

NASCONA Policy

ARTICLE I

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: PARTICIPATION

~~This Committee shall not host or endorse a function that is not of or by the Area.~~

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, such as holidays or other conflicting events, we do not hold the ASC as originally scheduled it shall be the convened following Sunday at the location defined in this Policy.

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.

NASCONA Policy

ARTICLE III

ELECTION OF 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
- ~~2. Upon election to an ASC position, elected servants must resign GSR or Alternate position, if currently held, prior to next ASC meeting.~~

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 the exception of 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

STANDING SUBCOMMITTEES - 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.

NASCONA Policy

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.

HOSPITALS AND INSTITUTIONS

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.

PUBLIC RELATIONS

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

ACTIVITIES

The purpose of this subcommittee is to bring us together to celebrate our recovery in functions and to 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.

LITERATURE REVIEW

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.

AD HOC SUBCOMMITTEES

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 particular 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.

NASCONA Policy

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.

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 RESPONSIBILITES OF COMMITTEE MEMBERS

SECTION A: FACILITATOR

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.
 - a. Working knowledge of Consensus Based Decision Making.
 - b. Northside Area level service experience. (GSR, GSRA shall be considered Area level service)
 - c. Willingness to give time and resources necessary for the position.
 - d. Capable of conducting a meeting with a firm yet understanding hand.
 - e. All other duties as stated in the Guide to Local Services.

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 protect the assembly from obviously ridiculous proposals by refusing to recognize them in order to expedite business in every way compatible with the rights of Members and observers.
- d. To ensure the ASC operates according to Consensus Based Decision Making, policy guidelines, or factual information bearing on the business of the ASC.
- e. To make a report of the year at the annual meeting in December.
- f. In the event that there is no Co-Facilitator, assumes duties of the Co-facilitator.
- g. May serve as one of the signing servants on the ASC bank account.

NASCONA Policy

SECTION B: CO-FACILITATOR

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.
 - a. Working knowledge of Consensus Based Decision Making.
 - b. Northside Area level service experience. (GSR, GSRA shall be considered Area level service)
 - c. service)
 - d. Willingness to give time and resources necessary for the position.
 - e. All other duties as stated in the Guide to Local Services.

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 Tem 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

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.
 - a. Willingness to give time and resources necessary for the position.
 - b. Skills in bookkeeping and/or accounting.
 - c. Steady financial income.
 - d. All other duties as stated in the Guide to Local Services.

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.

NASCONA Policy

- 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. In an effort to comply with Article 8, Section A #5, shall purchase checks with 2 lines for signatures.
- k. Shall be the primary signer on the ASC bank account.
- l. Shall submit copy of monthly report to the web servant to be archived.
- m. Regularly collects and distributes Area mail.

SECTION D: CO-TREASURER

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.
- f. All other duties as stated in the Guide to Local Services.

NA Service.

- a. Willingness to give time and resources necessary for the position.
- b. Skills in bookkeeping and/or accounting.
- c. Steady financial income.
- d. All other duties as stated in the Guide to Local Services.

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

REQUIREMENTS

- a. Minimum ONE (1) years clean time. (NON-WAIVABLE)

NASCONA Policy

- 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.
- e. All other duties as stated in the Guide to Local Services.

NA Service.

- a. Willingness to give time and resources necessary for the position.
- b. All other duties as stated in the Guide to Local Services.

RESPONSIBILITIES

- a. Records minutes of the ASC meeting.
- b. Distributes copies of the minutes no later than ten (10) days following each ASC meeting. to each GSR or GSRA, and Area trusted servants. These minutes should include a phone list of all ASC trusted servants, GSRs and GSRA's.
- c. Maintains a current phone/email list of all ASC trusted servants, GSRs, and GSRA's.
- d. Maintains the Area archives on CD format.
- e. Regularly collects and distributes Area mail.
- f. Maintains the Area registration of groups.
- g. Performs roll call for attendance at ASC.
- h. Maintains and updates the Area registration form with the WSO.
- i. In the absence of the Facilitator, Co-facilitator, RCM1, and RCM2, and Treasurer shall facilitate the ASC meeting.
- j. Maintains log of any Area policy changes (in the absence of a Policy Facilitator.)

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SECTION F: RCM1 & RCM2

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.
- e. All other duties as stated in the Guide to Local Services.

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.

NASCONA Policy

- e. In the absence of the Facilitator and Co-facilitator, the RCM **with the most time in the position** 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 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.
- e. All other duties as stated in the Guide to Local Services.

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 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.
- e. All other duties as stated in the Guide to Local Services.

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 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.

NASCONA Policy

- d. Steady financial income.
 - I. (The co-chair requirements will be determined by the subcommittee.)

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: WEBSERVANT

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. NA Service.
- d. Willingness to give time and resources necessary for the position.
- e. Basic computer skills.
- f. Possesses own computer and carries Internet access throughout term of position.
- g. Knowledge of Chapter 10 of the Public Relations Handbook.

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 K: LITERATURE REVIEW FACILITATOR

PURPOSE: 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.

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.

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.

NASCONA Policy

ARTICLE VI

FINANCIAL PROCEDURES

SECTION A: GENERAL GUIDELINES

1. All revenues will be maintained in a general non-interest bearing bank account with separate bookkeeping of individual subcommittee funds.
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. All expenditures shall be paid by check.
 - a. 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.
 - b. Unspent funds shall be returned to the ASC Treasurer.
4. All checks should be signed by the Treasurer and at least one (1) of the authorized co-signers as defined in Article VI of this policy.
5. The assets of the ASC, upon dissolution, shall be dispensed to the next level of service.
6. 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.

SECTION C: EXPENSES AND REIMBURSEMENTS

1. PRUDENT RESERVE –The amount will be used to cover expenses for quarterly travel, bank service charges, schedules, copies, PO box fees, web hosting fees and any charges incurred to send out the minutes when there is no money in the general fund.
 - a. 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. A maximum of \$90.00, for both RCM's.
 - b. (A maximum of \$90.00 for the H & I and Public Relations Chairs to attend the RSC.) Revised 06/2023
 - c. Or for the RCM to attend a surrounding ASC meeting as requested by the Area.

SECTION D: ACCOUNT GUIDELINES

1. Prudent Reserve is to be maintained at \$600.00. This includes our travel account of \$360.00 per quarter
2. Region and World shall be given an amount determined by consensus of the trusted servants each quarter.

NASCONA Policy

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
PI report
Literature Review Report
Activities report
Web Servant report
Ad-hoc report
Co-facilitator Report
Break (optional based on group conscience)
Seventh Tradition Basket
Group reports
Sharing session
Unfinished business
New business
Elections (if necessary)
Confirm location and time of the next ASC
Announcements
Thank hosting group and close the meeting

NASCONA Policy

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

NASCONA Policy

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 ought 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.

NASCONA Policy

APPENDIX V

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.

NASCONA Policy

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

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.
 - a. 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.
 - b. A block may be overridden by the body.
 - c. If the validity of a block is not questioned, the block will stand and the proposal is not adopted.
3. 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.
 - a. 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.

NASCONA Policy

APPENDIX IX

PROPOSAL FORM

DATE _____

GROUP NAME and/or AREA POSITION _____

PROPOSAL

INTENT

SUPPORT _____ OPPOSE _____ PRESENT NOT VOTING _____

ACTION TAKEN

ADOPTED _____ FAILS _____ TAKE BACK TO GROUPS _____

AD HOC COMMITTEE _____ PROPOSAL TABLED _____