

Policy and Procedure
Guidelines
for
Kentucky Survivors
Area
Service Committee
of
Narcotics Anonymous

**Revised October 2017

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Purpose and Scope of the Kentucky Survivors Area Service Committee of Narcotics Anonymous (K.S.A.S.C.N.A.)

A. The purpose and scope of the K.S.A.S.C.N.A. shall be to provide support services to the represented Kentucky Survivors Area of Narcotics Anonymous (K.S.A.N.A.) member home groups, assisting them in fulfilling their primary purpose. To serve as a service body to bring together said groups for the purpose of having a vehicle of communication to express the needs and issues affecting them. To coordinate and carry out services that will aid in further carrying the message of Narcotics Anonymous (N.A.) to the addicts who still suffer. To serve as liaison, on behalf of K.S.A.N.A. to outside organizations, enterprises, and general public, in accordance with our fellowships public relations policies. And, to ultimately be responsible to the represented member groups of K.S.A.N.A., and to always be a body of service, never dictating to the groups.

B. The order of guiding documents shall be the Twelve Traditions of N.A., the Twelve Concepts of N.A. , the K.S.A.S.C.N.A. Policy & Procedure Guidelines , and the Guide To Local Services (G.T.L.S.).

C. The method of conducting all K.S.A.S.C.N.A. business meetings shall be formatted by Roberts Rules of Order

**Note: Roberts Rules of Order (R.R.O.)is not Narcotics Anonymous principles, simply a proven method of conducting organized business meetings in an orderly fashion and to promote efficiency of service effort. A reference to R.R.O. may be found in G.T.L.S.

D. The K.S.A.S.C.N.A. shall create and maintain an active archive. Archives to include all documents created by K.S.A.N.A. Archives shall include K.S.A.S.C. and Bluegrass-Appalachian Region Service Committee of Narcotics Anonymous (B.A.R.S.C.N.A.) meeting minutes, reports, fliers, bills, bank statements, meeting schedules and histories, merchandising articles, and any other historically significant items that may serve to preserve the history of K.S.A.N.A. Accountability for these archives shall be determined upon the creation and organization of such archives.

E. All committees created by the K.S.A.S.C.N.A. shall be autonomous in carrying out their assigned functions in accordance with committee specific guidelines, with the exception of money expenditures. Funds shall be dispersed in accordance with a budget and shall be approved by the K.S.A.S.C. These subcommittees shall

amend specific guidelines to suit the specific needs and abilities of said committees, within their respective committees. Amendments shall be presented to K.S.A.S.C. for inclusion into the Policies and Procedures of K.S.A.S.C.

F. K.S.A.S.C.N.A. shall be responsible for all financial considerations of its sub-committee's needs.

G. The Area Service Committee (A.S.C.) is a committee created out of the 9th Tradition, to provide support services to member groups. It is comprised of Group Service Representatives (G.S.R.'s) from the supporting Groups, within the Kentucky Survivors Area (K.S.A.). A.S.C. meets each month for the express purpose of serving the specific needs of its represented member Groups.

H. The K.S.A.S.C.N.A. serves three basic functions:

1. The primary function of this K.S.A.S.C.N.A. is to unify the represented member Groups within its K.S.A.N.A., and to provide support and services to those Groups.
2. The secondary function of the A.S.C. is to carry the message of recovery through its various sub-committees.
3. The tertiary function of the A.S.C. is to contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole, by providing representation to, and support for, the services provided through the Bluegrass-Appalachian Regional Service Committee of Narcotics Anonymous (B.A.R.S.C.N.A.).

NOMINATION, ELECTIONS, AND VOTING PROCEDURES

A. Two months prior to the end of term for any elected officer, the ASC facilitator shall open the floor to nominations for the purpose of filling that position.

B. The nominations of A.S.C. officers should come from eligible voting member G.S.R.'s. Active subcommittee chairpersons may nominate their prospective successors.

C. One month prior to the end of the term of any officer, nominations for that office shall be solicited. An explanation of that position's duties and responsibilities shall be provided. The nominee must be present to express their willingness. At the time of nomination, qualifications shall be presented to the K.S.A.S.C. and a written copy of their qualifications shall be given to the secretary for inclusion into the monthly minutes. Attendance is mandatory, written qualifications will not be accepted by proxy from absent nominees. At the following A.S.C. meeting, a vote from eligible

voting member groups shall be taken to fill position. Standing position holder shall give final report to K.S.A.S.C. directly after the new position holder has been confirmed.

