

# **Inland Empire Foothills Area**

## **Guidelines**

**September 2020**

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## **ARTICLE I: NAME**

### **SECTION 1: NAME**

- A. The name of this committee is the Inland Empire Foothills Area Service Committee of Narcotics Anonymous: abbreviated IEFASC, hereinafter referred to in these guidelines as Inland Empire Foothills Area Service Committee, "IEFASC" or "the committee."

## **ARTICLE II: GEOGRAPHICAL BOUNDARIES**

### **SECTION 1: GENERAL**

- A. The geographical boundaries of the IEFASC include, but are not limited to, the cities of Yucaipa, Calimesa, Loma Linda, Mentone, Redlands, Highland, Rialto, and parts of San Bernardino. Area membership is open to any group of Narcotics Anonymous interested in becoming a member group of the IEFASC, regardless of geographical location.

## **ARTICLE III: PURPOSE**

### **SECTION 1: GENERAL**

- A. The purpose of this committee shall be to coordinate and serve the activities and business common to the welfare of Narcotics Anonymous and support the needs of the groups within the boundaries of the Inland Empire Foothills Area. All activities and business should be in accordance with the 12 Traditions and 12 Concepts of NA Service, as well as Robert's Rules of Order.

## **ARTICLE IV: FUNCTION**

### **SECTION 1: GENERAL**

- A. The functions of the IEFASC are as follows:
- a. Communication and disbursement of all information to and from all member groups of the area through their trusted servants.
  - b. Maintain steady distribution levels of all Narcotics Anonymous literature to said representatives.
  - c. To conduct a monthly business session.
  - d. To provide a Regional Committee Member for active participation in the So-Cal Regional Service Committee.
  - e. To set up all committees in order to complete all service functions.
  - f. To offer encouragement and support to all Group Service Representatives.

## **ARTICLE V: PARTICIPANTS AND OBSERVERS**

- A. *This committee shall have two (2) classes of participants only, that of voting, the other non-voting. Only voting participants shall have voting rights. No person or group shall have more than one vote.*

### **SECTION 1: GROUP SERVICE REPRESENTATIVE (GSR)**

- A. GSR
- a. Suggested Requirements
    - i. Attend all monthly Area Service Committee meetings at current location

- ii. Attend GSR Orientation and receive the GSR Orientation packet (including GSR Helpful Hints if needed by the group).
  - iii. One (1) year clean
  - iv. Willingness and desire to serve the group.
- b. Duties
- i. IEFA groups shall put donations in envelopes with the name of group and amount of the donation when making a donation at the ASC meeting, so groups will be accountable for correct amount of money.
  - ii. Purchase literature for the group.
  - iii. Pick up information in GSR folders.
  - iv. Participate in discussions and vote on all motions.
  - v. Check and verify the directory for accuracy.
  - vi. Be able to carry information from the Area to the group (~~see GSR Handbook~~).  
(Group Booklet)
  - vii. Be able to carry information from the group to the Area.
  - viii. Be willing to serve on an IEFA sub-committee.
  - ix. Be willing to attend the Southern California Regional Assembly Workshop (SCRAW).
  - x. Be willing to train the Alternate GSR the GSR duties.
- B. Alternate GSR:
- a. Suggested Requirements:
- i. Six (6) months clean.
  - ii. Willingness and desire to serve the group.
  - iii. Willing to attend ASC meeting with current GSR or in place of GSR.
    - b. Duties
      - i. Assist the GSR in performance of duties as needed.
      - ii. In absence of GSR to serve as GSR (Refer to GSR duties).
      - iii. Be willing to become GSR when the GSR completes their commitment.

## SECTION 2: VOTING PARTICIPANTS

- C. The voting participants of the IEFASC are the Group Service Representatives of member groups of the committee, or in the GSR's absence the Group Service Representative Alternate, or any trusted servant of the group. **Each voting member only has one vote, and for attendance purposes (quorum) can only represent or "check-in" for one meeting (member group).** Other voting members of the IEFASC are the Area Vice Chair, Secretary, Treasurer, Literature Disbursement Officer, RCM, Youth Liaison, LGBTQ Liaison, Convention Committee Representative, and all sub-committee Chairs. The Area Chairperson may only vote in case of a tie.

## SECTION 3: NON-VOTING PARTICIPANTS

- A. The non-voting participants of this committee shall be the Alternates and Vice Chairs of subcommittees except in the absence of the officer or chairperson they represent.
- B. Any non-voting participant of this committee may introduce motions and participate in debate and discussion. A Group Service Representative or Trusted Servant must second any such motion or the motion dies.

## SECTION 4: OBSERVERS

- A. Narcotics Anonymous members not addressed elsewhere in these guidelines shall be classed as

observers or non-committee members.

- B. Only Narcotics Anonymous members have the specific right to request the floor.
- C. The Chairperson of the committee shall have the exclusive right to grant or deny such requests.
- D. The Chair's decision is subject to appeal and may be overturned by a two-thirds (2/3) majority of the voting participants.

## **ARTICLE VI: SESSIONS**

### **SECTION 1: AGENDA**

- A. An agenda of the session will be presented and approved by the body at the beginning of the regular session of the IEFASC.

### **SECTION 2: REGULAR SESSION**

- A. Regular sessions of the IEFASC are held monthly on the fourth Monday of the month at a set location and will begin promptly at 7:00 p.m. unless otherwise ordered by the committee.
  - a. If there is a reason to move the day of the IEFASC, the chair must inform the body at the session prior, or to get in contact with all GSRs and trusted servants of the body to inform them of the change.
- B. In case of emergency or unforeseen circumstances, the chair may utilize any online platform to carry out the business of the committee. The committee shall delegate responsibilities as necessary, if required. The IEFASC is responsible for purchasing and making available an online platform for use by the IEFASC and its committees.
- C. All IEFASC sessions are non-smoking. Smoking is only permitted outside the building in designated areas.

### **SECTION 3: SPECIAL SESSIONS (AD-HOC)**

- A. A Special session is a meeting of the Executive Body for a specific purpose that cannot wait until the next regularly scheduled session of the committee.
- B. The Chairperson of the committee may call a Special Session.
- C. Any participant of the committee may request a Special Session by contacting the Chairperson or Vice-Chairperson of the committee. The purpose of the session shall be stated.

