

ARTICLE 1 - 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 2 - 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 3 - 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 4 - PARTICIPANTS (Members of the Committee)

The ASC meets in an octagon shape to help reduce noise, include all and to sit at an equal position in participation.

Section 1.0 (Types):

This committee shall have two (2) types 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 subcommittees, be allowed to have a voting participant commitment: H&I, PR, Mentorship, 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, Sub-Committee Chairpersons, Ad Hoc Chairperson(s), or a group member representing his or her group in absence of a GSR/GSRA in order to maintain voting privileges. Group members cannot represent more than 1 group. Any non-voting participant of this committee may introduce ideas and participate in debate and decisions (see Appendix A for more about CBDM). Any trusted servant that leaves area before area ends let it be known to the chair and/or vice chair to let the body know.

ARTICLE 5 - 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 Facilitator 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 6 - 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 Facilitator, a Co-Facilitator, a Secretary, a Treasurer, a Regional Committee Member, and a Regional Committee Member Alternate.

Section 2 (When Officers & Subcommittee 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 Facilitator position and it shall be the responsibility of the Co-Facilitator 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 except when elections occur in March. This is the annual ASC election which is used for transitional purposes. These trusted servants take term immediately following the end of the April session.

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):

Any member of the PCASC (see Article 4 Sections 1.1 and 1.2) may nominate a qualified individual for PCASC Officer or Sub-Committee Chairperson Position. Additionally, any member of NA may submit a nomination through the GSR, which represents his or her group at the PCASC.

ARTICLE 7 - APPROVED ELECTION PROCEDURE

Section 1 (Selection of Candidates):

Although PCASC uses consensus based decision making, for elections use the below process for decision making.

- 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 then opened to volunteers meeting the requirements as stated. A voting member must second all volunteers.
- C. The floor is opened to nominations of persons meeting the requirements as stated, and has the willingness to serve.
- D. All candidates must qualify by verbally stating their respective qualifications for the office or position.
- E. Questions from the floor may be directed to the individual qualifying candidates at the discretion of the Facilitator.
- F. 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 open to a motion to table the election.
 - a. If a motion to waive clean time requirement is passed, the floor will 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.
- G. 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 Facilitator.
- C. The Facilitator will now ask for a vote by a show of hands, for each candidate, (only voting participants can vote) 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 1G) 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 Facilitator shall cast the deciding vote.
- E. Totals are not to be included in the minutes to keep anonymity of voting.

ARTICLE 8 - 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 and Twelve (12) Concepts of Narcotics Anonymous. It is suggested that familiarity with Robert's Rules of Order, Consensus Based Decision Making, or any other form of conducting business meetings is very important. The ability to organize and give the committee direction, and previous service experience at the area service level or any level are of value. Committee officers should be elected from Narcotics Anonymous membership with the applicable service experience necessary to have them effectively fill the position. You cannot serve more than two consecutive terms at the stated commitment unless that commitment has been vacant for six months. You may continue to fill that commitment until a successor is found for a three (3) month period. Whoever continues on in their position beyond the time of commitment would leave during the election process.

A. Facilitator:

a. The Facilitator 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 bank accounts. Must be capable of conducting a business meeting with a firm, yet understanding hand. It is required that a Facilitator have a minimum of two (2) years continuous abstinence from all drugs. The term of the commitment is 1 year or until the next election.

B. Co-Facilitator:

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

C. Secretary:

a. The Secretary keeps the minutes of each PCASC meetings, 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. PCASC reports are to be kept on file for a period of one (1) year. It is required that the Secretary have a minimum of two (2) years continuous abstinence from all drugs.

D. Treasurer:

a. 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. PCASC Treasurer reports must be kept on file for a period of two (2) years. 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 Treasurer of PCASC must have a legal source of income or job.

E. Regional Committee Member (RCM):

a. 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 (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 one (1) year. The RCMA position is a training position and it is suggested that the RCMA move to become the RCM (with a majority vote from the PCASC voting participants) after the RCM has completed their term(s).

