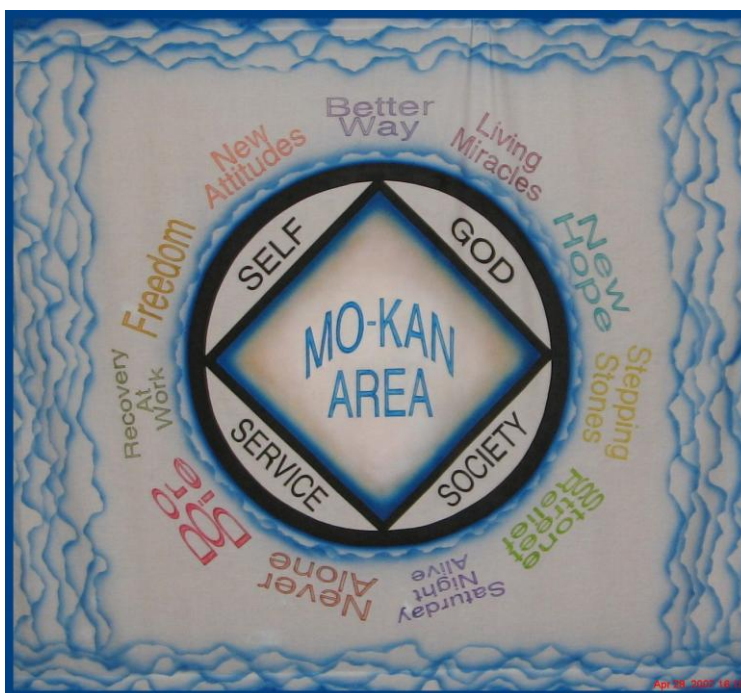


MO-KAN AREA SERVICE COMMITTEE GUIDELINES OF NARCOTICS ANONYMOUS

(REVISED W/CHANGES FOR APPROVAL 2008)
(APPROVED MARCH 2, 2008)



LIVING IN THE SOLUTION NOT IN THE PROBLEM

The name of these guidelines shall be the MO-KAN Area Service Committee Guidelines of Narcotics Anonymous. The primary purpose of these guidelines is to keep dissension to a minimum, keeping in mind our 1st and 5th Traditions. These guidelines will help carry the message of recovery to addicts who still suffer by creating unity of the fellowship within our area and also by maintaining communication between the groups represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts. The MO-KAN Area Service Committee shall meet at 1:00 p.m. on the first Sunday of every month, or as per the ASC Calendar, at the appointed meeting facility. The phone line will also be maintained in operation at this address.

A reasonable interpretation of these guidelines, to best serve MO-KAN Area will be applied per chairperson discretion.

I. GENERAL BUSINESS

- A. Any member of NA may attend and participate in discussion at the discretion of the Chairperson.
- B. Motions can be made and seconded by ASC trusted servants, subcommittee chairs, and participants.
- C. MO-KAN Area motions will not conflict with the Twelve Traditions or the Twelve Concepts of Narcotics Anonymous.
- D. MO-KAN Area shall be guided in all its actions with the following documents in succession:
 - 1. The Twelve Traditions of Narcotics Anonymous.
 - 2. The Twelve Concepts of Narcotics Anonymous.
 - 3. The current edition of these guidelines.
 - 4. Any special rules of order the MO-KAN ASC may adopt.
 - 5. A Guide to Local Services in Narcotics Anonymous or its successors.
 - 6. The current publications of all conference approved Narcotics Anonymous handbooks.
 - 7. Past MO-KAN ASC motions.
 - 8. The current edition of Robert's Rules of Order, Newly Revised.
- E. General discussion should be kept to a minimum (issue clarification) keeping in mind that our purpose is to be directly responsible to the groups we serve.
- F. Service titles: Hi, I am _____ GSR of the Group _____ are to be used in discussion at the Area Service Meetings.
- G. The Area Secretary is to send Area Service Meeting minutes to each of the area group GSRs and to any member of the A.S.C. who wants them.
- H. The Area post office box address will be
MO-KAN AREA of N.A.
P.O. BOX 1431
ST. JOSEPH, MO 64502
- I. The Area Chairperson or Area Vice Chairperson has the right to call a break to promote unity at any time.

- J. All GSRs and Sub Committee Chairpersons and Area Trusted Servants are required to submit a written report to the Area Secretary in order for reports to appear in the ASC meeting minutes and for accountability. In absence of Sub Committee Chairperson, Sub Committee members must report to ASC.
- K. The Area Service Meeting will meet on the first Sunday of each month, unless otherwise noted. Sub Committees can meet wherever they decide to meet, unless otherwise noted.
- L. In the event a new group forms and wishes to be a part of the MO-KAN AREA of N.A., an order form from the R.S.O. will be given to the new group with a \$50.00 certificate to purchase needed N.A. literature and supplies, provided group is registered with World Service Office.
- M. All area expenses will be reported and documented by the Area Treasurer to the area groups.