### **SECTION 4: QUORUM**

- A. Quorum to conduct business: Fifty-one percent (51%) of the active member groups of the IEFASC and voting members must be present to conduct area business. **Each voting member only has one vote, and for attendance purposes (quorum) can only represent or "check-in" for one meeting (member group).** Once quorum is met, quorum will stand for the remainder of the session.
  - a. For the purpose of these guidelines, area business shall be described as any decisions or acts of the committee which affect the IEFA and require an area conscience. The IEFASC may, when quorum is not present, serve the area in matters not affecting the area as a whole, such as non-policy motions.
  - b. Unless a quorum is reached, no decisions can be made on finances or policy matters except for budget items such as rent, other fixed expenses, prudent reserves, etc.
  - c. It is the responsibility of the vice-chairperson of the committee to determine if quorum is present.

## **SECTION 5: LITERATURE DISBURSEMENT**

- A. All literature orders are left with the Literature Disbursement Officer during the session, prior to 8pm.
- B. Orders may be picked up after the end of the session.
- C. No literature will be disbursed during the session.

## **ARTICLE VII: MEMBER GROUPS OF THE IEFASC**

### **SECTION 1: GENERAL**

- A. A member group of the IEFASC is defined as follows:
  - a. Any NA group willing to be represented by a GSR or Trusted Servant at all regularly scheduled sessions and special sessions of the IEFASC and to register as a member group of the IEFASC.
  - b. A group must meet the requirements of the definition of an “NA Group” as defined in “**A GUIDE TO LOCAL SERVICES**” and have met as an NA group at least once since the last IEFASC session, being able to represent a group conscience.
  - c. If a group is not represented by a voting participant at two consecutive committees, a phone call will be made to one of its trusted servants by the Outreach Committee of the IEFASC, notifying the group that they will be considered inactive if they are not present at the next IEFASC and will be removed from the directory. (3 Consecutive absences = removal)
  - d. Inactive groups are not counted when establishing a quorum.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

### **SECTION 1: GENERAL**

- A. The IEFASC utilizes a short form version, entitled “IEFASC Rules of Order” of the latest edition of “Robert’s Rules of Order” (hereinafter referred to as Robert’s). *See Appendix A.*
- B. These IEFASC Rules of Order have been found to meet the general needs of the committee in the process of conducting business of the actual session when such rules are not in conflict with the policies of the committee, “**A GUIDE TO LOCAL SERVICES**” (or subsequent service document) or the principles of NA.
- C. In the cases where the IEFASC Rules of Order are not comprehensive enough, the IEFASC utilizes the latest edition of Robert’s.
- D. The utilization of Robert’s is based on our need for rules of procedure in cases where we have not written our own rules of order. IEFASC Rules of Order take precedence over Robert’s.
- E. The intent of using rules of order is to provide an orderly way of conducting business, to protect each participant’s rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work at the IEFASC.
- F. The IEFASC Rules of Order clarifies common procedures used in the conducting of business of the committee or wherein the committee has elected to deviate from the procedures in Robert’s.

## **ARTICLE IX: MOTIONS: THE PROCESS**

### **SECTION 1: GENERAL**

- A. Any participant of the IEFASC (voting and non-voting) may introduce motions and participate in

debate and discussion (**with exception of the Area Chairperson**). All motions introduced, except those by a ~~group's or subcommittee's~~ conscience, (~~with the exception of the Area Chairperson~~) at the IEFASC must be made and/or seconded by a GSR or the motion dies.

- ~~B. Any member of Narcotics Anonymous may introduce a motion through the GSR or trusted servant that represents their group.~~
- C. Any motions that have the purpose of changing guidelines or requesting funds should be put in writing **and have intent**. Motions by a ~~group's or a subcommittee's~~ conscience don't need to be seconded. ~~All motions shall include a written intent.~~
- D. The Chair will read the motions **and/or repeat for clarity**.
- E. All motions that affect the guidelines of the committee will be tabled until the next regular session of the committee **to give time for a group conscience**.
- F. When motions are presented to the IEFASC ~~in~~ committee, for consideration as new business, they are to be presented using the following priority order:
  - a. Policy issues
  - b. Area financial
  - c. Group literature-financial
  - d. Other committee-financial
  - e. Other financial
  - f. Regional financial
  - g. Other business
- G. No participant may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity to do so.
- H. There shall be a time limit on debate by any participant. No participant may speak more than three (3) minutes on a motion for each time the chair recognizes them to speak. However, the chair may exercise discretion to extend the time when, in the chair's opinion, such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted. **To end debate and move to vote, a motion must be adopted with 2/3 majority.**
- I. There shall be a limit on debate as to the number of speakers on any motion. There shall be no more than three (3) participants to speak in favor (Pro) of any motion and no more than three (3) participants to speak in opposition (Con) to any motion. However, the chair may exercise discretion to extend the number of speakers when, in the chair's opinion, such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.
- J. In all matters committed to groups for conscience, only GSRs or Trusted Servants who have obtained a group conscience or a vote of confidence from their group may vote.
- K. **At VOTE:** All motions that affect IEFASC procedure or policy require a two-thirds (2/3) majority of voting participants present to be carried. All other motions require a simple majority (one more than half).
  - a. Abstentions are a choice not to be present for the vote.
  - b. If the abstentions are greater than or equal to a majority vote, a motion to commit to the appropriate committee or to the groups for conscience may be entertained.
- L. In the event of a tie, the Chairperson may cast the deciding vote, table, or entertain a motion to commit to the appropriate committee or to the groups for conscience.
- M. An adopted motion takes effect at the close of the session unless otherwise stated in the motion.
- ~~N. Any motion on the floor may be committed to group conscience if two or more GSRs request it (no vote necessary).~~

## SECTION 2: THE MAKING AND DISPOSING OF MOTIONS



- A. A motion is made (this is the beginning of bringing a matter before the committee)
  - a. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion.
  - b. A motion should be clear, concise, and comprehensive so that the committee is not voting on the perceived intent but on the actual wording as it will be officially recorded.
- B. A motion is seconded (**by GSR if required**) A second merely indicates that another member wishes the matter to come before the committee, it does not necessarily mean the individual seconding is in favor of the motion.
- C. The chair states the motion (this makes the motion pending and before the committee, it is only at this point that the motion belongs to the committee and must be disposed of in some manner).
- D. There is then debate (if the motion is debatable).
  - a. The motion should be debated without questioning the maker's intent. Motives should never be questioned.
  - b. Participants should address each other through the chair. The chair addresses members by name. Discussion is not generally between two participants but through the chair.
- E. When ready, the committee votes to adopt (carry) or reject (fail) the motion.
  - a. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The chair calls for any objections. If there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be friendly to the entire committee, not just the maker.
  - b. There are no fractions of votes.
  - c. A majority vote (simple majority) is one (1) more than one-half (1/2).
  - d. A two-thirds vote (2/3 majority) means at least two-thirds (2/3) of the present voting participants.
  - e. The determination of a vote (simple or 2/3) will be based upon participants present and voting. Abstentions are a choice not to be present for the vote.
  - f. The chair announces the result of the vote, and its adoption or rejection.

