

# **Marietta Area Service Committee of NA Meeting Minutes October 31, 2021**

**Next Meeting Saturday, December 4, 2021 @ 2:00 PM**

**Ridgeview Conference Center**

P.R. Subcommittee Meeting @ 12:30 PM

WSR Subcommittee Meeting @ 12:30 PM

H & I Subcommittee Meeting @ 12:30 PM

Activities Subcommittee Meeting @ 1:00 PM

24 Hour Room Subcommittee Meeting @ 1:00 PM

Quorum Calculated to be 8 Groups - Quorum Met @ 2:09 PM

The Purpose of the Area Read by: Susan O.

The 12 Traditions Read by: Austin B.

The 12 Concepts Read by: Amy H.

Motion to Accept September Minutes: Jodi M.

Motion Seconded: Austin B.

Approved by Acclamation

## **Group Roll Call**

<u><b>Group</b></u>	<u><b>GSR</b></u>	<u><b>Attendance</b></u>	<u><b>Comments</b></u>
<b>Another Chance</b>	<b>Jodi M</b>	<b>Present</b>	
<b>Architects of Adversity</b>	<b>Nicole N</b>	<b>Present</b>	
<b>Breakfast Club</b>	<b>Jay H</b>	<b>Present</b>	
<b>Chosen Frozen</b>	<b>Denise D</b>	<b>Present</b>	
<b>Corona Renegades</b>	<b>Asa B</b>	<b>Present</b>	
<b>Easy Does It</b>	<b>Ronnie M</b>	<b>Present</b>	
<b>End of the Road</b>	<b>Chris K</b>	<b>Present</b>	
<b>Firehouse</b>	<b>Jesse F</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>Hold On to Hope</b>	<b>Jason E</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>Just for Sunday</b>	<b>Eric J</b>	<b>Present</b>	
<b>Living the Program</b>	<b>Adam N</b>	<b>Present</b>	
<b>Lost Dreams Awaken</b>	<b>Rebecca</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>NA at Noon</b>	<b>Alvin L</b>	<b>Present</b>	
<b>New Way of Life</b>	<b>Laura L</b>	<b>Present</b>	
<b>One is Too Many</b>	<b>Scott</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>Serenity on the Square</b>	<b>Chuck</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>Spiritual Awakenings</b>	<b>Brian W</b>	<b>Absent</b>	<b>Off Quorum</b>
<b>Surrender on Sunday</b>	<b>Austin B</b>	<b>Present</b>	<b>Off Quorum</b>
<b>T.A.C.O. Tuesday</b>	<b>Ashley E</b>	<b>Present</b>	
<b>Unity Group</b>	<b>David M</b>	<b>Present</b>	
<b>We Group</b>	<b>Cecil S</b>	<b>Present</b>	
<b>Rose Group Redux</b>	<b>Sean F</b>	<b>Present</b>	

## **MASC Admin & Subcommittee Roll Call**

<b>Position</b>	<b>Name</b>	<b>Attendance</b>
<b>Chair</b>	<b>Stephanie S</b>	<b>Present</b>
<b>Vice Chair</b>	<b>Carrie A</b>	<b>Present</b>
<b>Treasurer</b>	<b>Karen H</b>	<b>Present</b>
<b>Alt. Treasurer</b>	<b>Vacant</b>	
<b>Secretary</b>	<b>Michael A</b>	<b>Unnotified Absence</b>
<b>Alt. Secretary</b>	<b>Vacant</b>	
<b>RCM</b>	<b>Chris T</b>	<b>Present</b>
<b>RCMA</b>	<b>Shelia G</b>	<b>Notified Absence</b>
<b>Policy Parliamentarian</b>	<b>Susan O</b>	<b>Present</b>
<b>Lit Distribution</b>	<b>Curt H</b>	<b>Present</b>
<b>Alt. Lit Distribution</b>	<b>Vacant</b>	
<b>Activities Chair</b>	<b>Megan S</b>	<b>Present</b>
<b>H&amp;I Chair</b>	<b>Felix L</b>	<b>Present</b>
<b>PR Chair</b>	<b>Erin H</b>	<b>Present</b>
<b>WSR</b>	<b>Vacant</b>	
<b>24Hr Room Chair</b>	<b>Lonnie W</b>	<b>Present</b>

### **Open Forum: 2:13 pm - 2:15 pm**

- Lonnie W: Will be asking to suspend rules after Open Forum to select group timeslots. 24 Hr Room Subcommittee will reconvene immediately following to discuss gameplan.

### **Rules Suspended: 2:15 pm - 2:38 pm**

Motion 10-1

Maker: Lonnie W, 12 Hr Rm Chair

Seconded: Alvin L, NA at Noon GSR

Suspend rules of the day.

Intent: Suspend rules to select homegroup timeslots for this year's 24 Hr Room.

Approved by acclamation.

Motion 10-2

Maker: Eric J, Just for Sunday Chair

Seconded: Nicole N, Architects of Adversity GSR

Amend September ASC minutes to reflect Just for Sunday as 'Present'.

Intent: Correct attendance records and minutes.

Approved by acclamation.

Motion 10-3

Maker: Alvin L, NA at Noon Chair

Seconded: Sean F, Rose Group Redux GSR  
Resume order of the day.  
Approved by acclamation.

### **Chair Report: 2:38 pm - 2:38 pm**

- No report.

### **Treasurer's Report: 2:38 pm - 2:41 pm**

- Ending balance of \$4,771.73. Began with \$4,569.05, received \$870 in donations and lit sales, expenses totaled \$667.32. Deducting prudent reserve of \$1,788 and \$25.36 in lit account, available balance is \$3,625.69.
- Detailed report attached.
- Submitting two motions: (1) Suspend rules to vote on a change to our budget process. Policy timeline is not consistent with our practices and does not provide time for groups to review budgets and vote at December ASC. Aligned with Policy Parliamentarian, (2) To approve attached Marietta Area Budget form as an addendum to Area Policy.
- Need to pay for WSR PO Box by 12/31/21 and will need a motion at some point to go over \$106 to pay for this extra-small box.

### **RCM Report: 2:41 pm - 2:44 pm**

- Nothing new to report.
- Formal resignation letter read by RCM, Chris T. Resignation effective October 31, 2021. Current RCMA has expressed willingness to serve as RCM, should the Area wish for her to do so.

### **Subcommittee Reports**

#### **● Policy Parliamentarian – Susan O: 2:44 pm – 2:46 pm**

- Friendly reminder to please vote on revised policy introduced in last month's minutes as groups will need to vote on this at next ASC. Feel free to reach out to Susan, Jan or Christian if you have questions.
- Subcommittee obtained a list of all policy changes passed within the last 5 years that were never incorporated into the document. Also have begun review of financial guidelines.

#### **● Literature Distribution Report – Curt H: 2:46 pm – 2:47 pm**

- Detailed report attached.
- We have literature valued at \$3,474.64, pre-ASC.

