EASTERN AREA NARCOTICS ANONYMOUS SERVICE COMMITTEE BYLAWS

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OFFICIAL BYLAWS OF THE EASTERN AREA SERVICE OF NARCOTICS ANONYMOUS

I. Name

The name of this service committee shall be “Eastern Area Service Committee of Narcotics Anonymous” and hereinafter referred to as EASC.

II. Purpose

A. The ultimate responsibility of this service committee is to the groups they serve.
B. To create unity and fellowship between all the groups in the area.
C. To support the needs of the groups in the area.
D. To resolve any situations the groups cannot handle.
E. To exchange information between the groups they serve and the OK Region.
F. To help groups fulfill their primary purpose (Tradition #5)- “To carry the message to the addict who still suffers.”
G. The EASC shall adhere to the Twelve Steps of NA, the Twelve Traditions of NA, the Twelve Concepts for NA Service, A Guide to Local Service, and the current EASC Bylaws.

III. Description

A. The EASC of the OK Region was formed in September of 1985.
B. The boundaries of the EASC shall, in general, be the eastern part of the state of Oklahoma
C. The EASC shall be comprised of recognized groups. Groups are “recognized” by the EASC after a GSR attends EASC.
D. The number of recognized groups in the EASC shall be flexible according to the needs of the groups.

IV. Financial

Current NA policy suggests that money flow from Member to Group, Group to Area, Area to Region, and Region to World, with the greater percentage staying “close to home”.

A. All monies received by:
    1. Seventh Tradition
    2. Profits from Area activities shall remain in a General Fund.
B. All EASC spending shall be approved by the EASC 2/3-majority vote of attending voting members.
C. All monies received by Literature sales shall remain in the Literature fund maintained by the Literature committee.
D. All money from events, hosted by activities subcommittee, shall be submitted to the Area treasurer within 48 hours of the end of the event. If the treasurer is unavailable, funds can

be submitted to a potential co-signer on the EASC bank account (chair, secretary, vice-chair, RCM).

E. The EASC shall have a prudent reserve of two months operating expenses, which shall be based upon the maximum amount expended in a two-month period during the last year, to be submitted by the Treasurer on a calendar-year basis (each January) or a minimum amount of $2500.

F. At each regular EASC meeting, surplus funds after covering expenses, budgeted expenses, and a prudent reserve is maintained should be disbursed, to other levels of the NA service structure.

G. Any expenses of EASC trusted servants to be reimbursed should be pre-approved, if possible and shall be submitted to the EASC treasurer.

H. Any funds advanced, will be verified by receipt submitted to the EASC Treasurer.

I. Any EASC bank account and/or check will require an authorized signature, but there must be at least two signers on the checking account. Signers will be the Treasurer, and two other officers.

J. No co-signer shall make out a check to him/herself.

K. Accurate reporting of all funds, incoming and outgoing shall be maintained and made available as necessary.

L. The properties and/or assets of EASC are for the benefit of the groups it serves. Individuals, including trusted servants, members, or any other, shall not benefit from such properties and/or assets.

M. Emergency funds (when standard method of obtaining approval is unavailable) can be issued upon approval of three EASC signatory officers

N. EASC funds shall never be used as personal funds.

O. Budgets for EASC Subcommittees shall be established as follows:

1.	H&I	$600 per month (does not accrue)
2.	PR	$1200 per year
3.	Activities	$2500 – NYE; $500 other per year
4.	Outreach	$200 per month (does not accrue)
5.	Literature	Literature Office rent - ($162/month as of 8/2024)

P. Subcommittee budget year shall run from April to March.

Q. A group hosting ASC shall be reimbursed $50 for expenses.

R. EASC will pay up to $100 for a facility to host the monthly ASC, payable directly to the facility.

V. Business Meetings

A. Regular Meetings

1. Shall be open to all NA members, but closed to the general public.
2. Shall be held on the last Sunday of each month, unless otherwise requested and approved by the EASC.

3. The agenda of the EASC meetings shall be prepared by the EASC Chairperson and assisted by the Executive Committee.
4. A GroupMe chat has been established for EASC meeting business. All trusted servants, GSRs and Alt-GSRs will be invited to chat. Posting will be by Admins only (Chair, Vice Chair, RCM & Secretary).
5. Hosting of regular business meetings shall be by volunteer basis and shall be held in locations with an active NA community.
6. The locations shall be announced as far in advance as possible.
7. Business shall be conducted using the following, in this order.
    a. Current By-Laws.
    b. Appendix to the By-laws, Reference 2 “How to use the rules of order.”
    c. Current edition of Robert's Rules of Order.
8. To be recognized on the floor, a raise of the hand is necessary, followed by recognition and permission by the Chairperson.
9. All EASC business meetings will be non-smoking.
10. Scheduled breaks shall be after each successive one-hour period for the duration to be determined by the Chair of the meeting.