## **ARTICLE X: ELECTED OFFICERS AND COMMITTEE CHAIRPERSONS**

### **SECTION 1: GENERAL**

- A. The officers of the committee are a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, ~~and a~~ Regional Committee Member, Literature Distribution Officer, or their Alternates & Assistants.
- B. IEFASC officers should be elected at a regularly scheduled session of the IEFASC, immediately following the vacancy of an IEFASC officer.
- C. It is the responsibility of the Vice-Chairperson to announce any such vacancies or upcoming elections at the IEFASC session at least one month prior to the election.
- D. The officers are elected and the committee Chairpersons are affirmed by the approved election procedure of the IEFASC.
- E. Officers of the committee terms are one year or remaining portion of set term (July to June).
- F. The Regional Committee Member (RCM) and Regional Committee Member Alternate (RCMA) elections are held in June to stay concurrent with the World Service Committee meeting.
- G. In lieu of vacancy, six months or more constitutes a full term served.

- H. No officer or Chairperson shall hold more than one office at a time.
- I. Upon election to an officer or **executive** committee Chairperson position, the NA member should resign from any other IEFASC position as soon as practical.
- J. Each subcommittee Chairperson will present their subcommittee's policy and/or policy change to the body at IEFASC in the form of a motion to be voted on by the body.
- K. Chairpersons of subcommittees may also be a GSR at the same time but will only carry the vote of their GSR.

## **SECTION 2: ELIGIBILITY**

- A. Any member of Narcotics Anonymous is eligible for election to any IEFASC office, position, or committee chair; it is suggested that NA members with applicable service experience fill these positions.
- B. All officers having completed two (2) full terms are ineligible for that office for the following two (2) terms.
  - a. For purposes of these guidelines, a full term will constitute any term served for at least six (6) months.

## **ARTICLE XI: ELECTION PROCEDURE**

### **SECTION 1: SELECTION OF CANDIDATES**

- A. The Vice-Chairperson will read the "Qualifications and General Responsibilities" of the office or service position to be filled.
- B. The floor is opened to nominations of persons meeting the requirements as stated, and who have the willingness to serve.
  - a. Nominations need not be seconded ~~but any number of seconds may be voiced.~~
- C. The floor is then opened to volunteers meeting the requirements as stated, and who have the willingness to serve.
  - a. A voting participant must second all volunteers.
- D. All candidates must qualify. (Verbally state qualifications for the office or position).
  - a. Questions from the floor may be directed to individual candidates.
- E. In the event of the absence of qualified candidates or the failure of a candidate to receive a clear majority of total available voting participants following the completion of the run-off, the floor is then open to a subsidiary motion to waive requirements.
  - a. If the motion fails, the floor is then opened to a motion to table the election.
  - b. If a motion to waive the requirements is passed, the floor will then be opened to nominations only (procedures D and D-a of the selection process apply).
- F. A motion to close nominations is now in order only when there is no opposition and opportunities have been given for nominations from the floor.
  - a. Motion to close nominations must have a unanimous vote.
  - b. All candidates shall leave the committee during discussion and vote.
- G. Debate of candidate's qualifications is now in order.

### **SECTION 2: ELECTION VOTING PROCEDURE**

- A. The Chairperson determines a clear majority (one more than half of the available voting

- participants).
- B. Each active voting member shall have one (1) vote per position under consideration.
  - C. The Chairperson shall ask for a show of hands in favor of each candidate in the order that they became eligible.
  - D. The Vice Chairperson will temporarily record the tally of votes for each candidate.
  - E. Any eligible candidate accumulating a clear majority of the available voting participants shall assume the position of the trusted servant being considered.
  - F. If no one candidate receives a clear majority, the candidate with the least number of votes is eliminated from the election proceedings and the voting procedure is repeated.
    - a. This run-off will continue until a candidate receives a clear majority or until there is only one (1) candidate left in the voting proceedings. If this candidate does not receive a clear majority the floor is then opened to a subsidiary motion described in Section 1-E of the "Election Procedure."
  - G. In the event of a tie, all candidates not involved in the tie will be eliminated from the voting proceedings and a single re-vote will be called for.
  - H. In the event of a tie after re-vote the Chairperson may cast the deciding vote or table the election.

## **ARTICLE XII: QUALIFICATIONS AND GENERAL RESPONSIBILITIES FOR IEFASC OFFICER POSITIONS**

### **SECTION 1: GENERAL**

- A. It is recommended that all IEFASC officers (**exec body**) have worked the Twelve steps, and have a working knowledge, willingness to learn, and sound appreciation of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- B. Familiarity with IEFASC procedural guidelines, the ability to organize and give the committee or respective committee direction, and previous service experience at the area and or group service level.
- C. Committee officers should be elected from NA members with applicable service experience.
- D. Committee officers should be actively attending NA meetings.

## **ARTICLE XIII: REQUIREMENTS AND DUTIES OF OFFICERS**

### **SECTION 1: CHAIRPERSON**

- A. Requirements
  - a. Worked the 12 Steps.
  - b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
  - c. A minimum of five (5) years continuous clean time.
  - d. At least one (1) year previous service at the Area Level.
  - e. Willingness, desire, and ability to serve.
  - f. An understanding of Robert's Rules of Order.
  - g. Must be able to fulfill all duties of this position.
- B. Duties
  - a. To open the session at the appointed time by taking the chair and calling the meeting to order.
  - b. To announce in proper sequence the business that comes before the committee or becomes in order in accordance with the prescribed order of business, agenda, or program, and with

existing orders of the day.

