

South West Iowa Narcotics Anonymous

AREA SERVICE COMMITTEE GUIDELINES

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**SWINA ASC APPROVED
REVISED**

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1. PURPOSE AND SCOPE

SWINA was formed in May 1985 by combining the Council Bluffs, Glenwood, Red Oak and Creston Areas of the Iowa Region of Narcotics Anonymous. The Areas joined together so the message could be carried to the small rural communities of Southwest Iowa. By uniting the stronger groups were able to support and help the weaker groups. In June 1985 the SWINA ASC set its boundaries to include: Harrison, Pottawattamie, Cass, Adair, Montgomery, Mills, Adams, Union, Page, Taylor, Fremont and Ringgold Counties. In April 1986 Shelby County was added; and in November of the same year Audubon and Guthrie Counties were included also. In July of 1995 Carroll County groups started to attend the ASC. This brought the total to 16 counties. Currently, SWINA serves Pottawattamie, Shelby, Cass, Montgomery, Page, Union and Fremont counties in Iowa. The guidelines that follow are standards that will allow the ASC to function in a manner that is fair, reasonable, and equitable. It will allow the committee to reach the addict who still suffers without damaging controversy or confusion. These guidelines are suggested only; however, keep in mind that they were drawn up with the input and wisdom of group conscience. Consequently, these guidelines are to be followed by the ASC.

2. ABBREVIATIONS

- 1) ASC Area Service Committee
- 2) XC Executive Committee
- 3) IRSC Iowa Regional Service Committee
- 4) GSR Group Service Representative
- 5) GSRA Alternate Group Service Representative
- 6) RD Regional Delegate
- 7) RDA Regional Delegate Alternate
- 8) RCM Regional Committee Member
- 9) RCMA Alternate Regional Committee Member
- 10) ENNA Eastern Nebraska N.A.(Omaha, Nebraska)
- 11) WSC World Service Conference
- 12) IRSCM Iowa Regional Service Committee Meeting
- 13) WSO World Service Office
- 14) RSO Regional Service Office
- 15) CAR Conference Agenda Report
- 16) CAT Conference Agenda Track
- 17) PR..... Public Relations
- 18) PI..... Public Information
- 19) H & I..... Hospitals and Institutions
- 20) IP..... Information Pamphlet

3. AGENDA FOR ASC

- A) Open with a moment of silence followed by the Serenity Prayer:
- B) Readings of:
 - 1) Service Motivation: (*Addendum 2*)
 - 2) The Twelve Traditions: (*Addendum 3*)
 - 3) The Twelve Concepts: (*Addendum 4*)
- C) Roll Call: XC, Sub-Committee officers/ Coordinators, GSR & GSR Alt, Visitors
- D) Corrections and approval of the last ASC minutes:
- E) Reports:
 - 1) Executive Committee:
 - 2) Groups:
- F) Sub-Committee (Reports and Services)
- G) Financial Requests:
- H) Break
- I) Open with moment of silence followed by serenity prayer
- J) Open Forum: (15 minutes) (Solution-based discussion on issues raised)
- K) **Unfinished Service:**
 - 1) ...
- L) **Current Service**
 - 1) ...

M) Announcements:

N) 7th Tradition: Area will take a 7th tradition to be used to offset the cost of area.

O) Next ASC:

P) Adjournment (Just For Today, Gratitude Prayer, 3rd Step Prayer or Serenity Prayer).

4. QUALIFICATIONS AND DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS.

A. FACILITATOR

1. Suggested minimum of three years continuous clean time.
2. Be able to follow and understand CBDM
3. Previous service experience as a GSR and on the XC
4. Set up an agenda to be sent out within two weeks of business conclusion.
5. Co-signer on the Area Checking Account.
6. Is responsible to see that the ASC is reserved and set up. (Set up is to include making coffee, setting up tables & chairs, etc.)
7. Contact Executive Committee members absent from ASC.

B. CO-FACILITATOR

1. Suggested minimum of two years continuous clean time.
2. Be able to run the ASC in the Facilitator's absence.
3. When possible, the Co-Facilitator will become the next Facilitator.
4. Previous service experience as a GSR.
5. Oversees subcommittees as outlined in the WSC "A Guide to Local Service"
6. Co-signer on Area Checking Account.
7. Assist the Facilitator in ASC setup.