II. VOTING AND ELECTION OF AREA TUSTED SERVANTS AND SUB COMMITTEE CHAIRS

A. Upon nomination for a service position, candidates will have a service resume. (Revised 2001).

B. Suggested clean time requirements. As stated, these are suggested clean time requirements only. The area service committee will also look at willingness and availability in fulfilling our primary purpose. Service resumes must be present with nominations for all Area, Regional, and World positions.

- a. Regional Committee Member [RCM].....3 Years
- b. Alternate Regional Committee Member [ARCM].....2 Years
- c. Area Chairperson.....2 Years
- d. Alternate Chairperson.....1 Year
- e. Secretary.....1 Year
- f. Alternate Secretary.....6 Months
- g. Treasurer.....2 Years
- h. Alternate Treasurer.....1 Year
- i. Sub Committee Chair.....1 Year

III. VOTING PROCEDURES

- A. Anyone can nominate or be nominated for any trusted servant position within the Area Service Guidelines, yet no individual shall be elected to more than one area position that could present a conflict of interest.
- B. A GSR or Alternate GSR must be present to carry the group’s conscience.
- C. Only GSRs or Alternate GSRs may vote, except in the case of a tie, at which point the tally vote takes effect. (Revised 2001).

- D. In the situation of a tie, the tally vote from each group's conscience will be used as a tiebreaker. It will no longer be the chairperson's responsibility to break the tie unless the tally vote is a tie, in which chairperson would break tally vote tie. That any service affecting groups will be taken back to group conscience (Substantive); Area service as such (Procedural), will be handled at the Area Service Committee meeting.
- E. Vote Count: a simple majority with the majority of the area groups present to pass both old and new business.
- F. A new group may vote at its second consecutive Area Service Committee meeting. After a group has missed two consecutive Area Service Committee meetings, the group will lose its voting rights, and must re-qualify to vote.
- G. Any group in attendance will be recognized in the minutes, on meeting lists and in discussion after registering with the World Service Office.
- H. Terms of Service to be one (1) Year, not to exceed (2) consecutive terms, unless Area conscience deems otherwise. Service resumes to be submitted in September, taken back to groups, and voted on in October with service to begin in January, to allow for training in November and December before term begins.
- I. Motions can be made and seconded by ASC trusted servants, subcommittee chairs, and voting participants. This excludes the Area Chairperson and Vice Chairperson. All motions made at the area that has to do with guidelines or the budget must go back to the groups.
- J. All motions should be submitted in writing with full intent on a full sheet of paper and presented to the Area Secretary.
- K. An abstention vote means that you are accepting the majority vote whether it is yes or no. An abstention vote is counted on the side of the majority unless the abstentions are the majority. Then it will automatically go back to the groups.

IV. DUTIES AND RESPONSIBILITIES OF THE TRUSTED SERVANTS OF THE MO-KAN AREA

A. Regional Committee Member

- a. To serve as Chairperson, in the absence of the Chairperson or Vice Chairperson
- b. To represent the MO-KAN AREA of N.A. at each Show Me Regional Service Committee meeting quarterly, or as deemed necessary by the Area Service Committee. Area shall provide funds available to assist the RCM and the Alternate RCM with designated expenses incurred due to attendance at the Regional Service Committee meeting quarterly. This is to include (2) rooms allotted, (1) male, (1) female.
- c. To provide the Chairperson with additional agenda items, if appropriate, for the next regular meeting of the Area Service Committee meeting, seven (7) days prior to said meeting.
- d. To make a report to the Area Service Committee at each regular meeting covering the service at the previous Show Me Regional Service Committee meeting.

B. Alternate Regional Committee Member

- a. In the absence of the RCM to serve as RCM in all responsibilities described.
- b. It is suggested to attend each Show Me Regional Service Committee meeting with the RCM.
- c. To serve as an officer of the MO-KAN Area Service Committee.
- d. To automatically assume position of Regional Committee Member at end of their term, with simple majority vote at ASC in September.