- **Activities Report – Megan S: 2:47 pm – 2:49 pm**
  - Campout was a success. Had trivia game for workshop, which was informative. 98 people in attendance plus approx. 20 people who dropped by. Donating \$135 to Area, after expenses.
  - Detailed report attached.
- **H&I Report – Felix L: 2:49pm – 2:53pm**
  - H&I, PR and WSR subcommittees will now meet at 12:30 p.m. before Area, going forward.
  - Still unable to reach facilities.
  - Rodney and Felix to visit some facilities in Cobb and Cherokee counties.
  - Donating books to a Devereux Youth facility. Ronnie M will contact the facility.
  - Donating books to Cobb and Cherokee Counties. No impact to budget. Source is inventory of books donated by groups.
- **PR Report – Erin H: 2:53pm – 2:56pm**
  - H&I, PR and WSR subcommittees will now meet at 12:30 p.m. before Area, going forward.
  - A member has reported he's been unsuccessful in reaching Bartow County. Will be paying in person visit.
  - Many facilities are overrun with clients right now, which could be contributing to lack of response.
  - Erin and another member visited Cobb Stabilization last month and were able to leave some business cards, as well as a poster. Would be happy to accept literature but not sure about bringing in meetings right now.
  - Will make another attempt to visit Cobb Hospital.
  - Have established dialogue with some individuals who have connections at The Extension.
  - Will be ordering new business cards soon.
- **WSR Report – Vacant: 2:56pm – 2:58pm**
  - H&I, PR and WSR subcommittees will now meet at 12:30 p.m. before Area, going forward.
  - Will be eliminating PO Box expense from budget since Treasurer's budget will now allocate for this expense.
  - Will be attaching Postal Facilitator's Report. 16 letters received – 8 new (2 male, 6 female), 4 submitting first 25% of Step One (0 male, 4 female), and 4 continuing steps through workbook (1 male, 3 female). Currently have 15 female step guides and 12 male step guides.
  - Total budget for the year was \$1,481. YTD expenses total \$393.31 so we are under budget by \$1,087.69. Will submit new budget at next ASC.

- **24 Hour Room Report – Lonnie W: 2:58pm – 3:03pm**

- Based on group timeslot selections, 24 Hour Room event will be a 10-day event.
- Personal Shift Coordinator role will be shared by Nicole N and Kyle H.
- Next meeting 11/14, hopefully at Milford Baptist Church so we can inventory supplies.
- Took in \$100 donation from Halloween dance. Will be deposited.
- Group shift calendar will be attached to minutes. Contact Lonnie W for more information.

## **Old Business: 3:03pm – 3:13pm**

### *RSC Matters*

Nomination for CPP Chair: Josh J (N Atlanta)

In Favor: 13-0-0

Nomination for CPP Treasurer: David H (Marietta)

In Favor: 13-0-0

Topic 2021-10: To approve revised/updated 2021-2022 Regional Policy.

Passed: 12-1-0

### Motion 9-1

Maker: Chris K, End of the Road GSR

Seconded: Ashley E, T.A.C.O. Tuesday GSR

Modify 24 Hour Room policy to replace the word “November” throughout paragraph L with the word “October”.

Current: L. (e) Shall organize group shift *November* MASC, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability. (e.2) To ensure fairness, any group or subcommittee not present at the *November* MASC shall draw numbers and be added to the end of the previous month’s group slot selection list. (f) Must attend *November* ASC. (g) Shall provide each group with a copy of the group shift responsibilities at the end of the *November* MASC. (See Appendix B)

Proposed: L. (e) Shall organize group shift *October* MASC, where numbers will be drawn for picking order and GSRs will select preferred slot, based on group conscience and availability. (e.2) To ensure fairness, any group or subcommittee not present at the *October* MASC shall draw numbers and be added to the end of the previous month’s group slot selection list. (f) Must attend *October* ASC. (g) Shall provide each group with a copy of the group shift responsibilities at the end of the *October* MASC. (See Appendix B)

Intent: As currently written, paragraph A of the policy, covering the Chairperson’s qualifications and responsibilities, spells out our preparation process for group shift timeslot selection, to take place at the October ASC. Paragraph L, covering Group Shift Coordinator qualifications and responsibilities, incorrectly pushes out timeslot selection to November ASC. This creates confusion. This proposed adjustment will align both paragraphs.

Passed: 13-0-0

#### Motion 9-3

Maker: Ashley E, T.A.C.O. Tuesday GSR

Seconded: Adam N, Living the Program GSR

Motion - To impeach the current Marietta Area RCM (Chris T) for failure to perform duties and lack of attendance.

Intent: To make the RCM position available for a new trusted servant to be elected that will fully perform the duties of this role, as outlined in Marietta Area Policy and in the spirit of NA's Traditions and Concepts. The current RCM is eligible for impeachment according to Marietta Area policy for failure to perform duties, including lack of attendance, failure to deliver reports, and failure to deliver a "State of the Region" report in June. The spirit of this motion is not to punish, only to allow our area to move forward with trusted servants that will fulfill the entirety of the positions they were elected to.

Motion withdrawn by Motion Maker.

#### Motion 9-4

Maker: Ashley E, T.A.C.O. Tuesday GSR

Seconded: Adam N, Living the Program GSR

Motion - To impeach the current Marietta Area Secretary (Michael A) for failure to perform duties and lack of attendance.

Intent: To make the Secretary position available for a new trusted servant to be elected that will fully perform the duties of this role, as outlined in Marietta Area Policy and in the spirit of NA's Traditions and Concepts. The current Secretary is eligible for impeachment according to Marietta Area policy for failure to perform duties, including lack of attendance, inaccuracy and incompleteness of ASC meeting minutes, and lack of timeliness. The spirit of this motion is not to punish, only to allow our area to move forward with trusted servants that will fulfill the entirety of the positions they were elected to.

Motion withdrawn by Motion Maker.

### **Nominations:**

No nominations.

#### ● **No Nominations for Following Positions:**

- **Alt Literature Distribution**
- **Alt Secretary**
- **Alt Treasurer**
- **RCM**
- **Secretary**
- **WSR Chair**

Refer to MASCNA Policy for cleantime/service requirements and duties for each position. Policy can be found at [MariettaNA.org](http://MariettaNA.org).

## **Elections on the Floor:**

No elections.

## **New Business: 3:13pm – 3:20pm**

**Motion 9-2**

**Maker:** Susan O, Policy Parliamentarian

**Seconded:** Billie E, Just for Sunday GSR

To adopt an updated version of MASCNA Policy containing housekeeping edits prepared from December 2020 to September 2021 by the policy subcommittee.

**Policy Affected:** Articles 1 - 9 & 11 of New Policy (Articles 1 - 7, 9 & 11 of Original Policy)

**Intent:** To implement an updated MASCNA Policy that contains a variety of corrections, clarifications and reorganization. The intent of this new document is to act as an improved resource to the area, allowing business to be conducted more efficiently, effectively, and confidently. No meaningful changes have been made to the content or the spirit of this policy. Most changes fall under the guise of housekeeping, per the interpretation of the subcommittee members. Other changes were made to eliminate wrong or outdated information, which we think goes beyond housekeeping, but does not change the intent of the policy. There are many changes, so we suggest reading the new document in full and comparing it to the old document if questions arise. There is also a "Track Changes" of the document included, where all edits can be viewed, although this version of the document is much harder to read, so we suggest only using it for reference. The subcommittee has maintained detailed notes and copies of all edits throughout this process, which are available to any group or trusted servant upon request. Groups should feel free to attend our weekly policy subcommittee meetings on Zoom, or request that a member of the subcommittee attend their group or business meeting to provide assistance.

