

POLICY AND PROCEDURE GUIDELINES FOR THE BORDERLINE AREA OF NARCOTICS ANONYMOUS

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Contents

Section 1: The Purpose of the Borderline Area	2
Section 2: Operational Guidelines.....	2
Section 3: Membership.....	2
Section 4: Voting.....	3
Section 5: Motions.....	4
Section 6: Elections.....	5
Section 7: A.S.C. Officers and rolls	6
Section 8: Finance.....	13
Section 9: General Policies.....	13
Section 10: Other Procedures	14

Section 1: The Purpose of the Borderline Area

The purpose of the Borderline Area of NA, as suggested in the *Guide To Local Services* is to be supportive of its Home Groups, and their Primary Purpose by: associating a group with other groups locally, helping a group deal with its day to day situations and needs, and to support the availability of recovery through NA. Borderline Area is a part of the Carolina Region of NA. The ASC conducts monthly meetings according to the NA principles.

Section 2: Operational Guidelines

- A) The Twelve Traditions of Narcotics Anonymous
- B) *A Guide to Local Services in Narcotics Anonymous*
- C) The Policy and Procedure Guidelines for the Borderline Area of Narcotics Anonymous
- D) The Twelve Concepts for NA Service
- E) Robert Rules of Order

Section 3: Membership

- A) The membership of the Borderline Area will consist of each present NA Group that is already a member of the Borderline Area.
- B) Groups that choose to participate in the Area will elect a GSR (Group Service Representative) or GSR alternate. The GSR or GSR alt. will carry the Group's conscience to the A.S.C.
- C) New Groups will become voting members upon completion of the following:
 - 1) They should have a GSR or GSR alt., or a representative
- D) If a member Group is not participating at the Area level, the A.S.C. will send a Representative, after three consecutive months of absence, from the administrative officers to that Group to see if they need assistance in any way.
- E. *Groups regain voting right after two consecutive attendances (see section 4 Voting)*

Section 4: Voting

- A) A quorum, 50% Plus 1 of groups is required to do business at the ASC.
- 1) If quorum is not met, that the following business will still be conducted: Office Reports, Treasurer accepting donations, and Group Concerns.
- B) Home groups that miss two consecutive ASC meetings will not hold up area business or quorum. At their second attended meeting, they will be able to vote again.

Types of votes that may be made on any given motion are as follows.

- Yes, or in favor- self-explanatory.
- No, or not in favor- self-explanatory.
- Abstention- this is neither for nor against the motion. It will not count to either pass or not pass the motion. Abstention is most appropriate when there is no clear conscience on the issue.
- Withdraw from quorum- this is a vote that applies to business issues only. Before voting on an issue the Chair will ask if any GSR wishes to withdraw from quorum for *that vote*. The A.S.C. will then determine if the remaining quorum is sufficient to vote (85% of groups who attended previous A.S.C. meeting after the break roll call). A withdraw from quorum is most appropriate when there is no conscience on the issue at hand. ***I.E. No group conscious meeting was held to address the issue.***
- *Voting is limited to GSR's and Alt. GSR's (representative are able to take notes and ask questions)*

C) Within the A.S.C. there are three voting designations as follows:

1) Business Issues: GSRs or GSR alternates take business issues back to their Home Groups for a vote. They then bring the results back to the A.S.C. where a Majority rules. They are defined as follows:

a) *Regional Issues*

b) *Area issues that affect NA as a whole.* If there is a question prior to a vote about whether or not a matter affects NA as a whole, and should be taken back to the member groups for a vote, the Chairperson may rule on the matter, or call for a vote of the GSRs. Such a vote must occur if a motion to that effect is made and seconded, regardless of the ruling by the Chairperson. The vote will be by a simple majority.

c) *Elections-* see section 6, elections

d) All Policy changes must be voted on by Home Groups

2) *Housekeeping Issues:* All GSRs or GSR alternates, A.S.C. officers, and subcommittee Chairpersons vote immediately on administrative issues. Majority rules. Administrative issues are loosely defined as those issues that are to be handled as promptly as possible. Example include:

- a) *Approval of minutes*
- b) *Financial disbursements*
- c) *Subcommittee proposals*
- d) *Creating Ad- Hoc Committees*
- e) *Motion to adjourn*

Administrative votes that end with no majority or that are deemed sensitive issues by a passed motion of a member of the A.S.C., will be considered a business vote and sent to the Home Groups for voting.

3) *Policy Issues:* These issues will be handled in section 10, Amendments to policy

D) A simple majority is defined as greater than 50% of quorum.

Section 5: Motions

A) Any GSR/Alt.GSR or Sub-Committee Chair of the Borderline Area may offer a motion to the A.S.C.