- c. To recognize participants or observers when they are entitled to the floor.
- d. To state and to put to vote all questions that legitimately come before the committee as motions or that otherwise arise during proceedings, except questions which relate to the Chairperson.
- e. To announce the result of each vote or, if a motion that is not in order is made, to rule it out of order.
- f. To protect the committee from obviously frivolous or dilatory motions by refusing to recognize them.
- g. To enforce the rules relating to debate, order, and decorum within the committee when appropriate.
- h. To expedite business in every way, compatible with the rights of participants and observers.
- i. To decide all questions of order, subject to appeal; unless, when in doubt, the Chairperson refers to submit such a question to the committee for a decision.
- j. To respond to inquiries of participants relating to parliamentary procedure or factual information bearing on the business of the committee.
- k. To authenticate by the Chairperson's signature, when necessary, all acts, orders, and proceedings of the committee.
- l. To declare the session adjourned when the committee so votes or, where applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
- m. To arrange the agenda for each session.
- n. To conduct or delegate the general correspondence of the committee.
- o. To be a signatory of the IEFASC bank account.
- p. To sign all certified copies of acts of the committee.
- q. To conduct the session with impartiality and fairness.
- r. In the event of a tie to cast the deciding vote, table or entertain a motion to commit to the appropriate committee or to the groups for conscience.
- s. To review the treasurer's books at the end of each fiscal year and present a written statement to the committee within 2 months.
- t. To appoint a proxy if the RCM and their Alternate are unable to attend the SCRSC.
- u. To hold a key to the IEFASC meeting place, if applicable to the meeting location being utilized.
- v. To review the IEFASC bank statement with Treasurer and Secretary prior to the regular session of committee.

## **SECTION 2: VICE-CHAIRPERSON**

- A. Requirements
  - a. Worked the 12 Steps.
  - b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
  - c. A minimum of four (4) years continuous clean time.
  - d. At least one (1) year previous service at the Area level.
  - e. Willingness, desire, and ability to serve.
  - f. An understanding of Robert's Rules of Order.
  - g. Must be able to fulfill all duties of this position

- h. Willingness to gain a working knowledge of each Sub-Committee's Chairperson's responsibilities in the event of needing to assume the duties of a Sub-Committee Chairperson

**B. Duties**

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the committees.
- c. To be a signatory of the IEFASC bank account.
- d. To be ex-officio, a non-voting participating member of all sub-committees.
- e. The Vice-Chairperson must assume the responsibilities of any subcommittee Chairperson in the event of a resignation or removal (this only occurs when there is no Vice-Chairperson and continues until the election of a Chairperson to that subcommittee). If there is no willing member within 3 months, the subcommittee will be deemed inactive until such time.
- f. To chair any ad-hoc committees that are deemed necessary by the IEFASC.
- g. To announce all vacancies or upcoming elections of IEFASC officer positions and committee Chairperson's positions.
- ~~h. To assign a mentor (an experienced GSR, past or present, who is willing to assist a new GSR in learning his or her commitment) to a newly attending GSR, if Outreach is unable to do so.~~
- i. To maintain the current guidelines and ensure they are being followed during each IEFASC.

**SECTION 3: SECRETARY**

**A. Requirements**

- a. Worked the 12 Steps.
- b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
- c. A minimum of two (2) years continuous clean time.
- d. At least one (1) year previous service at the Area level.
- e. Willingness, desire, and ability to serve.
- f. An understanding of or willingness to learn Robert's Rules of Order
- g. Must be able to fulfill all duties of this position.

**B. Duties**

- a. In the absence of the Chairperson, the Vice-Chairperson, and the RCM, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- b. To keep a record of all the proceedings of the committee.
- c. To keep on file all committee reports.
- d. To maintain the committee's files and archives.
- e. To keep and update the committee's official membership list.
- f. To make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.
- g. To maintain record book(s) in which the guidelines, IEFASC rules of order, policies, and minutes are recorded, any amendments to these documents should be properly recorded and the current record book(s) should be on hand at every meeting.
- h. To notify the participants of each special/emergency session of the IEFASC, using such method of notification as is agreed upon by the committee.
- i. To type and mail the correspondence of the committee which is not a function proper to other officers or committees.

- j. To furnish the RCM with updated e-mail addresses and telephone list of all officers and committee Chairpersons prior to each SCRSC session.
- k. To record all vote tallies, except in election, and enter them in minutes along with the motion.
- l. That all motions in minutes should appear exactly as written on motion slips.
- m. That all motions under new business be numbered, starting with number one (1) each month.

#### **SECTION 4: ASSISTANT SECRETARY**

- A. Requirements
  - a. Should have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
  - b. A minimum of one (1) year continuous clean time.
  - c. At least six (6) months previous service at the Area level.
  - d. An understanding of Robert's Rules of Order.
  - e. Willingness, desire, and ability to serve.
- B. Duties
  - a. To fulfill the duties of the Secretary in his/her absence
  - b. Be willing to become Secretary when the Secretary completes the commitment.
  - c. Be willing to attend all monthly ASC meetings.
  - d. Assist Secretary as needed.

#### **SECTION 5: TREASURER**

- A. Requirements
  - a. Worked the 12 Steps.
  - b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
  - c. A minimum of four (4) years continuous clean time. (Clean-time cannot be waived due to any circumstance)
  - d. At least one (1) year previous service at the Area level.
  - e. Willingness, desire, and ability to serve.
  - f. An understanding of Robert's Rules of Order.
  - g. Must be able to fulfill all duties of this position
  - h. Must have a legal source of income
- B. Duties
  - a. To be the custodian of the committee's funds.
  - b. To reconcile bank account, maintain and report on receipts and disbursements at each regular session.
  - c. To disburse funds as necessary in accordance with committee decisions when funds are available.
  - d. To witness two of the three signatory officers sign checks for regular IEFASC session and record receipt of checks written.
  - e. To be the only participant of the IEFASC to collect and distribute funds to and from the IEFASC unless otherwise provided for by area policy.
  - f. To ensure that all money distributed by the IEFASC are accounted for by receipt.
  - g. To submit an annual Treasurer's Report at the July IEFASC session.
  - h. The Treasurer shall not borrow any funds from the IEFASC treasury for his/her personal use.
  - i. To be a co-signer of the committee's bank account.
  - j. To be a key-holder of the committee's post office box, regularly check for any mail, and ensure

mail gets to the appropriate committee member.

- k. Tabulate all the cash, money orders and/or checks on hand at the end of IEFASC session.
- l. To pay all business accounts as a priority.
- m. To disburse funds as necessary in accordance with committee decisions when the funds are available.
- n. To make copies and distribute written monthly record to the committee of all donations to the Inland Empire Foothills Area.
- o. Be willing to train the Alternate Treasurer the Treasurer duties.

### **SECTION 6: ALTERNATE TREASURER**

#### **A. Requirements**

- a. Worked the 12 Steps.
- b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
- c. A minimum of three (3) years continuous clean time. (Clean-time cannot be waived due to any circumstance)
- d. At least one (1) year previous service at the Area level.
- e. An understanding of Robert's Rules of Order.
- f. Willingness, desire, and ability to serve.