B. Special Meetings
1. Shall be called by the EASC Chairperson by:
    a. Notification to all EASC officers and voting members.
    b. At least 75% of the voting members must be present.
2. The purpose of the meeting shall be stated in the agenda. No other business will be conducted.
3. The Chairperson shall determine the location of such meeting.
4. A reasonable notice shall be given.

C. Quorum
1. Trusted servants in attendance at the beginning of each meeting shall constitute a quorum.
2. Trusted servants, arriving after quorum is established, will not be permitted to vote until after break when quorum is re-established.

D. Motions
1. All main motions should be concise and submitted in writing on a “Motion Presentation Form” and submitted to the Secretary to be read in “New Business”.
2. Once a motion has been made and seconded the floor shall be open for discussion.
3. Motions affecting groups and/or NA as a whole will be made, discussed and tabled for the GSRs to take back to their Group Conscience.
4. Tabled Motions shall be addressed at the next EASC business meeting in “Old business”.

E. Policy on Violent and Disruptive Behavior (See attached)

VI. Voting

A. The EASC shall have two classes of members: voting and non-voting.
   1. Voting Members:
      a. Vice-Chairperson
      b. Secretary
      c. Treasurer
      d. Hospitals and Institutions Chairperson
      e. Public Relations Chairperson
      f. Activities Chairperson
      g. Literature Chairperson
      h. Outreach Chairperson
      i. Group Service Representatives (GSR's) in attendance.
   2. Non-Voting Members:
      a. RCM
      b. RCM-Alternate
      c. Ad Hoc Committee Chairs
      d. Attending NA members
      e. Web Contact

B. The EASC Chairperson may only vote to make or break a tie.

C. Voting shall be by a show of hands.

D. No voting member shall carry more than one vote.

E. When a voting member is not in attendance, voting rights are passed to their alternate or Vice- chairperson, not to their temporary replacement.

F. Both voting and non-voting members have the right to introduce motions and participate in debate.

G. There will be no vote by proxy.

H. The matters to be voted on by the EASC shall be divided into two categories. (If there is a question as to what kind of issue is being voted on, the category will be determined by the Chairperson).
   1. Matters affecting members, groups, or NA as a whole, which will be voted on by GSR's only.
   2. Standard operating procedures, which will be voted on by EASC trusted servants.

VII. Trusted Servants

A. Officers
   1. Chairperson
   2. Vice-Chairperson

3. RCM
4. RCM-Alternate
5. Secretary
6. Treasurer
7. Webcontact

B. Standing Sub-Committee Chairpersons
1. Hospitals and Institutions
2. Public Relations
3. Activities
4. Literature
5. Outreach

C. Group Service Representatives (GSRs).
1. GSRs.
2. Alternate-GSRs are considered trusted servants in the absence of their GSR.

VIII. Elections

A. The EASC positions to be filled at the regular meeting in April (voted on in January for beginning of training) are:
1. RCM
2. RCM-Alternate
3. Hospitals and Institutions Chairperson
4. Public Relations Chairperson
5. Activities Chairperson
6. Literature Chairperson
7. Outreach Chairperson
8. Webcontact

B. The EASC positions to be filled at the regular meeting in October (voted on in July for beginning of training) are:
1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary

C. The groups elect their GSRs, using their own procedures and guidelines.

D. EASC trusted servants shall be elected to serve a term of one (1) year, with the exception of the RCM, RCM-Alternate, Web Contact and Treasurer who are elected for a term of two (2) years.

E. Term of office shall begin at the end of the regular business meeting at which they are elected (except those positions with a training period).

F. If a trusted servant is elected at any other time other than in April or October, their term ends the following April or October.

G. No EASC trusted servant should hold more than one office at the EASC at one time.

H. No EASC trusted servant shall serve more than two full terms consecutively in the same office.

I. To be elected to any trusted servant position, the nominee must be present at the EASC meeting to respond to questions regarding qualifications, to include, but not limited to the following:

    1. Attendance
        a. Do you understand the EASC meets each month and the meeting is held at different locations in the Eastern Area?
        b. Do you have reliable transportation?
        c. Are you able to travel to the EASC meeting locations?
    2. Explain your service experience.
    3. Briefly explain your understanding of our 12 Traditions and 12 Concepts.
    4. Computer Skills
        a. Do you have access to a computer?
        b. How familiar are you with the document program Word and/or the spreadsheet program Excel?
        c. Do you possess any other computer skills? (graphics, web page, hardware, etc.)
        d. How familiar are you with email? (reply, copy, attach files, etc)
        e. Explain your Internet capabilities.
    5. Financial
        a. Explain your current financial status.
        b. Are you employed? If not, do you have a reliable income source?
        c. Would you say you are financially stable?
        d. Should your service position entail handling NA funds, do you hold any reservations regarding the responsibility required to handle fellowship money or to follow any EASC issued methods for handling such money?
        e. Have you ever mismanaged mishandled, stolen, or borrowed from NA money?