C. Area Chairperson:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order, having ascertained a quorum is present.
- b. To announce the agenda of service to come before the committee or that which becomes in order and in accordance with the prescribed order of service, agenda, or program, and with existing order of the day.
- c. To recognize members or observers entitled to the floor.
- d. To state and put to vote, all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings, except questions that relate to the Chairperson, and to announce the results of said votes, or if a motion is made out of order, to rule as such.
- e. To protect the assembly from obviously frivolous or dilatory motions, by refusing recognition of the same.
- f. To enforce rules relating to debate, order, or decorum within the assembly when appropriate.
- g. To expedite service in every way compatible with the rights of members and observers.
- h. To decide all questions of order, subject to appeal, unless when in doubt, the chairperson prefers to submit such questions to the assembly for decision.
- i. To respond to inquires of members relating to parliamentary procedure or factual information hearing out the service of the assembly.
- j. To declare the meeting adjourned when the assembly so votes or where applicable, at the time prescribed in the agenda, or at anytime in the event of an emergency affecting the safety of those present.
- k. To conduct the meeting with impartial and fairness.
- l. To be a co-signer of the MO-KAN AREA of N.A. checking account and key holder to the meeting place for the Area Service Committee meeting, no matter which group they belong to.

D. Alternate Chairperson

- a. In the absence of the Chairperson to serve as acting Chairperson.
- b. To coordinate the functions of the subcommittees.
- c. To act as parliamentarian for the Area Service Committee meeting unless the task is specifically assigned to another individual.
- d. To automatically assume position of Chairperson at the end of their term, with simple majority vote at ASC in September.

E. Secretary

- a. In absence of the Chairperson, Vice Chairperson and RCM to call the Area Service Committee meeting to order and to appoint a chairperson.
- b. To keep a record of all proceedings of the MO-KAN Area Service Committee meetings and minutes.
- c. To be a Co-signer of the MO-KAN Area of N.A. bank account.
- d. To keep files of all group and committee reports.
- e. To maintain the Regional Service Committee meeting files and archives.
- f. To keep and update the Area Service Committee official membership list and to call roll when required.
- g. To make minutes and records available to NA members upon request, and in the manner prescribed by the Area Service Committee.
- h. To notify trusted servants, committee members, and delegates of their election or appointment, and to furnish committees with whatever documents are required for the performance of their duties. To have service resumes available on request.
- i. To notify the participants of each special meeting utilizing such method of notification as agreed upon by the Area Service Committee.
- j. To type, mail, or email the correspondence of the Area Service Committee meeting.
- k. To prepare prior to each Area Service Committee meeting and in conjunction with the Chairperson, an order of service (agenda) for the use of the presiding trusted servants, showing the exact order under each heading, all matters known in advance that are due to come up, and if applicable, the times for which they are set.
- l. To distribute copies of the Area Service Committee meeting minutes to each GSR, RCM/Alt. RCM, Subcommittee Chairs, and any trusted servants no later than ten (10) days after the meeting, using the \$20.00 copy/postage funds allotted by the Area Service Committee.

F. Alternate Secretary

- a. In the absence of the Secretary at any Area Service Committee meeting:
 1. To deliver the Secretary's report
 2. To record the minutes of the Area Service Committee meeting.
- b. To assist the Secretary in the compilation and distribution of the Area Service Committee meeting minutes.
- c. To automatically assume the position of Secretary at the end of their term, with simple majority vote at ASC in September.
- d. To serve as a member of the MO-KAN AREA of N.A. Service Committee.

G. Treasurer

- a. To be the custodian of the Area funds.
- b. To be a co-signer of the MO-KAN AREA of N.A. bank account.
- c. All expenses should be paid by check.
- d. To maintain operation of post office box: MO-KAN AREA of N.A. P.O. Box 20 Atchison, KS 66002.

- e. To pay phone bill monthly.
- f. To collect any funds received at the Area Service Committee meeting and then deposited in the area account.
- g. To make a report of the receipts and disbursements at each regular Area Service Committee meeting.
- h. To disburse funds as necessary in accordance with the Area Service Committee decisions when funds are available.
- i. To compile a budget of all subcommittees and ASC expenses.
- j. To disburse \$20.00 monthly to the area Secretary as needed for copy/postage expenses of monthly meetings distribution.

H. Alternate Treasurer

- a. In the absence of the Treasurer at any Area Service Committee meeting:
 - 1. To deliver the Treasurer report.
 - 2. To be a co-signer of the MO-KAN AREA of N.A. bank account.
 - 3. To collect any funds received at the Area Service Committee meeting and turn them over to Treasurer for deposit.
 - 4. To assist the Treasurer in compiling the Treasurer report.
 - 5. To automatically assume the position of Treasurer at the end of their term, with simple majority vote at ASC in September.
 - 6. To serve as a member of the MO-KAN AREA of N.A. Service Committee.

