASC at the Regional level and takes part in any decisions which affect the region, speaking as the voice of the area's conscience. The office of (RCM) is immensely important, for an (RCM) is the link in expressing the will of a loving God. The (RCM) must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the general qualifications for PCASC officers, it is also recommended that the (RCM) also have:

1. Service experience at the Regional level of N.A
2. The time and resources necessary for the job.
3. It is required that the (RCM) have a minimum of two (2) years of continuous abstinence from all drugs.

F) Regional Committee Member Alternate (RCMA):

The RCMA attends all PCASC and NNJRSC meetings and assumes the responsibilities of the (RCM) if he or she is absent or for any reason unable to complete his or her term of office. The (RCMA) spends one (1) year becoming familiar with the duties of the (RCM). The second year the RCMA can be voted in as the RCM. The qualifications for the (RCMA) are the same as those for the (RCM) with the exception of clean time requirement. The clean time requirement is one (1) year continuous abstinence from drugs. The RCMA commitment is Two (2) years.

G) Area Service Secretary Alternate (ASSA):

The ASSA attends all the PCASC meeting assumes the responsibilities of the Secretary if he or she is absent. The ASSA spends one (1) year becoming familiar with duties of the Secretary. Have knowledge of the Area's files and archives. Knowledge of the Area's official membership list. The qualification for the ASSA is a minimum of one (1) year complete abstinence from all drugs.

H) Area Service Treasure Alternate (ASTA):

The ASTA attends all PCASC meeting and assumes the responsibilities of the Treasure if he or she is absent with the exception of handling money. The ASTA spends one (1) year becoming familiar with duties of the Treasurer. The qualification for the ASTA is a minimum of one (1) year complete abstinence for all drugs.

ARTICLE IX
DUTIES OF OFFICERS

Section 1. Duties of the Chairperson:

- A) To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained that a quorum is present. A quorum is that 50% of the voting participants in order to conduct area business;
- B) To announce in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda, or program, and with existing order of the day;
- C) To recognize member or observers who are entitled to the floor;
- D) To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of the proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order;
- E) To protect the assembly from obviously frivolous motions by refusing to acknowledge them;
- F) To enforce the rules relating to debate, order and decorum within the assembly when appropriate (i.e. pros & cons, 5d tradition);
- G) To expedite business in every way compatible with the right of members and observers;
- H) To decide all questions of order, subject to appeal unless, when in doubt the Chairperson prefers to submit such a question to the assembly for decision;
- I) To respond to inquires and recognize points of information of members relating to parliamentary procedure or information bearing on the assembly for decision;
- J) To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the assembly;
- K) To declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the program, or at any time in the event of sudden emergency affecting the safety of those present;

- L) To arrange the agenda for each meeting, in conjunction with the Secretary;
- M) To conduct the general correspondence of the Committee;
- N) To be a co-signer of the Committee's bank account. To receive a copy of deposit slip from the PCASC Treasurer along with the new balance of PCASC bank account no later than 8 days after Area Service of each month;
- O) To sign all documents requiring a signature of the area trusted servant;
- P) To conduct the meeting with impartiality and fairness;
- Q) To appoint all Ad-Hoc Committee Chairpersons;
- R) To cast the deciding vote in the event of a tie;
- S) To turn the meeting over to the Vice Chairperson if and when the Chairperson must leave the meeting for any reason or when responding to a motion,
- T) Will sit on the Board of Trustees (BOT).

Section 2. Duties of the Vice Chairperson

- A) In the absence of the Chairperson, to serve as Chairperson;
- B) To be ex-officio, a non-voting member of all Committees.
- C) To assume the responsibilities of the Chairperson of any and all Sub-Committees of the PCASC, except Convention Committee, in the event of a resignation, removal of said Sub-Committee Chairperson, where there is no Vice-Chairperson, until the election of a Chairperson to said Sub-Committee;
- D) To prioritize and read new business motions;
- E) To collect Sub-Committee reports after they are given orally if need be.
- F) To announce all vacancies or upcoming elections of PCASC Officer Positions and Sub-Committee Chairperson positions.

Section 3. Duties of the Secretary:

- A) In the absence of the Chairperson, the Vice-Chairperson, and the RCM, to call the meeting to order and preside until the election of a Chairperson Pro-Tern
- B) To keep record of all proceedings of the Committee;
- C) To keep on file all Committee reports;
- D) To maintain the Committee's files and archives;
- E) To keep and update the Committee's official membership list;

- F) To make the minutes and records available to NA members upon request, and in the manner prescribed by the Committee;
- G) To notify Officers, Committee member and delegates of their election or appointment and furnish Committees with whatever documents are required for the performance of their duties;
- H) To sign all documents requiring the signature of an Area Trusted Servant;
- I) To maintain record book(s) in which the guidelines, special rules of order, standing rules and minutes are entered with any amendments to these documents properly recorded and to have the current record book(s) on hand at every meeting;
- J) To notify the participants of each Special Session or JAC meeting of the PCASC, using such method of notification as is agreed upon by the Committees;
- K) To prepare, prior to each meeting and in conjunction with the Chairperson, the order of business for the use of the presiding Officer, showing in the exact order, under each heading, all matters known in advance that are due to come up and if applicable the times for which they are set;
- L) To be a co-signer of the Committee bank accounts;
- M) To call in order the names of member groups of the PCASC and ask that the group representative announce themselves by name and title in order to establish that a quorum is present and to establish the correct total of eligible voting participants.

