

**ARTICLE I**

**Northside Area Service Committee of Narcotics Anonymous Policy**

**INTRODUCTION**

**SECTION A: NAME**

The name of this body shall be the Northside Area Service Committee of Narcotics Anonymous, herein called the ASC or Committee, which consists of Group Service Representatives (GSRs) and Area Elected Servants (AES).

**SECTION B: PURPOSE**

The Purpose of the Committee is to be supportive of its Groups and their primary purpose by providing a forum for them within the Area, to help them with their situations and their needs and finally, by encouraging the growth of the Fellowship.

**SECTION C: SCHEDULE AND LOCATION**

This committee shall meet on the 1st Sunday of the month at the Better Late Than Never meeting room at The Conroe Club, 2030 FM 2854, Conroe, TX 77304. The meeting will start at 1:15pm and will end at 4:15pm. If there is a scheduling conflict with The Conroe Club, an alternate location will be determined at the preceding ASC. If for any reason we do not hold the ASC as scheduled, it will be the following Sunday at the same location. All ASC's shall be Non-smoking and non-vaping meetings.

**ARTICLE II**

**PARTICIPATION**

1. All members of Narcotics Anonymous are welcome to attend and can be recognized by the Facilitator to ask pertinent questions or make a meaningful contribution to the discussion as nonvoting participants.
2. All committee members except the member acting as Facilitator may participate in decision-making during new business, and all other ASC decisions except those which were sent back to the groups for consideration. Only GSRs will participate in decision making on proposals that were sent back to the groups.
3. The ASC Facilitator acts as the discussion facilitator and not as a participant. Their primary objective is to achieve consensus for the proposal being discussed while observing the Traditions and Concepts. Their service to The Area is to ensure that all points of view are heard and to focus the best thinking of those participating.
4. Any GSR who feels the need to take a proposal back to his/her group will be allowed to do so, and that proposal shall be tabled until the next ASC.

**ARTICLE III**

**ASC TRUSTED SERVANTS**

**SECTION A: NOMINATIONS/ELECTIONS**

1. Any participant of the ASC may nominate a qualified individual for an ASC elected servant position.
2. Nominations for each position shall take place as the last order of New Business in the month of November, or as needed.
3. Elections for each position shall take place as the last order of New Business in the month of December, or as needed.
4. Any nominee for an ASC position shall be present to qualify him/herself prior to election.
5. Participants should be given the opportunity to ask questions and/or voice their objections concerning any nominee.

**SECTION B: ASSUMPTION OF DUTIES**

1. Newly elected servants shall assume their duties immediately following the closing of the ASC meeting at which they were elected

**SECTION C: TERM OF OFFICE**

1. Each ASC servant's term of commitment shall be a period of one year.
2. No ASC servant shall be elected to more than one (1) ASC position at a time.
3. Interim servants shall be elected as required. Their term of service shall be for the remainder of the predecessor's term and conclude at the annual elections. When an interim servant serves for a period of six (6) months or longer, then it is considered a full term.
4. No ASC servant shall serve more than two (2) consecutive terms in the same position.
5. The term of office shall conclude at the annual elections, with exception of the recorder, who shall complete his/her duties upon distribution of the minutes of that ASC, and the Treasurer, who shall complete his/her duties with the submission of the annual Treasurer's report.

**SECTION D: SUBCOMMITTEES**

**1. STANDING SUBCOMMITTEES**

**a. GENERAL GUIDELINES**

- 1) Facilitators for these subcommittees are considered ASC officers and shall be elected in the manner proscribed under Article IV of this policy.
- 2) Subcommittees shall elect their own officers excluding the Facilitator.
- 3) All standing subcommittees shall follow the guidelines as stated in the Guide to Local Services, Twelve Traditions, Twelve Concepts for NA Service, and the best information available from the WSC in the form of WSC approved handbooks and guidelines.

**b. HOSPITALS AND INSTITUTIONS**

- 1) The purpose of this subcommittee is to act as a resource to groups and individual members in their efforts to carry the message into hospitals and institutions.

**c. PUBLIC RELATIONS**

- 1) The purpose of this subcommittee is to inform the public that NA exists. It offers information on how and where to find us.

**d. ACTIVITIES**

- 1) The purpose of this subcommittee is to bring us together to celebrate our recovery in functions that promote unity. This subcommittee organizes events to provide funds at the Area, Regional and World levels. Events may also be held, as needed, to provide funds for special purposes as approved by the ASC.

