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We welcome you to the Twin Cities Area Service Conference or “TCASC” for short! Everyone is welcome here, whether you are a new GSR, an NA member checking out the Area level of service for the first time, or an NA service veteran.

Meeting Format: The TCASC meetings are conducted under Robert’s Rules of Order. These are explained in greater detail inside this packet. The most important rules for EVERYONE to keep in mind are those governing discussion. Debate should be confined to the merits of the topic under discussion, and personal comments are to be avoided. No one should speak twice on any subject until everyone who wants to has spoken, and then only if that person has clarifying information.

To the GSR: You are a special member of this service body. Your difficult assignment is to carry your Group’s conscience to the Area so that we may develop the Area’s conscience. You must learn to put your personal viewpoints aside and to act on the conscience of the Group you were elected to represent. It is your responsibility to present for discussion to the Group that elected you all motions or other business conducted here. The only exception to this is matters that only affect the Area’s administrative functions (for example, whether or not to have a break during this meeting). The only requirement for service is the willingness to do the work. Don’t hesitate to raise your hand for questions or discussion! You are encouraged to join an active subcommittee, which will greatly increase your understanding of this body.

First Time Visitor: We know that this can seem overwhelming or confusing. It is important for you to remember that no one addict is more important than any other, and that your participation is just as important to us as that of the addict who has been here for years. We encourage you to listen, raise your hand if you have questions, and get involved. You are also encouraged to join an active subcommittee, which will greatly increase your understanding of this body. We will do our best to make you feel WELCOME! We’re happy that you’re here!

NA Service Veteran: The experience and insight of NA service veterans are invaluable to the stable operation of this group. We hope you will let us learn from you as you learned from others. You have a special responsibility to ensure that our meetings are conducted in accordance with the spiritual principles that govern all our affairs. Please help us all to remember that “Compassion lends kindness to all our efforts in service to others.”¹ It is critical to the operation of this group that you, too, bear in mind that no one addict is more important than any other. We welcome your willingness to face the challenges that service can bring which in turn can lead to a future spiritual awakening.

1. It Works How and Why, Chapter on the 3rd Tradition

**A QUICK
LOOK AT THE
NA SERVICE
STRUCTURE**

ADDICT



GROUP



AREA
**AREA SERVICE
CONFERENCE**

TCASC →



REGION
**REGIONAL SERVICE
CONFERENCE**

MNRSC →



WORLD
**WORLD SERVICE
CONFERENCE**

WSC ↘

THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people whenever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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 who 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, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never 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.

TWELVE CONCEPTS FOR NA 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 service 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 Narcotics Anonymous. 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 that 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 communication.**
- 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 service structure should always be one of service, never of government.**

Parliamentary Procedure Simplified

Motions that can be made, how to make them & what to expect.

To Do This:	You Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
ADJOURN MEETING	“I move that we adjourn”	No	Yes	No	No	Majority	No
CALL AN INTERMISSION	“I move that we recess for...”	No	Yes	No	Yes	Majority	No
COMPLAIN ABOUT NOISE, HEAT, ETC.	“I rise to a question of privilege”	Yes	No	No	No	No vote	No (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	“I move to table the motion”	No	Yes	No	No	Majority	No
END DEBATE AND AMENDMENTS	“I move the previous question”	No	Yes	No	No	2/3	No ¹
POSTPONE DISCUSSION FOR A CERTAIN TIME	“I move to postpone the discussion until...”	No	Yes	Yes	Yes	Majority	Yes
GIVE CLOSER STUDY TO SOMETHING	“I move to refer the matter to committee”	No	Yes	Yes	Yes	Majority	Yes ²
AMEND A MOTION	“I move to amend the motion by...”	No	Yes	Yes ³	Yes	Majority	Yes
INTRODUCE BUSINESS	“I move that...”	No	Yes	Yes	Yes	Majority	Yes