Section 4. Duties of the Treasurer:

- A) To be the custodian of the Committee's funds. All funds must be deposited in the PCASC bank account 48 hours after Area Services unless Monday is a holiday than an extra 24-hour period will allowed, thereby extending time to 72 hours;
- B) To be a co-signer of the Committee bank accounts;
- C) To make a report of receipts and disbursements at each regular meeting;
- D) To disburse funds as necessary in accordance with the Committee decisions when funds are available and to keep receipts for all funds expended;
- E) To be the only member of the PCASC to collect and distribute funds to and from the PCASC unless otherwise provided for by Area Policy;
- F) To ensure that all monies distributed by the PCASC be accounted for by receipt; that a copy of the PSCASC bank statement be attached to the Treasurer's report at each area service meeting.
- G) To keep all past financial records of the PCASC;
- H) To give the PCASC Chairperson a copy of the deposit slip and the new balance of the bank account no later than 5 days after the deposit of monies, either by mail or in person;

- I) Will sit on the Board of Trustees (BOT).
- J) To maintain on record all subcommittee reports at that contain financial information.

Section 5. Duties of the Regional Committee Member (RCM):

- A) In the absence of the Chairperson and Vice-Chairperson to serve as Chairperson;
- B) To represent the Committee at each Northern New Jersey Regional Service Committee meeting;
- C) To provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the NNJRSC at least thirty (30) days prior to such meeting;
- D) To make a report to the assembly (PCASC), at each regular meeting covering the business of the previous NNJRSC meeting;
- E) To correct and update meeting lists prior to printing of the same;

Section 6. Duties of the Regional Committee Member Alternate (RCMA):

- A) In the absence of the RCM, to serve as RCM;
- B) To attend each NNJRSC meeting;
- C) To attend all PCASC meetings.

ARTICLE X
REMOVAL OF OFFICERS AND SUB-COMMITEE CHAIRPERSONS

Section 1. (Non-Compliance)

- 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 duties of their position;
 - 3. Absence at two (2) or more regularly scheduled meetings at the PCASC meeting.

***Note:** A 51% vote is required for removal

Section 2. (Resignation from PCASC)

Any Officer or Sub-Committee Chairperson of this Committee may resign by providing written notice to the PCASC Chairperson at least two (2) weeks in advance of the upcoming regularly scheduled meeting of the Committee.

Section 3. (Motions for Removal)

Any member of NA may motion for the removal of any Officer or Sub-Committee Chairperson of the PCASC. In the case of a Non Committee member, such a motion must be second by a (GSR of a member group. Motion must state ill intent and reason for removal. In addition a 51% vote is required for removal.

Section 4. (Audit Before New Treasurer Takes Office)

The Treasurer’s books will be audited each time there is a new Treasurer elected before he/she starts there term. The outgoing Treasurer must attend the audit.

ARTICLE XI
MEETINGS

Section 1. Regular Sessions:

Regular sessions of the PCASC are held on the second Sunday of the month and will begin promptly at 1:00pm unless otherwise ordered by the Committee.

Section 2. Special Sessions:

The Chairperson for a specific need or purpose may call for a special session of the PCASC. The purpose of the meeting shall be stated. Additionally, any member of the Committee may request a special session of the PCASC through the Chairperson. Special session is to be called only in an emergency to deal with an important issue, which cannot wait until a regularly scheduled session of the PCASC. Proper notification to all participants (members) of the Committee is required and an agenda must be present and recorded with the secretary. A special session will follow the format of regular session and no business other than that which is stated should be conducted. At least seven (7) days notice shall be given to all members of the Committee.

Section 3. Quorum:

That 50% of the voting participants of the PCASC be present in order to conduct Area business. For the purpose of the guidelines, area business shall be described as any decisions or acts of the Committee, which affect the PCASC of NA. The PCASC may, however, serve the area in matters not affecting the area as a whole. Quorum shall be determined by a quorum call conducted by the Secretary of the Committee.

Section 4 Joint Administrative Committee Meeting (JAC):

Same as Special session meeting Article XI Section 2

Section 5 Sharing Session:

Sharing session has two types of agenda; group problems and area Committee issues. An open forum for Twenty (20) minutes, after 2nd quorum.

ARTICLE XII
STANDING SUB-COMMITTEES

Section 1. (Established and Formed):

The PCASC may establish Sub-Committees as necessary to perform certain duties. The Standing Sub-Committee shall be formed upon approval by the voting participants of the PCASC. Standing Sub-Committees may include, but not be limited to, Public Information, Convention, Hospitals and Institutions, Literature, Activities, Policy, and any other Standing Sub-Committee, which shall be in addition to these Standing Sub-Committees, a Chairperson will be elected with the approved election procedure. Other Officers of each Standing Sub-Committee will be elected by the Sub-Committee Members.