**e. LITERATURE REVIEW**

1) This subcommittee deals with NA related printed materials. It seeks the input of the Fellowship for review of any unapproved literature, compiles this input and presents it to the ASC. It also brings forward for Area review and input, literature in the review stage by the World Literature Committee and is responsible for passing input along to World.

**2. AD HOC SUBCOMMITTEES**

a. Ad hoc subcommittees shall be formed when deemed necessary by the ASC. These subcommittees are formed for special purposes and once their purpose is completed, the subcommittee is dissolved. A written report must be presented to the ASC prior to the dissolution of these subcommittees.

**ARTICLE IV**

**REMOVAL OF ASC SERVANTS**

**SECTION A: DISMISSAL**

1. An ASC elected servant may be dismissed from their position for non-compliance, which includes, but is not limited to:

- a. Loss of clean time.
- b. Non-fulfillment of the duties of their position.
- c. Absent from two (2) consecutive ASC meetings without prior notification to the ASC Facilitator, Co-facilitator, or Recorder.
- d. Misappropriation of NA funds. Misappropriation of NA funds is using NA money for any reason other than what the Area designated the money for.

Note: An NA member who has misappropriate NA funds shall not be eligible to hold an ASC position until one (1) year after full financial amends have been made. NA funds are to be used to further our primary purpose and must be managed responsibly.

**SECTION B: RESIGNATIONS**

- 1. AN ASC servant may resign at any time. However, in order to maintain continuity of service and reasonable transition, it is suggested that the resignation be submitted in writing to the ASC at least one (1) meeting in advance of the resignation.
- 2. In the event that the Co-Facilitator cannot assume the duties of the position, then a member shall be appointed to fill the position until a permanent trusted servant is elected by the Area as stated in Article IV. (This is in accordance with the 12 Concepts of Service)

**ARTICLE V**

**REQUIREMENTS AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

**SECTION A: FACILITATOR**

**1. REQUIREMENTS**

- a. Minimum three (3) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Working knowledge of Consensus Based Decision Making.
- d. Northside Area level service experience. (GSR, GSRA shall be considered Area level service)
- e. Willingness to give time and resources necessary for the position.
- f. Capable of conducting a meeting with a firm yet understanding hand.

**2. RESPONSIBILITIES**

- a. Arranges an agenda and facilitates the monthly ASC meeting.
- b. Assists the Co-facilitator in the coordination and liaison work between subcommittees and Groups to assure cooperation of responsibilities.
- c. To ensure the ASC operates according to Consensus Based Decision Making, policy guidelines, or factual information bearing on the business of the ASC.
- d. To make a report of the year at the annual meeting in December.
- e. In the event that there is no Co-Facilitator, assumes duties of the Co-facilitator.
- f. May serve as one of the signing servants on the ASC bank account.

**SECTION B: CO-FACILITATOR**

**1. REQUIREMENTS**

- a. Minimum two (2) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Working knowledge of Consensus Based Decision Making.
- d. Northside Area level service experience. (GSR, GSRA shall be considered Area level service)
- e. Willingness to give time and resources necessary for the position.

**2. RESPONSIBILITIES**

- a. Perform all the responsibilities of the Facilitator in his/her absence.
- b. Coordinates and acts as and liaison between sub-committees and Groups to assure cooperation of responsibilities.
- c. Acts as Pro Temp Facilitator of subcommittees and/or Recorder.
- d. Submit a written report to the ASC detailing the previous month's activities and accomplishments.
- e. May serve as one of the signing servants on the ASC bank account.

## SECTION C: TREASURER

### 1. REQUIREMENTS

- a. Minimum three (3) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Skills in bookkeeping and/or accounting.
- e. Steady financial income.

### 2. RESPONSIBILITIES

- a. Custodian of the ASC bank account.
- b. Keeps an accurate financial ledger.
- c. Makes sure all approved expenses are paid in a timely manner following the guideline outlined under “Financial Procedures” of this policy.
- d. Prepares a written financial report of contributions, expenditures, and account balances at each ASC.
- e. Deposits of ASC funds are to be made within two (2) banking days after receipt of funds.
- f. Makes a full financial annual report at the January ASC meeting to be audited by an Ad hoc subcommittee.
- g. Shall turn over the records to the successor and web servant in order to preserve continuity of the financial history in the archives.
- h. Issues receipts for all funds received.
- i. In the absence of the Facilitator, Co-facilitator, RCM1, and RCM2, shall facilitate the ASC.
- j. Shall be the primary signer on the ASC bank account.
- k. Submit copy of monthly report to the web servant to be archived.
- l. Regularly collects and distributes Area mail.