D. In the event that no nominations are made, the floor shall remain open for nominations until such time as nominations are made. Once a nomination has been made, nominations for the open position shall then be closed, qualifications read, and a group conscience vote shall be taken at the next A.S.C. meeting, by eligible voting member groups.

E. All K.S.A.S.C. executive committee and subcommittee chair service positions shall require a group conscience of eligible voting member groups.

F. FOR EXECUTIVE COMMITTEE POSITIONS- Should a position become vacant due to unforeseen circumstances, i.e. death, relapse, resignation or impeachment, an interim officer shall be elected at that A.S.C. and shall serve until that position can be filled in accordance with nomination and election procedures. Simple majority by eligible voting member groups shall be sufficient for this appointment. FOR SUBCOMMITTEE CHAIRS- Should a subcommittee chair position become vacant due to unforeseen circumstances, i.e. death, relapse, resignation or impeachment, the subcommittee vice chairperson shall be responsible for chairing that subcommittee and act as a liaison between the subcommittee and the K.S.A.S.C. until a new chair is elected per nomination and election procedures. Should there not be a Vice Chairperson in place, the K.S.A.S.C. Co-Facilitator/Vice chair shall preside until the position is filled by due process.

G. All nominees must attend the A.S.C. at the time of the election. Their absence will constitute a withdrawal from the nomination.

H. When there are more than two nominations, if no candidate gets a clear majority, the following shall take place: a vote shall be taken, the nominee/ nominees with the fewest votes shall be eliminated from consideration until there are two remaining. The remaining two nominations shall be taken back to the groups. Another vote shall be taken at the next A.S.C.

I. In the case of only one nomination a two thirds vote of acclamation by eligible voting member groups shall be required, at the next A.S.C.

J. All A.S.C. members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotation of leadership, it is recommended that no officer serve more than two (2) consecutive terms.

K. No one servant shall hold more than one voting position on the floor of the A.S.C.

L. The A.S.C. chairperson may vote only to break a tie.

TERMS OF OFFICE FOR A.S.C. OFFICERS

A.S.C.	Facilitator/Chairperson	–	1	years
A.S.C. Co-Facilitator/Vice Chairperson – 1 years				
A.S.C.	Secretary	–	2	years
AS.C.	Treasurer	–	2	years
R.C.M.	–		2	years
R.C.M.	Alternate	–	2	years
Workgroup leaders/chairpersons – 2 years				

REPORTS

A. All reports should be limited to ten minutes per report, all reports shall be printed or typed, and when provided by secretary, should be presented on standard secretary form.

B. All elected trusted servants shall provide reports to K.S.A.S.C. at each A.S.C. meeting. (Facilitator/Chairperson, Co-facilitator/Vice-Chairperson, Secretary, Treasurer, R.C.M. & R.C.M.Alt., Workgroup Leaders/ Chairpersons, and G.S.R.’s.)

End of term report (annual):

A. All Executive Committee positions shall comprise a summarized report consisting of their respective past terms activities. Additionally, the Treasurer shall compile a summarized report consisting of the past terms activities, including an up-to-date financial statement.

B. K.S.A.S.C. budget shall be reviewed annually and confirmed/approved by Eligible voting member groups.

C. Sub-committee Chairperson's shall compile a summarized report consisting of the past years activities, accomplishments, specific problems, situations, financial expenses and plans for the coming year.

OPERATIONS, QUORUM, MOTIONS, VOTING PROCEDURES

A. All A.S.C. meetings are open to ALL N.A. members. Any member shall have a voice on the floor during open forum.

B. The A.S.C. Facilitator/Chair shall recognize all members by a raised hand.

Operations

A. The K.S.A.S.C. shall meet at a designated location on the 2 month. The scheduled meeting time shall be 2 pm and shall end by 5 pm, unless otherwise extended by majority vote by A.S.C. participants. At the discretion of the participants, a break mid meeting may be call for.

B. All subcommittee meetings shall be scheduled at the discretion of the subcommittee chair and to be approved by members of said subcommittee.

Quorum

A. Quorum for conducting official business at K.S.A.S.C. shall be no less than two (2) executive committee members being present and no less than one (1) more than half of all eligible voting member groups of the K.S.A.N.A. being present.