**Point of Information:** The Policy Subcommittee requests that this be voted on by groups at the November ASC Meeting. This gives groups two months to review, discuss, ask questions and prepare to vote.

**Attachments:** Current Policy (as posted on the Area website), Proposed Revised Policy (as of September 2021), "Track Changes" version of Revised Policy

**Back to Groups**

**Motion 10-1**

**Maker:** Karen H, Treasurer

**Seconded:** Chris K, End of the Road GSR

**Motion –** To suspend the rules to direct the area trusted servants to submit their proposed budgets to the Treasurer by November 21, 2021 and to approve budgets at the December 2021 ASC meeting.

**Intent:** To allow the ASC to conduct business per our established timeline.

**Passed:** 14-0-0



Motion 10-2

Maker: Karen H, Treasurer

Seconded: Chris K, End of the Road GSR

Motion – To approve the attached Marietta Area Budget Format as an addendum in the MASCNA policy.

Intent: To provide the area trusted servants with a budget format and to be consistent with policy that there is an approved format.

Back to Groups

### **Group Reports: 3:20pm – 3:22pm**

- David M, Unity Group: Unity's 3 Yr Anniversary Celebration, 11/11 from 6-8pm.
- Living the Program: Not meeting Thanksgiving Day, 11/25.

### **Clean Time Announcements**

Cecil S (35Y) and Brandon Q (8Y) 11/8 @ We Group

Julie N (5Y) 11/24 @ Serenity on the Square

**NEXT MEETING SCHEDULED:**

**Saturday, December 4 @ 2:00 PM**

**At Ridgeview Day Hospital Auditorium**

Marietta Area Service Committee Treasurer's Report  
October 2021

Hi Family,

We currently have an ending balance of \$4771.73 in the ASC checking account. We started with a balance of \$4,569.05 and took in \$870.00 in group donations and literature sales. Our expenses were \$667.32 for subcommittee reimbursements and a literature purchase. Our available funds, less the \$1,788.00 in Prudent Reserve and \$25.36 in the literature account, is \$3,625.69. Please see the attached spreadsheet for detailed information about this month's income and expenses.

I am submitting 2 motions pertaining to financial procedures today. One is to suspend the rules of the day to vote on a change in our budget process. Our policy currently has a timeline that is not consistent with our practices and would not allow the budget to be presented to the groups in time for voting in December. The other motion is to approve a budget form. Policy states that trusted servants must submit their budgets on the approved form, but there is no approved form in policy. I found a budget format that was approved in 2010 from a motion written by my home group and modified it to fit our current practices. This motion should go back to groups, so your home group may make amendments if desired.

Please let me know if you have any questions.

In Loving Service,  
Karen H.

## Marietta Area Service Committee Treasurer's Report

<b>MASC Area Group Meeting for:</b>	<b>10/31/21</b>
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<b>Starting Balance:</b>	<b>\$4,569.05</b>
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Prudent Reserve:	\$1,788.00
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[illegible]

Other Funding	
Literature Sales at ASC	\$364.80
Literature Sales between ASCs	\$114.00
<b>SUBTOTAL</b>	<b>\$478.80</b>

Expenses	Check	Amount	CIRD
24 Hour Room			
Activities - Advance			
Activities - Reimbursement			
Bank Fee Cash deposit processing			
Bank reconciliation adj			
Check Voided			
H&I			
H&I - Lit			
H&I - Reimbursements			
Lit Committee - New Meeting Packet			
Lit - Reimbursement			
Literature Order - Florida Region	2853	\$575.80	yes
Monthly Expenses			
NAWS (WSR)	2854	\$45.00	yes
P.R. - Advance			
P.R. - Reimbursement	2850	\$23.32	yes
PO Box Rent			
Policy Committee			
RCM Reimbursement			
RCMA Reimbursement			
Region Donation			
Secretary - Advance			
Secretary - Reimbursement			
Treasurer - Checks			
Treasurer - Reimbursement			
WSR - Advance			
WSR - Reimbursements	2851	\$23.20	yes
<b>SUBTOTAL EXPENSES</b>		<b>\$667.32</b>	

<b>TOTAL DONATIONS &amp; FUNDING</b>	<b>\$870.00</b>
<b>FUNDS PRE-EXPENSE</b>	<b>\$5,439.05</b>
<b>PRUDENT RESERVE</b>	<b>\$1,788.00</b>
<b>AVAILABLE ENDING FUNDS (Less PR)</b>	<b>\$3,651.05</b>
<b>SUBTOTAL EXPENSES</b>	<b>\$667.32</b>
<b>ENDING BALANCE</b>	<b>\$4,771.73</b>

Received

Paid

Next Month's Start

Uncleared Checks	Check #	Check Amount
Erin H. (PR reimbursement)		
NAWS (WSR orders)		
	<b>Total Uncleared</b>	\$0.00

Bank Statement Ending Balance	4,771.73
Online Access Date	10/30/21
Difference	\$0.00

# Initiate Business Checking<sup>SM</sup>

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**WELLS  
FARGO**

MASC-NA  
PO BOX 813252  
SMYRNA GA 30081-8252

## Questions?

*Available by phone 24 hours a day, 7 days a week:*

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*Online:* [wellsfargo.com/biz](https://www.wellsfargo.com/biz)

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## Account options

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Business Online Banking  
Online Statements  
Business Bill Pay  
Business Spending Report  
Overdraft Protection



## IMPORTANT ACCOUNT INFORMATION

### Revised USPS service standards effective 10/1/21

Effective October 1, 2021, the United States Postal Service (USPS) has revised its service standards for certain First-Class Mail items, resulting in a delivery window of up to five days. Please note this may delay your receipt of mail from us and our receipt of mail from you. Please take this change into account when mailing items to us via USPS.

Consider signing into Wells Fargo Online<sup>®</sup> for quicker access to your account information.

We're making important changes to the terms and conditions of some of our accounts. If these changes affect you, they will be included in the Important Account Information section associated with your specific account.

## Statement period activity summary

Beginning balance on 9/1	\$6,624.05
Deposits/Credits	0.00
Withdrawals/Debits	- 1,994.88
<b>Ending balance on 9/30</b>	<b>\$4,629.17</b>

Account number: [REDACTED]

**MASC-NA***Georgia account terms and conditions apply*

For Direct Deposit use

Routing Number (RTN): 061000227

For Wire Transfers use

Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.

