

POLICY AND PROCEDURE GUIDELINES FOR THE BORDERLINE AREA OF NARCOTICS ANONYMOUS

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Section 01: 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 02: 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 03: 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 Alternate GSR. The GSR or Alternate GSR will carry the Group's conscience to the A.S.C.
- C.** New Groups will become voting members upon:
 - a. Designating a GSR or Alternate GSR
 - b. Attend an ASC meeting and announce their intention to start a new group, or an existing group's desire to join the Borderline area
 - c. Provide meeting details (time, location, format) to ASC Officers (Web Chairperson, etc.) to update meeting list and schedules
 - d. Groups can vote at ASC at their second consecutively attended ASC meeting (see section #04 Voting)
- D.** If a member Group is not participating at the Area level, the ASC will after three consecutive months of absence, contact that Group to see if they need assistance in any way

Section 04: Voting

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- C. Home groups that miss two consecutive ASC meetings will be automatically withdrawn from quorum.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

- D. Types of votes that may be made on any given motion are as follows.
 - a. **Withdraw from quorum**
 - i. Before voting on an issue the Chair will ask if any GSR wishes to withdraw from quorum for that vote.
 - ii. The ASC will then determine if the remaining quorum is still sufficient to vote
 - iii. 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.*
 - b. **Yes**, or in favor (self-explanatory)
 - c. **No**, or not in favor (self-explanatory)
 - d. **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.

- E. Voting is limited to GSR's or Alternate GSR's (whichever is present)

- F. Within the ASC, there are two voting designations as follows:
 - 1. **Business Issues:**
 - a. GSRs or Alternate GSR **take business issues back to their Home Groups for a vote**. They then bring the results back to the ASC where a Majority rules. They are defined as follows:
 - i. **Regional Issues**
 - ii. **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.

iii. **Elections**- see section #06, Elections

iv. **Policy Changes** – all policy changes must be voted on by Home Groups

2. **Housekeeping Issues:** All GSRs or Alternate GSR, ASC officers, and subcommittee Chairpersons **vote immediately** on housekeeping issues. Majority rules. Housekeeping issues are loosely defined as those issues that are to be handled as promptly as possible. These include:

- a. *Approval of minutes*
- b. *Subcommittee proposals*
- c. *Creating Ad- Hoc Committees*
- d. *Donations to Region/World*
- e. Housekeeping issue votes that end with no majority or that are deemed sensitive issues by a passed motion of a member of the ASC, will be considered a business issue vote and sent to the Home Groups for voting.

G. Some items do not require a vote at all from home groups, which includes:

- a. **Financial disbursements** (*except when involving money outside of approved budgets*)

Section 05: Motions

- A. Any GSR / Alt GSR or Sub-Committee Chair of the Borderline Area may offer a motion to the ASC
- 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 06: 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 ASC 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 co-chairpersons and other subcommittee officers. Nominations will be open four months prior to elections (March), and a reminder will be placed in ASC 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 ASC. The election of any ASC officer is to be done by secret ballot.
- E.** Any positions open at times other than the annual election will be filled through the aforementioned election process.
- F.** All ASC officers should be members of NA, meet required clean time, submit a service resume, have an NA Home group and a NA Sponsor.

Section 07: ASC Officers and Roles

A. All ASC Trusted servants submit reports electronically to the secretary within 7 days after the ASC

B. The Borderline Area will consist of the following officers:

Position	Commitment Length	Clean Time Suggestion
Chairperson	1 year	5 years
Co-Chairperson	1 year	4 years
Treasurer	1 year	4 years
Co-Treasurer	1 year	3 years
Secretary	1 year	1 year
Co-Secretary	1 year	1 year
RCM	1 year	5 years
RCM Alt.	1 year	4 years
H&I Chairperson	1 year	2 years
H&I Co-Chairperson*	1 year	TBD
Activities Chairperson	1 year	TBD
Activities Co-Chairperson*	1 year	TBD
PR Chairperson	1 year	5 years
PR Co-Chairperson*	1 year	4 years
Web Chairperson*	1 year	3 years

*Positions with asterisks are nominated by their subcommittee and not voted on by GSRs

These officers vote with the GSRs on housekeeping issues, with the exception of the Chairperson. No member of the ASC should hold more than one trusted servant position unless absolutely required by the lack of participation at the Area.

C. The duties of ASC officers are in line as defined in *A Guide to Local Services*

D. Dismissal of Officers

- a. 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.