**SECTION D: CO-TREASURER**

**1. REQUIREMENTS**

- a. Minimum three (3) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Skills in bookkeeping and/or accounting.
- e. Steady financial income.

**2. RESPONSIBILITIES**

- a. This position has been created to provide a smooth transition from one treasurer to the next.
- b. Attends all Area committee meetings and assists the treasurer in compiling and delivering the treasurer's report.
- c. Must possess all the qualifications needed to be the treasurer and should be treated as such when being considered for this position.
- d. May serve as one of the signing servants on the Area bank account.
- e. In the absence of the ASC treasurer, the Co-treasurer shall perform the duties of the Treasurer.
- f. The Co-treasurer shall perform such additional duties as are assigned to him or her by the Facilitator or the ASC.



## **SECTION E: RECORDER**

### **1. REQUIREMENTS**

- a. Minimum ONE (1) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Skills necessary to produce accurate and legible minutes.

### **2. RESPONSIBILITIES**

- a. Records minutes of the ASC meeting.
- b. Distributes copies of the minutes no later than ten (10) days following each ASC meeting.
- c. Maintains a current phone/email list of all ASC trusted servants, GSRs, and GSRAs.
- d. Maintains the Area registration of groups.
- e. Performs roll call for attendance at ASC.
- f. Maintains and updates the Area registration form with the WSO.
- g. In the absence of the Facilitator, Co-facilitator, RCM1, and RCM2, and Treasurer shall facilitate the ASC meeting.
- h. Maintains log of any Area policy changes.

**SECTION F: RCM1 & RCM2**

**1. REQUIREMENTS**

- a. Minimum three (3) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Northside Area level service experience. (GSR, GSRA shall be considered Area level service)
- d. Willingness to give time and resources necessary for the position.

**2. RESPONSIBILITIES**

- a. Represents and carries the Area's conscience at all RSC meetings.
- b. Provides the Facilitator with the Regional issues that need Area input, support, and/or votes.
- c. Makes a report to the ASC about business of the RSC.
- d. Acts as a liaison to the surrounding ASCs.
- e. In the absence of the Facilitator and Co-facilitator, the RCM1 will facilitate the ASC meeting. In the absence of the RCM1, the RCM2 will facilitate.
- f. May serve as a signer on the ASC bank account.

**SECTION G: HOSPITALS AND INSTITUTIONS SUBCOMMITTEE FACILITATOR**

**1. REQUIREMENTS**

- a. Minimum one (1) year clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Previous H&I involvement of at least six (6) months experience carrying the message into hospitals and/or institutions.

**2. RESPONSIBILITIES**

- a. Shall attend and give a written report to all ASC and RSC meetings.
- b. Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the H&I subcommittee.

## **SECTION H: PUBLIC RELATIONS FACILITATOR**

### **1. REQUIREMENTS**

- a. Minimum one (1) year clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Previous PR involvement.

### **2. RESPONSIBILITIES**

- a. Shall attend and give a written report to all ASC and RSC meetings.
- b. Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the PR subcommittee.
- c. Maintains meeting schedule and provides revised schedules quarterly at each ASC meeting and works in conjunction with HASCONA to maintain updated schedules.

## **SECTION I: ACTIVITIES FACILITATOR**

### **1. REQUIREMENTS**

- a. Minimum two (2) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Steady financial income.
- f. All other duties as stated in the Guide to Local Services.

### **2. RESPONSIBILITIES**

- a. Shall attend and give a written report to all ASC meetings.
- b. Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the Activities subcommittee.

## SECTION J: ACTIVITIES CO-FACILITATOR

### 1. REQUIREMENTS

- a. Minimum one (1) years clean time. (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Steady financial income.
- f. All other duties as stated in the Guide to Local Services.

### 2. RESPONSIBILITIES

- a. Shall attend all ASC meetings.
- b. Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the Activities subcommittee.

## SECTION K: WEBSERVANT

### 1. REQUIREMENTS

- a. Minimum one (1) year clean time (NON-WAIVABLE)
- b. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.
- c. Willingness to give time and resources necessary for the position.
- d. Basic computer skills.
- e. Possesses own computer and carries Internet access throughout term of position.
- f. Knowledge of Chapter 10 of the Public Relations Handbook.

### 2. RESPONSIBILITIES

- a. Shall attend and give a written report to all ASC meetings.
- b. Updates web pages with current information submitted monthly.
- c. Attaches all flyers submitted monthly.