## Transaction history

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
9/13	2845	Check		300.08	
9/13	2847	Check		443.84	
9/13	2848	Check		1,191.91	4,688.22
9/27	2851	Deposited OR Cashed Check		23.20	
9/27	2842	Deposited OR Cashed Check		35.85	4,629.17
<b>Ending balance on 9/30</b>					<b>4,629.17</b>
<b>Totals</b>			<b>\$0.00</b>	<b>\$1,994.88</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

## Summary of checks written (checks listed are also displayed in the preceding Transaction history)

Number	Date	Amount	Number	Date	Amount	Number	Date	Amount
2842	9/27	35.85	2847 *	9/13	443.84	2851 *	9/27	23.20
2845 *	9/13	300.08	2848	9/13	1,191.91			

\* Gap in check sequence.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 09/01/2021 - 09/30/2021	Standard monthly service fee \$10.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any <b>ONE</b> of the following account requirements		
· Average ledger balance	\$1,000.00	\$5,455.00 <input checked="" type="checkbox"/>
· Minimum daily balance	\$500.00	\$4,629.17 <input checked="" type="checkbox"/>

C1/C1

## MARIETTA AREA BUDGET FORMAT

Service Term: January \_\_\_\_\_ - December \_\_\_\_\_

### ADMINISTRATIVE COMMITTEE BUDGETS

<b>Chair/Vice-Chairperson</b>	<b>Previous Budget</b>	<b>Actual Amount Spent Year to Date</b>	<b>Proposed Budget</b>
Copies			
Postage			
Other Supplies			
<b>Totals</b>			

<b>Secretary/Alt-Secretary</b>	<b>Previous Budget</b>	<b>Actual Amount Spent Year to Date</b>	<b>Proposed Budget</b>
Minutes			
Envelopes			
Postage			
Other Supplies			
<b>Totals</b>			

<b>Treasurer/Alt-Treasurer</b>	<b>Previous Budget</b>	<b>Actual Amount Spent Year to Date</b>	<b>Proposed Budget</b>
ASC Rent			
Postage			
Other Supplies			
Bank Related Items			
<b>Totals</b>			

<b>Literature/Alt. Literature Distribution</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Supplies			
<b>Totals</b>			

<b>RCM</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Travel to RSC: \$ 4 times a year			
Hotel for RSC: \$ 4 times a year			
Copies			
Supplies			
Mileage to Conference Agenda Workshop (Even Years Only)			
<b>Totals</b>			

<b>RCM Alternate</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Travel to RSC: \$ 4 times a year			
Hotel for RSC: \$ 4 times a year			
Supplies			
Mileage to Conference Agenda Workshop (Even Years Only)			
<b>Totals</b>			

### SUBCOMMITTEE BUDGETS

<b>Public Relations Chair</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Meeting Schedules			
Other Copies			
Travel to RSC: \$ 4 times a year			
Answering Service			
Postage			
Supplies			
Special Literature Donations			
Outreach			
PR Learning Day Rent			
PR Learning Day Supplies			
Website expenses			
<b>Totals</b>			

<b>Hospitals &amp; Institutions Chair</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Travel to RSC: \$ _____ 4 times a year			
Copies			
Supplies			
Literature			
H&I Learning Day Rent			
H&I Learning Day Supplies			
<b>Totals</b>			

<b>Writing Steps in Recovery Chair</b>	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Post Office Box			
Step Working Guides			
Additional Literature			
Supplies			
Postage			
WSR Learning Day Rent			
WSR Learning Day Supplies			
<b>Totals</b>			

<b>Activities Chair</b> (Specific events not included in the budget must be individually approved by the ASC with an itemized budget)	<b>Previous Budget</b>	<b>Actual Amount Spent YTD</b>	<b>Proposed Budget</b>
Printing			
Supplies			
Spring Campout Rent: \$ _____ Flyers: \$ _____ Registration Packets: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			
Fall Campout Rent: \$ _____ Flyers: \$ _____ Registration Packets: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			



Event: _____ Rent: \$ _____ Flyers: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			
Event: _____ Rent: \$ _____ Flyers: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			
Event: _____ Rent: \$ _____ Flyers: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			
Event: _____ Rent: \$ _____ Flyers: \$ _____ Food: \$ _____ Additional Supplies: \$ _____			
<b>Totals</b>			


## Policy Parliamentarian Report for October Area

TM

Susan O <policypar@mariettana.org>

Sun, 31 Oct 2021 2:51:31 PM -0400

To "Kurt H" <chair@mariettana.org>, "Stephanie S" <vicechair@mariettana.org>,  
"Michael A" <secretary@mariettana.org>

Tags 

Security  TLS [Learn more](#)

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### Policy Subcommittee Report

Friendly reminder to home groups to please review the updated policy that was submitted at the September ASC Meeting. Please be prepared to vote to approve the policy at the November ASC Meeting. Subcommittee is available to answer questions for any home group - reach out to Susan O, Jan L, Christian J, Dennis P.

Subcommittee is currently working on incorporating policy changes that have passed over the last five years into the document. Subcommittee is also working with current and past Treasurers to start updating the Financial Guidelines section of policy.

Subcommittee meets most Wednesdays @ 6:00 via Zoom. Reach out to any subcommittee member for date of upcoming meetings if you're interested in visiting.

ILS,  
Susan O.

## MASC Literature Distribution Report – October 31, 2021

Submitted by Curt H.

literature@mariettana.org

Hello family,

Please use the online ordering process for your home groups if possible. That way I can have your order ready before getting to area. Also, I'm ordering some Spanish-language books and white booklets if your home group is interesting in offering some literature for Spanish-speaking addicts.

Sales made between ASCs: \$4

Member (need to pay for medallion) \$4.00

Backorders to be delivered/completed today:

Unity Group – 1 Step Writing Guide

Breakfast Club – 1 Step Writing Guide

### Inventory and Sales Summary

Sales at September 2021 ASC	\$ 364.00
Starting Inventory Value (after last ASC)	\$2,921.28
Literature Purchase (#2132)	\$ 575.80*
Sales Between ASCs	\$ 4.00
Current Inventory Value (pre-ASC)	\$3,474.64

\*Note: orders include shipping costs

## Activities Report 10/31/21

### Fall Campout

Upfront Costs = 86.34

Pizza = \$ 232

Newcomer Donations = \$ 255

Newcomer Spent = \$ - 140

WildLife Action = - \$ 348

Area Donation = \$ 135

Due to Activities Committee only having 2 members, and the upcoming 24 hour <sup>event</sup> room, we have decided to assist the 24 hour room in any capacity we are able to.

The campout was a success. We had a trivia game for our workshop and it was fun. People seemed to enjoy it & it was informative.

We had 98 in attendance plus a misc. 20 people that stopped by briefly



# **MASCNA POLICY**

**26 September 2021**

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## **1. ARTICLE ONE: THE PURPOSE OF THE AREA**

An “area” of a local NA Community is formed by a significant number of NA groups. An Area Service Committee (ASC) consists of representatives from each group, as well as several subcommittees.

The ASC meets monthly for the purpose of serving the needs of its groups. Whenever a group needs the ASC’s help, their members can come to the ASC meeting to find the help they need from other groups or members in the area. The ASC also performs those actions which most individual groups cannot do, such as carrying the message through subcommittee action, sponsoring various activities, and working with other area, regional, and world service committees.