- b. The vote to remove an officer would require two-thirds (2/3) majority of GSRs from the established quorum.
- c. An officer may be removed for the reasons including but not limited to:
 - i. Loss of clean time
 - ii. Non-fulfillment of the duties of office as defined by policy guidelines
 - iii. Absences from two consecutive unexcused regular meetings of the ASC
 - iv. Misuse of NA funds at any level
 - v. The intentional presentation of misleading information to the Area

07.01 - Chairperson

1. Suggested Five years clean time
2. Calls the meeting to order
3. Follows ASC agenda but can alter the agenda if necessary
4. Recognizes ASC and NA members who wish to speak at the ASC
5. Maintains rules that relate to order
6. Is familiar with Area policies and rules of order for the purpose of responding to questions ASC 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. Should carry out the duties of this position in an unbiased manner.
14. Is responsible for contacting all members on the Area Master list to notify participants of a cancellation of the area meeting
15. One of 3 positions (PR Chair, ASC Chair, and Treasurer) along with Web Chairperson that will have access to all website and hosting admin logins

07.02 - Co-Chairperson

1. Suggested 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.

07.03 - Treasurer

1. Suggested 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. Provide monthly bank statement to ASC Chair
5. Responsible for making deposits and paying bills in a timely manner. (1-3 days)
6. The Area Treasury shall maintain prudent reserve in accordance with Area policy.
7. The amount of such reserve shall be included in Area minutes.
8. 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. See Finance section
9. All reimbursable expenses must be receipted.
10. 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.
11. 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.
12. Required to provide a monthly report as it relates to their service position.
13. PR Chair, ASC Chair, and Treasurer will have access to all website and hosting admin logins

07.04 - Co- Treasurer

1. Suggested 3 years clean time.
2. Assists the Treasurer in his or her duties.
3. Fulfills the Treasurer's responsibility in his or her absence.

07.05 - Secretary

1. Suggested 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 and ASC Officers via email within ten days of previous A.S.C.
5. Maintains a copy of the following: *A Guide to Local Services, H&I Handbook, Public Relations Handbook, Borderline Area Policy, Twelve Concepts.*
6. Compiles and maintains a contact list of ASC Officers and GSRs
7. The list is also made available to A.S.C. participants who need to contact all the groups.
8. 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.
9. To have the Area Secretary keep on hand copies of the Borderline Area Policy to give to new GSRs as needed.

07.06 - Co- Secretary

1. Suggested 1 Year clean time
2. Assists the Secretary in his or her duties.
3. Fills in for the Secretary if he or she cannot be present.

07.07 - Regional Committee Member

1. Suggested 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.
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. Required to provide a monthly report as it relates to their service position.

07.08 - Regional Committee Member Alt.

1. Suggested 4 years clean time.
2. Assists the RCM in his or her duties.
3. Attends A.S.C. and R.S.C. meetings.
4. Serves as RCM in his or her absence.
5. Required to provide a monthly report as it relates to their service position

07.09 - H&I Chairperson

1. Suggested 2 Years clean time
2. Coordinates all hospital and institution meetings within the Area in accordance with the "H&I Guidelines" and BANA Policy 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. Required to provide a monthly report as it relates to their service position, including financial report. Travel may be required.

07.10 - Activities Chairperson

1. TBD - need Activities committee to write this
2. Required to provide a monthly report as it relates to their service position, including financial report. Travel may be required.

07.11 - Activities Co-Chairperson

1. TBD - need Activities committee to write this

07.12 - Public Relations Chairperson

1. Suggested 5 years clean time.
2. Recovery from addiction centered in NA.
3. Previous service experience, preferably in PR and/or with the ASC.
4. Ability to coordinate and facilitate a subcommittee.
5. Duties
 - a. Arranges times and agendas for BANA PR meetings
 - b. Coordinates an annual plan with the ASC and the subcommittee and works with BANA treasurer on the annual budget needed for that plan
 - c. Required to provide a monthly report as it relates to their service position, including financial report. Travel may be required.
 - d. Initiates all necessary communication to BANA, CRNA, and NAWS
 - e. Attends the ASC each month as the representative of the subcommittee.
 - f. Suggested attendance to the CRSC and SEZF PR meetings.
 - g. When required, acts as a liaison between other BANA subcommittees.
 - h. Be a resource to BANA subcommittees, Groups, GSRs, members, and potential members with Public Relations material as requested.
 - i. Monitor requests for those requesting information about NA
 - j. Responsible for appointing a Web Chair to maintain BANA website (BorderlineNA.org). If the Web Chair position is vacant, it will be the responsibility of the PR Chair to maintain the website. If there is no PR Chair, it will be the responsibility of the ASC Chair.
 - k. PR Chair, ASC Chair, and Treasurer will have access to all website and hosting admin logins
 - l. Print meeting schedules quarterly

07.13 - Public Relations Co-Chairperson

1. Suggested 4 years clean time.
2. Previous service experience, preferably PR and/or with the ASC.

3. Duties

- a. An ability to assume responsibility in the absence of the chairperson.
- b. To closely work with and assist in all duties of the subcommittee.
- c. When required, acts as a liaison between other BANA subcommittees.
- d. Be a resource to BANA subcommittees, Groups, GSRs, members, and potential members with public
- e. Public Relations material and training as requested.