#### **B. Duties**

- a. Serve as treasurer in treasurer's absence.
- b. Assist treasurer in all IEFASC treasurer related functions.
- c. Learn IEFASC financial transaction procedures and be able to function as treasurer.
- d. To assist in deposit of all funds.
- e. To be a co-signer of the committee's bank account.
- f. Be willing to become Treasurer when the Treasurer completes their commitment.

### **SECTION 7: REGIONAL COMMITTEE MEMBER (RCM)**

#### **A. Requirements**

- a. Worked the 12 Steps.
- b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
- c. A minimum of three (3) years continuous clean time.
- d. At least one (1) year previous service at the Area level.
- e. Willingness, desire, and ability to serve.
- f. An understanding of Robert's Rules of Order.
- g. Must be able to fulfill all duties of this position.
- h. Willingness to gain a working knowledge of the Chairperson's and Vice Chairperson's responsibilities in the event of needing to assume the duties of either position at the IEFASC.

#### **B. Duties**

- a. To serve as Chairperson/Vice Chairperson in the absence of the Chairperson and/or Vice Chairperson.
- b. Attend all regularly scheduled IEFASC, SCRSC sessions and as many group business meetings as

- possible.
- c. Act as channel between IEFASC and SCRSC, providing two-way communication between the IEFASC and the Fellowship as a whole.
  - d. To provide an accurate typed report to IEFASC on all events, motions and issues covering all business of the previous area or regional committee.
  - e. Carry and present requested motions from IEFASC to SCRSC and matters for group conscience from SCRSC to IEFASC.
  - f. To prevent the tabling of important SCRSC actions, the RCM has a vote. The RCM should use his/her judgment on matters where group conscience is not available. The RCM should make a motion to commit to group conscience if he/she deems necessary.
  - g. To provide the Chairperson with additional agenda items, if appropriate, for the next regular session of the SCRSC.
  - h. The RCM may accept Regional level nominations during the final two (2) months of their commitment.
  - i. The calling of workshops for the committee when necessary (such workshops purposes should include, but not be limited to: How to be a GSR, World Service Committee Agenda Report, The Twelve Concepts for NA Service, and SC Regional Service discussions), and to disseminate information and ideas as well as provide open forums on important issues, topics, and motions.

### **SECTION 8: REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)**

- A. Requirements
  - a. Worked the 12 Steps.
  - b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
  - c. A minimum of two (2) years continuous clean time.
  - d. At least one (1) year previous service at the Area level.
  - e. Willingness, desire, and ability to serve.
  - f. An understanding of Robert's Rules of Order
  - g. Must be able to fulfill all duties of this position.
- B. Duties
  - a. Serve as RCM at the IEFASC or SCRSC in absence of the RCM.
  - b. To attend IEFASC and SCRSC sessions.
  - c. Work as closely as possible with the RCM to ensure that the maximum training and informational sharing is available.
  - d. Assist the RCM in all his/her duties as needed and may take on some of the RCM responsibilities, at the discretion of the RCM.
  - e. Is suggested to be a member of one (1) or more of the IEFASC or SCRSC committees, but not as Chairperson or Vice-Chairperson.

### **SECTION 9: LITERATURE DISBURSEMENT OFFICER**

- A. Requirements
  - a. Worked the 12 Steps.
  - b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
  - p. A minimum of four (4) years continuous clean time. (Clean-time cannot be waived due to any circumstance)



- c. At least one (1) year previous service at the Area level.
- d. At least one (1) year experience as a treasurer at a group level.
- e. Willingness, desire, and ability to serve.
- f. An understanding of Robert's Rules of Order
- g. Must be able to fulfill all duties of this position.

**B. Duties**

- a. To keep an open and accurate financial ledger and monthly inventory list.
- b. To make a report of expenditures at each ASC meeting.
- c. To make a full financial and inventory report at the end of his/her term.
- d. To ensure literature is ordered and picked up at the RSO and distributed at the ASC as follows:
  - i. Groups
  - ii. Sub-Committees
  - iii. Individuals
  - iv. Outside Groups
- e. Literature Distribution is to be done at the end of the ASC meeting, so as to cut down on disruptions of the ASC meeting.
- f. Comply with an inventory and financial review annually to be presented to the ASC in July.
- g. Be willing to train the Literature Disbursement Assistant the Literature Disbursement Officer duties.
- h. Collect literature orders and money at the monthly ASC meeting and to have literature available for pickup no later than the following ASC meeting.

**SECTION 10: LITERATURE DISBURSEMENT ASSISTANT**

**A. Requirements**

- a. Worked the 12 Steps.
- b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
- c. A minimum of three (3) years continuous clean time. (Clean-time cannot be waived due to any circumstance)
- d. At least one (1) year previous service at the Area level.
- e. At least one (1) year experience as a treasurer and/or GSR at the group level.
- f. Willingness, desire, and ability to serve.
- g. An understanding of Robert's Rules of Order
- h. Must be able to fulfill all duties of this position.

**B. Duties**

- a. Assist the Literature Disbursement Officer as needed for one (1) year.
- b. Check and confirm orders disbursed at ASC.
- c. Learn duties of Literature Disbursement Officer.
- d. Perform duties of Literature Disbursement Officer in their absence.
- e. Be willing to become Literature Disbursement Officer when the current Literature Disbursement Officer completes their commitment.

**SECTION 11: SECOND LITERATURE DISBURSEMENT ASSISTANT**

**A. Requirements**

- a. Worked the 12 Steps.

- b. Have a working knowledge and/or willingness to learn the 12 Traditions and 12 Concepts of NA Service.
- c. A minimum of three (3) years continuous clean time. (Clean-time cannot be waived due to any circumstance)
- d. At least one (1) year previous service at the Area level.
- e. At least one (1) year experience as a treasurer and/or GSR at the group level.
- f. Willingness, desire, and ability to serve.
- g. An understanding of Robert's Rules of Order
- h. Must be able to fulfill all duties of this position.

**B. Duties**

- a. Assist the Literature Disbursement Officer as needed for one (1) year.
- b. Check and confirm orders disbursed at ASC.
- c. Learn duties of Literature Disbursement Officer.
- d. Perform duties of Literature Disbursement Officer in their absence.
- e. Be willing to become Literature Disbursement Assistant when the current Literature Disbursement Assistant completes their commitment.

**SECTION 12: REGIONAL LIAISONS/REPRESENTATIVES/SUB-COMMITTEE CHAIRS**

**A. Regional Liaisons and Representatives**

**a. Youth Liaison**

**i. Requirements**

- 1. Should have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- 2. A suggested minimum of one (1) year continuous clean time.
- 3. No previous service requirement needed.
- 4. Willingness, desire, and ability to serve.
- 5. Must be able to fulfill all duties of this position.