C. RECORDER

1. Suggested minimum of one-year continuous clean time.
2. Previous service experience as a GSR.
3. Keep accurate minutes of the ASC meeting & prepare for their annual addition to the archives.
4. Updates Area Trusted Servants list.
5. Sends out minutes of ASC *at least* 14 days before the next ASC.
6. Is responsible to obtain the mail from the area post office box prior to each ASC meeting. If the secretary does not reside in Council Bluffs the Secretary shall designate a member of the ASC to check the mail. This member must be approved by the ASC.
7. Assist GSR's in updating Group registrations with the World Service Office.

D. TREASURER

1. Suggested minimum of three years continuous clean time.
2. Previous service experience as a group treasurer and/or GSR.
3. Keep accurate records & give written report of expenditures and contributions at each ASC meeting.
4. Make payments and deposits on behalf of ASC.
5. Give annual report at end of term.
6. Co-signer on Area Checking Account.
7. Cannot hold any other Treasurer positions without the prior approval of the ASC.
8. All monies will be deposited within 2 business days after each ASC.

E. RCM

1. Suggested minimum of three years continuous clean time.
2. Previous service experience as a GSR and on the XC
3. Represents and votes for SWINA at the IRSC, and gives a report of the same at the next ASC.
4. Files a written report at the IRSC on what SWINA is doing.
5. Maintains correspondence with the Iowa Region of NA and surrounding areas.
6. Stimulates discussion on issues that arise within the area offering all viewpoints.
7. Sits in on Subcommittee/s of their choice, as well as Open Floor at the IRSC.
8. Attend all IRSC's & ASC's.
9. Attend CAR Zonal, pending ASC approval of detailed expenses prior to travel
10. Estimates of travel & lodging to the IRSC must be included in report prior to travel.

F. ALTERNATE RCM

1. Minimum of two years continuous clean time.
2. Previous service experience as a GSR.
3. When possible the Alt will become the next RCM (i.e. 2 year commitment)
4. Attend all ASC meetings and all IRSC's.
5. Carries on the RCM responsibilities when the RCM is absent.
6. Sits in on Subcommittee/s of their choice as well as Open Floor at the IRSC.
7. Attend CAR Zonal, pending ASC approval of detailed expenses, to be combined with the RCM expenses.

G. ALL EXECUTIVE COMMITTEE MEMBERS

1. Must have working knowledge of the Twelve Traditions.
2. XC members should hold no more than one Executive service position at our ASC. No member should serve more than two consecutive terms in a single position.
3. Failure to uphold the responsibilities of Executive position *will* result in removal of said position. (i.e. loss of clean time.)
4. All XC members will be responsible for passing along guidelines of their position to their successor and remain available as a resource.
5. Attend *all* ASC meetings. Frequent absences may result in loss of position, subject to group conscience
6. May hold a GSR or Alternate GSR position at the same time as their XC position but, must refrain from voting if an issue is related to or is a conflict of interest for their group.

5. GROUP REGISTRATION

- A. All groups are requested to have registered with the Area before they can be recognized for a vote in matters involving the Area.
- B. Groups can register with the Area by being present at two consecutive ASC meetings. At the second meeting they will have a vote.
- C. Groups without ASC Representation will receive Area minutes via email through a designated contact.
- D. Groups should be established for three months before being added to the printed AREA meeting list. However, groups maybe added immediately to the SWINA and Regional website.
- E. Groups shall be established for two months to get a starter kit. Which includes a set of readings, a starter kit from world, 2 of each keytags, 3 whitebooks, 3 each of the available IP's, a financial report book and the Area GSR handbook.