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE. THE MOTIONS BELOW ARE IN NO PARTICULAR ORDER

To Do This:	You Say This:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
PROTEST BREACH OF RULES OR CONDUCT	“I rise to a point of order”	Yes	No	No	No	No vote ⁴	
VOTE ON A RULING OF THE CHAIR	“I appeal from the chair’s decision”	Yes	Yes	Yes	No	Majority ⁵	Yes
SUSPEND RULES TEMPORARILY	“I move to suspend the rules so that...”	No	Yes	No	No	2/3	No
AVOID CONSIDERING AN IMPROPER MATTER	“I object to consideration of this matter”	Yes	No	No	No	2/3 ⁶	7
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	“I call for a division” or “Division!”	Yes	No	No	No	No vote	No
REQUEST INFORMATION	“Point of information”	Yes	No	No	No	No vote	No
TAKE UP A MATTER PREVIOUSLY TABLED	“I move to take from the table...”	No	Yes	No	No	Majority	No
RECONSIDER A HASTY ACTION	“I move to reconsider the vote on...”	Yes	Yes	8	No	Majority	No

1. Unless voice vote on question has not yet been taken

2. Unless the subject has already been in committee

3. Only if the motion to be amended is debatable

4. Except in doubtful cases

5. A majority vote is needed to reverse ruling of the chair

6. A 2/3 vote is needed to prevent consideration of main motion

7. Only if the question or motion was not, in fact, considered

8. Only if the motion to be reconsidered is debatable

SIMPLIFIED PARLIAMENTARY PROCEDURE

At all meetings it is up to the Presiding Officer to use the rules of parliamentary procedure appropriately so that good order and reasonable decorum are maintained and the business of the meeting continues moving forward. At times, the technical rules of parliamentary procedure may be relaxed as long as the meeting accomplishes its purpose and the rights of absentees and minorities are protected.

ROLE OF THE PRESIDING OFFICER:

- 1) Be ready to call the meeting to order at the time set.
- 2) Follow the agenda and clarify what is happening and what is being voted on at all times.
- 3) Deal firmly with whispering, commotion and frivolous or delaying debate and motions.
- 4) See that debate is confined to the merits of the question and that personal comments are avoided. No one should speak more than twice on a subject, and no one should speak a second time until all who wish to speak have had a chance to do so.
- 5) Talk no more than necessary. Except in small boards or committees, the Presiding Officer should not enter the debate without giving up the chair to a substitute until the motion under debate has been voted on.
- 6) Remain calm and deal firmly with all sides regardless of personal opinion. To preserve this impartiality, the presiding officer abstains from voting except by ballot or to cast the deciding vote on an issue.

MOTIONS:

Business is conducted by acting on motions. A subject is introduced by a main motion. Once this has been seconded and stated by the presiding officer, nothing else should be taken up until it is disposed of. Long and involved motions should be submitted in writing. Once a motion has been stated, the mover may not withdraw it without the consent of the meeting. Most motions must be seconded.

While a main motion is being considered, other parliamentary motions, which affect either the main motion or the general conduct of the meeting may be made. The ones most frequently used are described in general below, but it should be noted that there are exceptions and modifications that cannot be included in this brief text.

THERE ARE 4 GENERAL TYPES OF MOTIONS:

1. **MAIN MOTIONS:** Introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions. EX: "I move that we purchase..."
2. **SUBSIDIARY MOTIONS:** Change or affect how the main motion is handled (voted on before the main motion) EX: "I move the question before the assembly be amended by striking out..."
3. **PRIVILEGED MOTIONS:** Are most urgent... about special matters not related to pending business. EX: "I move we adjourn."
4. **INCIDENTAL MOTIONS:** Are questions of procedure that arise out of other motions. Must be considered before the other motion. EX: "I move to suspend the rules for the purpose of..."

THE FOLLOWING ACTIONS CAN BE TAKEN WHEN A MOTION IS ON THE FLOOR

1. **AMEND:** Used when the intention is to change, add or omit words in the main motion.
 2. **AMEND THE AMENDMENT:** Used to change, add or omit words in the first amendment. This motion itself cannot be amended.
- METHOD:** The first vote is on the amendment to the amendment. The second vote is on the amendment, either as changed or as originally proposed, depending on the first vote. The third vote is on the main motion, either as introduced or as amended.
3. **REFER:** If a motion becomes too complicated through amendments or if more information is needed, a motion may be made to refer it to a committee for study or redrafting. This committee must report back or act as instructed.
 4. **POSTPONE:** Consideration of a motion can be delayed until a more suitable time, until other decisions have been made or until more information is available by a motion to postpone to a stated future time.
 5. **LAY ON THE TABLE:** This postpones consideration in such a way that the motion can be taken up again in the near future if a majority decides to "take it from the table."