Section 2. (Guidelines):

All Standing Sub-Committees of the PCASC shall create and adopt guidelines, which are consistent with the “A Guide to Local Services In Narcotics Anonymous”, the Twelve Traditions of N.A., and the best information available in handbooks, and guidelines. Please refer to area archives for the latest subcommittee guidelines and read during area election requirements.

Section 3. (Guideline Approval):

The guidelines of each Standing Sub-Committee shall be subject to review and approval by the PCASC.

Section 4. (Written Reports):

Each Sub-Committee Chairperson is required to submit a written report containing financial information and committee activities, to be submitted to the Vice-Chairperson of PCASC after they are given orally if need be.

Section 5. (Approved Standing Sub-Committees):

Currently approved Sub-Committees of the PCASC include:

- A) Policy
- B) Activities
- C) Hospitals & Institutions
- D) Public Information
- E) Literature
- F) Convention
- G) Website

Section 6. (Clean Time Requirements):

The clean time requirements for all Standing Sub-Committee Chairpersons are two (2) years total abstinence from all drugs, except Convention which is five years total abstinence from all drugs. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous as well as the ability to organize and give the Committees upon which they serve direction is suggested.

ARTICLE XIII
SPECIAL SUB-COMITTEES

Section 1. (PCASC Workshop):

- A) The Area Workshop is not a Standing Sub-Committee of the PCASC;
- B) Area Workshop is to be held from 1:00pm to 2:00pm on the second (2nd) Sunday of the month at the designated meeting facility of PCASC; except in April, when elections occur.
- C) There is a one (1) year clean time requirement for the Chairperson of the PCASC Workshop and the Chairperson may also hold the position of GSR;
- D) The term of service for the Workshop Chairperson shall be one (1) year. In addition, the Chairperson may not serve for two (2) consecutive terms. However, after a six (6) month vacancy from that position, the individual may once again serve as Chairperson of the Committee;
- E) The Workshop Chairperson should be voted in at the PCASC Meeting.

ARTICLE XIV
AD-HOC COMMITTEES

Section 1. (How Ad-Hoc Committees Are Formed):

The PCASC may form Ad-Hoc Committees by majority vote for such special purpose as may, from time to time, be deemed necessary to fulfill special functions. The purpose, membership and duration of existence of any such Ad-Hoc Committee shall be specifically designated by a majority vote of the PCASC voting participants.

Section 2. (Appointment of Ad-Hoc Committee Chairperson):

It is the responsibility of the PCASC Chairperson to appoint the Ad-Hoc Committee Chairperson.

ARTICLE XV
STANDING RULES OF ORDER

Section 1. (Voting):

- A) Eligibility: Only GSR's of member groups or the GSRA's in the absence of the GSR can vote at PCASC meetings.
- B) Majority Requirements: Motions that are deemed Area Policy require a 2/3's vote in order to pass. All other votes require a simple majority.
- C) In the event of a tie, the Chairperson shall cast the deciding vote.

Section 2. (Motions):

- A) Any member of the PCASC (voting and non-voting participants) may introduce motions and participate in debate and discussion. All motions introduced at the PCASC must be seconded by a GSR or the motion dies.
- B) Any member of Narcotics Anonymous 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 PCASC.
- D) When motions are presented to the PCASC in assembly, for consideration in new business, they are to be presented using the following priority order:
 - 1. Policy Issues
 - 2. PCASC Financial
 - 3. Group Literature
 - 4. Other Sub-Committee (Financial)
 - 5. Other (Financial)
 - 6. Regional Financial
 - 7. Other Business

Section 3. (PCASC Financial):

NO SINGLE PERSON SHALL HAVE ACCESS TO PCASC FUNDS:

- A) All funds distributed to and from the PCASC are to be handled through the PCASC Treasurer unless otherwise provided for by PCASC Policy;
- B) All PCASC bank accounts shall require at least two (2) signatures;
- C) All PCASC funds distributed by the PCASC are to be accounted for by receipt and must be approved by the voting members of the PCASC;
- D) The PCASC will audit the Treasury every one (1) year;
- E) The PCASC shall hold in prudent reserve the amount of One Thousand Five Hundred Dollars (\$1,500.00) which is equal to approximately one (1) month's operating expenditures for the PCASC;
- F) Refreshments as provided by the assigned group responsible for refreshments will be reimbursed for refreshment expenses. This expense is limited to 50% more than the number of groups.
- G) To donate One Hundred Dollars (\$100.00) to Northern New Jersey Regional Service Committee every Two (2) months;
- H) PCASC will donate Two Dollars and Fifty Cents (\$2.50) each month for support of the Helpline on behalf of each group;

Section 4: (New Group Starter Kits):

Each new group accepted into the PCASC shall be given a group starter kit to a limit of \$58.36, which includes key tags, and a PCASC Policy Book. See the Literature Chair for description of the current starter kit.