6. VOTING

- A. Each group with voting rights will have one vote each. That group's GSR or a duly designated member of that group shall cast the vote.
- B. The Facilitator will break a tie unless it is biased or related to the XC members home group. In that instance, a tie breaker will pass to the Co- Facilitator
 1. How to make a Proposal
 - a. A proposal can be made by any member. However, the Facilitator must step down to make a proposal
 - b. All proposals shall include an intent and must be explained by the maker.
 2. Facilitator's Rule: (In case of non-productive discussion)
 - a. Two alternating pros/cons, then a vote on the proposal on the table.
 - b. A call for the end of debate can be made by the Facilitator or any GSR with voting rights.
 - c. 80% consensus will rule the question.
 - d. Once invoked, only a GSR may participate from that time, until voting is done.
 - e. If debate is revoked, an immediate vote will be taken on the original proposal.

7. NOMINATIONS AND ELECTIONS

- A. All nominations, excluding the Activities Facilitator will take place during Current Service at the March ASC.
- B. The person nominated should give a written report at the March ASC listing their:
 1. Amount of clean time.
 2. Service experience.
 3. Willingness and time to do the job.
- C. The person nominated shall be present at the March ASC for a Questions and Answer session.
- D. Qualifications for all positions shall be read at the March ASC and included in the March minutes.
- E. Nominations for the XC shall be brought to the March ASC.

- F. Any member of the ASC can make nominations.
- G. Elections take place as Unfinished Service at the April ASC by a simple majority vote. The Facilitator can request a secret ballot vote at any time.
- H. New officers will take office at the May ASC.

8. FINANCES

- A. All financial requests should be made in writing along with the receipt.
- B. All financial requests will be voted on in the month they are submitted.
- C. The treasurer shall delegate moneys for the normal operating expenses. Normal operating expenses include but are not limited to:
 1. Cost of minutes and agenda (postage and printing with receipts included)
 2. P.O. Box rent
 3. ASC rent
 4. Coffee for ASC
 5. Literature for the GSR Handbooks.
 6. The Area Post Office box rent shall be paid annually in the month it is due.
- D. All treasury positions shall balance the checkbook monthly and receipts shall be attached to the bank statement and will be available at each ASC.
- E. The area's prudent reserve shall be based on the estimated upcoming expenses, to be determined by the area treasurer and approved by the ASC
- F. All ASC checking accounts must have two (2) signatures on each check that is written.
- G. The Literature Subcommittee shall maintain a separate checking account with these guidelines.
 1. Two signatures required to sign checks This committee should have a debt card.
 2. Facilitator of the subcommittee and Treasurer of ASC will be signers on this account.
 3. This account will be used to replenish the SWINA ASC Literature Stockpile.
 4. All money shall be deposited within two business days.
- H. The Activity Subcommittee shall maintain a separate checking account with these guidelines.
 1. Facilitator of the subcommittee and Treasurer of ASC or Activities Treasurer will be signers on this account.
 2. Any monies over the prudent reserve will go to the ASC after bills are paid with the exception of SWINA Campout planning starting in April.
 3. All money shall be deposited within two business days
- I. Audit:
 1. An annual audit will be done by a non-SWINA trusted servant, and approved by the ASC prior to the audit being done.
 2. This audit will be done for ALL SWINA bank accounts within a 2 month time period.

9. SUBCOMMITTEES

A. PUBLIC RELATIONS

1. The PR Committee will be formed by combining the H&I Sub-committee, the PI Sub-Committee, and the Web-Site Coordinator.
2. The PR Committee will meet at least four (4) times per year in the months of June, September, December and March to discuss and submit short and long terms goals for ASC approval.
3. Must submit goals to be approved by the ASC on a quarterly basis. PI and H&I will have a monthly budget of \$75.00 and will combine financial endeavors with Phone Line.
4. It shall follow the guidelines of the WSC "Guide to Local Service", the PR Handbook and the SWINA Public Relations Guidelines.

B. PUBLIC INFORMATION

1. This committee will report to the PR Facilitator and shall follow the guidelines of the WSC "Guide to Local Service", the PR handbook and the updated SWINA PI Guidelines.
2. The responsibility of Phone Line will fall under the PR Facilitator unless the position requires a full time Liaison.
3. The PR Facilitator must be 800#trained .
4. Is the Area Liaison for the phone services team.
5. Has the necessary communication skills needed to efficiently communicate to all members clearly.
6. Acts as Liaison between phone services and area volunteers
7. Has the necessary resources needed to fulfill this position.