J. If there is no one who has the qualifications, clean time, or willingness to serve; a position may be left vacant.

K. The EASC Vice-Chair position is an office unto itself, and therefore the Vice-Chairperson does not automatically succeed the EASC Chairperson at the expiration of the Chairperson's term.

L. The RCM-Alternate, after the EASC approval, will assume the position of the RCM at the end of the RCM's term.

M. Outgoing trusted servants should be willing to act in an advisory capacity to their successors.

IX. Vacancies

A. An election to fill a vacancy in an office shall occur within two regular EASC meetings after the vacancy arises.

B. Notice of intent to fill a vacancy shall be provided in the EASC minutes.

C. In the case of a vacancy of the EASC Chairperson, the EASC Vice-Chairperson shall assume the duties until the end of the regular business meeting at which an EASC Chairperson is elected.

D. In the case of a vacancy of the RCM, the RCM-Alternate shall assume the duties of RCM until the end of the regular business meeting at which a RCM is elected.

E. When an office is vacant and there is no one willing or able to serve, the duties shall be assigned to the EASC Chairperson when the vacant position is an officer, and the EASC Vice-Chairperson when the vacant position is a standing Sub-Committee Chairperson.

X. Removal From Office

A. An EASC Officer or Standing Sub-Committee Chair person maybe removed from office for:

1. Breaking the law.
2. Mismanagement of NA funds.
3. Not fulfilling the duties of the office.
4. Attendance.
5. Jeopardizing the NA Fellowship.

B. A GSR cannot be removed from office by the EASC. However, if there are problems, the EASC may recommend that the appropriate group seek a solution.

C. Relapse constitutes automatic resignation in any office.

D. Absence of any EASC elected officers from more than 3 consecutive general business meetings shall constitute automatic resignation. This decision can be brought to the ASC for discussion and vote if the Executive Committee believes consideration is necessary.

XI. Qualifications of Trusted Servants

A. In general, all EASC trusted servants must have the personal time to devote to their assignments; must be accessible to the members of the NA Fellowship; must have the interest to do a timely and thorough job; must have a proficient knowledge of the NA Steps and Traditions and Concepts; must be willing to accept personal inconveniences; must be willing to train other members to replace them; must be stable and must show mature judgment. In addition:

1. The RCM must have good communication skills; must understand and be able to explain the structure, business, activities, sub-committee work, problems and successes of the EASC and OKRSC; must understand and be able to convey

Eastern Area group conscience to the OKRSC, and must understand and be able to convey OKRSC issues, etc., to the EASC.

2. The RCM-Alt. should have the same abilities as the RCM.
3. The Chairperson should have the ability to organize and plan administrative actions; should have good communication and correspondence skills; should be able to handle business with a firm, but loving understanding hand; should have good leadership abilities and should be objective, tolerant, and impartial.
4. The Vice-Chairperson should have the same abilities as the Chairperson.
5. The Secretary should have good organizational skills; should have a sense of order about what transpires at meetings; should have access to a typewriter or word processor; should have correspondence skills and should be conscientious, accurate and impartial.
6. The Treasurer should have the ability to keep accurate financial records; should be conscientious, and accurate; and above all, must have mature judgment.
7. Standing Sub-Committee Chairperson (See XV)
8. GSR should have those abilities as designated by their respective group. However, it is suggested that their abilities be similar to those described for the RCM.

B. It is suggested that the continuous clean time for the EASC trusted servants be:

1. Chair -- two years
2. Vice-Chair two years
3. Secretary two years
4. Treasurer two years
5. RCM -- two years
6. RCM-Alt. -- two years
7. GSR's and Alternate GSR’s-- as designated by their groups
8. Standing Sub-Committee Chairpersons -- two years
9. Web Contact- two years

C. It is suggested that the EASC trusted servants have previous service experience, and are currently active in service work.

XII. Duties of Trusted Servants

A. RCM is:

1. To be in attendance at all EASC meetings or make arrangements to have his/her alternate carry out the responsibilities of the office.
2. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson.
3. To attend and represent the Eastern Area at the meetings of the OKRSC.
4. To actively serve on the OKRSC Fellowship Development Committee.
5. On occasion, e.g. when an issue has not been previously discussed by the EASC, be able to interpret the Eastern Area conscience to the OKRSC.

6. To make a report to the EASC at each regular meeting covering the business of the OKRSC.
7. To be a co-signer on the EASC bank account when such need arises.
8. Carry three votes to Region.

B. The RCM-Alt is:

1. To be in attendance at all EASC meetings.
2. In the absence of the RCM, to serve as RCM.
3. To attend and represent the Eastern Area at the OKRSC meetings.
4. To assist the RCM as necessary and as requested either by the RCM or EASC.