~~B. Consideration for the quorum to conduct business shall include all eligible voting member groups within the K.S.A.N.A., present and absent. Groups that are absent shall be considered in the calculation of quorum if they are eligible voting member groups.~~

~~**Note: For all motions requiring group conscience, one (1) more than half of all eligible voting member groups, present or absent, shall be required to pass non-policy changing motions, and two thirds of all eligible voting member groups shall be required, present or absent, to pass all policy changing motions. For clarity purposes, it should be understood that any considerations for a motion requiring group conscience shall include the reflection of ALL eligible voting member groups within K.S.A.N.A., present or absent. Absent eligible voting member groups are considered in the majority and two thirds count.~~

B. (Updated 3/15) Consideration for the quorum to conduct business shall include all present eligible voting member groups within the K.S.A.N.A. Eligible voting

member groups that are absent shall not be considered in the calculation of quorum. Note: For all motions requiring group conscience, one (1) more than half of all eligible voting member groups present shall be required to pass non-policy changing motions, and two thirds of all eligible voting member groups present shall be required to pass all policy changing motions.

C. Quorum shall be established at first roll call of each A.S.C. meeting and shall be maintained through second roll call, with exception to late arriving eligible voting member groups. Should an eligible voting member group arrive late, the quorum majority and two thirds shall reflect their arrival to the floor.

D. Quorum shall be reached no later than 2:15 P.M. Should a Quorum not be met, the A.S.C. shall be rescheduled to resume at the next scheduled A.S.C. meeting date.

E. Quorum shall be re-established prior to moving into new business. This shall be done by roll call of Executive Committee members and eligible voting member groups. Should Quorum not be re-established, the A.S.C. shall adjourn and new business tabled until new business of next A.S.C.

F. Only duly elected alternates are eligible for Quorum in the absence of their representatives. There is no proxy representation for Quorum. Eligible voting member group shall be defined as any group who has not been counted as absent for both roll calls of three consecutive A.S.C. meetings, or four (6) consecutive roll call absences.

G. Any group not represented at both roll calls, at three consecutive A.S.C.'s, shall be considered inactive in participation, and shall be removed from the roll call and eligibility status for voting shall be forfeited. Upon attendance at two consecutive roll calls, a group shall be reinstated to the quorum roll call. And upon being present for the next two consecutive roll calls, voting status shall be reinstated to eligible status. New groups shall be placed on the roll call at their second A.S.C.

and shall have voting privileges upon answering in the 1st roll call of their third A.S.C.

Only those listed below may make, second, or amend motions:

1. G.S.R. or, in their absence, G.S.R.Alt.
2. RCM or, in their absence, R.C.M.Alt.
3. Sub-Committee/Workgroup Chairs or, in their absence, the Vice Chair of that Subcommittee/Workgroup.

4. A.S.C. Secretary

5. A.S.C. Treasurer

B. Any motion directly affecting the groups shall be sent to the groups for group conscience and result to be determined in old business of next A.S.C. meeting.

C. All Motions must be written on a motion form.

D. All motions shall require intent.

E. All motions being submitted to be heard in new business shall be presented for review prior to commencement of new business.

F. All motions shall be presented to the floor by the secretary. At this time, the motion maker will be asked to communicate the intent of the motion.

G. All motions are subject to the Robert's Rules of Order (* see table in G.T.L.S.), with regard to requirement of a second, debate, and voting.

H. Once a motion has been seconded the Facilitator/Chairperson shall call for debate of two pros and two cons, unless motion is otherwise exempt from this debate. After debate, the Facilitator/Chairperson shall call for a vote by the eligible voting member groups, or divert to group conscience, depending on the nature of the motion. Any further discussion of a motion shall require a majority vote of all G.S.R.'s in attendance.

Voting

A. Only G.S.R.'s shall have voting privileges.

B. Only eligible voting member groups may vote. Eligible voting member groups shall be defined as any group who is represented at K.S.A.S.C., by a G.S.R. or G.S.R.Alt., and who has not missed two consecutive roll calls at three consecutive K.S.A.S.C. meetings, or has met the requirements for reinstatement to voting eligibility.

C. In case of any tie vote, the Facilitator/Chair, or Co Facilitator/Vice Chair in their absence, shall have the compulsory deciding vote.

D. Should a vote count be affected by abstentions (if the abstentions prevent the passing of a motion), then the motion shall not fail, but be tabled and sent back to groups for further consideration. In the event this occurs, further discussion on this motion should be facilitated to gather needed information to move from abstention.

