

**BIGGEST LITTLE AREA IN THE
WORLD
OPERATING GUIDELINES**

BLAW ASC
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BIGGEST LITTLE AREA IN THE WORLD
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AREA SERVICE COMMITTEE
OPERATING GUIDELINES

I. PURPOSE

The primary purpose of this body is to support and strengthen the groups and the committees in this area. To create a positive forum where common needs and problems of the groups and committees can be addressed and hopefully solved.

A second purpose of this body is to support and guide our Area Subcommittees, keeping the BLAW Area Service Committee (ASC) strong for the common good of the members and groups in this area and Narcotics Anonymous as a whole. Also, this body is to support and work with the Sierra Sage Regional Service Committee (RSC) and support Narcotics Anonymous World Services (NAWS) for the common good of the fellowship.

II. BOUNDARIES

This area shall be known as the Biggest Little Area in The World. This committee shall serve that portion of Nevada known as Washoe County as well as groups outside Washoe County that choose to be a part of this area.

III. FUNCTIONS

- a) To support the groups and meetings whenever and wherever possible. To help find solutions for groups when requested. To encourage member and group involvement with and in the BLAW ASC and Subcommittees that we may better serve our area and fellowship.
- b) To hold service workshops and promote service involvement at the group and area levels.
- c) To hold scheduled monthly Area Service Committee meetings.
- d) To record and distribute minutes of the regular BLAW ASC meetings to the GSRs and/or their alternates, BLAW ASC officers, both RCMs, Subcommittee Chairs or their representatives and specified others.
- e) To maintain a Post Office Box.
- f) To maintain a general checking account with:
 - (1) Preferably four (4) signatories with no less than two (2) signatures required for withdrawal of funds.
 - (2) A prudent reserve of \$1500 to accommodate the needs of the area.
- g) To encourage, support, and fund an area Public Relations Subcommittee in an effort to inform the public at large of the existence of NA, in strict accordance with the 12 Traditions and policy of NAWS of Public Information.

- h) To encourage, support, and fund a Hospitals & Institutions Subcommittee to coordinate the effort to carry the NA message of recovery to addicts who cannot attend our meetings, in strict accordance with the 12 Traditions.
- i) To encourage and support all existing subcommittees of the BLAW.
- j) Funding to the RCMs to attend RSC meetings when financial need is requested, to be considered on an individual bases. Documentation of expenses will be required.
- k) To fund the Activities Subcommittee so that we may sponsor at least one (1) fundraiser in accordance with a motion carried in April 1984, at the World Service Conference, to support NAWS. Fundraiser to be held in or before July of each calendar year with all profits sent to NAWS.

IV. PARTICIPANTS

- a) This committee shall be comprised of GSRs and GSR alternates from the established groups that form the BLAW, the Administrative Body, and Subcommittee representatives.
- b) Group Service Representatives (GSR):
The GSR is the most important position in the NA service structure. As the representative for the group, the GSR speaks for the members of their group. The primary responsibility of a GSR is to work for the good of NA, providing two-way communication between members and the area. They represent the group conscience of their group at the area level. A GSR may serve on one (1) or more subcommittees. The position of GSR is immensely important, for the GSR is the next link in expressing the will of a loving Higher Power. A GSR must be able to work for the common good, placing principles before personalities at all times. "A Guide to Local Services in NA" is available online at NA.org Pages 35 & 47 have more detail on the GSR position.

DUTIES:

Attend all ASC meetings

Responsible for getting and reading BLAW Operating Guidelines

Complete and submit monthly group report using form provided at ASC ~~for~~

Participate in all discussion and decision making which affect members of a group or NA as a whole

Complete and submit GSR report form (available at ASC)

Submit all meeting changes to ASC secretary using form provided at ASC

Responsible for getting and reading BLAW operating guidelines

- c) Administrative Body

This body shall be comprised of a Chairperson, Vice Chairperson, Treasurer, Alternate Treasurer, Secretary, Alternate Secretary, two (2) Regional Committee Members, and two (2) Alternate Regional Committee Members, all who shall be elected by a majority vote of GSR/GSR Alternates. The same person will hold no administrative position for more than two (2)

consecutive terms. It is strongly suggested that the Administrative Body be elected from participants of the BLAW ASC or its subcommittees, who have a commitment to service, previous service experience, the willingness, and resources to do that job, and an understanding of the 12 Steps and 12 Traditions. Further requirements are stipulated under each category. Though these are all suggestions, it is strongly recommended that the requirements for officers be followed as stated.