C. The Chairperson is:

1. To be in attendance at all EASC meetings or make arrangements to have the EASC Vice-Chair carry out the responsibilities of the office.
2. To chair each EASC meeting:
    a. To act as an impartial moderator, while conducting the EASC business.
    b. To open the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining the number of voting members present.
    c. To conduct business, using parliamentary Procedure as a guide: to recognize members who are entitled to the floor; to enforce the rules relating to debate, and to order, and decorum; to decide all questions of order, unless in doubt the Chairperson prefers to submit such a question to the EASC for decision; to respond to inquiries of members relating to parliamentary procedure.
    d. To state and put to vote all questions that legitimately come before the EASC as motions or otherwise arises in the course of proceedings, and to announce the result of each vote.
    e. To respond to members' inquiries regarding factual information relating to the business of the EASC.
    f. To declare the meeting adjourned when the EASC so votes.
3. To conduct the general correspondence of the EASC.
4. To be a co-signer of the EASC's bank account when such a need arises.
5. To appoint a chairperson and/or members for any special ad-hoc committee.
6. To be ex-officio, a non-voting member of all subcommittees.
7. To be holder of the Post Office box key.

D. The Vice-Chairperson is:

1. To be in attendance at all EASC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office relating to standing sub-committees.
2. In the absence of the Chairperson, to serve as Chairperson.
3. To coordinate and assist the standing subcommittees, e.g. acting as a communication link between the standing sub-committee chairpersons; conveying subcommittee interests, concerns, etc., to the EASC; communicating with each

standing sub-committee chairperson on a regular basis regarding projects, problems, questions, etc.

4. To be a co-signer on the EASC bank account when such a need arises.
5. To be ex-officio, non-voting member of all subcommittees.

E. The Secretary is:

1. To be in attendance at all EASC meetings or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office.
2. In absence of the Chairperson, the Vice Chairperson, and the RCM, to call the meeting to order and to preside until the immediate election of a Chairperson pro-temp.
3. To keep a record (minutes) of all the proceedings of general and special meetings of the EASC.
    a. The EASC minutes shall be impartial.
    b. The EASC minutes shall reflect: the opening (place, date, etc.), a complete roster of EASC recognized groups with attendance reported, all reports, unfinished business, treasury requests, and new business; all motions made and their disposition, although neither the mover nor the second needs to be named; voting (for, against, abstain) and all-important discussions whether there was a motion or not to take action.
    c. At each regular EASC meeting, the minutes of the last regular EASC shall be read and approved as read or approved with corrections. (The GSR reports do not need to be read.)
    d. Copies of the EASC minutes shall be distributed to recognized groups of EASC in a timely manner following each meeting.
    e. Nothing shall go in or with EASC minutes without being brought to and/or approved at the General Business Meeting, as EASC deems appropriate.
4. To hold the Post Office Box key.
5. To maintain the EASC’s files and copies of minutes and archives of past motions.
6. To keep the EASC’s official voting membership roll and call the roll as group reports are given.
7. To provide current information to the OKRSC Secretary for the OKRSC mailing list.
8. To make the EASC minutes and other records available to members upon request.
9. To furnish EASC sub-committees with whatever EASC documents are required for performance of their duties and to have on hand at each meeting a list of all current EASC sub-committees and their officers.
10. To maintain record book(s) in which the EASC bylaws, special rules of order, standing rules, and minutes are entered, with any amendments of these documents properly recorded, and to have the current record book(s) on hand at every EASC meeting.
11. To send out a notice of each EASC special meeting, known as the "call" of the meeting.
12. To conduct the correspondence of the EASC this is not a function proper to other offices or subcommittees.

13. To be a co-signer on the EASC bank account when such a need arises.

F. The Treasurer is:

1. To be in attendance at all EASC meetings, or make arrangements to have a qualified temporary replacement carry out the responsibilities of the office.
2. To be the custodian of the EASC funds not entrusted to other offices or sub-committees.
3. To disburse funds as approved by the EASC.
4. To be the primary signer of the EASC's bank account
5. To make a written report of receipts and disbursements at each regular EASC meeting.
6. To provide receipts or include a detail of receipt in the monthly Treasurer's Report to each member or group it receives funds from; to be responsible for keeping copies of receipts and/or reports.
7. To keep a ledger of the EASC financial activities during their entire term of office.
8. To provide the EASC with an annual report at the end of their term.
9. To be responsible to maintain the P.O. Box as the Area's address, hold a key, and give keys to the Chair and Secretary.
10. To have itemized statement from Treasurer for all expenses including subcommittees.

G. The standing sub-committee chairpersons are: As outlined in XV.

H. The GSR is: The groups elect their GSR. The following describes the GSR's responsibilities in relation to the EASC only.