Elected Officer Summary Descriptions

CHAIR: Responsible for facilitating the meeting in a fair and impartial manner. It is the Chair's job to assure that all policies and procedures are followed appropriately. See sections 10.01 and 10.02 of the TCASC Policy.

CO-CHAIR: Responsible for facilitating the second half of the meeting where the Sub-Committee Chairs give their reports and Open Forum topics are discussed. In the absence of the Chair the Co-Chair is responsible for facilitating the meeting. See sections 10.03 and 10.04 of the TCASC Policy.

REGIONAL COMMITTEE MEMBER (RCM): Basically the same position as a GSR. The difference is that a GSR carries a group conscience to the ASC and a RCM carries the Area's conscience to the RSC. In the absence of the Chair and Co-Chair the RCM is responsible for facilitating the TCASC meeting. See sections 10.05 and 10.06 of the TCASC Policy.

REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA): Assists the RCM to carry the Area's group conscience to the RSC. In the absence of the Chair, Co-Chair and RCM, the RCMA is responsible for facilitating the meeting. See sections 10.07 and 10.08 of the TCASC Policy.

SECRETARY: Responsible for taking notes at the meeting, arranging them into the minutes and then sending them out to everyone requesting a copy. The Secretary also keeps files on all motions and resulting actions for archival purposes. See sections 10.09 and 10.10 of the TCASC Policy.

CO-SECRETARY: Responsible for assisting the Secretary in all duties so they may learn how to be the Secretary, if elected, at the end of their term. See sections 10.11 and 10.12 of the TCASC Policy.

TREASURER: Responsible for maintaining the financial aspects of the TCASC. This person pays all the bills, balances the checkbook, and develops the annual budget based on the input of the TCASC. See sections 10.13 and 10.14 of the TCASC Policy.

CO-TREASURER: Responsible for accepting all group donations and providing receipts to the GSR's for the donations they turn in. They assist the Treasurer in all duties so they may learn the nature of the job in the event they are elected to the Treasurer position at the end of their term. See sections 10.15 and 10.16 of the TCASC Policy.

POLICY: Responsible for developing and helping implement procedures and guidelines that help TCASC and its Sub-Committees to conduct business in a timely and orderly way, allowing for continuity of service. Help interpret questions during the TCASC. See sections 10.17 and 10.18 of the TCASC Policy.

PUBLIC RELATIONS (PR) CHAIR: Responsible for all interactions with the public. They coordinate information flow to the general public to create an awareness of the NA program and what it offers, as well as assuring that updated meeting lists are available at each TCASC. See sections 11.01 and 11.02 of the TCASC Policy.

HOSPITALS AND INSTITUTIONS (H & I) CHAIR: Responsible for coordinating the information flow into facilities such as treatment centers, jails and prisons for the purpose of "carrying our message" to those who may not have access to it. See sections 11.03 and 11.04 of the TCASC Policy.

LITERATURE CHAIR: Responsible for coordinating new literature review, on the Area level, as well as assuring that updated meeting lists are available at each TCASC. See sections 11.05 and 11.06 of the TCASC Policy.

BANQUET CHAIR: Responsible for planning the annual TCASC Banquet. See sections 11.09 and 11.10 of the TCASC Policy.

ACTIVITIES CHAIR: Responsible for planning activities promoting unity and fellowship within the TCASC. See sections 11.11 and 11.12 of the TCASC Policy.

OUTREACH CHAIR: Responsible for coordinating support for groups in need. See sections 11.13 and 11.14 of the TCASC Policy.

**Twin Cities Area of Narcotics Anonymous
Financial Responsibility Policy Agreement Form**

Two copies of this Form are to be read and signed by all TCASC Officers, Subcommittee Chairs, and GSR's who handle funds of NA in any capacity. After signing and dating, one copy will be retained in the TCASC files until the term of office of the signer is ended, or, in the case of TCASC event tickets or saleable merchandise, until all saleable items and all profits of same have been turned in to the event Chair or the TCASC Treasurer. The remaining copy will be retained by the signer.