G. Area Service Secretary Alternate (ASSA):

The ASSA attends the entire PCASC meeting and 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 Treasurer Alternate (ASTA):

The ASTA attends all PCASC meetings and assumes the responsibilities of the Treasurer if he or she is absent. 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 9 - DUTIES OF OFFICERS

Section 1. Duties of the Facilitator:

- A. Open the meeting at the appointed time by calling the meeting to order, providing a quorum is present. A quorum is that 51% of the voting participants are present to conduct business;
- B. To announce in proper sequence the business that comes before the assembly based on the agenda or program, and with existing order of the day. To arrange the agenda for each meeting in conjunction with the Secretary
- C. To conduct the meeting with impartiality and fairness. To recognize any member or observer who is entitled to the floor. To respond to inquiries and recognize members relating to information bearing on the assembly for decision. To expedite business in every way compatible with the right of members and observers.
- D. To state and to put to vote all questions that legitimately come before the assembly as a motion/idea/ thought except questions that relate to the Facilitator. Announce the result of each vote. If a motion/ idea/ thought that is not in order is made to rule it out of order.
- E. To decide all questions of order, subject to appeal unless, when in doubt the Facilitator prefers to submit such a question to the assembly for decision.
- F. 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;
- G. Authenticate by the Facilitator's signature, when necessary, all acts, orders, and proceedings of the assembly.
- H. To conduct the general correspondence of the Committee.
- I. 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.
 - J. To sign all documents requiring a signature of the area trusted servant
 - K. To appoint all Ad-Hoc Committee Chairpersons

- L. To cast the deciding vote in the event of a tie
- M. To turn the meeting over to the Co-Facilitator if and when the Facilitator must leave the meeting for any reason or when responding to an idea.
- N. Shall accompany PCASC treasurer to bank immediately following area service if the Vice Chair is unavailable.
- O. May serve as RCMA if the position is vacant.

Section 2. Duties of the Co-Facilitator:

- A. In the absence of the Facilitator, to serve as Facilitator
- 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, 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 ideas.
- 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.
- G. To be 1st alternate signatory on PCASC bank account.
- H. In the event of Treasurer and Asst. Treasurer are both absent at any area service meeting the vice chair and the secretary will take on the responsibilities of treasurer. Treasurer must make arrangements to get PCA chair or vice chair the checkbook and other pertinent treasury materials, including the report for current month.
 - I. Responsible for 1st alternate PO Box key.
 - J. Responsible for 1st alternate Literature Cabinet key.

Section 3. Duties of the Secretary

- A. In the absence of the Facilitator, the Co-Facilitator, 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. **Minutes:** To make the minutes and records available to NA members upon request, and in the manner prescribed by the Committee; for electronic copies to include a copy of the RCM and subcommittee reports. No sub-committee reports or motion forms in minutes but to the aforementioned reports and forms archived and available for review at PCASC each month. Only, notes from previous month, to only include groups that submit reports, one-page group reports, and executive and sub-committee attendance. Minutes are to be mailed or emailed to area GSR's and executive committee member within 2 weeks of the next scheduled area.
- 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 Facilitator, 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.
- N. To take roll call of all executive committee officers, subcommittee chairpersons and Ad-hoc chairpersons.
- O. Secretary shall retain all phone numbers and addresses of all sub-committee chairs and executive body members.
- P. Distribute C.A.R. (Conference Agenda Report) electronically to all GSR's and GSRA's.
- Q. In the event of Treasurer and Asst. Treasurer are both absent at any area service meeting the vice chair and the secretary will take on the responsibilities of treasurer. Treasurer must make arrangements to get PCA chair or vice chair the checkbook and other pertinent treasury materials, including the report for current month.
- R. To have the key to the 24 hour P.O. Box and check regularly.
- S. To complete the "Groups In Need Of Support Form" at area, copy and distribute to all groups.
- T. To maintain a list of all locations and times when subcommittees meet and distribute to all groups.

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. Must provide a copy of the PCASC bank statement as a part of his or her report at each area service meeting to guard against misappropriation of PCASC funds.
- 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 PCASC 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 Facilitator 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.
- K. Holds second night deposit key at our bank on Route 23 between Butler and Wayne. Must label each key to avoid confusion.
- L. To pay the P.O. Box in the month of June.

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

- A. In the absence of the Facilitator and Co-Facilitator to serve as Facilitator or Co-Facilitator.
- B. To provide the Facilitator with additional agenda items, if appropriate, for the next regular meeting of the NNJRSC at least seven (7) days prior to such meeting;
- C. Makes an oral and written report at each PCASC and RSC meetings. Keeps the

PCASC in touch with providing information on activities in neighboring Areas, functions being sponsored by the NNJRSC, and important zonal and world service issues.