1. To attend all EASC meetings or to provide for his/her alternate to attend in his/her place.
2. To provide, or arrange to provide, the EASC secretary with name, address, phone number, and group represented. The EASC secretary should be notified of any changes on a timely basis.
3. To provide, or arrange to provide, current meeting information to the EASC Web Contact (web@eascna.org).
4. To provide a report regarding the business, activities, problems, suggestions, etc., of his/her group at each EASC meeting.
5. To interpret their group's conscience to the RCM and/or the EASC on occasion, when an issue has not been previously discussed by their group.
6. To report back to their group the business, activities, problems, suggestions, etc., of the EASC.

XIII. Executive Committee

A. The EASC executive committee shall be comprised of the: RCM, RCM-Alt., Chair, Vice-Chair, Secretary, Treasurer, and all Standing Sub-Committee Chairpersons.

B. If substantial reason exists to do so, the executive committee may recommend suspension of the activities of a sub-committee; may recommend an audit of any funds under the control

of the trusted servants of a sub-committee; and/or may recommend suspension of an individual on a sub-committee.

C. If substantial reason exists to do so, the executive committee may make a recommendation that an EASC trusted servant be removed from office and that a qualified replacement be elected.

XIV. *(Removed)*

XV. Standing Sub-Committees

A. Description

1. Activities:

   This subcommittee exists to sponsor, or assist in sponsoring, fundraising and recreational activities for the social and economic benefit of the EASC. Any N.A. entity wishing to put on an activity is encouraged to coordinate with the activity subcommittee on scheduling of said activity. This subcommittee may provide, or arrange to provide, information about all upcoming activities to the N.A. fellowship in the EASC area. This sub-committee:

   a. Shall have an annual budget of $2500 for NYE and $500 for other events

   b. Petty cash disbursement shall be limited to $200 per event.

2. Hospitals and Institutions (H & I):

   This sub-committee deals with carrying the N.A. message of recovery to those in hospitals and institutions that cannot attend regular meetings and/or recognized institutional groups. This sub-committee:

   a. Interfaces with the management and other facilitators of hospitals and institutions in the Eastern Area of Oklahoma.

   b. Coordinates the legitimacy of H&I meeting within hospitals and institutions in the Eastern Area of Oklahoma

   c. Shall help unify the efforts of 12th step work within hospitals and institutions, coordinating its efforts with the groups within the Eastern Area.

   d. Literature needs for H&I facilities shall be ordered separate from the EASC Literature sub-committee.

   e. Shall have a monthly budget of $600.00 to conduct business. This budget shall not accrue if not used.

3. Literature:

   This sub-committee deals with our primary purpose, carrying the message, as it is achieved in writing. This sub-committee:

   a. May contribute written material to the OKRSC and NAWS Literature sub-committees for the development of new literature; and, may review NAWS approval literature and/or may coordinate with other sub-committees in their review of such literature.

   b. May assist the Eastern Area groups in keeping a stock of literature for distribution to members and/or groups.

c. Provides start up kits to new groups

d. To sell literature at cost, plus shipping and tax.

e. Provide inventory sheet along with copies of all purchase receipts transacted each month.

4. Public Relations:

This sub-committee deals with how N.A. interfaces with society, N.A.'s public image with matters of attraction through the media, informing the public that N.A. exists, and that recovery from addiction is possible through N.A. This sub-committee:

a. May assist in arranging speakers for speaking events outside the N.A. community; may distribute information and literature relative to N.A. to entities outside the N.A. community; may coordinate media activities; may post notices of meetings; may provide public service announcements to the media; and may be in contact with professionals in public and private agencies.

b. May arrange for telephone hot line or help line coordination among the recognized groups; and may coordinate 12th Step volunteer lists and other information needed for phone workers.

c. Brings 200 meeting lists to the EASC business meeting each month.

d. Shall have an annual budget of $1200 to conduct business (this does not include cost to maintain phoneline and website) .

5. Web Contact:

This sub-committee is an integral part of the Public Relations sub-committee. This subcommittee deals with how EASC addresses the issues concerning websites, Facebook and the information accessible to the NA community and the general public via the Internet. This sub-committee is also part of PR. The area website shall be "www.eascna.org". This sub-committee:

a. Shall have a working knowledge of websites, including but not limited to: website design, HTML coding, File Transfer Protocols, PDF formatting, etc.

b. Own a computer (preferably with scanner) with Internet access, OR have readily available access to one.

c. Shall have a working E-mail account and/or a telephone.

d. Attend all EASC business meetings or make arrangements to obtain all necessary information if unable to attend.

e. Shall ensure that the website content does NOT violate any of the NA Traditions. This includes but is not limited to: text, graphics, sounds, and links to other websites.

f. Will make prompt updates to the EASC website information, including but not limited to: meeting schedules, upcoming events, links, etc.

g. Will give a monthly report to the EASC at EASC meetings.