Section 5: (PCASC Meeting Set-up and Clean —up):

It is the duty of the Secretary to select at each regularly scheduled PCASC meeting, the member group(s) responsible for set-up and clean up at the next regularly scheduled session of the PCASC. The selection is to be done on a rotating basis.

Section 6: (Written Reports):

Any group member may submit for the said group a written report and give it orally.

Section 7: (Literature Order):

All literature order forms must be given to the Literature Committee before second quorum in order to be filled.

Section 8: (Secretary Budget):

The Secretary will have available a budget of \$100 per month.

Section 9: (Hospital and Institutions Sub-Committee Literature Allotment):

A distribution on an as needed basis of \$25 per H&I panel, per month in literature is made to H&I Sub-Committee at each PCASC meeting. A distribution of forty (40) meeting lists per H&I panel, per month is made to H&I Sub-Committee at each PCASC meeting on an as needed basis.

Section 10: (Treasurer Budget):

The Treasurer will have available a budget of \$30 per month.

Section 11: (Area Policy Binder):

The replacement cost of an area policy binder is \$8.

Section 12: (Activities Seed Money):

\$500 seed money to be distributed.

Section 13: (RCM Budget):

The RCM will have available a budget of \$50 per month.

ARTICLE XVI
PARLIMENTARY PROCEDURE

The rules contained in the current edition of Robert Rules of Order, newly revised, shall be utilized to expedite the business of the Committee, except as amended by policy vote and where they are not consistent with the Twelve Traditions and Twelve Concepts For Service Guidelines, or any special rules the Committee may adopt. In cases where there is no existing policy, decisions will be made based on the A Guide To Local Services In Narcotics Anonymous.”

PARLIMENTARY MOTIONS

Parliamentary motion can be best understood as “sub-motion” made during debate on a main motion that affects that motion in some way.

Section 1: (Debate):

Debate should be limited to two (2) pros and two (2) cons for each motion unless 51% of voting participants agrees to extend debate;

SEE MOTION TO EXTEND DEBATE

Section 2: (Main Motions) - Two (2) types, Business and Policy)

- A) **Business Motions:** Are those motions that will not set, change, or delete Policy. Examples might be a motion to create a committee to examine a tax situation or a motion to nominate someone to a committee. Business motions require a simple majority vote to pass. Chairperson will decide if motion is Business or Policy in the event of a question. Chairperson’s decision may be appealed.
- B) **Policy Motions:** Are those motions, which set, change or delete Policy. Examples of Policy motions are election procedures, terms of office, prudent reserve, budget, etc...

Section 3: (Sub-Motion)

Sub-motions are motions that are made during discussion of a main motion (Business or Policy).

- A) **Motion to Amend:** if during the debate of a motion a member feels that a motion would benefit from a change to the language of the motion, he or she can say, “motion to amend this motion to read... “. A motion to amend requires a second. If there is no second, the motion to amend is dead and debate returns to the original motion. If it is seconded, then the amendment is debated and voted on. An amendment requires a simple majority to pass. If the amendment is passed, the amended motion is either debated further or it is voted on. If the amendment fails, the debate on the main motion is continued.
- B) **Motion To Call To The Question:** is a motion to stop debate and vote on the motion that is on the table. It requires a second and is not debatable. If it is not seconded, it is

dead. If a member is not ready to vote on a motion, or is confused about something, he or she should vote no on the motion to call to the question. This motion requires a 51% vote to pass. If it passes, the main motion is voted on immediately, if it fails, the debate on the main motion is continued.

- C) **Motion To Table:** is one way to remove from the floor any motion that is not ready to be vote on, either because of lack of information on the motion, or because a member feels a group conscience is needed on a motion before they can vote for their group. A motion to table must include a time or date for the motion to be table. It must be seconded, and is not debatable. If a motion to table passes, the motion is then tabled to the time or date set. If fails, the debate or voting on the main motion continues. Requires a simple majority.
- D) **Motion To Remove From The Table:** is used to bring a motion that has previously been tabled back before the Committee for debate and/or a vote before the time or date set in the motion to table.

This motion requires a second and it is debatable. It requires a simple majority to pass, and if it passes, the tabled motion then becomes the main motion, and is debated and voted on. If a motion to remove from the table fails, the motion referred to remains tabled until the time or date set.

- E) **Motion To Refer:** is used to refer a main motion to a committee for further review, research, or disposition. It requires a second, is not debatable and must pass by a simple majority. A motion can be referred to a Standing Sub-Committee, or Ad- Hoc Committee, (*Note: the PCASC Chairperson appoints An Ad-Hoc Committee Chairperson. The PCASC Chairperson may appoint the committee itself or the Ad-Hoc Committee Chairperson may select the committee members). The Ad-Hoc Committee will take up the matter at its next meeting and report its findings or results to the PCASC in a timely manner.
- F) **Motion To Reconsider:** refers to any Policy motion that has been addressed in the last two (2) PCASC meetings and certain conditions must exist before this motion can be made:
1. The person making this motion must have voted yes in the original vote;
 2. He or she must have information that was not discussed at the time of the original vote;

This motion requires a second, is debatable, and requires 51% vote to pass. If any of the requirements for this motion are not met the Chairperson will rule the motion out of order.