- D. To correct and update New Jersey Website and NAWs Website, making sure the Statewide Website is updated prior to the next printing as the New Jersey Meeting List is printed from the latest updates on the Website Chairs, for functions going on at the region.
- E. To be 2nd alternate signatory on PCASC bank account.
- F. To ensure that is made to Region at least every two months.
- G. In absence of Co-Facilitator the RCM assumes the Chair position of Policy.
- H. The RCM attends NNJRSC meetings and Learning Days (including MARLCNA); represents the PCASC in the decision making process of NA as a whole, obtains a vote of confidence from the PCASC, authorizing them to use their judgment when voting on matters the PCASC did not express its conscience on prior to the NNJRSC meeting.
- I. The RCM will be reimbursed up to the amount allotted in the budget in effect for the current year, for copies made of flyers for all GSR's, including MARLCNA expenses (such as lodging, current IRS Mileage rate, registration)
- J. To attend all PCASC Regular Sessions, Special Sessions, and JAC meetings.
- K. Assists members of the ASC to understand the motions and issues of the Conference Agenda Report (CAR). To collect and tally the votes from the groups on CAR motions and to vote the area's conscience at region.

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.
- D. The RCMA serves on at least one of the PCASC Sub-Committees.

ARTICLE 10 - REMOVAL OF OFFICERS AND SUB-COMMITTEE CHAIRPERSONS

Section 1. (Non-Compliance):

Service member may be removed from their position for non-compliance. Noncompliance includes, but is not limited to:

- A. Loss of abstinence;
- B. Non-fulfillment of duties of their position;
- C. If an elected member of PCASC misses two consecutive area meetings without contacting a member of the executive body, it will result in automatic removal from their position.
- D. If an elected member misses four or more area meetings during his or her tenure, PCASC will review for removal via an idea.

Section 2. (Resignation from PCASC):

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

Section 3. (Ideas for Removal):

Any member of NA may present an idea for the removal of any Officer or Sub-Committee Chairperson of the PCASC. Removal is decided by a straw poll which has 51% support.

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 their term. The outgoing Treasurer must attend the audit.

ARTICLE 11 - MEETINGS

Section 1. Regular Sessions:

Regular sessions of the PCASC business are held on the second Sunday of every other month. Non-business months would be used for literature distribution, donating, flyers, and communication of events. We meet in March for elections only. During CAR years we meet in January for CAR business only. (except in May which will be the third Sunday due to Mother's Day) and will begin promptly at 1:00pm beginning with the Serenity Prayer, then First Quorum, unless otherwise ordered by the Committee. All cell phones are to be turned off or placed on vibrate during area service. The Twelve Traditions and Twelve Concepts must be read prior to the start of area service. Time of adjournment is "end of business" for every area service meeting.

Section 2. Special Sessions:

The Facilitator 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 Facilitator. 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 51% of the voting participants of the PCASC 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 whole. Quorum shall be determined by a quorum call conducted by the committee. Eligible voting participation is contingent upon not missing 4 consecutive quorums by a group member, GSR or GSR-A. If not then the group is considered not eligible as a voting participant.

Section 4. Joint Administrative Committee Meeting (JAC):

Sessions of the JAC must be announced 2 weeks in advance. Co-Facilitator of PCASC will facilitate this meeting. All JAC meetings will have 51% of the executive body and subcommittee chairs to make quorum to conduct business.

JAC should meet between September and October to review YTD budget and consider amendments.

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. If no one has anything further to say during open forum, take a vote to move to second quorum.

ARTICLE 12 - 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 Relations, Hospitals and Institutions, Literature, Activities, Policy, Mentorship, 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 Co-Facilitator of PCASC after they are given orally if need be. It is recommended that they be printed double sided.

Section 5. (Approved Standing Sub-Committees):

Currently approved standing Sub-Committees of the PCASC include: A) Policy B) Activities C) Hospitals & Institutions D) Public Relations E) Literature F) Mentorship

Section 6. (Clean Time Requirements):

The clean time requirements for all Standing Sub-Committee Chairpersons are two (2) 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.

Section 7 (Fundraising):

Any subcommittee that raises funds shall follow this protocol:

- A. Immediately following event, monies collected are counted by at least the sub-committee chair and one other committee member.
- B. Sub-committee chair and at least one other committee member go directly to PCASC bank and complete a night deposit of funds. A night deposit slip and bag will be provided to sub-committee chair prior to any money generating event.
- C. When sub-committees donate literature or money to the ASC, the ASC will decide how that literature or money is distributed.

ARTICLE 13 - 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. The name of the Ad-Hoc committee will be corresponding to the log of motions. The committees should be numbered as the motions are. If there are more than 1 created it should be suffixed with a letter.