6. Outreach:

The main purpose of the Outreach Sub-committee is to help overcome the isolation that hinders the growth and survival of NA in our areas and groups. While the main emphasis of this committee is on outreach efforts that are aimed at the bringing geographically isolated NA groups into the larger community, fellowship development

is not limited to those activities. The committee's function may also include assistance to persons and/or groups isolated by things such as personal choice, language, cultural differences, and/or physical limitations. The Outreach sub-committee shall coordinate the resources of the EASC with the needs of the individual groups. What Outreach does should depend on local needs. We shall always be outreach based. This sub-committee:

a. Bringing unity and a message to groups: You are not alone.
b. Conduct learning days and workshops on group related topics(such as but not limited to: GSR orientations, group booklet learning days, Tradition workshops, chairperson orientations.)
c. Attending groups not represented by EASC, sharing the importance of group involvement in the area, and welcoming them to EASC.
d. Passing on information about the NA service structure.
e. Maintain communication with other ASC subcommittees.
f. Performs any other activities that benefit the Outreach and Fellowship Development efforts in the area.
g. Shall have a monthly budget of $200 to conduct business. This budget shall not accrue if not used
h. To follow EASCNA Outreach Mobile Meeting Guidelines and Policy.

B. Purposes and Responsibilities

1. Standing sub-committees may be formed by and as the EASC deems necessary to carry on the work of the EASC.
2. Standing sub-committees are established to carry out the purposes of the EASC and are directly responsible to the EASC. A project may be initiated either by the EASC or by the standing sub- committee. Enough latitude shall be given to the standing subcommittees to conduct their routine affairs but approval for general fund expenditures shall be brought before the EASC.
3. The actions of these standing sub-committees shall be guided by the EASC's bylaws, Twelve Traditions of N.A., current N.A. service manuals, and a policy of open communication and cooperation among the standing subcommittees.
4. It shall be a duty of each EASC standing subcommittee to communicate openly and regularly, and coordinate any projects (if appropriate) with the respective OKRSC Fellowship Development(FD) Committee.
5. It shall be a duty of each EASC standing subcommittee to coordinate, as necessary, with other Area Service Committee's (ASC's) sub-committees in other areas.
6. Each EASC standing sub-committee shall coordinate its efforts with another EASC sub- committee, as appropriate and as directed. However, no standing sub committee shall perform any duties of another standing sub-committee without previous consent from that standing sub- committee's chairperson and the EASC's Vice Chairperson.
7. Each standing sub-committee shall have an EASC and/or NAWS approved set of guidelines describing its purposes, responsibilities, duties, procedures, policies, accountabilities, etc.
8. Standing sub-committees may form other internal, temporary committees to better carry out its purposes.

9. Each standing sub-committee shall make a report at the regular EASC meetings and shall submit a written report to the EASC secretary. This report should be concise and is not a duplicate of their minutes.

C. Financial

1. Funds will be made available from the EASC Treasury by the EASC as appropriate and as approved, except as such relates to the Literature Subcommittee, which maintains its own Literature Fund (see Section IV, Financial).
2. Any funds to be spent by the standing sub-committee in excess of what is approved for that sub- committee shall be approved by the EASC.
3. Each standing sub-committee will be responsible for maintaining their financial records and receipts, and shall make these available as necessary.

D. Meetings

1. Each-standing sub-committee shall meet prior to the regularly scheduled EASC meetings and at other times as deemed necessary by the sub-committee.
2. Each standing sub-committee shall be responsible for keeping a record (minutes) of all their meetings.
3. Business shall be conducted using parliamentary procedures.

E. Voting and Members

1. Standing sub-committee membership is open to any N.A. member having a consistent interest in that subcommittee.
2. It is suggested that the standing sub-committee chairperson not vote in any sub-committee meetings. In this way they can conduct business impartially and there will not be a duplication of voting since the standing sub-committee chairperson does carry a vote at the EASC. The sub- committee may determine other voting procedure within the subcommittee.

F. Election of Officers

1. The chairperson of each EASC standing sub-committee shall be elected by the EASC, as outlined in these bylaws.
2. The sub-committee shall elect other officers of the standing sub-committee.

G. Qualifications of Officers:

1. The chairperson
    a. Should have very similar abilities as the EASC Chairperson.
    b. It is suggested that the standing sub-Committee chairpersons have 2 years of continuous clean time.
    c. It is suggested that the standing sub-committee chairpersons have previous service experience and be currently active in N.A. service structure.
2. Vice-Chairperson should have similar abilities as the standing subcommittee chairperson.
3. Other Officers, the standing sub-committees shall determine the qualifications of other officers on their sub-committees.

H. Duties of Standing Sub-committee Officers:

1. The Chairperson is:

a. To be in attendance at all EASC meetings or make arrangements to have their vice- chairperson or other qualified temporary replacement carry out the responsibilities of the office.

b. To chair each meeting of that standing sub-committee.

c. To coordinate the efforts of that sub-committee.

d. To serve as general administrator by setting the agenda, scheduling work to be done, assigning tasks to members, and arranging workshops.

e. To ensure that the sub-committee has the necessary information and material to accomplish its goals.

f. To communicate with the EASC vice chairperson and other trusted servants as necessary and as outlined by these bylaws.

g. To participate, as feasible, in EASC workshops.