The following policy is based on the premise that those elected are ready for the responsibilities of the office they seek. This financial management policy has been created to help prevent a financial crisis. The Policy is based on principles and not personalities. No exceptions are to be made to these policies for any reason.

1. All Trusted Servants or GSR's handling TCASC funds, including receiving cash at the door at TCASC events, or handling saleable items, will be given two separate copies of these financial policies or guidelines to be read and signed. One signed copy is to be retained by the Trusted Servant and the second returned and placed in the TCASC files.

2. Any tickets created and sold for any Convention event should be numbered and marked in such a way that they may be easily accounted for and not easily duplicated.

3. Any event Chair is empowered to create a dollar limit for the total value of merchandise or tickets that any one individual may handle at any time. This limit will determine the maximum number of tickets or quantity of merchandise distributed at any time to any one individual Trusted Servant to sell.
NO PERSON WHO HAS NOT SIGNED THESE GUIDELINES MAY BE GIVEN TICKETS OR MERCHANDISE TO SELL ON BEHALF OF TCASC AT ANY TIME.

4. The Subcommittee Chairperson in charge of ticket or merchandise distribution and sales must keep an accurate record and inventory of all saleable items at all times. All items distributed to Trusted Servants to be sold will be accounted for and signed out by both the person receiving and the person distributing these items using merchandise inventory sheets that also include the address and contact information for the sellers. This record will always include: verification of the date the individual signed these policies, the quantity of merchandise or tickets currently sold and unsold, the amount of cash that has been turned over to the Chair and/or the Treasurer, the quantity of tickets or merchandise presently in the hands of individuals for sale, and the total cash value of all tickets and/or merchandise assigned to each individual. When an individual's allotment is sold, more tickets or merchandise may be distributed to that person only after the money collected is turned in and accounted for. When all funds or unsold merchandise have been returned to the Subcommittee Chair, the bottom portion of the individual's record will be the receipt for all monies turned in for sold merchandise and/or all unsold merchandise.

5. The financial records of all TCASC subcommittees or events are subject to audit at any time.

N.B: An addict alone is in poor company; an addict alone with money is in even poorer company.

6. To minimize the number of people handling funds, if refreshments are offered for sale at any TCASC event, \$.25 or \$.50 cent refreshment tickets should be sold at the registration or check-in area. These tickets can then be exchanged for refreshments.

7. More than one signer is always necessary on NA checking accounts.

8. The original copy of each bank statement received by the TCASC is to be retained in TCASC files for no less than 3 years and is subject to audit by TCASC at any time. The Treasurer will also keep a copy for his or her records.

9. All funds will be handled by the Convention Committee Treasurer. All income generated will be submitted to the Treasurer. All income generated will be submitted to the Treasurer and deposited in the Convention Committee bank account. All Convention-related expenses will be paid by the Treasurer using a check drawn on the Convention Committee bank account. Cash transactions are to be avoided as much as possible and no Convention funds will be handled directly by subcommittees.

As part of your responsibility as a member of the TCASC, you agree that if you handle TCASC merchandise and/or funds, you will comply with the above guidelines. _____ (initials)

You agree to maintain written records of all merchandise in your possession or sold by you at all times, and you agree not to transfer funds or unsold merchandise to anyone other than the event Chair or the TCASC Treasurer. _____ (initials)

Please be advised that all Trusted Servants and individual addicts, entrusted with the handling of TCASC merchandise and/or funds will be held accountable. _____ (initials)

If any Convention merchandise and/or Convention funds are found to be missing or misused, the TCASC Executive Committee is empowered to initiate an investigation. If you are found to have stolen or misused Convention merchandise and/or funds, your Trusted Servant position will be immediately forfeited and any funds or merchandise in your possession will be subject to immediate confiscation by the TCASC. The TCASC Executive Committee will have you prosecuted to the fullest extent of the law. _____ (initials)

PLEASE PRINT THE FOLLOWING INFORMATION CLEARLY:

Name _____ (Legal name, not nickname)

Address _____

Home Phone _____

Work Phone _____

How long employed? _____

Cell Phone/Pager _____

Sponsor _____

Sponsor's Phone Number _____

Signature _____

Date _____