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

It is the responsibility of the PCASC Chairperson to appoint the Ad-Hoc Committee Chairperson. Any Ad-Hoc Chairperson is considered a non-voting participant on the PCASC (refer to Article 4, Section 1.2 for definition of a non-voting participant).

ARTICLE 14 - STANDING RULES OF ORDER

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 will schedule JAC meeting for budget of PCASC March and April if needed, in place of workshop every year. Workshop Chair will organize and Area Chair will facilitate with help from Vice-Chair and Secretary.
- F. 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
- G. All PCASC Treasurer reports are to be kept on file for two (2) years.

Section 4: (New Group Starter Kits):

Each new group accepted into the PCASC shall be given a group starter kit to a limit of \$90.05, 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 Cleanup):

Refreshment coordinator: 90 days clean time, arrive at 12:00PM to set up refreshments. Must clean up the kitchen, meeting space, and cigarette butts outside. Purchase refreshments totaling no more than what we collect in the donation bag the month prior. To submit receipts of purchase to be reimbursed. To be accountable for the refreshments bin.

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 3pm in order to be filled. GSRs are not to take literature orders until committee has fulfilled all orders (not before first break). Area to vote on any and all Board approved Literature that comes out. To provide literature to groups that submitted a smart form and mailed a money order that has not been received by the ASC. There should be no lasting financial impact

as the money is in the mail.

Section 8: (Area Policy Binder):

The replacement cost of an area policy binder is \$15.

Section 9: (Activities Seed Money):

Seed money \$750.00, with a \$400.00 limit per PCASC meeting. To allow activities sub-committee to request and obtain a check from the treasurer in an amount not to exceed \$100.00 for facility deposit for an event without approval from PCASC body during months when no area business is being held.

Section 10: (Flyers):

The PCASC Website/Newsletter address (<http://www.passaicarea.org>) must be on all flyers generated for this area.

Section 11: (Statewide Meeting Lists):

The Literature Subcommittee only hands out current NJ Statewide Meeting Lists. Old meeting lists are to be recycled.

Section 13: (Email/Internet Communication):

Any communication submitted to www.passaicarea.org will be treated with the utmost confidentiality and anonymity in mind. The PCASC does not guarantee anonymity in all circumstances. All communications are considered to be official NA business and require some level of identification for the purposes of responding to these communications. All efforts will be made to pass on communications in a timely manner to the responsible trusted servant. Under no circumstances will any member of the PCASC forward e-mail of a personal nature to any NA member in the Passaic County Area, however communications regarding PCASC business may be forwarded by ASC trusted servants only. This is an official web site of the Passaic County Area and the PCASC does not acknowledge anyone's membership in Narcotics Anonymous. In addition, there will be no BCC (blind carbon copy) of emails at any time by any member of the PCASC.

Section 14. (Decision-Making Process):

PCASC uses its own version of Consensus Based Decision Making. See Appendix A for the full description of the rules of order.

Section 15. (Absconded Funds):

If someone absconds NA funds, a group can choose to share that persons name in their group report in order to prevent them from hurting themselves again.

APPENDIX A – PCASC CONSENSUS BASED DECISION MAKING (CBDM)

Section 1 (Purpose/History):

Passaic County Area had utilized Robert's Rules of Order since its inception in May of 1988 up until the year 2011 when it was used in trial form for several months. It was officially adopted as its policy bound rules of order in January 2012 Session.

For many years we relied on Roberts Rules of Order as the quickest way to get the most amount of business done in the shortest period of time. Governmental organizations use Roberts Rules Of Order. The problem lies in the fact we are not government. We are a fellowship and area service committee that relies on spiritual principles to survive.

The idea stems from NA's 6th concept.

The development of a group conscience is an indispensable way of the decision making process in NA.

Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision-making process we seek unanimity, not merely a majority vote. The more care we take in our considerations, the more likely we are to arrive at unanimity, and no vote will be need to help us translate out group conscience into a collective decision.

Section 2 (Presenting Ideas):

- A. Only a voting or non-voting participant (see Article 4 Section 1.1 and 1.2 for definition of these participants) may introduce ideas. Any NA member may participate in debate and discussion (at the discretion of the Facilitator).
- B. Any member of Narcotics Anonymous may introduce an idea through the GSR that represents their group.
- C. All ideas should be put in writing on the forms provided by the Secretary of the PCASC. Financial ideas must be on the financial idea form.
- D. All ideas must be submitted no later than 10 minutes after the close of open forum.
- E. All discussions, questions and oppositions will be limited to 60 seconds per person.