B) All motions must be neatly printed or typewritten on the Borderline Area Motion Form by the maker of the motion and seconded by another GSR/ Alt. GSR. Any motion without clear purpose, intent, and points of accountability may be ruled out of order by the Chairperson and needs to be either rewritten or withdrawn .

C) The motion will be discussed, and the Chairperson may limit discussion. The person making the motion should be prepared to answer questions about it. There will be three pros, three cons and three points of interest during the discussion.

D) After the motion is discussed, it may be passed, withdrawn, defeated, thrown out, amended, tabled, or referred (For a definition of these, see *A Guide to Local Services in NA*).

E) Any business motion may not be brought to the floor again for 3 months after being defeated .

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, “I second that.” If nobody seconds a motion, the chair will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. *Robert’s Rules of Order* can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Section 6: Elections

A) Area elections are to be held in July.

- B)** Nominees must be present to state their willingness and service history at the time of nomination and election. In the event of a conflict, a nominee may forward a letter to be read by the A.S.C. Chairperson, stating their willingness, service history, and reason for absence.
- C)** Area elections are to be held annually. All Administrative officers are open for nomination by Home Groups. The subcommittees themselves will nominate subcommittee chairpersons. Nominations will be open four months prior to elections, and a reminder will be placed in A.S.C. minutes.
- D)** Nominations will be closed one month prior to the annual elections, and service resumes of all nominees will be placed in the minutes of the June A.S.C.
- E)** The election of any A.S.C. officer is to be done by secret ballot.
- F)** Any positions open at times other than the annual election will be filled through the aforementioned election process.
- G)** All A.S.C. officers should be members of NA., meet required clean time submit a service resume , have an NA Home group and a NA Sponsor.

Section 7: A.S.C. Officers and rolls

- All ASC Trusted servants submit reports electronically to the secretary by the end of the ASC meeting day.
- Reports should be sent to ASC members and group representatives (GSR/Alt. GSR) within 10 days of the ASC

- A)** The Borderline Area will consist of the following officers:
- | | | | |
|----------------|--------------------|----------------------------------|----|
| 1) Chairperson | | | |
| 5) Treasurer | 9) H&I Chairperson | 2) Vice- Chairperson | 6) |
| Treasurer Alt. | 3) RCM | 7) Secretary | 4) |
| RCM Alt. | 8) Secretary Alt. | 10) Public Relations Chairperson | |

<u>Commitment length:</u>	<u>Clean Time Minimum Requirements:</u>
1. Chair: 1 Year	<u>1. Chair: 5 Years</u>
2. Co-Chair: 1 Year	<u>2. Co-Chair: 4 Years</u>
3. Treasurer: 1 Year	<u>3. Treasurer: 4 Years</u>
4. Co-Treasurer: 1 Year	<u>4. Co-Treasurer: 3 Years</u>
5. Secretary: 1 Year	<u>5. Secretary: 1 Year</u>
6. Co-Secretary: 1 Year	<u>6. Co-Secretary: 1 Year</u>
7. H&I Chair: 1 Year	<u>7. H&I Chair: 2 Years</u>

8. RCM: 1 Year	8. <u>RCM:</u> 5 Years
9. RCM Alt. : 1 Year	9. <u>RCM/Alt:</u> 4 Years
10. P.R. Chair 1 Year	10. <u>P.R.:</u> 5 Years

These officers vote with the GSRs on housekeeping issues, with the exception of the Chairperson. No member of the A.S.C. should hold more than one trusted servant position unless absolutely required by the lack of participation at the Area. An officer cannot vote as a GSR.

B) The duties of A.S.C. officers are in line as defined in *A Guide to Local Services*, as well as the following:

C) Dismissal of Officers:

An officer may be removed for the following reasons:

- a. Loss of clean time
- b. Non-fulfillment of the duties of office as defined by policy guidelines
- c. Absences from two consecutive unexcused regular meetings of the ASC
- d. Misuse of NA funds at any level
- e. The intentional presentation of misleading information to the Area

1) Any ASC officer or GSR may call for the removal of an officer by a motion in New Business. The motion must state the reason and justification for removal.

2) The vote to remove an officer would require two-thirds (2/3) majority of GSRs from the established quorum.

Chairperson

- 1) Five years clean time.
- 2) Calls the meeting to order.
- 3) Follows ASC agenda but can alter the agenda if necessary.
- 4) Recognizes A.S.C. and NA members who wish to speak at the A.S.C.
- 5) Maintains rules that relate to order.