**ii. Duties**

- 1. Attend all Regional youth committee meetings
- 2. Attend all ASC meetings
- 3. Submit a written and verbal report at the monthly ASC meetings.

**b. LGBTQ Liaison**

**i. Requirements**

- 1. Should have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
- 2. A suggested minimum of one (1) year continuous clean time.
- 3. No previous service requirement needed.
- 4. Willingness, desire, and ability to serve.
- 5. Must be able to fulfill all duties of this position.

**ii. Duties**

- 1. Attend all Regional LGBTQ committee meetings
- 2. Attend all ASC meetings

3. Submit a written and verbal report at the monthly ASC meetings.
- c. Regional Convention Representative
- i. Requirements
    1. Should have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA Service.
    2. A suggested minimum of one (1) year continuous clean time.
    3. No previous service requirement needed.
    4. Willingness, desire, and ability to serve.
    5. Must be able to fulfill all duties of this position.
  - ii. Duties
    1. Attend all Regional Convention committee meetings
    2. Attend all ASC meetings
    3. Submit a written and verbal report at the monthly ASC meetings.

## **ARTICLE XIV: REMOVAL OF OFFICERS AND COMMITTEE CHAIRPERSONS**

### **SECTION 1: GENERAL**

- A. Any member of NA may motion for the removal of an officer or Committee Chairperson of the IEFASC.
- B. In the case of an observer, motion must be submitted through a GSR, and a GSR of a member group must second all such motions.
  - a. Motion must state full intent and reason.
- C. Officers and committee Chairpersons may be removed from their position for non-compliance.
  - a. The Chairperson should bring the matter before the committee for review.
  - b. A two-thirds vote (2/3 majority) is required for removal.
  - c. Non-compliance includes, but is not limited to:
    - i. Loss of abstinence.
    - ii. Non-fulfillment of the duties of their position.
    - iii. Absence at two (2) consecutive regularly scheduled session of the IEFASC without prior notification to the IEFASC Chairperson.
    - iv. Absence at any ~~four (4)~~ **three (3)** meetings of the IEFASC.
- D. Nothing in this motion shall preclude the re-nomination and re-election of the Service member except in cases of misappropriation of funds (5 years).

### **SECTION 2: RESIGNATION**

- A. An officer or committee chairperson of this committee may resign by providing written notice to the IEFASC Chairperson at the next regularly scheduled session of the committee.

## **ARTICLE XV: STANDING COMMITTEES (Subcommittees)**

### **SECTION 1: GENERAL**

- A. The IEFASC may establish committees as necessary to perform certain duties.

- B. The standing committees are formed upon approval by the active member groups of the IEFASC.
- C. Standing committees may include, but not be limited to, Activities, Hospitals and Institutions, Public Relations, Outreach and any other standing committee which are deemed necessary to carry on the work of the IEFASC.
- D. At the inception of these standing committees, the voting participant(s) present, in accordance with the approved election procedure will elect a Chairperson.
- E. The Sub- Committee Chairs will be affirmed at the Area.
- F. The Sub-Committee Chairs to attend the IEFASC and submit a written report.

## **SECTION 2: SUBCOMMITTEE GUIDELINES**

- A. All standing committees (**subcommittees**) of the IEFASC shall create and adopt guidelines which are consistent with  
*“A GUIDE TO LOCAL SERVICES”*, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous and the best information available from the World Service Committee in the form of WSC approved handbooks and guidelines.
- B. All **subcommittee** guidelines should include, but not be limited to, their purpose, geographic boundaries, functions and responsibilities, meeting times and locations, voting procedures, trusted servant requirements, qualifications, terms and duties, funding, minutes, and policies.
- C. All committees must conform to IEFASC guidelines.
- D. The guidelines of each standing committee are subject to review and approval by the IEFASC **along with their annual budget (July-June)**
  - a. When submitting **subcommittee** guidelines, the **subcommittee** must present all participants of the IEFASC with a copy of the proposed guidelines for a (1) month review.

## **SECTION 3: SUBCOMMITTEE REPORTS**

- A. Each **subcommittee** Chairperson is required to submit a typed/written report containing financial information, work in progress and other committee activities including time and date of next meeting. These are to be submitted to the Secretary of the **committee IEFASC** during the regular session and orally reported to the IEFASC in accordance with the agenda.
- B. All committee reports will state the funds needed or used, if necessary.
- C. All committees should communicate with IEFASC Vice Chairperson prior to setting meeting dates to avoid conflicts in scheduling with other committees.

## **SECTION 4: APPROVED STANDING COMMITTEES**

- A. Currently approved standing committees of the IEFASC include:
  - a. Activities
  - b. Hospitals and Institutions
  - c. Public Relations
  - d. Outreach

## **ARTICLE XVI: AD HOC COMMITTEES**

### **SECTION 1: GENERAL**

- A. The IEFASC may form ad-hoc committees by majority vote for such special purposes as may, from

time to time be deemed necessary to fulfill special functions.

- B. The purpose, membership, and duration of existence of any such ad-hoc committee is specifically designated by a simple majority vote of the IEFASC voting participants.
- C. It is the responsibility of the IEFASC Vice Chairperson to serve as the Ad-hoc Committee Chairperson, unless deemed unqualified for the specific Ad-hoc being created.