By bringing groups together in this way, the ASC helps to strengthen unity within the local fellowship. We can accomplish a lot when we work together.

## **2. ARTICLE TWO: MEMBERSHIP QUALIFICATIONS**

Groups conforming to the six points of an NA group explained on page 25 of *A Guide to Local Services* will be recognized as a voting member after two consecutive ASC meeting attendances. Unrecognized groups will have the opportunity to give reports after all recognized groups finish.

All groups in the Marietta area should send their GSR to the ASC each month. Groups missing two consecutive ASC meetings are considered inactive and cannot participate in area business until they have attended two consecutive ASC meetings following those absences. Voting privileges are restored after the second consecutive attendance.

## **3. ARTICLE THREE: ADMINISTRATIVE SUBCOMMITTEE**

The Administrative Subcommittee is composed of the ASC Chair, Vice Chair, Secretary, Secretary Alternate, Treasurer, Treasurer Alternate, Regional Committee Member, Regional Committee Member Alternate, Literature Distribution Chair, and Literature Distribution Chair Alternate.

### **A. General Requirements for Nomination to the Administrative Subcommittee**

In addition to the requirements that a specific position has, the Administrative Subcommittee has the following requirements:

1. Willingness to serve in that position.
2. The ability to make a time commitment for the entire duration of the position.
3. The time and the resources to fulfill their responsibilities.
4. A working knowledge of the 12 Traditions.
5. Any member of the Administrative Subcommittee may not simultaneously carry out GSR responsibilities of any group at the ASC meeting.

### **B. ASC Chair**

1. Qualifications
  - a. Two years clean time.
  - b. One year of service experience in Narcotics Anonymous.

- c. Knowledgeable in ASC policy and basic parliamentary procedure.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Presides over ASC meetings.
- c. Refrains from offering personal opinions except during Committee of the Whole (8.E).
- d. Maintains ASC archives.
- e. Submits a “State of the area” report at the June ASC meeting. The report should include the number of groups and meetings in the area and the average attendance at ASC meetings. The report should also discuss the area’s strengths and weaknesses, significant accomplishments of the past year, and problem situations currently facing the area.
- f. At the end of their term, co-facilitates, with the outgoing Treasurer, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- g. Submits an annual itemized budget to the ASC in December for approval.

C. ASC Vice Chair

The Vice Chair is automatically a candidate for the Chair position in the next election cycle. Their name will be submitted to the groups in May, along with any other nominees.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as ASC Chair next election cycle.

2. Duties

- a. Co-signer of the ASC bank account.
- b. Performs the duties of the Chair in their absence or vacancy.
- c. Coordinates the activities of ASC subcommittees when needed.
- d. Acts as temporary subcommittee chair for any Marietta area subcommittee having a vacant chair position.

D. Secretary

1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.

2. Duties

- a. Makes audio recording of the ASC meeting and uses recording to create accurate minutes.
- b. Minutes to include:
  - All business conducted at the ASC meeting.
  - Highlights motions and other action items going back to groups.
  - All reports submitted by the ASC subcommittees.
  - Information from Region and World.

- Fliers and bulletins.
- Information on any upcoming events.
- c. Within ten days of the ASC meeting distributes the minutes to participants by e-mail or by other means when necessary.
- d. Maintains and organizes an ongoing electronic archive containing meeting minutes, recordings, reports and any documentation provided to the ASC.
- e. Provides paperwork to trusted servants at the monthly ASC meeting, including: GSR report, Literature order form, Motion and Nomination forms, ASC meeting outline. Compiles a list of all motions passed by the ASC during the past year (excluding procedural or housekeeping motions) and submits it at the June ASC meeting. This allows members in the area to see at a glance much of what has been accomplished in the past year.
- f. Provides an annual ASC meeting schedule at the June ASC meeting.
- g. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- h. Submits an annual itemized budget to the ASC in December for approval.

#### E. Secretary Alternate

##### 1. Qualifications

- a. One year clean time.
- b. Six months of service experience in Narcotics Anonymous.
- c. Willingness to serve as Secretary next election cycle.

##### 2. Duties

- a. Assists Secretary in all duties.
- b. Performs the duties of the Secretary in their absence.

#### F. Treasurer

##### 1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. One year experience as Group Treasurer or strong life experience with financial matters.

##### 2. Duties

- a. Co-signer of the ASC bank account.
- b. Keeps records of all income and expenditures, including receipts.
- c. Follows the financial guidelines outlined in this policy, as well as forms and suggestions for record keeping outlined in the NA *Treasurer's Handbook*.
- d. Pays monthly bills.
- e. Disburses other funds as indicated by ASC decisions and ASC financial guidelines
- f. Provides copies of the balanced checking account statement and financial report forms at the beginning of the ASC meeting.
- g. Deposits all money collected by the ASC within two business days of the ASC meeting.

- h. Obtains certified resolution authorization card from bank.<sup>1</sup>
- i. Submits an annual itemized budget to the ASC in December for approval.
- j. At the end of their term, co-facilitates, with the Chair, a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- k. Submits the annual audit, as described in this policy's financial guidelines, and a brief report evaluating the area's financial situation at the June ASC meeting.annual itemized

#### G. Treasurer Alternate

##### 1. Qualifications

- a. Eighteen months clean time.
- b. Nine months experience as Group Treasurer or strong life experience with financial matters.
- c. Willingness to serve as Treasurer next election cycle.

##### 2. Duties

- a. Assists Treasurer in all duties.
- b. Performs the duties of the Treasurer in their absence.
- c. Counts all money with the Treasurer as a check-and-balance.

#### H. Regional Committee Member (RCM)

The RCM is to the area what the GSR is to the Group – the link to the next level of the service structure. The RCM continues the group conscience process by carrying the area's conscience to the Regional Service Committee (RSC) meeting, where the RCM speaks as the voice of the area.

##### 1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Knowledgeable in ASC and RSC policy guidelines and basic procedure of both.

##### 2. Duties

- a. Attends all RSC meetings, where they participate in voting and discussion according to the direction given by the groups.
- b. Provides ASC with a thorough report of RSC decisions, plans, and activities and information regarding World Services.
- c. Acts as a liaison with other areas.
- d. Provides ASC copies of Regional and World reports received at the RSC.
- e. Performs the functions of the ASC Chair in the event that the Chair, Vice Chair, and Policy Chair are all absent and/or vacant.
- f. Submits an annual itemized budget to the ASC in December for approval.
- g. Submits a "State of the Region" report at the June ASC meeting. This report includes major accomplishments of the past year, problems and difficulties experienced by the Region, and any significant changes in Regional policy or in the RSC's relationship to the Fellowship in the Region. The report also looks at this area's relationship with the RSC.

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<sup>1</sup> See addendum [to be added] for practical details.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.annual itemized

3. Specific Policies Concerning RCM

- a. Funding for the RCM and RCMA to attend the RSC meeting will consist of one night stay in the hotel (one room for men, one for women, if needed), and round trip mileage to RSC meeting. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.
- b. RCM is a 2 year commitment.