2. The Vice-Chairperson is:

   a. To assist the standing sub-committee chairperson, as requested; helping to organize material, reports, workshops, and may temporarily assume the duties and responsibilities of the chairperson as necessary.

3. The other officers are to be determined by the standing sub-committee, which shall also determine their duties and responsibilities.

XVI. Ad Hoc Sub-Committees

A. Ad hoc sub-committees shall be formed by the EASC as necessary to carry out specific tasks.

B. All ad hoc sub-committees are directly responsible to the EASC.

C. Funds, if necessary, will be made available as approved by the EASC. All financial records and receipts shall be submitted to the EASC Treasurer.

D. The ad hoc sub-committee shall meet as often as necessary, and shall keep a record (minutes) of all its meetings.

E. The ad hoc sub-committee chairperson does not carry a vote at the EASC.

F. The ad hoc sub-committee chairperson shall be appointed by the EASC Chairperson or the EASC (as appropriate) from active members of the N.A. fellowship in the Eastern Area.

G. The body of this ad hoc sub-committee shall be comprised of active, willing members of the N.A. fellowship selected by the EASC Chairperson or the ad hoc sub-committee, whichever is appropriate.

H. Ad hoc sub-committees shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results, will be submitted for approval by the EASC.

I. An ad hoc sub-committee shall exist only as long as its project and/or purpose are viable, or as long as determined by the EASC.

J. All ad hoc meetings shall be open to the fellowship and meeting times posted in the EASC minutes.

K. A final report of the ad hoc sub-committee's findings, recommendations, etc., shall be submitted in writing to the EASC secretary at the end of the ad hoc sub-committee's term.

XVII. REFERENCE 1 -----The Steps, Traditions, and Concepts

Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him.*
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him,* praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

Twelve Traditions of Narcotics Anonymous

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 a 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.

Twelve Concepts for NA Service

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.

XVIII. REFERENCE 2 -- Rules of Order

Eastern Area Service Committee (EASC) Bylaws

Rules of Order Appendix

HOW TO USE THE RULES OF ORDER

The EASC Rules of Order are included in the EASC Bylaws. This document is meant to explain in more depth how to use rules of order.

The EASC utilizes parliamentary procedure to conduct business at its meetings. The intent of using parliamentary procedure is to provide an orderly way to conduct business, to protect each member's rights, to protect the EASC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance not hinder the accomplishment of work of the EASC.

The EASC Rules of Order in the EASC Bylaws were adapted from Robert's Rules of Order (Robert's). In some instances, the EASC has chosen to deviate from procedures in Robert's. Any deviations are noted.

In cases where the Rules of Order in the EASC Bylaws are not comprehensive enough, the EASC utilizes the latest edition of Robert's. If there is a conflict or discrepancy, EASC procedures take precedence over Robert's.

For the purposes of this document, "assembly" shall mean the EASC, "member" shall mean participant at the EASC, and "session and/or meeting" shall mean a business meeting of the EASC.

This document reflects procedures used by an assembly that meets at least as often as quarterly.

CHAIRING A MEETING

The Chairperson:

1. Is an impartial moderator while conducting the EASC business.
2. Opens the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining that a quorum is present.
3. Announces in proper sequence the business that comes before the EASC or becomes in order in accordance with the prescribed order of business and with existing orders of the day.
4. Conducts business, using parliamentary procedure as a guide: to recognize members who are entitled to the floor; to protect the assembly from obviously frivolous motions by refusing to recognize them, or if a motion that is not in order is made, to rule it out of order; to expedite business in every way compatible with the rights of members; to enforce the rules relating to debate and to order and decorum; to decide all questions of order, unless, when in doubt, the chairperson prefers to submit such a question to the EASC for decision; to respond to inquiries of members relating to parliamentary procedure; and, to keep a current copy of the EASC Rules of Order and Robert's Rules of Order available.
5. States and puts to vote all questions that legitimately come before the EASC as motions or that otherwise arise in the course of proceedings and to announce the result of each vote.

6. Responds to members' inquiries regarding factual information relating to the business of the EASC.
7. Declares the meeting adjourned when the EASC so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.

THE PROCESS - THE MAKING AND DISPOSING OF MOTIONS

1. A motion is made. This is the beginning of the process of bringing a matter before the assembly.

   A motion should be clear, concise, and comprehensive so that the assembly is votes on the actual wording as it will be recorded in the minutes and not on the perceived intent. Avoid wording a motion in the negative because of the possible confusion as to the effect of the motion or the vote.

2. A motion is seconded. A second merely indicates that another member wishes the matter to come before the assembly; it does not necessarily mean that the seconder is in favor of the motion.