I. Subcommittee Chairperson

- a. Each subcommittee is responsible for its own organization.
- b. Each subcommittee Chairperson will give a monthly written report to the Secretary to include:
 - 1. Activities since last Area Service Committee meeting.
 - 2. Date, time, and location of their next subcommittee meeting.
 - 3. No out of pocket expenses. Any projected expenses for RSC meetings should be reflected in Subcommittee budget.
- c. Subcommittee Chairperson missing two (2) meetings without submitting a written report will be relieved as Chairperson of that subcommittee and a new Chairperson would be elected.
- d. Each subcommittee is responsible to the Area Service Committee and the groups that they serve.

A. Activities Subcommittee

- 1. Provide four (4) area activity functions annually.
- 2. Inform ASC of activities occurring throughout the area and other areas surrounding area.
- 3. Work with other subcommittees as needed
- 4. To prepare a budget annually in July to be voted on in September and put in place by October.

5. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.
6. To hold a Workshop every (2) months that shall cover two trusted servant positions.

B. Convention Subcommittee

1. To bring our membership together providing a celebration of recovery and unity.
2. Meetings, workshops, and other activities are scheduled to encourage unity and fellowship among our members. They should always conform to the NA principles and reflect our primary purpose of carrying the message to the addict that still suffers.
3. Plan and execute the convention.
4. To prepare a budget annually in July to be voted on in September and put in place by October.
5. Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to Convention Guidelines handbook.

C. Hospitals and Institutions Subcommittee

1. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.
2. Provide supplies, literature, information, and other materials necessary to better carry the message of recovery.
3. To prepare a budget annually in July to be voted on in September and put in place by October.
4. Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to Hospitals & Institutions handbook.

D. Public Information Subcommittee

1. To coordinate area PI efforts and provide information about NA to the public.
2. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.
3. To prepare a budget annually in July to be voted on in September and put in place by October.
4. Area meeting list is to be updated quarterly. This is to include changing or additions to group contact numbers. The area phone line will also be changed in accordance with any group changes if needed.

5. Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to: A Guide to Public Information handbook.

E. Literature Subcommittee

1. To carry the message of recovery in written form to still suffering addicts.
2. Coordinate reviews of “Review Form” literature and distribute “Approval Form” literature.
3. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.
4. To prepare a budget annually in July to be voted on in September and put in place by October.
5. Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to Literature handbook.

F. Phone line Subcommittee

1. To provide continuing operation and maintenance of a phoneline service.
2. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.
3. To prepare a budget annually in July to be voted on in September and put in place by October.
4. Description of duties and responsibilities of the subcommittee and its trusted servants: Refer to: A Guide to Phoneline Service handbook.

G. Ad-Hoc Subcommittees

1. Ability to guide and direct subcommittee on tasks to be performed.
2. Work on projects that require excessive time and research.
3. To prepare a budget annually in July to be voted on in September and put in place by October.
4. Write and submit guideline additions and/or changes to guidelines to be sent out to groups, trusted servants, subcommittee members, and any member interested for approval.
5. The motion log would be compiled once a year and placement would be put into MO-KAN Area Service Committee Guidelines.
6. Provide information on past experience and recommendations for new procedures.
7. MO-KAN Area Service Committee has the right to discontinue any projects it feels are not of importance and to prioritize any projects that may be on the service agenda. All service of this and/or these subcommittees is accountable to the MO-KAN area and only suggests or

proposes actions to be taken. All service of this and/or these subcommittees must be documented and submitted at each ASC.

8. Some guideline changes may require the presence of the fellowship. In that event, the subcommittee may schedule an “Open Forum” to receive input. These “Open Forums” are informal with a general conscience, rather than a vote being sought.

H. **Outreach Subcommittee**

1. Help keep new and/or isolated groups and addicts in touch with the mainstream of the Narcotics Anonymous fellowship.
2. Develop and coordinate outreach projects to support area outreach efforts.
3. It is suggested to attend the Regional Service Committee meeting quarterly in Jan., April, July, and Oct. in Jefferson City, to keep our area informed of all information and material developed at the World and Regional level.

V. **REMOVAL OF TRUSTED SERVANTS AND/OR SUBCOMMITTEE CHAIRS**

A. VOLUNTARY:

1. Given in writing to the ASC Chairperson prior to next ASC meeting.

B. INVOLUNTARY:

1. Two consecutive meetings missed without a written report.
2. Relapse during term of office.
3. ASC retains the option to remove a trusted servant of the ASC, in the case of gross negligence or fraud, by 2/3 vote of the ASC.

VI. **ADOPTION AND REVISIONS OF GUIDELINES**

Any changes, additions, corrections or revisions may be addressed at the MO-KAN AREA of N.A. Service Committee meetings.

Area inventory will be held every (2) years or at the discretion of the ASC.