1. Chairperson

Requirements:

Minimum of three (3) years of continuous abstinence from all drugs

Two (2) years previous experience at area level

Knowledge of Roberts Rules of Order

Duties:

Attend all BLAW ASC meetings

Responsible for getting and reading BLAW Operating Guidelines

Presides over regular business meetings (capable of conducting the meeting with a firm, but understanding hand)

Arranges meeting agenda with Administrative Body

Maintains archives of previous years' minutes

Co-Signer on area checking account

Assists Vice Chair in coordinating all committee and subcommittee functions and activities

In the absence of a Treasurer/Alternate Treasurer, the Chair will perform all financial duties

Questions all nominees to BLAW ASC positions and verifies qualifications before opening the floor to questions from the BLAW ASC body

Directs all questions from the BLAW ASC body, in regards to nominations (See Rules of Order ii)

2. Vice Chairperson

Requirements:

Minimum of two (2) years of continuous abstinence from all drugs

One (1) year previous experience at area level; i.e. GSR, other administrative position, or subcommittee representative to the BLAW ASC

Willingness to serve as Chairperson upon nomination and election the following year

Willingness to learn Roberts Rules of Order

Duties:

Attends all BLAW ASC meetings

Responsible for getting and reading BLAW Operating Guidelines

Perform duties of the Chairperson in their absence or incapacity

Is a standing member of all BLAW ASC Subcommittees

Performs duties of Subcommittee Chair(s) until a Chairperson is elected to the Subcommittee
Serves as Chair of ad hoc committees
Signer on area checking account
Responsible for the printing and distribution of GSR packets
Pick up and distribute area meeting schedules on the RSC "off" month: February, April, June, August, October, and December

3. Treasurer

Requirements:

Minimum of three (3) years of continuous abstinence from all drugs
One (1) year previous experience at ASC business meeting level; i.e. GSR, other
Math skills necessary to do the job
Have their personal finances in order, by their own admission
Signer on the area checking account

Duties:

Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines
Custodian of area checking account
Issues receipts and maintains copies of those receipts for all monies received
Pay all bills and disburse all monies approved by the BLAW ASC
Submit RSC donation by mail to PO Box 11913, Reno, NV 89510
Submit phone line payment by mail to RSO at PO Box 7324, Reno, NV 89510
Submit written monthly and quarterly financial reports
Submit written financial report at the end of term
Responsible for collecting and delivering mail from area post office box to each monthly BLAW ASC meeting

4. Alternate Treasurer

Requirements:

Minimum of two (2) years abstinence from all drugs
One (1) year previous experience at ASC business meeting level; i.e. GSR, other
Math skills necessary to do the job
Have their personal finances in order, by their own admission
Willing to serve as Treasurer upon nomination and election the following year
Signer on the area checking account

Duties:

Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines
Assist Treasurer in all functions of the position

5. Secretary

Requirements:

Minimum of one (1) year continuous abstinence from all drugs
Have previous experience at area level
Have secretarial skills necessary to do the job

Duties:

Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines
Record accurate minutes of all BLAW ASC meetings
Distribute minutes within two (2) weeks of the BLAW ASC meeting to all active email participants and provide a minimum of five (5) hard copies at each ASC meeting
Keep minutes on hand from the previous year's meetings, giving Chairperson minutes older than one year for the archives
Maintain a current email list of all active participants of the BLAW ASC
Policy changes and motions shall be included in monthly minutes
Review GSR reports and submit email updates and meeting schedule changes to the Sierra Sage web servant at webmaster@sierrasagena.org

6. Alternate Secretary

Requirements:

Minimum of six (6) months continuous abstinence from all drugs
No previous experience is required
Willingness to serve as Secretary upon nomination and election the following year

Duties:

Assist Secretary in all functions of the position
Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines

7. Regional Committee Members (RCM) (two)

Requirements:

Minimum of three (3) years continuous abstinence from all drugs
Two (2) years previous service experience at the area or regional level

Duties:

Provide two-way communication between the area and the regional service bodies
Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines

Participate in the RSC meetings as the voice of the area. In keeping with the Third Concept of Service, the RCMs shall have a vote of confidence to vote on items not on the agenda or where a specific decision has not been obtained, evaluating each item with the needs of the area they represents
Be a source of information and guidance regarding group problems and the 12 Traditions of NA
Submit written and oral report of regional business to the BLAW ASC
Attend all RSC meetings where each RCM has a vote of confidence

8. Alternate Regional Committee Members (two)

Requirements:

Minimum of two (2) years continuous abstinence from all drugs
One (1) year previous service experience at the area level
Willing to serve as RCM upon nomination and election the following year