Section 3 (Processing Ideas):

- A. The Vice-Chair will prioritize in the following order:
 1. Policy Issues
 2. PCASC Financial
 3. Group Literature
 4. Other Sub-Committee (Financial)
 5. Other (Financial)
 6. Regional Financial
 7. Other Business
- B. When reading ideas, each one will be numbered 01, 02, etc. and leave off date at beginning.
- C. Par level is currently set at 85%

Section 4 (Discussing Ideas):

- A. Idea is read by the Co-Facilitator.
- B. Facilitator asks if there is any opposition to the idea.
 - a. 100% approval (no opposition) – passes

- b. 100% opposition – fails
- c. In every other scenario go to Item C.
- C. The idea maker then presents their full intent and what is hoped be accomplished with the idea.
- D. Facilitator asks if there is any opposition to the idea.
 - a. 100% approval (no opposition) – passes
 - b. 100% opposition – fails
 - c. In every other scenario go to Item E.
- E. Each opposing person may state their concerns and may offer an idea modification to the maker. Each opposing person may only state their point one team for each round. Discussion is limited to 60 seconds per person.
- F. If the idea maker accepts the modification, then the written idea must be changed. The idea is then re-read by the Co-Facilitator. Facilitator asks if there is any opposition to the idea.
 - a. 100% approval (no opposition) – passes
 - b. Not 100% or the idea maker doesn't accept the modification, go to item G.
- G. Idea maker asks compromise maker to ask what it take to reach a compromise. If a compromise is reached then Facilitator asks if there is any opposition.
 - a. 100% approval (no opposition) – passes
 - b. If a compromise cannot be reached or there is not 100% approval, go to Item I.
- H. If only 2 or less members are opposed, the chair will ask if they are willing to step aside to allow the decision to move forward. If the opposition stands aside then the idea passes. If the opposition doesn't stand aside or more than 2 members opposed, then body will revert to paper ballot, go to Item J.
- I. The chairperson will take a straw poll of GSRs/GSR-As with voting privileges. The chairperson will tally the votes. If item receives establish Par or more of the vote it passes. If less, it fails. Oppositions will each have one more opportunity to verbally state their opposition.

Section 5 (Spiritual Guidance)

Consensus refers to the consent of the group or in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or a select group of representatives. Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, PCASC uses a form of consensus-based decision making (CBDM), which is based on a respect for all persons involved in the decision being considered, but does not necessarily mean the final decision is unanimous. (The word “consensus” derives from the Latin *cum* meaning “with” or “together with,” and *sentire* meaning to “think” or “feel.” The root of “consensus”, therefore, means to think or feel together.) Consensus is based on the belief that each person has some part of the truth and no one person has all of it (no matter how tempting it is to believe that we ourselves *really* know best!). The consensus process is what a group goes through to reach an agreement. It is how we manifest the idea “together we can do what we cannot do alone” in a service setting.

This foundation is the very essence of what the PCASC is about. In order for PCASC to make decisions that serve a worldwide fellowship, it is critical that all points of view are heard, even if they are not all what we might individually prefer. Our Ninth Concept reminds us all that *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.* Our commitment to a consensus-based process before a formal decision often means the PCASC comes to a higher-quality decision. What's more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. The history of the PCASC reflects that only decisions that serve the area are actually embraced, accepted, and used by the area.

While consensus-building requires hearing and respecting all points of view, it does not necessarily mean that the discussion phase of decision-making becomes a kind of “sharing session” where all participants speak about how they feel. It is about finding the common ground that every participant can support, even when that common ground is not exactly

as every participant may desire. Adequate discussion takes time and may occur in the PCASC meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand as well as skilled facilitation to encourage that focus and lead the group toward consensus.

The benefits or results of this process are a greater understanding of the ideas, agreement among participants to move forward and if needed, the modification of the proposals being considered to reflect the will of the body which has been clarified from the discussions. As the group moves into a decision, a facilitator can ask if there are any objections. If there are, the group can discuss those objections by topic and then move to a decision. Only after adequate discussion and consensus-building has occurred, does the PCASC enter a business session in order to formalize its decisions. Ideally, a decision can be reached by asking if there are any objections. If there are objections a more formal process is used to determine the PCASC decision.

Section 6 (CBDM Flowchart)

Flowchart For Consensus Based Decision-making