- G) **Motion to Withdraw:** once a motion is made and the debate begins the author can ask to withdraw the motion. The Chairperson must then ask if there are any objections. If there is one (1) objection then the motion cannot be withdrawn. This motion dose not requires a second, is not debatable, and must be unanimous.
- H) **Substitute Motion:** is similar to a motion to amend, except a complete motion is substituted instead of portion of the motion. It requires a second, is debatable, and

requires a simple majority to pass. If a substitute motion passes, it then replaces the original motion as the main motion.

- I) **Friendly Amendment:** is to allow a minor change to the wording of a motion. The author of the main motion can only amend it. The Chairperson will ask if there are any objections to a friendly amendment, if there are, the friendly amendment fails and must be submitted as motion to amend, if it is still necessary.
- J) **Motion To Adjourn:** can be made at any time. It requires a second, is not debatable, and requires a 51% vote to pass. The Chairperson may rule an obviously frivolous motion to adjourn out of order. Once business is concluded, the Chairperson can adjourn the meeting without a motion to adjourn.
- K) **Motion to Extend Debate:** if a motion is being debated and you are concerned that it will need more than the number of pros and cons allotted, you may request that debate be extended. This request does not need a second, is debatable, and requires a simple majority to pass.

Section 4. (Other Procedures):

In addition to the motion discussed, there are a few other ways to alter or clarify proceedings. They are:

- A) **Order Of The Day:** if a member feels that the meeting is straying too far from the business at hand, he or she may call for the Order of the Day. The Chairperson must then bring the meeting back to the agenda and the business at hand. It does not require a second, and must be voted on immediately, regardless of what is going on or being discussed.
- B) **Point Of Order:** if a member feels that there has been a violation of procedure and the Chairperson does not appear likely to do anything about it, he or she would say out loud “point of order” the Chairperson must then ask what the point of order is and then make a decision as to whether the point is valid, If he or she disagrees, they overrule the point of order. This, like decisions of the Chairperson can be appealed.
- C) **Point Of Appeal:** any member who disagrees with a decision of the Chairperson may appeal it by saying, “I appeal the decision of the Chairperson.” The Chairperson then asks the member, “on what grounds.” The member then states why he or she feels the decision is wrong. The Chairperson then speaks as to the reason and intent of the decision. A vote is then taken. It requires a 51% vote to overrule the Chairperson.
- D) **Point Of Inquiry:** if a member wants to do something, but is not sure how to do it, they say, “point of inquiry.” The Chairperson will then attempt to answer the member with the proper procedure needed to accomplish the member’s inquiry.
 - *Note: A point of inquiry is not a question about a motion. It is only a question about procedures. Any questions about a motion are answered during debate and must be recognized by the Chairperson before being asked*

- E) **Point Of Personal Privilege:** if there is too much noise in the room, or it is too hot or you feel the need for a serenity prayer, you may make a point of personal privilege to request action by the Chairperson. The Chairperson must recognize you and attempt to remedy the situation, if possible.
- F) **Point of Information:** if a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the Chairperson, “*point of information*“. This means, “I have a question to ask,” *Not* “I have information to offer. One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the Chairperson or another member of the body.
- G) **Point of Urgency:** if a member wants to create a written motion and the time for motions has elapsed, then he or she may say, “I have a point of urgency”. Immediately the chairperson will ask for intent for the Point of Urgency. This must be a unanimous decision of the voting participants agreeing. At which point, if the vote passes, the floor will be reopened for motions for a period of ten minutes. A point of urgency may only occur once per PCASC meeting.

- *Note: The preceding Parliamentary procedure is based on Robert’s Rules of Order, and has been composed using Robert’s Rules of Order, and World Service Office guides and other sources. The purpose is to allow the greatest leeway for discussion and dissension.*

THESE GUIDELINES MAY BE AMENDED BY A 51% VOTE OF THE VOTING PARTICIPANTS AT A PCASC MEETING.

ROBERT'S RULES OF ORDER

A simplified, updated version of the classic manual of parliamentary procedure.

Decorum in Debate — *In debate a member must confine himself to the question immediately before the assembly and avoid personalities.* He cannot reflect upon any past act of the assembly, unless he intends to conclude his remarks with a motion to amend or reconsider such action, or else while debating such motion. In referring to another member, he should, as much as possible, avoid using his name, rather referring to him as “The member who spoke last” or in some other way describing him. The officers of the assembly should always be referred to by their official titles. It is not allowable to arraign the motives of a member, but the nature or consequences of a measure may be condemned in strong terms. It is not the man, but the measure, that is the subject of debate. If at any time the chair rises to state a point of order or otherwise speak within his privileges, the member speaking must take his seat until the chair has been heard. When called to order, a member must sit down until the question of order is decided. If his remarks are decided to be improper, he cannot proceed in the same manner.