## **ARTICLE XVII: FINANCES**

### **SECTION 1: FUNDS**

- A. All money accumulated from group contributions and other Narcotics Anonymous sources with the exception of the literature funds and activities shall be maintained and deposited in the Inland Empire Foothills ASC General Fund bank account.
- B. All disbursements shall be made by the ASC Treasurer.
- C. Any and all IEFASC checking or savings accounts shall require a minimum of two (2) signatures to release any deposited money.
- D. No regular expenditure shall be made from the treasury without a receipt or proof of payment, with the exception of the Secretary who may be advanced funds with receipts forthcoming. In any case, no funds exceeding \$100.00 will be disbursed by the treasurer without prior approval of the voting members of the ASC.
- E. The signers for the IEFASC General Fund account shall consist of the following:
  - a. Area Treasurer
  - b. Assistant Treasurer
  - c. Chairperson
  - d. Vice Chairperson
- F. Any ASC member who has an outstanding financial judgment against them shall not have their name associated with, nor be a signer to any ASC or ASC subcommittee financial accounts.
- G. All bank statements for the IEFASC bank accounts will be maintained for the purpose of record keeping and reconciled monthly by the Area Treasurer.
- H. The treasury will remain a revolving fund for secretarial expenses of \$40.00
- I. A ~~\$1,000.00~~ \$1500.00 prudent reserve will be maintained in the general fund.
- J. The ASC treasury shall be audited annually for the preceding year and a financial statement that reflects all area assets and accounts shall be prepared by the Area Vice Chairperson in June and presented at the July ASC.
- K. All audits shall be coordinated by the Area Vice Chairperson with at least one other ASC voting member or officer, other than the Area Treasurer, present.
- L. The IEFASC shall utilize the following no deficit spending guidelines and pay expenses as prioritized below:
  - a. Payment of ASC debts or expenses outside the fellowship of Narcotics Anonymous.
  - b. Payment of ASC debts or expenses within the fellowship of Narcotics Anonymous.
  - c. Secretarial and Administrative expenses.
  - d. Approved budgets of ASC subcommittees and officers.
  - e. Expenses approved by the ASC Regional subcommittee members nominated by the ASC.
  - f. All other expenses approved by the ASC, including any donations to the Regional or World levels of service.
- M. All funds disbursed by the ASC must be accompanied by a receipt by the next ASC meeting, including

all budgeted funds. Requests for reimbursements must be accompanied by a receipt.

- N. Any travel requests must be presented to the body 3 months prior to activity. Any Sub-Committee elected officer who requests funds for travel must submit a budget and itinerary to the area for approval. Any funds above and beyond approved amount may not be reimbursed. Upon return, receipts and report of activity must be given.
- O. Any funds or literature reported stolen, must be reported to the police, and police reports must be given to be considered for reimbursement.

## **SECTION 2: MISAPPROPRIATION OF FUNDS**

- A. The 11<sup>th</sup> Concept of NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The 12 Concepts give the IEFA a mandate from NA groups that calls for total financial accountability: with this in mind, any misuse of funds by Area trusted servants cannot be tolerated.
  - a. Misuse of Funds: Includes but is not limited to theft, embezzlement, or use of funds for purposes not expressly authorized by an Area committee or subcommittee. This includes theft of cash, checks, any financial instrument (i.e., refunds from vendors to the NA fellowship), or asset (i.e., equipment, supplies, or inventory).
- B. When the suspicion of misappropriation of funds is brought to the chairperson and reviewed by the executive committee, further action may be taken. Action taken may include interim suspension.
  - a. Interim Suspension: This person may not represent themselves as any executive body of any subcommittee of the IEFA until determined by the special meeting of the Executive Committee. Result will be Suspension lifted or Removal from Office.
- C. If due cause has been proven through vote by committee, the following actions may be taken:
  - a. Information about this misappropriation will be forwarded to the RSC.
  - b. Any member found to have misappropriated N.A. funds may be subject to criminal and/or civil prosecution.
  - c. Any member who has misappropriated NA funds must fully account for and return or make arrangements to return all misappropriated funds.
- D. Any member removed from an office and/or committee by the IEFA for misappropriation or misuse of IEFA funds may not hold an area elected seat or handle any NA funds of the IEFA or its subcommittees for a period not to exceed five (5) years at which they will be eligible to become a full participant of the IEFA.

## **ARTICLE XVIII: AMENDMENT OF GUIDELINES**

### **SECTION 1: GENERAL**

- A. An Ad Hoc Committee shall be appointed at the July ASC for the purpose of input and review of the ASC Guidelines
- B. These Guidelines may be amended by a majority of voting participants present at the regular ASC meetings, provided the exact wording of the amendment has been submitted in writing and announced at a previous ASC regular session.

# APPENDICES

## APPENDIX A: IEFASC RULES OF ORDER

### SECTION 1: GENERAL

- A. On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These IEFASC rules differ in some details from Robert's Rules; to cover such differences, IEFASC has made a blanket decision to accept these rules as authoritative.
- B. Such differences include:
  - a. IEFASC limits debate to three (3) minutes per speaker. (Robert's = ten minutes).
  - b. IEFASC limits the number of speakers on each pending motion to three (3) pros and three (3) cons. (Robert's = unlimited).
  - c. IEFASC limits debate on the motion to appeal to one (1) pro and one (1) con with the chair always the con. (Robert's = unlimited).
  - d. IEFASC does not limit the number of times a participant can speak on a motion, except that no participant can speak more than once unless all others wanting to speak have already spoken. (Robert's = a participant can only speak twice on a motion and cannot speak for the second time until all others have exercised their right to debate).

### SECTION 2: DECORUM STATEMENT

- A. Sessions will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.
- B. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Traditions and Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.
- C. Once the session is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chairperson's right to be in control of the process of this session so that you can have maximum benefit of its content.

### SECTION 3: DEBATE: LIMITS

- A. Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to three pros and three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have three minutes in which to speak their minds.

### SECTION 4: MOTIONS

- A. There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are **main motions** and **parliamentary motions**.
  - a. **Main Motions**
    - i. A motion is a statement of an idea a committee participant wants the committee to put such-and-such to be done by (this committee, one of its committees, 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 motion.

- ii. 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 individual making the second simply raises a hand and, when recognized by the chair, says, "I second that." If no one 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.
- iii. Once a motion has been made, the Chairperson may rule it out of order. A motion may be ruled out of order for any number of reasons: the motion goes against the committee's standing policy, it clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the session at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time.
- iv. Any participant 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.

**b. Parliamentary Motions**

- i. Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affects that motion in some way. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed below.
  1. Motion to AMEND.
    - a. SIMPLE majority required.
    - b. IS DEBATABLE.
      - i. This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a participant feels that the motion would benefit from a change in its language, that participant can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.
      - ii. If an amendment is offered and the Chairperson feels there is little or no opposition, they can ask the committee to accept the amendment. If the committee accepts it then no second is required, no debate is called for, and no vote needs be taken on this amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.



2. Motion to call the PREVIOUS QUESTION.
  - a. TWO-THIRD'S majority required
  - b. IS NOT DEBATABLE.
    - i. For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a participant saying, "I call for the question," or "I move the previous question". It is another way of saying, "I move that debate stop right now and that we vote immediately". This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debates are necessary, then it is time to vote and move on.
    - ii. One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.
3. Motion to TABLE.
  - a. SIMPLE majority required.
  - b. IS NOT DEBATABLE.
    - i. One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/session". This motion is not debatable, if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.
4. *Motion to REMOVE FROM THE TABLE.*
  - a. SIMPLE majority required.
  - b. IS NOT DEBATABLE.
    - i. A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such". If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.
5. Motion to REFER.
  - a. SIMPLE majority required.
  - b. IS DEBATABLE.
    - i. Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be

removed from debate and sent to either a standing committee or an ad hoc committee for further study. This can be done by a participant saying, “move to refer the motion to the such-and-such committee”. If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass the committee either continues debating the main motion or votes on it. The committee to which a motion is referred will take it up at its next meeting. The committee will report back on what it has come up with at the next meeting of the full committee.