- 6) Is familiar with Area policies and rules of order for the purpose of responding to questions A.S.C. members might have.
- 7) Accepts/Declines motions from the floor and directs them to be submitted in writing before calling for a second.
- 8) Makes certain that everyone who votes are eligible to do so.
- 9) Expedites business.
- 10) Adjourns the meeting.
- 11) Acts as mediator between A.S.C. members and officers who fail to function as trusted servants.
- 12) Calls special meetings when necessary I.E. Meets with the ASC Committee members to discuss budget and policy when needed.
- 13) Represents the A.S.C. at the R.S.C. when neither the RCM nor RCM alt. can attend.
- 14) Is one of three signers (Chair, Treasure, and Secretary) of the A.S.C. checking account. (Area Business as well as the Bank account)
- 15) Should carry out the duties of this position in an unbiased manner.
- 16) Is responsible for contacting all members on the Area Master list to notify participants of a cancellation of the area meeting in accordance with the inclement weather policy in Section 9.
- 17) Schedules and conducts quarterly GSR Orientation meetings.
- 18) Officers are required to provide a monthly report as it relates to their service position

Co-Chairperson

- 1) 4 years clean time.
- 2) Assists the Chairperson in his/her duties
- 3) Serves as A.S.C. Chairperson if Chair cannot be present.
- 4) Keeps in regular contact with Chairpersons of each subcommittee to stay informed of their projects and problems. Attends subcommittee meetings whenever possible.
- 5) Serves as subcommittee chair should there be a vacancy the subcommittee could not fill.
- 6) Maintains the Area Website
- 7) Maintains and coordinates the printing and publishing of BANA meeting schedules to be provided at each ASC meeting.
- 8) Officers are required to provide a monthly report as it relates to their service position

Regional Committee Member

- 1) 5 years clean time.
- 2) Prior service experience suggested.
- 3) Attends all A.S.C. and R.S.C. (Regional Service Committee) meetings.
- 4) Is the A.S.C.'s representative at the R.S.C. May require travel. Travel reimbursement as needed to go to the RSC. Not to exceed \$800 annually.
- 5) Acts as the Area Service Committee Contact for communication with NA World Services and forwards RSC and World Services Correspondences to the Secretary for distribution.
- 6) Acts as Chairperson in the event that the Chairperson and Vice-Chairperson are absent.
- 7) Attends Regional C.A.R. (Conference Agenda Report) workshop, and coordinates an Area workshop for GSRs and interested members.
- 8) Communicates changes of the BANA area schedule to the Region and WSO.
- 9) Officers are required to provide a monthly report as it relates to their service position.
- 10) RCM should be responsible for updating the meeting schedule on the Regional website.

Regional Committee Member Alt.

- 1) 4 years clean time.
- 2) Assists the RCM in her/his duties.
- 3) Attends all A.S.C. and R.S.C. meetings.
- 4) Serves as RCM in his/her absence.
- 5) Officers are required to provide a monthly report as it relates to their service position

Treasurer

- 1) 4 years clean time.
- 2) Suggested prior treasurer experience.
- 3) The Treasurer will not accept cash without giving a receipt. All checks should be made payable to the Borderline Area.

- 4) Two signatures will be required for checks drawn on the Area account from the following three choices: the Treasurer, the Chairperson, or the Secretary.
- 5) One of three signers (Chair, Treasure, and Secretary) of the A.S.C. checking account. (Area Business as well as the Bank account)
- 6) Responsible for making deposits and paying bills in a timely manner. (1-3 days)
- 7) The Area Treasury shall maintain prudent reserve in accordance with Area policy.
- 8) The amount of such reserve shall be included in Area minutes.
- 9) Recommends a quarterly donation above the prudent reserve to the Region*, subject to the review of the A.S.C. based on the Treasurer's report.
* Funds in excess of prudent reserve will be sent directly to NAWS when the RSC does not follow their policies and forward funds to NAWS that are in excess of the RSC's prudent reserve.
- 10) All reimbursable expenses must be receipted.
- 11) The Treasurer must alert the body of the A.S.C. during his/her report of all service entities that have not submitted monthly financial reports of budget versus actual expenditures.
- 12) Analyzes the previous year's expenses after all budgets have been approved in order to recommend, if needed, any adjustment to the prudent reserve from the previous year.
- 13) Officers are required to provide a monthly report as it relates to their service position.

Co- Treasurer

- 1) 5 years clean time.
- 2) Assists the Treasurer in his/her duties.
- 3) Fulfills the Treasurers responsibility in his or her absence.
- 4) Officers are required to provide a monthly report as it relates to their service position

Secretary

- 1) 1 year clean time.