E. Any motion that affects policy shall automatically be referred back to the groups.

F. Any motions affecting the groups shall be referred back to the groups.

G. Motions deemed "housekeeping" motions (affecting only the A.S.C. internally and its subcommittees) may be voted on by eligible voting member group G.S.R.'s without being referred back to the groups.. These motions will not create a change in policy.

H. Voting shall be conducted by a show of hands. Roll call votes can be called at any time. I. A written ballot shall be taken for Impeachment proceedings.

Procedures

A. The A.S.C. shall provide all Sub-committees with the necessary tools for them to carry out their responsibilities, provided the needs fall within the current budget. Any needs over budget must be approved by the eligible voting member groups, after consideration of recommendations by the treasurer, and shall require two thirds of all eligible voting member groups for approval.

B. All A.S.C. Sub-committee Chairs or Vice Chairs, G.S.R. or Alternates, Administrative Officers, and the R.C.M. or Alternate, are encouraged to attend the entire A.S.C. meeting once they are present, excluding emergencies.

C. A.S.C. minutes are to be distributed to all trusted servant participants of K.S.A.S.C. within fourteen (14) days of an A.S.C. meeting.

D. Literature shall be made available at every K.S.A.S.C. meeting and picked up at the end of the meeting.

E. The A.S.C. shall maintain an Archive and not use any current Archives for raffles, fund- raisers, distribution, etc. Archives shall be kept for the posterity of K.S.A.N.A. Accountability for K.S.A.N.A. Archives shall be established upon the organization of them.

F. The A.S.C. Chair shall maintain a collection of guidelines containing a reading of the 12 Traditions of N.A., the 12 Concepts, the A.S.C. format, a copy of the G.T.L.S., and the current K.S.A.S.C.N.A. Policy and Procedure Guidelines for K.S.A.S.C.N.A.

G. All subcommittee chairs shall maintain a copy of their respective committee's guidelines and a current copy of K.S.A.S.C.N.A. Policy and Procedures Guidelines for K.S.A.S.C.N.A.

H. All G.S.R.'s should consider maintaining a copy of G.T.L.S. and K.S.A.S.C.N.A. Policy and Procedures Guidelines for K.S.A.S.C.N.A. guidelines.

RESPONSIBILITIES AND QUALIFICATIONS OF K.S.A.S.C. OFFICERS

A. Facilitator/Chairperson

1. A Facilitator/Chairperson facilitates the K.S.A.S.C. meeting agenda and serves as parliamentarian presiding over meeting.

2. Shall be a signer on the K.S.A.S.C.'s bank account.

3. Can only vote in the event of a tie.

4. Must be capable of conducting business meetings with a firm yet understanding hand. 5. Suggested minimum of three (3) years continuous abstinence from all drugs, including D.R.T.'s.

6. One (1) year commitment.

7. Previous N.A. service experience. Strongly recommended, but not required.

8. N.A. membership.

9. N.A. sponsor.

10. Knowledge and understanding of the Twelve Traditions of Narcotics Anonymous in practice, the Twelve Concepts, and the G.T.L.S. Must be familiar with Roberts Rules of Order.

11. Willingness to give the time and resources necessary for the service.
12. Upon election he/she should resign as G.S.R. or Alt. G.S.R., R.C.M. or Alt. R.C.M., or subcommittee chairperson.
13. Should have organizational skills.

B. Co-Facilitator/Vice Chair

1. A Co-Facilitator/Vice Chairperson facilitates the K.S.A.S.C. meeting agenda and serves as parliamentarian presiding over meeting, in the absence of the Facilitator/Chairperson.
2. Shall be a signer on the K.S.A.S.C.'s bank account.
3. Can only vote in the event of a tie, and only in the absence of the Facilitator/Chairperson.
4. Must be capable of conducting business meetings with a firm yet understanding hand.
5. Suggested minimum of two (2) years continuous abstinence from all drugs, including D.R.T.'s.
6. One (1) year commitment.
7. Previous N.A. service experience. Strongly recommended, but not required.
8. N.A. membership.
9. N.A. sponsor.
10. Knowledge and understanding of the Twelve Traditions of Narcotics Anonymous in practice, the Twelve Concepts, and the G.T.L.S. Must be familiar with Roberts Rules of Order.
11. Willingness to give the time and resources necessary for the service.
12. Upon election he/she should resign as G.S.R. or Alt. G.S.R., R.C.M. or Alt. R.C.M., or subcommittee chairperson.
13. Should have organizational skills.
14. Shall preside over subcommittees who do not currently have a chairperson/Vice Chairperson, until said subcommittee fills that position, subcommittee is dissolved.
15. Shall serve as support member to subcommittees upon request by said subcommittees, provided there is no conflict with K.S.A.S.C. responsibilities.