Disorderly words should be taken down by the member who objects to them or by the clerk and then read to the member. If a member cannot justify the words used and will not suitably apologize for using them; it is the duty of the assembly to act in the case.

Calculating Votes - All votes are calculated on the basis of present voting members. With the right to vote goes the right to abstain from voting, but the chair should never call for abstentions, nor do members have a right to announce that they abstained. Abstentions have no effect on calculation of votes. (When a ballot is marked “abstain,” it is considered a blank). Illegal votes are those given unclearly or for an ineligible option (such as person not eligible for office in an election by ballot).

- Unless stated otherwise, a majority is more than half of the votes cast by legal votes. Note that illegal votes *are* part of the calculation, if legal voters cast them. Note also that a majority is not necessarily one more than half or fifty-one percent. Thus, a majority of twenty present voting members is eleven; a majority of twenty-one is eleven; a majority of twenty-two is twelve. If there are twenty members present, but only seven vote, a majority is four.
- In the case of a two-thirds vote, there must be at least two thirds of the present voting members in the affirmative for adoption. Thus, if there are ten present voting members, seven would constitute two-thirds. If there are twenty-one, fourteen would constitute two-thirds. If there are twenty-two, fifteen would constitute two thirds.
- Just as in the case of a majority there must be more in the affirmative than in the negative, so in the case of a two-thirds vote there must be at least twice as many in the affirmative as in the negative.

Main Motion

A *motion* is a statement of an ideal a committee member wants the committee to put into practice. After being recognized by the Chairperson, the member says, “*I move that such and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms*”. The person making the motion then speaks briefly about why he or she feels the ideal is important; this is called speaking to the intent of a motion.

- Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.
- Every motion requires a *second* - the backing of another person who either wants the ideal put into practice or simply wants to see further discussion of the ideal take place. After one person makes a motion, the Chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chairperson, says, “*I second that.*” If nobody seconds a motion, the chairperson will say, “*The motion dies for lack of second.*” This means that the ideal will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.
- Once a motion has been made, the chairperson may *rule out order*. A motion may be ruled out of order for any number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling by saying “Point of Appeal”. If no appeal is made, or if the decision of the chairperson is upheld, the committee moves on to other business.

POLICY CHANGES

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| March 10, 2002 | Motion: To allow GSRs to hold Officer positions at the area service level. |
| July 14, 2002 | Motion: All cell phones are to be turned off or placed on vibrate during area service. |
| Oct. 13, 2002 | Motion: To allow the RCM to store their literature in the PCASC literature cabinet. (2 keys — Chair & Lit Chair) |
| July 13, 2002 | Motion: That a copy of the PCASC bank statement be attached to the Treasurers report at each area service meeting as a preventive measure to guard against misappropriation of PCASC funds. |
| August 10, 2003 | Motion: That all PCASC reports be kept on file for a period of 1 year. |
| August 10, 2003 | Motion: That all PCASC Treasurer reports be kept on file for a period of 2 years. |
| September 14, 2003 | Motion: That the Literature Chair will keep group purchase receipts for literature for a period of 1 year. |
| September 12, 2004 | Motion: A member group loses its voting privileges on all PCASC motions if that group has no representatives for two (2) consecutive PCASC meetings. In order to have the voting privileges restored a representative must attend two (2) consecutive PCASC meetings and will restore the groups voting privileges and be able to participate in voting at the second PCASC meeting attended. <i>Representatives in include the GSR and GSRA, in their absence the groups Secretary and Treasurer shall suffice as representation.</i> |
| January 9, 2005 | Motion: To make the reading of the Twelve Concepts a required reading before the start of area service. |
| January 9, 2005 | Motion: A group will be absent if not present at both quorum calls. |
| January 9, 2005 | Motion: \$500 seed money annually for activities. |
| March 13, 2005 | Motion: To make April the month that all officer positions, sub-committee positions, workshop and area level trusted servant positions are up for election. |
| April 9, 2006 | Recommendation: Add to Article IX, Section 4, Item J which will read, "To maintain on record all sub committee |