8. This person shall follow the guidelines as outlined in the WSC “Guide to Local Service”.
9. This person shall attend monthly Skype meetings, monthly SWINA Area & subcommittee meetings.
10. Is nominated within the PI Subcommittee and approved by the ASC by majority vote
11. Must report to Area any phone line issues and report to Region any issues Area may have.
12. Coordinate with Area any workshops or training events
13. Contact phone line volunteers if there is a problem reported to either Area or Region
14. Maintain and update accurate volunteer contact lists for SWINA Area

C. HOSPITALS AND INSTITUTIONS

1. This committee is responsible for coordination of carrying the message of recovery to addicts in Hospitals and Institutions.
2. It shall follow the guidelines of the WSC “Guide to Local Service” and the H&I Handbook & SWINA H&I Guidelines.
3. The Public Information (PI) committee should make the initial contact to the Hospital or Institutions.

D. WEBSITE COORDINATOR

1. This person shall follow the guidelines of the WSC “
2. **Keep SWINA website updated with flyers and current meeting lists and work with Regional webmaster to keep Regional website updated.**

E. ACTIVITIES

1. This is **not a fund raising committee in order to keep our monetary matters in correct spiritual means.**
2. This committee will help the groups be responsible for conducting activities for the spiritual and social needs of the SWINA Area.
3. Follow the guidelines as outlined in the WSC “Guide to Local Service” and the SWINA ASC Guidelines.
4. All Area sponsored activities should have prior approval of ASC
5. Nominations for Activities Co-Facilitator will come from the Activities Subcommittee and be approved by the ASC.
6. Nominations for Activities Facilitator will be made at the July ASC meeting for a vote at the August ASC meeting. The new Facilitator will take office after the outgoing Facilitator gives SWINA Campout report at the September ASC.
7. The Facilitator elect shall work with the Activities Facilitator during the SWINA Campout.
8. Activities Facilitator shall have a minimum of 3 years clean time, or must have a treasurer with 3 years clean time.
9. If a treasurer is needed, the treasurer must be approved by the ASC.
10. All monies collected at functions must be deposited with 2 business days after each event.

A. The SWINA campout

1. Labor Day Weekend every year and does not require a bid.
2. This Function is the responsibility of the Area and the Activities Committee.
3. Activities Committee is responsible to make arrangements for Facilitators for campfire meeting, closing meeting, main speaker meeting & spirituality meeting when included in the weekend events.
4. Workshops – two leaders for each workshop(suggested 1 male, 1 female)
 - a. Workshop Leaders may come from within the Area or outside of the area; no reimbursement
 - b. Activities committee is responsible for soliciting workshop leaders and they must be approved through the ASC
 - c. Topics for workshops will be suggested by the Activities Committee and approved by ASC
5. Speakers for both Meetings recommended to be from outside of SWINA Area; suggestions solicited through ASC members. Suggestions will be made by the Activities Committee and approved by the ASC
 - a. Main Speaker – to be reimbursed by Activities for travel; up to \$50.00 & camp fee’s, including registration & meal
 - b. Spirituality Speaker -- to be reimbursed by Activities for travel; up to \$50.00 & camp fee’s, including registration & meal.

B. Function Hosting

- a. Facilitator will solicit groups to provide location, ensuring rotation of events throughout the Area.

- b. Hosting group will provide rent price, date and address, and secured a location and whether or not food will be served. They will also provide the flyer to be approved by Activities. A \$75.00 food budget will be allowed, with receipts any additional cost the Group will incur.
- c. Upon multiple group interest, ASC will vote to determine location with recommendation from Activities Committee
- d. The Location of the function shall be secured before a bid can be accepted.
- e. The ASC will give consensus to approve bids. If two or more groups bid on the same function, determination will be made by the ASC consensus.
- f. All Bid requirements should be completed 3 months prior to the event.