C. Secretary

1. A Secretary shall keep accurate notes of each business meeting; organize reports

from executive members, R.C.M., groups and sub-committees, as written and submitted.

2. Compiles a comprehensive set of minutes which includes all reports, group roll call (average attendance, donations, lit orders, A.S.C. attendance status), motions, announcements, and any other pertinent information deemed reportable to the groups.

3. Minutes are to be distributed to each participating G.S.R., subcommittee chairs, executive committee members, R.C.M., and R.C.M.Alt. no later than ten (14) days following each A.S.C. meeting. Minutes should be verified by the chairperson before copies are made.

4. Maintains an updated copy of the K.S.A.S.C.N.A. Policy and Procedure Guidelines.

5. Suggested minimum of (2) years continuous abstinence from all drugs, including D.R.T.'s.

6. Two (2) year commitment.

7. N.A. service experience recommended, but not required.

8. N.A. membership

9. N.A. sponsor

10. Understanding of the Twelve Traditions of N.A. through application,

11. Willingness to give the time and resources necessary for the job.

12. In the absence of the A.S.C. Facilitator/Chair and Co-Facilitator/Vice Chair, will perform the duties of the Chair.

13. All minutes shall be distributed electronically, and upon request, a hard copied may be mailed to the GSR.

D. **Treasurer**

1. A Treasurer shall give a report of monthly contributions and expenditures at every regular A.S.C. meeting.

2. Shall be a signer on the K.S.A.S.C. bank account.

3. Suggested minimum of five (5) years abstinence from all drugs, including D.R.T.'s.
4. Two (2) year commitment.
5. N.A. service experience recommended, but not required.
6. N.A. membership.
7. N.A. sponsor.
8. Understanding of the Twelve Traditions of N.A. through application.
9. Willingness to give the time and resources necessary for the job.
10. Shall attend A.S.C. monthly.
11. Shall have sufficient bookkeeping/accounting experience.
12. All newly elected treasurers shall serve as alternate treasurer for a period of three months before assuming position.
13. All other treasurer responsibilities can be found in the approved proposed financial policy.

E. Regional Committee Member (R.C.M.)

1. R.C.M. shall serve as liaison between B.A.R.S.C.N.A. and K.S.A.S.C.N.A.
2. Shall attend all K.S.A.S.C. and B.A.R.S.C. meetings.
3. Shall report all business conducted at B.A.R.S.C. to K.S.A.S.C. each area.
4. Shall represent the group conscience of K.S.A.S.C.N.A. at B.A.R.S.C.N.A.
5. Shall report any upcoming B.A.R.S.C. service positions two A.S.C. meetings prior to nominations opening to allow for due process of groups submitting nominations. Any nominations presented by a group at K.S.A.S.C. for a position at B.A.R.S.C., shall be subjected to a vote of confidence at K.S.A.S.C. prior to submission to B.A.R.S.C. Final consideration by group conscience shall occur once all nominations are presented to B.A.R.S.C. from all seated areas.
6. R.C.M. may serve on one or more of K.S.A.S.C. and B.A.R.S.C. subcommittees, as a committee member, but not as a chairperson. Nor shall they serve as a G.S.R./G.S.R.Alt.

7. Must have prior N.A. service experience as a representative in some capacity.

8. N.A. membership.
9. N.A. sponsor.
10. Knowledge of the Twelve Traditions of N.A. in practice, the Twelve Concepts, and the G.T.L.S.
11. Willingness and ability to give the time and resources necessary for the job.
12. Required minimum of three (3) years continuous abstinence from all drugs, including D.R.T.'s.
12. Two (2) year commitment.
13. Shall be entitled to reimbursement for travel expenses to R.S.C. meetings outside of K.S.A.

F. **R.C.M.** **Alternate**

1. Shall be subjected to the same requirements as R.C.M., with exception of a two (2) year clean time requirement, including D.R.T.'s.
2. Reimbursements for travel expenses shall only be in the event of the R.C.M.'s representation at B.A.R.S.C., in the R.C.M.'s absence.