I. Regional Committee Member Alternate (RCMA)

The RCMA is an RCM in training.

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.
- c. Willingness to serve as RCM after their term as RCMA.

2. Duties

- a. Attends all RSC meetings.
- b. Assists RCM in all duties.
- c. Performs the duties of the RCM in their absence.
- d. Knows or learns the ASC and RSC policy guidelines and basic procedure of both.

3. Specific Policies Concerning RCMA

- a. The RCMA is automatically a candidate for the RCM position. Their name will be submitted to the groups in May, along with any other nominees.
- b. RCMA is a 2 year commitment.

J. Literature Distribution Chair

1. Qualifications

- a. Two years clean time.
- b. One year of service experience in Narcotics Anonymous.

2. Duties

- a. Provides literature and supplies to groups and members in the area.
- b. Maintains and stores literature inventory and ensures that new literature and copies of all NA literature are available to the local fellowship.
- c. Submits a monthly report of all literature sales and purchases, with receipts.
- d. Collects money for group literature and delivers it to the ASC Treasurer on the same day, before the close of ASC business.
- e. Maintains \$3500.00 (± 5%) worth of literature and supplies on-hand.
- f. Provides groups new to the ASC, upon request, a standard starter package, consisting of up to \$50.00 of the literature and key tags of their choosing.
- g. Submits an itemized inventory to the ASC Treasurer and Secretary two weeks prior to each ASC meeting to be included in the following ASC minutes.

- h. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.
- i. Submits an annual itemized budget to the ASC in December for approval.

#### K. Literature Distribution Chair Alternate

- 1. Qualifications
  - a. One year clean time.
  - b. Willingness to serve as Literature Distribution Chair next election cycle.
- 2. Duties
  - a. Assists Literature Distribution Chair in all duties.
  - b. Serves as Literature Distribution Chair in their absence.

### 4. **ARTICLE FOUR: SUBCOMMITTEES/AD HOC COMMITTEES OF THE ASC**

#### A. Other Standing Subcommittees of the ASC

Subcommittees perform most of the services of the ASC. Helping the groups, carrying the message to other addicts and celebrating unity and recovery are actions carried out by the Subcommittees. Subcommittees perform most of the front line services for the area. They are vital to the fulfillment of NA's primary purpose.

All standing subcommittees must supply accurate policy documents to the ASC, including: the purpose and definition of the subcommittee, duties and qualifications of trusted servants, a meeting agenda and any other specific policies relating to regular subcommittee business.

- 1. General Requirements
  - a. Requirements for nominations of Subcommittee Chairs

In addition to the requirements that a specific Subcommittee Chair has, all nominees have the following requirements:

    - i. A willingness to serve in that position.
    - ii. The ability to make a one year commitment.
    - iii. The time and resources to fulfill their responsibilities.
    - iv. A working knowledge of the 12 Traditions.
  - b. Subcommittee chairs may not also carry out GSR responsibilities of any group at the ASC meeting.
  - c. General responsibilities of all Subcommittee Chairs
    - i. Responsible for organizing subcommittee and maintaining adherence to subcommittee policy.
    - ii. Makes regular reports to the subcommittee on the status of all current or completed projects.
    - iii. Represents their subcommittee at the regular ASC meetings.
    - iv. Seeks the active support of NA members in the area.
    - v. Studies the subcommittee manuals and otherwise learns about their subcommittee.

- vi. Sponsors workshops and holds meetings related to the work of their subcommittee.
- vii. Submits annual itemized budget to the ASC in December for approval.
- viii. Develops subcommittee guidelines.
- ix. Submits a report on the past year's activities, accomplishments, problems, and an evaluation of the status of that subcommittee at the June ASC meeting.
- x. Participates in a budget workshop with incoming trusted servants promptly after the June ASC meeting.

## 2. Policy Chair

### a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

### b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Acts as parliamentarian at the ASC meetings.
- iii. Assists trusted servants as well as local NA members in learning about ASC Policy.
- iv. Maintains and updates *MASCNA Policy* by submitting changes to the area website after each ASC meeting.
- v. Performs the duties of the ASC Chair in the event that the Chair and Vice Chair are absent or vacant.
- vi. Provides electronic or paper copies of *MASCNA Policy* upon request.
- vii. Submits a revised policy at the June ASC meeting.

## 3. Activities Chair

### a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

### b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Organizes and supervises area activities such as dances, camp-outs, dinners, etc.
- iii. Handles any money received from activities until it can be turned over to the ASC Treasurer.
- iv. Presents information about upcoming planned activities at the ASC meeting.
- v. Arranges for storage of activities supplies.
- vi. When appropriate, works with other subcommittee chairs in organizing workshops.

## 4. Public Relations (PR) Chair

### a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

### b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains and updates area meeting schedules.

- iii. Coordinates with the H&I Chair on the starting of new H&I meetings.
- iv. Coordinates responses by the ASC to contacts in the local (non-NA) community.
- v. Organizes outreach efforts by the ASC to the local community.
- vi. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

5. Hospitals and Institutions (H&I) Chair

a. Qualifications

- i. One year clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Maintains ongoing H&I meetings, coordinating volunteer panels and supplying literature.
- iii. Acts as the Panel Coordinator by keeping in close contact with Panel Leaders to ensure that panels are filled for scheduled meetings.
- iv. Starts new meetings where possible, and ensures that a clear NA message is presented at those meetings.
- v. Preserves positive and productive relationships with the facilities by meeting with administrators of facilities, visiting meetings at any facility and offering assistance to panel participants as needed.
- vi. Acts as liaison with the public and facilities in all matters pertaining to H&I activities and the NA—facility relationship. Cooperates with the PR subcommittee when necessary.
- vii. Attends the H&I/PR Chair meeting that occurs during GRSCNA meeting weekends.

6. Writing Steps in Recovery (WSR) Chair

a. Qualifications

- i. Two years clean time.
- ii. Six months of service experience in Narcotics Anonymous.

b. Duties

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Ensures all WSR expenses are paid on time and keeps accurate record of funds received and spent.
- iii. Works with the H&I subcommittee to ensure inmates attending H&I meetings are aware of the WSR.
- iv. Works with H&I and PR to coordinate presentations to facilities and the fellowship.
- v. Facilitates annual step-guide check-in survey.

7. 24 Hour Room Chair

Nominations are solicited in January and a new chairperson is elected in February.

a. Qualifications

- i. Fulfills the general subcommittee chair responsibilities outlined in 4.A.1.c.
- ii. Three years clean time.