Duties:

Attend all BLAW ASC meetings
Responsible for getting and reading BLAW Operating Guidelines
Make a continuous effort to attend as many Area Subcommittee meetings as possible
Attend at least three (3) RSC meetings prior to taking over as RCM
The position of Alternate RCM is a two (2) year commitment: the first year as an Alternate RCM becoming familiar with the job, the second year in the position of RCM

V. OPERATIONAL GUIDE

a) Attendance:

1. All administrative members shall attend all regular business meetings. In the event that an officer cannot attend, the Chairperson will be notified. If two (2) consecutive meetings are missed without notification, that officer will be considered inactive and an election may be held to fill that position.
2. A group's GSR or Alternate GSR shall represent the group at all regular business meetings. If a group is unrepresented at two (2) consecutive meetings, the Chairperson will appoint a representative from the BLAW ASC to notify the group that they are considered inactive at the area level.
3. Any inactive group will have voting privileges reinstated after being in attendance for two (2) consecutive BLAW ASC meetings as of that second meeting.
4. A subcommittee shall be represented by its elected representative at all BLAW ASC meetings. If a subcommittee is not represented at two (2) consecutive meetings, the Chairperson shall appoint a representative from the BLAW ASC to notify the subcommittee that they are considered inactive at the area level.
5. All members of NA are welcome to attend all regular BLAW ASC meetings.

b) Voting Procedures

1. A quorum of this body shall consist of 2/3 of all active GSR/GSR Alternates. The quorum is to be established at the beginning of the meeting. If a member chooses to leave before the meeting concludes, the quorum will not change, and the member/s forfeits their vote for the remainder of that one meeting only.
2. Voting participants shall consist of all administrative body members, all subcommittee chairs, and GSR or GSR alternates. One group, one vote. With the exception of the Chair, who votes in the event of a tie.
3. All day to day business shall be decided by a simple majority (51%) of all voting participants. i.e., paying bills, allocating funds for subcommittees
4. It is highly recommended that a member hold the GSR position for one (1) group at a time. This is to allow more members the opportunity to be a part of the service structure and to better carry the conscience of the group being represented. If a situation occurs where a member holds a GSR position for more than one (1) group at a time, they will be allowed to represent the conscience and/or vote for only one of the groups, leaving the other group without representation at that particular BLAW ASC meeting. Any participant, except the Chairperson, may make and/or speak to a motion.

c) Nominations:

1. Officers nominated to the BLAW ASC must be seconded by a GSR.
2. Nominations for positions are as follows:
January – Treasurer and Alternate Treasurer
February – Secretary and Alternate Secretary
March – Two (2) Regional Committee Members and two (2) Alternate Regional Committee Members
April – Chairperson and Vice Chairperson
3. Nominees for election to any office of the BLAW ASC must be present the month in which the nomination is to take place as well as the following month, for the election. Nominees not present for both of these ASC meetings will not be eligible to be elected.

d) Elections

1. Elections of officers to the BLAW ASC are as follows:
February – Treasurer and Alternate Treasurer
March – Secretary and Alternate Secretary
April – Two (2) Regional Committee Members and two (2) Alternate Regional Committee Members
May – Chairperson and Vice Chairperson
2. Only GSR/GSR Alternates are eligible to vote in the election of officers.
3. Any GSR elected to an office of the BLAW ASC shall resign their position of GSR and their group needs to elect a new GSR.

4. The Vice and Alternate positions are held for one (1) year, and they will automatically be nominated to the position for which they are alternates. Election is in accordance with the regular election process.
5. When an officer resigns or is removed during the term of office and a new officer is elected, the term of office will be held for the remaining period of time. If the term is six (6) months or more, it will be considered a full term. If the term is held for less than six (6) months, it does not count as a full term.

e) Removal

1. Any elected BLAW ASC officer or subcommittee Chairperson may be removed during their term of office by a two-thirds (2/3) majority vote of the GSR/GSR Alternates, with a quorum established
 - a. Examples of Grounds for Removal include but are not limited to:
 - i. Relapse is automatic grounds for removal from office.
 - ii. Lack of attendance or communication for two (2) consecutive months at BLAW ASC.
 - iii. Absconding with NA funds.

f) Normal Business

1. The day to day operational business of the committee shall be decided by a simple majority vote or consensus of the voting members present. These are matters which will not require a group conscience as a whole.
2. Any issues having a direct effect on Area, Region, or World Service policy (amendments, spending limits) shall be tabled, taken back to the groups for group conscience and/or vote and then decided by a two-thirds (2/3) majority of the voting GSR/GSR Alternates of the following month's BLAW ASC meeting.