- d. Keeps Area meeting schedule updated on website.
- e. Keeps Treasurer's monthly report in Area archives.
- f. Keeps all domain and web space charges current with web hosting services.

## **SECTION L: LITERATURE REVIEW FACILITATOR**

### **1. REQUIREMENTS**

- a. Willingness to give time and resources necessary for the position.
- b. Minimum one (1) year clean time (NON-WAIVABLE)
- c. Working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service.

### **2. RESPONSIBILITIES**

- a. Shall attend and give a written report to all ASC meetings.
- b. Ensures that the purpose of the subcommittee is carried out as expressed by the ASC and the Activities subcommittee.

## **ARTICLE VI**

### **FINANCIAL PROCEDURES**

#### **SECTION A: GENERAL GUIDELINES**

- 1. All revenues will be maintained in a general non-interest-bearing bank account .
- 2. All non-recurring expenditures must be approved by the consensus of the ASC.

3. No reimbursement for any expenditure shall be made without receipt or proof of payment.
4. All expenditures shall be paid by check.
5. Any trusted servant that has money given to them in advance, in their name, must present receipts at the following ASC or else they can no longer have funds given to them in advance.
6. Unspent funds shall be returned to the ASC Treasurer.
8. The assets of the ASC, upon dissolution, shall be dispensed to the next level of service.
9. World and Region donations shall be made on a quarterly basis, amount determined by consensus of trusted servants.

#### **SECTION B: AUDITS AND REVIEWS**

1. An annual financial review shall be conducted by an ad-hoc sub-committee, made up of the trusted servants of the ASC and any other interested members of the Area with the previous Treasurer. In accordance with our 11<sup>th</sup> concept NA funds are to be used to further our primary purpose and must be managed responsibly.

#### **SECTION C: EXPENSES AND REIMBURSEMENTS**

- 1. PRUDENT RESERVE** –The amount will be used to cover expenses for quarterly travel, bank service charges, when there is no money in the general fund. Prudent Reserve is to be maintained at \$600.00. This includes our travel expense of \$360.00 per quarter.
- 2. TRAVEL EXPENSES** – The account will be used to cover the quarterly travel expense, a maximum of \$100.00 cap for each motel fees and complete reimbursement of fuel expenses. Subcommittee Chairs and RCM's are encouraged to travel together but may room separately.

#### **SECTION D: ACCOUNT GUIDELINES**

1. Operating Expenses for Fellowship by the lake shall be maintained on a separate ledger by the ASC Treasurer and reserved for campsite fees.
2. Funds from any net profit from Fellowship by the Lake and any associated fundraisers will be distributed as follows:
  - a. the cost of campsites for the following year's campout will be deducted and held in reserve.
  - b. the remainder of funds to be distributed equally between World, Region and H&I Literature.
3. After the close of each FBTL a profit/loss report shall be submitted for review by the AD-HOC financial subcommittee.

**APPENDIX I**

**SUGGESTED MEETING FORMAT**

- Meeting is called to order followed by the Serenity Prayer
- Reading of the Twelve Traditions
- Reading of the Twelve Concepts for Service
- Chair reads the Purpose of an ASC followed by the Unity Statement
- Reading of the Service Prayer
- Roll call by the Secretary
- New Groups are recognized
- Secretary's report
- Treasurer's report
- RCM report
- H & I report
- PR report
- Literature Review Report
- Activities report
- Web Servant report
- Ad-hoc report
- Co-facilitator Report
- Seventh Tradition Basket
- Group reports
- Break (optional based on group conscience)
- Unfinished business
- Sharing session
- New business
- Elections (if necessary)
- Confirm location and time of the next ASC
- Announcements
- Thank attendees and close the meeting with the Serenity Prayer

## APPENDIX II

### THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual come from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as he may express himself in our group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups, or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict that still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. NA as such, out never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction, rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

Understanding these Traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity" and that unity depends on how well we follow our Traditions. The Twelve Traditions of NA are not negotiable. They are the guidelines that keep our Fellowship alive and free. By following these guidelines in our dealings with others and society at large, we avoid many problems. That is not to say that our Traditions eliminate all problems. We still have to face difficulties as they arise; communication problems, differences of opinion, internal controversies, and troubles with individuals and groups outside the Fellowship. However, when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those that our predecessors had to face. Their hard-won experience gave birth to the Traditions, and our own experience has shown that these principles are just as valid today as they were when these Traditions were formulated. Our Traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.