- 2) Conducts an oral roll call of A.S.C. officers and GSRs to determine who is present, and the status of quorum.
- 3) Keeps accurate minutes of each A.S.C.
- 4) Types and distributes copies of the minutes to all GSRs via email and A.S.C. officers within ten days of previous A.S.C. Also uploads minutes to the area website
- 5) Makes records and approved archived minutes available to any NA member.
- 6) Maintains a copy of the following: *A Guide to Local Services, H&I Handbook, Public Relations Handbook, Policy Manual, Twelve Concepts.*
- 7) Compiles and maintains a contact list with names, addresses, phone #, and e-mail addresses of two persons (preferably GSR and GSR alt) from each member group to be a list from which we mail the minutes.
- 8) The list is also made available to A.S.C. participants who need to contact all the groups.
- 9) Is one of three signers (Chair, Treasure, and Secretary) of the A.S.C. checking account. (Area Business as well as the Bank account)
- 10) The secretary is to be responsible for archiving minutes, meaning the accumulation of printed archived minutes for the previous six months (to take place in January and July each year) and take items to approved business center for transfer of printed copies to a master and loaner CD loaner is for interested home groups to borrow) and maintain these discs with BANA records.
- 11) Remove members from mailing of the minutes if they have not been present at the Area meeting for a consecutive of three months unless the person contacts the ASC and specifically asks to continue to receive minutes.
- 12) To have the Area Secretary keep on hand copies of the Borderline Area Policy to give to new GSRs as needed.
- 13) Officers are required to provide a monthly report as it relates to their service position

Co- Secretary

- 1) 1 Year clean time
- 2) Assists the Secretary in her/his duties.
- 3) Fills in for the Secretary if the Secretary cannot be present.

- 4) Officers are required to provide a monthly report as it relates to their service position

H&I Chairperson

- 1) 2 Years clean time
- 2) Coordinates all hospital and institution meetings within the Area in accordance with the approved "H&I Guidelines" utilizing approved budget.
- 3) Conducts monthly subcommittee meetings.
- 4) Demonstrates a knowledge of and commitment to H&I.
- 5) Prior service experience on the H&I subcommittee
- 6) Attends Regional subcommittee meetings.
- 7) Officers are required to provide a monthly report as it relates to their service position. Travel may be required.
- 8) Purchase 9 Basic Texts for permanent placement at CRC Monroe

Public Relations Chairperson

- 1) 5 Years clean time

Group Service Representatives (GSRs\Alt GSR's)

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the NA Group chapters appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has

them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups, which elect them.

Section 8: Finance

- 1) A.S.C. subcommittee Chairpersons and RCM in conjunction with the A.S.C. Treasurer should submit an annual budget to the A.S.C. one month after Area elections to be approved by the A.S.C. Such approval shall constitute authorization for expenditures throughout the year unless the Treasurer should report an unexpected decrease of A.S.C. funds, and then all budgets would have to be adjusted evenly with the approval of the A.S.C.
- 2) Each subcommittee must submit monthly financial reports of budget versus actual expenditures, to be included in the Treasurer's report, which will be included in the Area minutes.
- 3) The Area will pay rent monthly to Weddington United Methodist Church for the A.S.C.
- 4) Two signatures will be required on all checks.
- 5) Checks will be the only form of reimbursement for any members. NO CASH.
- 6) Money asked to be spent outside of the approved current budget will be deemed a home group motion and sent back to be voted on.
- 7) Funds in excess of prudent reserve will be sent directly to NAWS when the RSC does not follow their policies and forward funds to NAWS that are in excess of the RSC's prudent reserve.
- 8) Prudent reserve of \$600

Section 9: General Policies

- 1) A.S.C. meetings are to be conducted in Weddington. The A.S.C. meets at 4:00 pm on the first Saturday of each month, and if possible, at the same location.
- 2) A.S.C. officers and subcommittee Chairpersons must submit an electronic report by the end of business at each A.S.C. These reports will be included in the Area minutes.
- 3) No reports by trusted servants will be removed or censored from the area website except by a vote from the home groups.
- 4) Should the Area's subcommittees not be represented by either the Chairperson or the Vice-Chairperson of that subcommittee at either two regional subcommittee

- meetings or two A.S.C. meetings, then that subcommittee Chairperson's office should be reviewed.
- 5) All motions and policy proposals will be included in the Area minutes.
 - 6) All A.S.C. meetings are non- smoking.
 - 7) The officers and the subcommittee chairs will hold a Quarterly orientation for new GSRs and BANA officers within two months following the July elections; including workshops on the service structure of NA, BANA Policy, the Twelve Concepts, the Twelve Traditions, and the subcommittees of the Borderline Area.
 - 8) **Bank finance Policy** – *the Treasurer, Chair and Secretary should be listed as authorized account holders and approved to conduct bank business as signatory*
 - 9) **Area finance Policy** – *That two persons authorizes on the bank account to sign checks that are paying bills for area business*
 - 10) BANA to give out free starter kits to new meetings not to exceed \$50.
 - 11) ASC to buy and maintain a group starter kit worth \$10 to be offered to any new Home Groups to help them open the doors.

Section 10: Other Procedures

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, “*I call for the order of the day.*” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second, is not debatable, and does not even *require* a vote—the chairperson is obligated to enforce the request unless two- thirds of the body tell the chair otherwise. **Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, “*Point of information.*” This means, “I have a question to ask,” *not* “I have information to offer.” One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask

the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and- such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.