- iii. One year of service experience in Narcotics Anonymous.
  - iv. Previous experience / participation on the 24 Hour Room subcommittee as chairperson, Vice-Chair or Treasurer.
  - v. Cannot be involved in a related business that could cause conflict.
- b. Duties
- i. Must attend all fundraisers and events associated with the 24 Hour Room.
  - ii. Will have signing authority on the 24 Hour Room bank account.
  - iii. Provides a bank statement and treasurer's report of expenditures and income as well as fliers and other materials at the monthly ASC meeting.
  - iv. Is authorized to collect money. Has access to and manages electronic payment methods. The ASC Treasurer will also be granted access to electronic payment accounts. The special 24 Hour Room finances Gmail address will have the password changed when this position is elected.
  - v. Reconciles 7th tradition funds with the Treasurer on a daily basis and maintains a signature log of monies collected while the main event is ongoing and after all fundraiser events.
  - vi. Prepares a business meeting agenda for each subcommittee meeting and shall share it with the Secretary at least 48 hours prior to the meeting.
  - vii. Shares the Group Shift calendar with GSRs at the October ASC meeting and encourages groups to pick top five slots, in preparation for the November ASC meeting.

## B. Forming New Subcommittees

A proposal is introduced at the ASC meeting. It includes a description of the purpose and function of the new Subcommittee and explains why a new subcommittee is needed to fulfill its purpose. 2/3 of votes in favor is required to create a new subcommittee.

## C. Ad Hoc Committees

Ad-Hoc committees are developed for a specific and temporary purpose. After discussing with the ASC body, if the ASC Chair determines the formation of an Ad-Hoc committee is warranted, they appoint someone to chair the Ad-Hoc committee. The Ad-Hoc committee chair must meet the same General Requirements (4.A.1) for election as a subcommittee chair. Members of the Ad-Hoc committee may be selected by vote or appointment at the ASC meeting or the Ad-Hoc chair builds the Ad-Hoc committee with the help of other local NA members.

When the Ad-Hoc committee's work is completed, the results of that work, along with a report, are submitted to the ASC. If the work takes longer than one month, the Ad-Hoc committee chair will report to the ASC just as a subcommittee chair would.

# 5. ARTICLE FIVE: SELECTION OF TRUSTED SERVANTS

## A. Nomination Process

Nominations are made in May of each year and submitted on a nomination form. Prior to nominations, the Chair explains responsibilities and requirements for that position. The floor is

then open for nominations, which must be seconded. Candidates then state their qualifications, including their experience within the service structure of NA.

Qualifications must be given in person as well as submitted in writing. Nominees must be present at the ASC meeting during nominations and elections, unless a reasonable excuse, which prevents them from attending, is provided in writing.

#### **B. Election Process**

Elections take place in June and all new terms begin in new business of the June ASC meeting. Annual elections go back to the groups for a group conscience. 2/3 of votes in favor are required for an election in the case of one nominee. In the case of multiple nominees, a nominee must receive a majority (i.e. more than half) of votes to be elected.

Vacancies during the ASC year are filled the same way; however, if a trusted servant position remains open for at least two months, a candidate to fill that position may be elected or defeated by an immediate vote of the GSRs at the ASC meeting, unless any of the position's qualifications were waived.

When voting occurs, candidates leave the room. The casting of votes should be conducted in an anonymous manner.

#### **C. Terms**

All trusted servants are elected for one year terms (except for RCM and RCMA which are two year terms). If a vacant position is filled after scheduled elections, the term will end following the normal election cycle.

#### **D. Position Rotation**

ASC trusted servants will serve no more than two consecutive terms in the same position. There is no limit on how many times an NA member may serve on the ASC as a whole.

### **6. ARTICLE SIX: REMOVAL OF TRUSTED SERVANTS**

#### **A. Voluntary**

If a trusted servant resigns prior to the end of their term, the resignation should be given in writing to the ASC Chair, prior to the ASC meeting. If the ASC Chair resigns, notice is to be given to the ASC Vice Chair.

#### **B. Involuntary**

Should a trusted servant relapse while in office, that position automatically becomes vacant.

#### **C. Impeachment**

##### **1. Grounds for Impeachment**

##### **a. Lack of attendance at ASC meetings**

If a trusted servant has missed two consecutive ASC meetings, without notifying the Chair and submitting a monthly report, they will immediately and automatically be impeached. If the RCM or RCMA has missed a RSC meeting without notifying the ASC Chair, or missed two consecutive RSC meetings, the Chair will also bring this before the ASC.

b. Violation of Traditions

Some record of specific actions or series of events needs to be presented to the ASC.

c. Misuse of office

This should likewise include specific actions or series of events.

d. Failure to perform duties

This might be a more general charge of a trusted servant who simply was not fulfilling the responsibilities for which that person was elected, or doing so poorly.

2. Procedures

- a. A trusted servant against whom a motion to impeach has been made is given time to prepare a defense. If the motion is made at the ASC meeting, the impeachment hearing is scheduled for the following ASC meeting. If a motion of intent to impeach is given to that person and the ASC Chair at least two weeks prior to the next ASC meeting, the hearing will take place at that meeting.
- b. At the hearing, the motion is presented, along with the cause of that motion, and all relevant information is given to the ASC.
- c. The person so charged is given an opportunity for a rebuttal, with a ten-minute time limit on each side.
- d. Others may speak, pro or con, at the discretion of the ASC Chair or by a motion to "Suspend the Rules" (Addendum D – Parliamentary Procedure (Robert's Rules of Order), Suspend The Rules) by the ASC.
- e. The motion to impeach then goes to the groups, along with relevant information, and pros and cons. An impeachment requires 2/3 of votes in favor and the casting of votes should be conducted in an anonymous manner.

## **7. ARTICLE SEVEN: MEETINGS**

### **A. ASC Meeting Format**

1. Opening prayer
2. Readings (Purpose of the ASC, Twelve Traditions, Twelve Concepts)
3. Roll Call
4. Minutes of previous ASC meeting (approved or corrected)
5. Open Forum
6. Treasurer's Report (approved or corrected)
7. RCM Report
8. Subcommittee Reports
9. Old Business
10. Elections

11. New Business
12. GSR Reports
13. Review of Motions going back to Groups
14. Date of next meeting
15. Closing prayer

#### B. ASC Meeting Time

The Marietta ASC shall meet at 2:00 pm on the last Sunday of each month. If the last Sunday of the month falls on the weekend closest to any federally observed holiday, or Easter, then the ASC meeting will be moved to the weekend immediately following the last Sunday of the month.

#### C. ASC Meeting Location

ASC meetings may be conducted in person or virtually. The ASC Chair and the ASC meeting minutes should make clear the location of the next ASC meeting. The location of the ASC meeting may be modified at the discretion of the administrative subcommittee when necessary.

#### D. Quorum

A quorum shall consist of a majority (i.e. more than half) of the GSRs who have voting privileges. Groups may send any member to represent them in lieu of the GSR and they will be treated as a GSR for that specific ASC meeting.

A quorum shall be reached within fifteen minutes of the designated starting time. If quorum is not reached within fifteen minutes, then only reports will take place.

#### E. Open Forum

Following the approval of the ASC minutes, the floor will be opened for any member of the local fellowship to speak on any matter which concerns the area and which is not on the agenda. Open Forum may not exceed 50 minutes in length.