### **APPENDIX III**

#### **TRADITION NINE**

This Tradition states that we ought never be organized, but we may create service boards and committees. This seems to be at first glance almost a contradiction in terms, but somehow, we must untangle this mess. We out never be organized; however, disorganization is killing us. What can we do without violating this Tradition? The purpose of laying out these committees in an orderly form, showing what they do and how they relate to each other is not organizational in nature, but informational. What we are presenting is not an organization, but a method; a method by which services necessary to NA can provide and perform with the very minimum of confusion. These are in keeping with our Ninth Tradition.

### **APPENDIX IV**

#### **TWELVE CONCEPTS FOR SERVICE**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in NA. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for the body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

**APPENDIX V**

**PURPOSE OF AN ASC**

The purpose of an ASC is to be supportive of its groups and their primary purpose by providing a forum for them within the Area, to help them with their unique situations and needs, and finally, by encouraging the growth of the fellowship.

**APPENDIX VI**

**UNITY STATEMENT**

In keeping with the Steps and Traditions of NA, we ask that you use the NA language in all that you say at this meeting. That is we refer to our disease as simply “addiction”. We identify as simply an “addict”. We refer to our time in the program as “clean time” or “recovery”. This is not done to be different, better than, or controversial. It is done because in our First Step we have shifted the focus off of the specific drug and onto the recovery process, leaving us with the single focus necessary for unity. Any labels, which imply specific drugs, or imply more than one disease, dilute that focus and some of the unity called for in our First Tradition is lost.

**APPENDIX VII**

**SERVICE PRAYER**

“God, grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose. Make us servants of your will and grant us a bond of selflessness, that this may truly be your work, not ours, so that no addict anywhere need die from the horrors of addiction.”

## APPENDIX VIII

### CONSENSUS BASED DECISION MAKING

Consensus is defined as the decision-making process in which discussion and compromise are used to reach an agreement. One of the reasons we try to achieve consensus is that it ensures we follow our 9th Concept, —all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.

#### Participation

All members of Narcotics Anonymous are welcome to attend and can be recognized by the Facilitator to ask pertinent questions or make a meaningful contribution to the discussion as nonvoting participants.

All committee members except the member acting as Facilitator may participate in decision making during new business, and all other ASC decisions except those which were sent back to the groups for consideration. Only GSRs will participate in decision making on proposals that were sent back to the groups. Any GSR who feels the need to take a proposal back to his/her Group will be allowed to do so, and that proposal shall be tabled until the next ASC.

The ASC Facilitator acts as the discussion facilitator and not as a participant. Their primary objective is to achieve consensus for the proposal being discussed while observing the Traditions and Concepts. Their service to The Area is to ensure that all points of view are heard and to focus the best thinking of those participating.

#### CBDM Process

1. Proposals are submitted in writing to the Facilitator. Intent is included.
2. The Facilitator opens the dialogue - Begin with the maker of the proposal.
3. Proposal Clarifying questions are taken - This is when questions are asked to ensure that all participants understand the proposal. This is not the time for general discussion.
4. Facilitator asks for concerns or reservations - This is the time when general discussion occurs
  - a. This is when modifications may be made to the proposal in an effort to address expressed reservations or concerns.
  - b. Maker of the proposal as well as other participants may offer modifications.
5. Facilitator may ask for consensus at any time during the process.
  - a. There are four positions a participant may take on a proposal

### **CBDM Process**

**Assent** – agree with the proposal

**Assent with reservation** – although there are reservations or concerns, the individual will trust and go along with the body' s decision.

**Stand Aside** – based on strong personal reservations which prevents support for the proposal. This is essentially a “NO” vote.

**Block** – based on spiritual principles expressed in our Traditions or Concepts.

1. A block must be followed by speaking to the specific Tradition or Concept which would be violated.

2. A block will prevent a proposal from being adopted.

b. Consensus is reached when 80% of the participants are in Assent or Assent with reservation. The number which represents 80% shall be determined based on the number of participants present.

c. A block may be overridden by the body.

1. If the validity of a block is not questioned, the block will stand, and the proposal is not adopted.

2. If the validity of a block is questioned, the body must reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on a proposal.

3. If the block is overridden, the Facilitator will again ask for consensus on the proposal.

If consensus is not reached, the proposal may be dismissed, the proposal may be sent to a reconciliation committee - or perhaps to the original author - for rewriting to work out the objections or be tabled for the next ASC.