07.14 - Web Chairperson

1. Suggested 3 years clean time
2. Technical experience and skills to fulfill duties assigned
3. Determined by PR Sub-committee
4. Duties
 - a. Build and Maintain BANA website (with assistance from CRNA Technology team if needed)
 - b. Basic Meeting List Toolbox (BMLT) admin for the BANA ASC
 - c. Add, remove and make edits to the BMLT, which drives the ASC, Regional and global meeting lists, schedules and group information
 - d. Archive ASC minutes each month onto the website, uploading within one week of receiving from ASC Secretary
 - e. Maintain updated list of BANA policies and guidelines on website, including revising the policy as policy amendments and changes are passed
 - f. Maintain site calendar and post upcoming events
 - g. Maintain listing of ASC officer titles, names and email contact information
 - h. Monitor email inbox (BorderlineWebMaster@Gmail.com and/or WebChair@BorderlineNA.org) and respond to emails
 - i. Attend ASC as requested, but not a monthly commitment
 - j. Provide website metrics and statistics to ASC if requested

07.15 - 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 08: Hospitals and Institutions Subcommittee

- TBD - Need policy
- H&I Gets \$60/month

Section 09: Activities Subcommittee

Missions:

1. To foster NA unity by providing a safe atmosphere where NA members can have fun and get to know each other
2. To carry the message to the addict who still suffers (that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live) by offering a part of this “new way of life”

Guidelines:

1. Practice and abide by the spiritual principles and concepts outlined in the 12 Steps, the 12 Traditions, and the 12 Concepts for NA Service
2. Maintain transparency and involvement with the groups by communicating honestly about the subcommittee’s activities at the ASC as well as providing written reports
3. Hold at least 4 events per year with a pre-approved budget of up to \$300 per event. The Activities Subcommittee will request the money at the ASC prior to the event. Funds received from the ASC will be fully and clearly accounted for and will only be used towards the event. Any excess funds (remaining or gathered at the event) will be given to the Treasurer at the ASC directly following the event.
4. Any other outings or events (outside of the pre-approved 4) will be brought to the ASC for discussion and approval

Section 10: Public Relations Subcommittee

Purpose

- A.** To inform the public that Narcotics Anonymous (NA) exists and offers recovery from the disease of addiction and to ensure that accurate information about our fellowship is available to our local home groups and the public
- B.** To offer accurate information about how and where to find NA meetings and its service structure through various channels such as the BANA, CRNA and NAWS Websites, BANA Facebook page, and Carolina Regional Service Committee (CRSC) phoneline
- C.** To maintain communication and collaboration with surrounding areas through the Carolina Regional Service Committee (CRSC) PR, Phoneline, and Technology Subcommittees, Narcotics Anonymous World Services (NAWS) and the Southeast Zonal Form (SEZF)
- D.** To assist and support other BANA subcommittees, Groups, GSRs, members, and potential members with public Public Relations material.
- E.** To conduct all PR activities in accordance with the methods described in the NAWS Public Relations Handbook and the 12 Steps, 12 Traditions, and 12 Concepts for NA service

Section 11: Finance

- A.** 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 through out 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.
- B.** 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.
- C.** The Area will pay rent monthly to Weddington United Methodist Church for the A.S.C. (Currently \$50/month)
- D.** Checks will be the only form of reimbursement for any members. NO CASH.
- E.** 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
- F.** ASC may approve minor expenditures (less than or equal to \$50) during the ASC via a vote of GSRs (without sending this vote back to home groups)
- G.** Maintain a Prudent reserve of \$600
- H.** 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.
- I.** The ASC will donate no more than 20% of homegroup donations each month to the Region
- J.** BANA to give out free starter kits to new meetings not to exceed \$50.
- K.** RCM Travel Budget: \$800/annually
- L.** H&I Budget: \$60/month (\$720/annually)
- M.** Activities Budget: \$300/quarter (\$1200/annually)
- N.** PR Budget: \$132/month (\$1,585/annually)
- O.** ASC Rent: \$50/month (\$600 annually)

Section 12: General Policies

- A.** 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.
- B.** A.S.C. officers and subcommittee Chairpersons must submit an electronic report within 7 days of each A.S.C. These reports will be included in the Area minutes.
- C.** No reports by trusted servants will be removed or censored from the area website except by a vote from the home groups.
- D.** All motions and policy proposals will be included in the Area minutes.
- E.** The officers and the subcommittee chairs will hold an Annual orientation for new GSRs and BANA officers in August or September 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.

Section 13: 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.