## 8. ARTICLE EIGHT: PARTICIPATION AND PROCEDURES

#### A. Motions

1. The following members are eligible to submit a motion:
  - a. GSRs with voting privileges.
  - b. Subcommittee chairs.
  - c. Members of the administrative subcommittee except the ASC Chair.
2. Motions must be submitted before the beginning of New Business.
3. Motions must be seconded before any discussion or voting.
4. Only GSRs can second a motion.
5. Some of these motions, such as amendments, affect the main motion. Others affect the procedure of the meeting. These motions are explained in detail in Addendum D – Parliamentary Procedure (Robert's Rules of Order)

6. Motions shall clearly explain what is being proposed and the motion's intent.
7. Policy related motions shall include the current policy involved and the proposed change.

## B. Discussion

1. Prior to speaking, participants must be recognized by the ASC Chair. The exception to this policy is making a motion to "Suspend the Rules" (See Addendum D – Parliamentary Procedure (Robert's Rules of Order)).
2. Once a motion is seconded, discussion begins. All main motions get three pros and three cons. The maker of the motion gets the first pro. Anyone present may speak, though priority is given to GSRs and ASC trusted servants.

## C. Voting

1. When discussion is over, the Secretary will read aloud the motion and intent.
2. Only GSRs can vote.
3. Inactive groups (see Article 2) may not vote.
4. Voting is then done by a show of GSRs hands (unless votes are for impeachment or elections, in which case voting should be conducted in an anonymous manner).
5. Policy changes and impeachment require 2/3 of votes in favor, calculated by voting participants present at the time of vote. Other motions require a majority (i.e. more than half) of votes to pass.
6. GSRs may choose to abstain from voting for or against a motion. An abstention is neither a yes or a no vote. GSRs who choose to abstain from voting on a motion are not counted when determining the total number of voting participants for that particular motion.
7. In the event of a tie, the Administrative Subcommittee, excluding the Literature Distribution Chair and the Literature Distribution Chair Alternate, shall cast the deciding vote. In the event that they should tie, the Chair would then break the tie.

## D. Motions to Groups

Any attempt to vote on a motion which should go back to the groups but has not yet done so, should be called "out of order". Any GSR or ASC trusted servant can do so. All motions must go back to groups for a vote with the following exceptions:

### 1. Housekeeping

Housekeeping motions are motions pertaining to the business of the ASC, as determined by the Chair. Such motions require a 2/3 majority to pass. If a motion obtains more abstentions than 'yes' votes, the motion is sent back to the groups for discussion and voted on at the next ASC meeting. Housekeeping motions are limited to the following:

- a. Alterations to online and/or paper *MASCNA Policy* that do not change either content or meaning.
- b. Documents as listed in Addendum C – Documents which can be Addressed by Housekeeping Motions.
- c. Time of the ASC meeting.
- d. Agenda of the ASC meeting.

2. RCM

- a. Directions to the RCM regarding Regional and World business.

3. Elections

- a. Elections for positions that have been vacant for at least two months.

Although these motions may be voted on at the same ASC meeting, a “Motion to Table” may be made in order for GSRs to get feedback from their groups and voting is postponed. (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

E. Committee of the Whole

When more discussion is needed than normal procedures allow, or when a situation needs to be discussed which may or may not require any parliamentary action, going into a Committee of the Whole provides greater freedom to do so. It requires a motion to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)) and 2/3 of votes in favor to pass. The ASC Chair may express opinions during such discussion.

## **9. ARTICLE NINE: CHANGING MASCNA POLICY**

Alterations to content or meaning of *MASCNA Policy* must go back to the groups for a vote. A 2/3 majority of voting participants is required to change these guidelines. Except for waiving requirements for election to trusted servant positions (which requires 2/3 of votes in favor), the ASC cannot vote for a one-time change or a temporary waiver in ASC policy unless a motion is made to “Suspend the Rules” (See Addendum D – Parliamentary Procedure (Robert’s Rules of Order)).

The Policy Chair is allowed to make typographical changes where change in the meaning of the policy would not result. Any change is subject to review by another ASC member appointed by the ASC Chair.

## **10. ARTICLE TEN: FINANCIAL GUIDELINES**

Still in revision

## **11. ARTICLE ELEVEN: MISCELLANEOUS ITEMS**

A. Area Inventory

Any GSR or ASC trusted servant can make a motion for an area inventory. A majority (i.e. more than half) of votes is required to pass. If the motion passes, a brief report stating the perceived need for an area inventory will be included in the minutes. The ASC Chair will organize an inventory within sixty days. The ASC Chair will also chair the inventory or appoint someone else to do so. There is usually a follow-up meeting, scheduled at the inventory, to assess the situation. For attendance purposes, the area inventory will count as an ASC meeting.

B. Special Votes

The ASC Chair can call for a special vote with due cause. The ASC Chair will then notify all GSRs by certified mail of the need for a special vote, explain the matter on which the GSRs are voting, and

include a stamped, self-addressed envelope (with the ASC's address). The ASC Chair will then count the votes sent in, along with however many ASC trusted servants or GSRs are able to participate. At the following ASC, the situation is reviewed, the ballots are made available for inspection, and the results verified. Due cause would include situations such as the following: The ASC forgot to provide funding for some activity scheduled before the next ASC, other timely business was neglected or overlooked, motions going to the RSC were forgotten, or some matter was brought to the ASC's attention, by the RSC or WSC, for which input must be given before the next ASC.

### C. GSR Orientation Workshop

The ASC will host an annual GSR orientation workshop in June of each year that will be conducted by outgoing trusted servants of the area. This GSR orientation workshop should be conducted before or after the ASC meeting. Attendance by incoming GSRs is strongly recommended.

## **12.ARTICLE TWELVE: SUBCOMMITTEE POLICIES**

Still in revision

### **13. Addendum A – Narcotics Anonymous Readings**

Still in revision

### **14. Addendum B – The NA Service Structure Below the area Level**

Still in revision

### **15. Addendum C – Documents which can be Addressed by Housekeeping Motions**

Still in revision



**16. Addendum D – Parliamentary Procedure (Robert’s Rules of Order)**

Still in revision

**17. Addendum E – MARIETTA AREA ADDITIONAL NEEDS HEARING  
IMPAIRED GUIDELINES**

Still in revision

**18. ADDENDUM F: MARIETTA AREA ADDITIONAL NEEDS BLIND AND  
VISION IMPAIRED GUIDELINES**

Still in revision

2021	Thursday December 23	Friday December 24	Saturday December 25	Sunday December 26	Monday December 27	Tuesday December 28	Wednesday December 29	Thursday December 30	Friday December 31	Friday January 1	Information:
10am to 1pm	SET UP	Rosegroup Redux	What Can We Do						Rosegroup Redux	CLEAN UP BEGINS AT 1AM	
pm 4pm		Unity	Sky's The Limit	Architects of Adversity	YANA	New Way of Life		NA at Noon	Peggy Sponsorship Family		
4pm to 7pm	24 HR ROOM COMM	Surrender on Sunday		WSR	Just for Sunday	Easy DoesIt	Living the Program	PR	Felix Sponsorship Family		
7pm to 10pm		Breakfast Club	We Group	Chosen Frozen	End of the Road	What Can We Do	Another Chance	Lie is Dead	24 HR ROOM COMM		
10pm to 1am					H&I						