6. *Motions to RECONSIDER or RESCIND.*

a. MAJORITY required varies.

b. IS DEBATABLE.

i. Sometimes a participant feels that a motion the committee has passed will prove harmful. That participant can move to either reconsider (reopen for debate and voting) or rescind (void the effect of the original motion). There are a few conditions on motions to reconsider or rescind:

1. The motion must have been passed in either the last months or the current session.

2. The participant making the motion must have information on the issue that was not available in the original debate on the motion.

3. The participant must have been with the winning side in the original vote.

ii. These limits are placed to protect the committee from having to reconsider repeatedly the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the Chairperson will declare the motion out of order. The motion to reconsider requires a simple majority. The motion to rescind requires a simple majority, provided that committee participants were informed prior to the session that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. *Request to WITHDRAW A MOTION.*

a. UNANIMOUS CONSENT required.

b. IS NOT DEBATABLE.

i. Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. *Offering a SUBSTITUTE MOTION.*

a. SIMPLE majority required.

b. IS DEBATABLE.

i. A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the

original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. *Motion to ADJOURN.*

- a. SIMPLE majority required.
- b. IS NOT DEBATABLE.
  - i. Any voting participant may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the session adjourned without a motion.

## SECTION 5: OTHER PROCEDURES

- A. In addition to parliamentary motions, there are other ways in which participants may alter or clarify the proceedings. Here are a few of the most common:
- a. Order of the day
    - i. If a committee participant feels that business is going too far astray from the original agenda, that participant can help get things back on track. The participant says, "I call for the order of the day". This means, "I move that the chair bring us back on track and conduct the session 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 tells the chair otherwise.
  - b. Point of information
    - i. If a committee participant needs certain information before making a decision about a motion at hand, that participant 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 participant of the body.
  - c. Point of order
    - i. If it appears to a committee participant that something is happening in violation of the rules of order, and if the Chairperson has not yet done anything about it, the participant can ask the Chairperson for clarification of the rules at any time. The participant may simply say out loud, "Point of order". The Chairperson then says, "What is your point of order?" The participant 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.
  - d. Point of appeal
    - i. Any time the chair makes a decision, that decision may be appealed. Any voting participant 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 participant 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 chair.

- e. Parliamentary inquiry
  - i. If a committee participant wants to do something but doesn't know how it fits in with the rules of order, all that participant has to do is ask. At any time, a participant may simply say out loud, "Point of parliamentary inquiry". The Chairperson must immediately recognize the participant 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.
- f. Point of personal privilege
  - i. 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 chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

#### **SECTION 6: VOTING PROCEDURES**

- A. There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming. If the Chairperson senses that the vote will be unanimous, they can ask the committee if there are any objections to expedite the process. If no objections are voiced the motion passes unanimously.

**SECTION 7: VOTING TABLE**

<b>TYPE OF MOTION</b>	<b>PURPOSE</b>	<b>INTERRUPT</b>	<b>SECOND</b>	<b>DEBATABLE</b>	<b>VOTE</b>
ADJOURN	TO END THE COMMITTEE SESSION.	NO	YES	NO	SIMPLE
AMEND	TO CHANGE PART OF THE LANGUAGE IN A MAIN MOTION.	NO	YES	YES	SIMPLE
AMEND BY SUBSTITUTION	TO ALTER A MAIN MOTION BY COMPLETELY REWRITING IT; WHILE PRESERVING ITS INTENT.	NO	YES	YES	SIMPLE
APPEAL RULING OF CHAIR	TO CHALLENGE A DECISION THE CHAIR HAS MADE ABOUT THE RULES OF ORDER.	YES	YES	YES	SIMPLE
INFORMATION, POINT OF	TO BE ALLOWED TO ASK A QUESTION ABOUT A MOTION BEING DISCUSSED; NOT TO OFFER	YES	NO	NO	NONE
MAIN MOTION	AN IDEA A COMMITTEE PARTICIPANT WANTS THE COMMITTEE TO PUT INTO PRACTICE.	NO	YES	YES	VARIES
ORDER OF THE DAY	TO MAKE THE COMMITTEE RETURN TO ITS AGENDA IF IT GETS DISTRACTED ONTO ANOTHER TRACK.	YES	NO	NO	NONE
ORDER, POINT OF	TO REQUEST CLARIFICATION OF RULES OF ORDER WHEN IT APPEARS THEY ARE BEING BROKEN.	YES	NO	NO	NONE
PARLIAMENTARY INQUIRY	TO ASK THE CHAIR ABOUT HOW TO DO SOMETHING ACCORDING TO RULES OF ORDER.	YES	NO	NO	NONE
PREVIOUS QUESTION	TO STOP DEBATE AND VOTE RIGHT NOW ON WHATEVER MOTION IS AT HAND.	NO	YES	NO	TWO - THIRDS
PRIVILEGE, PERSONAL	TO MAKE A PERSONAL REQUEST OF THE CHAIR OR THE COMMITTEE.	IF URGENT	NO	NO	NONE
RECONSIDER	TO REOPEN A DEBATE TO A MOTION PREVIOUSLY PASSED.	NO	YES	YES	SIMPLE

REFER, COMMIT	TO HALT DEBATE, SEND MOTION TO A STANDING, SELECT OR AD-HOC COMMITTEE BEFORE VOTE.	NO	YES	YES	SIMPLE
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REMOVE FROM THE TABLE	TO RESUME CONSIDERATION OF A MOTION PREVIOUSLY TABLED BEFORE THE TIME SET.	NO	YES	NO	SIMPLE
RESCIND, REPEAL	TO VOID THE EFFECT OF A MOTION PREVIOUSLY PASSED.	NO	YES	YES	TWO-THIRDS
TABLE	TO PUT OFF FURTHER CONSIDERATION OF A MOTION UNTIL A LATER DATE AND TIME.	NO	YES	NO	SIMPLE
WITHDRAW A MOTION	TO ALLOW A MOTION'S MAKER TO TAKE BACK THE MOTION AFTER DEBATE HAS BEGUN.	YES	NO	NO	UNANIMOUS