RESIGNATION AND IMPEACHMENT PROCEDURES A. Resignation

1. Resignation before the end of commitment shall be done so in writing at K.S.A.S.C.

B. Involuntary Resignation/Impeachment shall be constituted by the following:

1. Relapse during commitment.
2. Any area officer or subcommittee chair missing two (2) consecutive K.S.A.S.C. meetings, or four (4) consecutive roll calls. Upon conclusion of second meeting as absent, or fourth (4th) consecutive absent roll call, a letter shall be sent to the servant by the executive committee, stating the concerns of K.S.A.S.C. and expressing proposed action. The third meeting missed consecutively shall constitute an automatic resignation.
3. Exception to automatic resignation will only be considered under extreme circumstances and confirmed by 2/3rds vote of eligible voting member G.S.R.'s present. This vote will be taken by closed ballot.

- C. **Impeachment**
1. Failure to perform duties and responsibilities as prescribed.
 2. Failure to adhere to the 12 Traditions of N.A., or other guidelines, and unethical conduct inconsistent with role of trusted servants.

- D. **Impeachment Procedures**
1. These grounds represent prerequisite for impeachment. They are not meant to imply that impeachment is necessary in every case these conditions exist. They are simply intended as a guide to the group conscience when impeachment proceedings are instigated, and viable option.
 2. Impeachment shall be presented as a motion in writing to the Facilitator/Chairperson, stating due cause, seven (7) days prior to the A.S.C. meeting.
 3. The respondent is given an opportunity for rebuttal, which shall not exceed ten (10) minutes.
 4. A closed ballot shall be taken.
 5. Two-thirds majority of eligible voting member group G.S.R.'s present, shall be required to impeach a trusted servant.

STANDING SUBCOMMITTEES/WORKGROUPS

- A. All subcommittee Chairpersons shall be subject to the same requirements.
- B. Suggested minimum of three (3) years continuous abstinence from all drugs, including D.R.T.'s.
- C. Two (2) year commitment.
- D. Organized N.A. service experience strongly recommended, but not required.
- E. N.A. membership.
- F. N.A. sponsor.
- G. Knowledge and understanding of the Twelve Traditions of N.A. in practice, the Twelve Concepts, and the G.T.L.S.
- H. Applicable knowledge of position specific subcommittee guidelines.
- I. Organizational skills are recommended.
- J. Must be familiar with Roberts Rules of Order.

- K. Shall be responsible for selecting responsible members to serve in support positions (Vice Chairs, secretary, members).
- L. Shall be held accountable for all subcommittee activity.
- M. Shall report all subcommittee activities and issues to K.S.A.S.C. each month, including financial reports.
- N. Shall maintain a copy of respective subcommittee guidelines, as well as current K.S.A.S.C.N.A. guidelines.
- O. Willingness to give the time and resources necessary for the service.
- P. Each subcommittee shall adapt fellowship subcommittee guidelines to suit specific needs of local subcommittee & to be included into the policy and procedures for K.S.A.S.C.

**NOTE; Specific duties and responsibilities of individual subcommittees are outlined in the Fellowship service guidelines.

KENTUCKY SURVIVORS AREA SERVICE COMMITTEE

MEETING FORMAT

A. Open with the Serenity Prayer followed by the reading of the Service Prayer from the introduction of the Basic Text.

B. Have someone read from the 12 Traditions of NA & the 12 Concepts.

C. Roll Call (Adm. Committee, Sub-committee/Workgroup Chairs, R.C.M/R.C.M.Alt., GSR's)

D. Establish quorum for business and voting, and announce required number of votes necessary to pass motions.

E. Secretary Report. (shall read minutes, unless motion is made to suspend the reading. Once read/suspended reading, motion to accept shall be made, seconded, and confirmed by a simple majority. Objections should be made prior to acceptance, with any revisions made to be included for acceptance.)

F. R.C.M. report.

G. 1st Treasurer's Report (shall report and move to accept as is or move to accept with changes).

H. Sub-Committee/Workgroup Reports.

I. Group Reports

J. Old Business.

K. Break (unless the A.S.C. participants wish to suspend and end earlier. Simple majority of all participants.)

L. Reestablish Quorum for business and voting.

M. Open Forum

N. New business and 2nd treasurers report.

O. Announcements.

P. Close meeting and announce next A.S.C. meeting.