C. Responsibilities:

- 1. Hosting Group:
 - a. Set up and clean up of the function.
 - b. Keeping coffee made and food ready (at functions serving food).
 - c. Provide people to take donations, sell raffle tickets and sell soda, with at least one person having 18 months or more clean time at all times
- 2. Activities Facilitator
 - a. Bookkeeping-unless an Activities Treasurer is elected by the ASC.
 - b. Facilitator and/or the treasurer shall be responsible to make money pickups every hour or as needed throughout the function. This responsibility can only be delegated out to other signers on the Activities checking account.
 - c. Reports to ASC
 - d. Keeps in contact with the group hosting the function. Make follow up calls the week before the activity.
 - e. Flyers for all functions if not provided by the Hosting Group
 - f. Booking of the DJ for Dance functions.
 - g. Speakers and leaders of workshops. (Hosting Group can make suggestions.)
 - h. Prudent Reserve is set at \$400.00

F. LITERATURE STOCKPILE

- 1. Keep the SWINA Area supplied with literature.
- 2. Follow the guidelines as outlined in the WSO "Guide to Local Service". and the SWINA ASC Guidelines.
- 3. To supply GSR's & XC Members with ASC handbook (formally GSR Handbook) at ASC Include the following, the WSO "Guide to Local Service" and the "12 Concepts for NA Service" and the SWINA Guidelines.
- 4. Provide a monthly inventory to the ASC.
- 5. Provide a monthly financial report to the ASC.
- 6. Two of the following signatures are required on checking account. Literature Facilitator and two other XC members. Prudent reserve is \$150.00 to order extra literature when needed. Whatever literature is sold in a month shall be the same amount order. There shall be no more than \$150.00 in the account after ordering Literature.
- 7. A minimum of three year continuous clean time is required.

10. SUBCOMMITTEE OFFICERS

- A. The Facilitator of each subcommittee is nominated within that subcommittee and voted on at the ASC.
- B. Specific clean time requirements shall be found in the specific subcommittee guidelines with the exception of Activities Facilitator and the Literature Stockpile Facilitator.
- C. Each subcommittee can nominate and elect other officers as they see fit.
- D. All subcommittee Facilitators will submit a written report to the Secretary at each ASC.
- E. All subcommittee Facilitators are responsible to attend subcommittee meetings held previous to the ASC meeting.
- F. When subcommittee Facilitators cannot attend subcommittee meetings or the ASC, an appointed representative must attend, or the Co-Facilitator of the ASC must be notified prior to the ASC.

11. MISCELLANEOUS

- A. A proposal must be made and consensus reached to change Area Guidelines
- B. All designated members who are to vote for a group are requested to have a working knowledge of

The CBDM process.

- C. The ASC meeting will last a maximum of two hours. If more time is needed to conduct business a proposal is needed and consensus reached.
- E. Fiscal year shall start in May of each year. Quarters begin at the May, August, November, and February ASC meetings
- F. These Guidelines will be printed or amended as needed.

ADDENDUM 1

A past calendar of events is included here as a sample. All these functions do not have to be listed or held. They are just suggestions:

Halloween.....	October
The Gratitude Dance	November
The Holiday Bash.....	December
New Year's Eve	December
Service Learning day/Chili Cook-off	March
Memorial Day Campout	May
Anniversary Dance	Beginning of May
Luau.....	July
Basic Dance	August
SWINA Campout	Labor Day Weekend

ADDENDUM 2 - Service Motivation *(Reprinted from Basic Text, Narcotics Anonymous, 6th ed. p.xxvi)*

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

ADDENDUM 3 - The Twelve Traditions *(Reprinted from Basic Text, Narcotics Anonymous, 6th ed. p. 60-61)*

We keep what we have only with vigilance, and just as freedom for the individual come from the Twelve Steps, so freedom for the group springs from our traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Understanding these traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our

traditions. The Twelve Tradition of NA are not negotiable. They are the guidelines that keep our fellowship alive and free. By following these guidelines in our dealings with others and society at large we avoid many problems. That is not to say that our traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individual and groups outside the fellowship. However when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those our predecessors had to face. Their hard-won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

ADDENDUM 4 - The Twelve Concepts (*Reprinted from The Twelve Concepts for NA Service, p. 1-2*)