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| | reports that contain financial information.” |
| April 9, 2006 | Recommendation: Add to the end of Article XIII, Section 1, Item B which will read, “...except in April, when elections occur.” |
| April 9, 2006 | Recommendation: Modify Article XV, Section 3, Item D which will be changed from “The PSASC will audit the Treasury every 45 days” to “The PSASC will audit the Treasury every one (1) year” |
| April 9, 2006 | Recommendation: Add to the end of Article VIII, Section 1 which will read, “And, that you have not served two consecutive terms at the stated commitment unless the position has been vacant for six months. |
| May 21, 2006 | Recommendation: Modify Article XI, Section 3 (Quorum), be changed from “The five (5) often (10) of the voting participants...” to “That 50% of the voting participants...” |
| May 21, 2006 | Recommendation: Modify Article XV, Section 5, be changed from “It is the duty of the Activity Sub-Committee Chairperson to select...” to “It is the duty of the Secretary to select...” |
| June 11, 2006 | Recommendation: Modify Article IX, Section 1, (in accordance with policy change on May 21, 2006) be changed from “A quorum is that 50% of the ten (10) voting participants, which is five (5) member groups of the PSASC are present...” to “A quorum is that 50% of the voting participants are present...” |
| June 11, 2006 | <p>Motion: To make it policy that the following sub-committees, be allowed to have a voting participant commitment: Helpline, H&I, PI, Workshop, and Activities.</p> <p>Recommendation: Modify Article IV, Section 1.0 (Classes), (in accordance with policy change said above). “No person shall hold more than one membership in class of combination thereof.” to “No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: Helpline, H&I, PI, Workshop, and Activities.</p> |

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| July 9, 2006 | Recommendation: Modify Article XV, Section 3, Item F from “This expense is limited to Twenty Dollars (\$20.00)” to “This expense is limited to 50% more than number of groups. |
| July 9, 2006 | Recommendation: Add to the end of Article XI, Section 5, “, after group reports.” |
| July 9, 2006 | Motion: To allow \$100 per month to be available to the secretary as a budget. Recommendation: Add to Article XV, Section 8 (Secretary Budget). The Secretary will have available a budget of \$100 per month. |
| August 13, 2006 | Recommendation: Remove from Article IV, Section 1.1, “...also Groups Secretary and Treasurer, only in the absence of the GSR and the GSRA.” |
| August 13, 2006 | Recommendation: Move Appendix B, Items G and H to the end of Article VIII, Section 1. |
| August 13, 2006 | Recommendation: Move Appendix B, Item I to become Article XV, Section 9. |
| August 13, 2006 | Recommendation: Remove Appendix B. |
| August 13, 2006 | Recommendation: Modify all occurrences of 50% to 51% in regards to a majority vote. |
| August 13, 2006 | Recommendation: Modify Article XV, Section 1, Item B from, “Motions that are deemed Area Policy require a 50% vote in order to pass. All other votes require a simple majority. Abstentions are to be counted in all votes totals.” to “Motions that are deemed Area Policy require a 2/3’s vote in order to pass. All other votes require a simple majority.” |
| September 10, 2006 | Recommendation: Modify Article XI, Section, from “after group reports.” To “after second quorum”. |
| September 10, 2006 | Recommendation: Remove after Article XV, Section 1, Item A, “Secretary and Treasurer of member groups may vote for their said groups in the absence of their GSR or GSRA providing they are not part of the Administrative body or hold Sub-Committees chairs of the PCASC.” |

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| September 10, 2006 | Recommendation: Modify Article XVI, from “Temporary Working Guide to our Service Structure” to “A Guide To Local Services In Narcotics Anonymous”. |
| September 10, 2006 | Motion: To make the “workshop chair” commitment one year longevity.” |
| September 10, 2006 | Motion: “\$30 for treasurer budget.” |
| September 10, 2006 | Motion: Add Literature Review as a standing sub-committee. |
| October 8, 2006 | Recommendation: Modify Article IV, Section 1.0 from, “No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: Helpline, H&I, PI, Workshop, and Activities.” To “No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: Helpline, H&I, PI, Workshop, Activities, and Literature Review.” |
| October 8, 2006 | Recommendation: Modify Article XV, Section 6 from, “Only a GSR or GSRA of a member group may submit a written report, in the absence of the GSR or the GSRA, the Secretary or Treasurer of the respective group may submit a written report.” To “Any group member may submit for the said group a written report and give it orally.” |
| October 8, 2006 | Motion: For the PI committee and the helpline committee to combine as one. Recommendation: Remove from Article XII, Section 5, Item F, “Help Line” |
| October 8, 2006 | Recommendation: Add to Article XII, Section 2, Item A, “Literature Review Guideline” “The purpose of the Literature Review Committee is to initiate and review all new and upcoming NA literature to provide and carry the message of recovery in written form to the addict who still suffers. To serve as a communication link between the World Service Conference Literature Committee (WSCLS) and the Passaic County Area Service Committee (PCASC) and between the Passaic County Area Literature Review Subcommittee (PCALRS) and the groups about matters concerning NA Literature. To evaluate and comment on |