g) Motions:

1. Any member, except the Chair, may make a motion.
2. A GSR must second all motions.
3. Any member of NA, except the Chair, may speak to or otherwise discuss any matters at hand.
4. All motions must be in writing.
5. Ample time will be allowed for the discussion of motions on the floor (to be determined by the Chairperson).
6. At the discretion of the Chairperson, they may call for two (2) pros and two (2) cons to the motion and then call for a decision, or table the motion for further consideration.

h) Area Funds

1. All monies accumulated from group donations or functions, unless otherwise stipulated, will be maintained in the area checking account.
2. Any withdrawal of funds from the area checking account will require any two (2) of the four (4) signatories.

3. First priority for funding shall be given to the financial support of those services most directly carrying the NA message of recovery; namely the Phone Line, H & I, Public Relations, and Literature.
4. All motions requesting monetary considerations for day to day operations shall be decided by a simple majority (51%) of the voting participants present.
5. A *minimum* prudent reserve of \$1500 for operating expenses shall be kept on account.
6. All subcommittee financial needs shall be considered on a monthly basis by written motion, which shall include a budget.
7. 25% of group donations shall be contributed to Region, regardless of how much was taken in.

VI. SUBCOMMITTEES

Subcommittees will be formed as deemed necessary by the BLAW ASC for the purpose of carrying the message of NA. All BLAW ASC subcommittees will support and cooperate with other committees in the BLAW ASC, neighboring ASCs, the Region, and World in order to most effectively provide their designated services to this area. They meet specific needs as stated by the BLAW ASC with a single point of decision and accountability clearly defined. No subcommittee will be recognized as an Area Subcommittee without written guidelines, which will be presented and approved by the BLAW ASC. Subcommittees consist of a minimum of three (3) or more members. Fewer than three (3) members will not be recognized as a full subcommittee and a chair must be elected by the BLAW ASC. Subcommittee chairpersons will be nominated and elected by the subcommittee they represent (providing they meet the above criteria), and be approved by the BLAW ASC. In the event there is no actual subcommittee to choose a chairperson, the chairperson will be nominated and elected by the BLAW ASC and will adhere to the same election process as all other officers of the BLAW ASC. Subcommittee members will nominate and elect all other administrative officers of that subcommittee. All subcommittees shall submit written reports at BLAW ASC.

Ad Hoc Subcommittees are formed for the purpose of dealing with one specific, clearly defined task, moderated by the Vice Chairperson of the BLAW ASC. This subcommittee is formed either by appointment of the BLAW ASC Chairperson or by a member or members volunteering to resolve the task at hand. Once that task has been accomplished, the Ad Hoc Subcommittee is disbanded.

VII. AMENDMENTS

Any member of BLAW may propose amendments and additions to these guidelines. The proposals must be submitted in writing to the BLAW ASC Chairperson at a regular BLAW ASC meeting. The proposal will be voted on at the next regular BLAW ASC meeting. A two-thirds (2/3) majority vote of the

GSR/GSR Alternates with a quorum established is necessary to amend ~~and~~ or add to these guidelines. The amendment shall become effective immediately upon its adoption unless otherwise specified in the amendment.

VIII. RULES OF ORDER

1. As much as possible, BLAW ASC will adhere to the short form of Roberts Rules of Order, which can be found in "A Guide to Local Services in Narcotics Anonymous" www.na.org
2. A quorum, as established in V., b), 1. is necessary for any policy issues to be resolved, election or removal of officers, or other issues that may affect the members and groups within the BLAW.
3. In the interest of fairness to all participants, members may not speak on an issue until recognized by the Chairperson.
4. At the discretion of the Chairperson, a time limit may be set on discussion of any motion or issue.
5. "The 12 Concepts for Service in NA" will be adhered to in the operations of the BLAW ASC.

IX. FORMAT

Call meeting to order

Open with the Serenity Prayer

Readings (Traditions and Concepts)

Roll Call (check for two-thirds (2/3) quorum as defined in V., b), 1.

Announce non-voting participants

Review and approve minutes from previous meeting

~~Read one entire Concept from the 12 Concepts Booklet~~

7th Tradition

RCM Report

Subcommittee reports and motions:

- Literature
- Hospitals and Institutions
- Public Relations
- Activities
- Phone Line
- Phone List

Group Reports and Problems

Treasurer Report

Elections and Nominations

Old Business

New Business

Announce next meeting

Close