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

ADDENDUM 5- SWINA ASC Calendar of Yearly Items

Month Yearly Items

- | | |
|-----------|---|
| January | |
| February | 1) IRSC
2) 1) PR Sub-Committee meets, |
| March | 1) Open Nominations for ASC Officers |
| April | 1) ASC Elections,
2) Auditors of ASC Checking Accounts to be approved |
| May | 1) New Officers Take Place, |
| June | 1) PR Sub-Committee meets,
2) IRSC,
3) Audits of ASC Checking Accounts due |
| July | 1) Activities Facilitator Nominations,
2) IRCNA Convention |
| August | 1) PR Sub-Committee meets
2) IRSC |
| September | 1) New Activities Facilitator assumes position
2) Activities Yearly Calendar due to be approved,
3) Auditor of Activities Checking Account needs approval |
| October | 1) Activities checking account audit completed
2) P.O. Box rental due |
| November | 1) IRSC,
2) PR Sub-Committees meets |
| December | |

*Recovery is learning to live by spiritual principles.
CBDM is making decisions by spiritual principle.
Consensus Based Decision Making 101, NAWS, Inc.*

ADDENDUM 6-
CBDM COLOR CARDS

☐ **WHITE CARD:**

For Discussion

“I’ve heard enough, let’s have a consensus or straw poll.”

For Consensus

“I go with the group conscience.” Raise this white card when you have no opinion or to SURRENDER.

☐ **GREEN CARD:**

For Discussion

“I have something to say” Raise this green card to make a comment or give your opinion.

For Consensus

“I agree with the decision at hand, all things considered.”

Raise this green card to AGREE if you are generally in support of the proposal. Agree does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.

☐ **YELLOW CARD:**

For Discussion

“I have a question” or “I need clarification on what was just said.”

Raise this yellow card for clarification.

For Consensus

“I have concerns, but I can live with it.”

Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.

☐ **ORANGE CARD:**

For Discussion

“I can clarify on what was just said.”

Raise this orange card if you can help answer or clarify on the topic.

For Consensus

“I personally can’t do this, but I won’t stop others from doing it.”

Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.

☐ **RED CARD:**

For Discussion

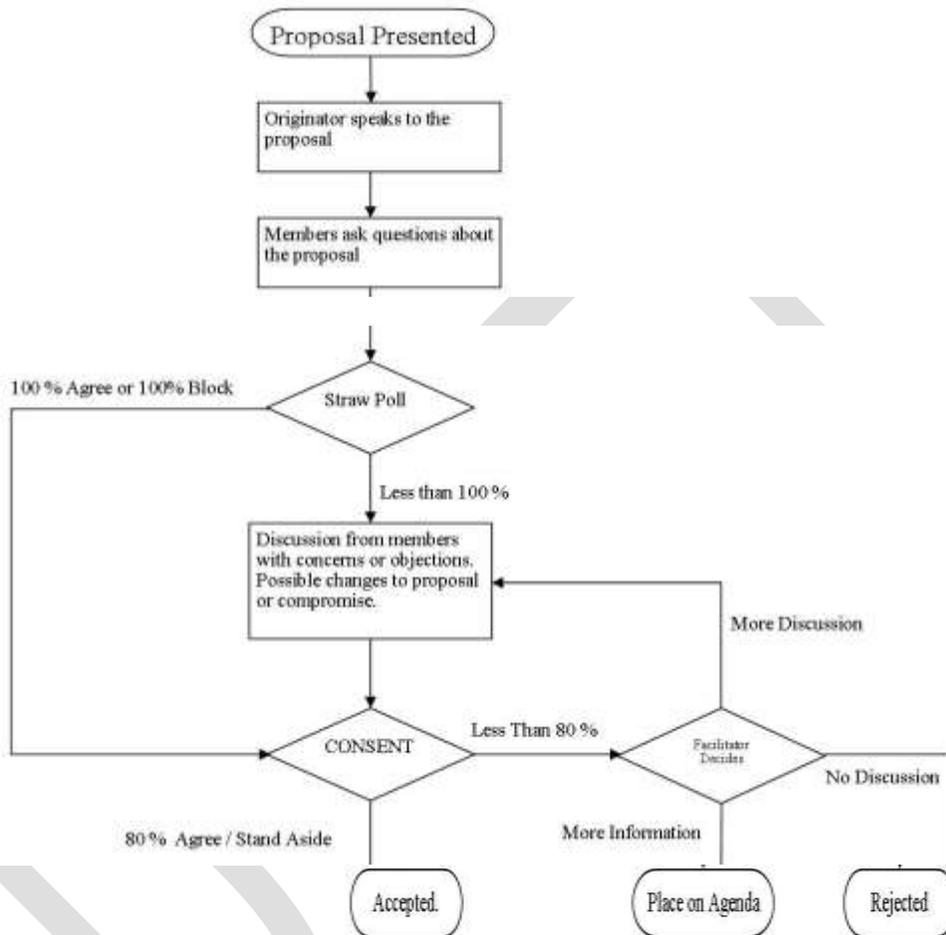
“Stop!” Raise your red card to indicate problems with the process such as when...