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| | <p>literature prior to its approval. To assist the WSCLS by developing literature. To assist area literature committees by sharing experience with written and verbal communications.”</p> <p><i>Guidelines courtesy of Greater Philadelphia Region and Carolina Region.</i></p> |
| October 8, 2006 | <p>Recommendation: Modify Article XII, Section 4, from “at least one hour prior to the PCASC meeting and to give this report orally to PCASC in accordance with the agenda.” to “after they are given orally if need be.”</p> |
| October 8, 2006 | <p>Recommendation: Modify Article IX, Section 2, Item E, from “at least one hour prior to the start of the PCASC meeting” to “after they are given orally if need be.”</p> |
| November 12, 2006 | <p>Recommendation: Add to Article XV, Section 11, “Area Policy Binder” that reads, “The replacement cost of an area policy binder is \$8.”</p> |
| November 12, 2006 | <p>Recommendation: Modify Article IV, Section 1, from “No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: Helpline, H&I, PI, Workshop, Activities, and Literature Review.” to “No person shall hold more than one membership in class of combination thereof, except that the following sub-committees, be allowed to have a voting participant commitment: H&I, PI, Workshop, Activities, and Literature Review.”</p> |
| December 10, 2006 | <p>Recommendation: Modify Article XV, Section 3, Item H from “Each member group of PCASC will donate Two Dollars and Fifty Cents (\$2.50) each month for support of the Helpline;” to “PCASC will donate Two Dollars and Fifty Cents (\$2.50) each month for support of the Helpline on behalf of each group for support of Helpline;”</p> |
| December 10, 2006 | <p>Recommendation: Modify Article XV, Section 9 from “A distribution of one hundred dollars (\$100.00) in literature is made to H&I Sub-Committee at each PCASC meeting. A purchase of (1) one case of meeting lists will be distributed each time the Literature Committee request purchasing of meeting lists for the PCASC meeting for H&I Sub-Committee.” to “A distribution on an as needed basis of \$25 per H&I panel, per month in literature is made to H&I Sub-Committee at each PCASC meeting. A distribution of forty (40) meeting lists per H&I panel, per month is made to H&I Sub-Committee at each PCASC meeting on an as needed basis.”</p> |

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| January 21, 2007 | Recommendation: Modify Article XV, Section 4, add to the end, "and a PCASC Policy Book". |
| January 21, 2007 | Recommendation: Local meeting lists to be sold at 10 cents and a limit of 25 per group per PCASC meeting. |
| February 11, 2007 | Recommendation: Remove from Article XII, Section 5, Item F, "Literature Review". |
| February 11, 2007 | Recommendation: Remove Article XII, Section 2, Item A, "Literature Review Guidelines". |
| February 11, 2007 | Recommendation: Remove from Article IV, Section 1, "Literature Review". |
| February 11, 2007 | Recommendation: Modify Article XV, Section 3, Item G from "To donate at least Twenty (\$20.00) Dollars but not more than Fifty (\$50.00) to Northern New Jersey Regional Service Committee every Two (2) months;" to "To donate One Hundred Dollars (\$100.00) to Northern New Jersey Regional Service Committee every Two (2) months;" |

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| February 11, 2007 | Recommendation: Add to Article XV, Section 12, "Activities Seed Money" "\$500 seed money to be distributed". |
| February 11, 2007 | Recommendation: Modify Article XV, Section 4, from "Each new group accepted into the PCASC shall be given a group starter kit to a limit of Twenty-Three Dollars and Fifty Cents (\$23.50), which includes key tags, and a PCASC Policy Book." to "Each new group accepted into the PCASC shall be given a group starter kit to a limit of Fifty-Four Dollars and Sixty-Nine Cents (\$54.69), which includes key tags, and a PCASC Policy Book. See the Literature Chair for description of the current starter kit" |
| March 11, 2007 | Motion: To have a separate "Website" Subcommittee Chairperson to have 2 year clean time requirement" |
| March 11, 2007 | Motion: To modify the percentage of votes necessary to reflect the amount of groups eligible opposed to the total amount of groups. |
| March 11, 2007 | Motion: To make the convention committee a standing Subcommittee. 5 years. Recommendation: To modify Article XII, Section 6 from "The clean time requirements for all Standing Sub- |

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| | Committee Chairpersons are two (2) years total abstinence from all drugs.”, to “The clean time requirements for all Standing Sub-Committee Chairpersons are two (2) years total abstinence from all drugs, except Convention which is five years total abstinence from all drugs.” |
| April 15, 2007 | Recommendation: Modify Article XV, Section 4, from \$54.69 to \$58.36. |
| April 15, 2007 | Recommendation: Add to Article XVI, Section 4, Item G which reads, “If a member wants to create a written motion and the time for motions has elapsed, then he or she may say, “I have a point of urgency”. Immediately the chairperson will ask for intent for the Point of Urgency. This must be a unanimous decision of the voting participants agreeing. At which point, if the vote passes, the floor will be reopened for motions for a period of ten minutes. A point of urgency may only occur once per PCASC meeting.” |
| May 20, 2007 | Motion: Local meeting lists Literature responsibility to stock and keep updated based on change. |
| July 8, 2007 | Recommendation: Modify Article IX, Section 2, Item from “To assume the responsibilities of the Chairperson of any and all Sub-Committees of the PCASC...” to “To assume the responsibilities of the Chairperson of any and all Sub-Committees of the PCASC, except Convention Committee...” |
| July 8, 2007 | Recommendation: Add to Article XII, Section 2, “Please refer to area archives for the latest subcommittee guidelines and read during area election requirements.” |
| July 8, 2007 | Motion: To ask for a budget for monthly supplies for RCM report \$50.00. |