- our agreed upon procedures are not being followed
- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you’d like to suggest a break

For Consensus

“I cannot support this or allow the group to support this. It is against our principles.” Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

Consensus Based Decision Making



Addendum 7- DECISION MAKING

A. General Description:

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it insures that we follow our 9th Concept: "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process." By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the ASC. All ASC proposals and decisions, except elections and assembly locations, will be considered using consensus-based decision making. In the consensus-based decision-making process, we utilize five color cards (white, green, yellow, orange, red) to signify questions or additions to the discussion, as well as to show your consent or objection to a proposal. Addendum E details the definition of each color card and

B. Decision Making Process

1. Presentation - A proposal is presented to the Facilitator by a member of ASC.
 - a. This may be submitted to the Facilitator prior to the meeting to be placed on the

agenda; or b. It may come during Sharing session , a Area Trusted Servant, or a Full Participating Member and placed on the agenda.

2. Clarification - the Maker of the Proposal presents the proposal to the ASC body and answers questions about the proposal. Only questions and/or clarification will be allowed during this step of the process.

3. Straw Poll.

a. The five color cards will be utilized.

b. 100% Agree, the proposal goes directly to the consensus phase.

c. 100% Block, the proposal goes directly to the consensus phase.

d. Anything less than 100%, the proposal moves to discussion.

4. Discussion Phase.

a. The Facilitator shall guide discussion utilizing the five color cards.

b. Changes to the proposal can be made during this time.

c. The facilitation of discussion should be to offer solutions to create compromise.

d. All objections should be heard out or compromise made.

5. Consensus.

a. The five color cards will be utilized.

b. If 80% of cards are: Accept, Accept with Reservations, Stand Aside, or Surrender, the consensus is that the proposal is accepted.

c. If not all cards are "Accept," the Facilitator may ask for further explanation from those members.

d. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:

i. Place on the agenda for the next meeting and ASC members may take the proposal back to discuss with their Areas and groups.

ii. Return to the discussion phase.

iii. Declare that the proposal is rejected.

6. Non-consensus based decisions are as follows:

a. Elections with more than one nominee will be performed by closed ballot voting.

i. The Facilitator or Acting Facilitator shall cast their ballot before the vote is collected. This vote shall be used only in the event of a tie.

ii. A plurality will determine elections.

b. Assembly dates and location.

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i. The Facilitator shall assign each proposed location/date a color.

ii. The Facilitator shall cast his ballot before the vote is taken. This vote shall be used only in the event of a tie.

iii. A plurality will determine the location/date.

COMMITTEES

There are two kinds of committees: Standing committees and ad hoc committees.

Standing Committees-These are the regular committees of the areas, such as H & I and P.I. The basic description of these, and how they relate to the committee as a whole, is detailed elsewhere under the description of each level of service.

Ad Hoc Committees – Sometimes a question or special project needs to be referred to a sub- committee, but the question does not fit in with the focus of the existing sub -committee. In such cases, the proposal can be made to refer to a special committee. These special committees are set up for specific purposes, and they have limited lives – when they have finished their jobs and have reported back, they are disbanded. A proposal to refer to a special committee should specify what the committee’s purpose would be. The Facilitator may then appoint an ad hoc committee in its entirety, or he may appoint just the ad hoc committee Facilitator, who will put the committee together himself later.