   If the motion is not seconded, it "dies."

3. Before the Chair states the motion, the maker can modify or withdraw it. If the maker of a motion modifies it, the seconder has the right to withdraw his second. If the maker withdraws the motion, someone else could make it if they or the assembly wanted to.

   In addition, others may suggest to the Motion Author to modify or withdraw the motion;

   a. The Author can accept or decline.
   b. If the Author accepts another's suggestion to modify or withdraw, no other second is required.

   Modifications suggested before the motion is stated should be limited to changes that are likely to be generally acceptable to the members present. Time can often be saved by this informal process of preparing a motion. However, this is not the time for debate and any comments accompanying suggestions for modification or withdrawal should be brief. The Chair should be careful to see that this privilege of modifying a motion before it is stated is not abused or allowed to run into debate.

4. Prior to stating the motion, it is the duty of the Chair to see that a motion is in suitable form (preserving the content to the satisfaction of the mover) and that it will not need to be paraphrased for debate, for voting or for recording in the minutes. The Chair may also request the motion be in writing.
5. The Chair states the motion. This makes the motion pending and before the assembly; it is at this point that the motion belongs to the assembly and must be disposed of in some manner.
6. There is then debate (if the motion is debatable) and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

   Debate is of the motion, not of the member making it. Motives should never be questioned.

   Members should address each other through the Chair and should use titles or descriptions of duties, not names. The Chair addresses members by name. Discussion (debate) is not generally between two members but through the Chair.

After the Chair has stated the motion, the maker can withdraw his motion only with permission. If there are no objections, the motion is withdrawn. If there are objections, someone else can move that permission be granted to withdraw (in essence, seconding the maker's motion to withdraw). The motion is then withdrawn even if it has been amended and the situation is as though it had never been made; therefore, the same motion can be made again at the same meeting. If, however, no one moves to grant the maker permission, the motion is not withdrawn.

See "Amend" under the "Description of Motions" on procedures for making amendments, page 7.

7. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the Chair puts the question.
    a. Voting is generally by voice, unless otherwise described in a special rule of order or unless a motion is adopted for a standing or roll call vote.

(Traditionally, the "show of hands" procedure is used by the EASC.)

    b. In cases where there seems to be no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chair calls for any objections, if there are none; the matter/ action is adopted. In the case of an Amendment to a pending motion, this is known as a "friendly amendment." It must he "friendly" to the entire assembly, not just to the maker. In the case of an election, this is known as "by acclamation."
    c. A majority vote (simple majority) is more than half.
    d. Two-thirds vote (2/3 majority) means at least two-thirds.
    e. There are several ways to determine the set of members to which the majority proportion (whether simple or 2/3) applies. Some of these ways are:
        (1) "those choosing to vote"
        (2) "those registered as attending"
        (3) "those present at the most recent roll call"
        (4) "those present at the time of the vote"
        (5) "all those eligible to vote, whether registered as attending or not, from the entire membership"
    f. "To abstain" means "to not vote." In the first interpretation (1), abstentions do not exist. In the other cases, abstentions have the same effect as a vote against adoption of the motion.
    g. When the rules of order do not specify which set of members is to be used, then the first interpretation (1), "those choosing to vote," is used.

The EASC has chosen interpretation (4), "those present at the time of the vote, as the set of members to which the majority proportion applies. (as per EASC Bylaws Reference 2)

In determining a quorum, the EASC requires a majority of interpretation (5), "all those eligible to vote." (AS PER EASC Bylaws Reference 2)

8. The Chair announces the results - whether the motion is adopted or rejected, the vote count, and the effect of the adoption or rejection. (See also Rule M.)

CLASS (TYPE), PRECEDENCE, AND ORDER OF MOTIONS

1. Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class and the order of precedence within a class, of a motion determine when it is in or out of order, and what it takes precedence over.
2. ***M = Main motion***. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
    a. No main motion is in order if it conflicts with national, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.
    b. No main motion is in order, which presents substantially the same question as a motion previously, rejected during the same session.
    c. No main motion is in order that conflicts with a motion previously adopted at any time and which is still in force.

    No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for

    d. example, Committed, Postponed, or Tabled). (If a question has been Laid on the Table and the same question is brought before the assembly during the current session, it would be more appropriate to Take the original motion from the Table and dispose of it than to address the new motion.)
3. **S = Subsidiary motion**. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.
4. **P = Privileged motion**. Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.
5. **I = Incidental motion**. Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.
6. B = a motion that brings a question again before the assembly. Generally can only be made when no other business is pending.
7. An example of the order of precedence of privileged and subsidiary motions - listed highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

	Adjourn Recess	
Privileged --	Raise a Question of Privilege	
	Call of the Orders of the Day	-- Un-debatable
	Lay on the Table	
	Previous Question	
	Limit or Extend Debate	
Subsidiary --	Postpone to Definite Time Commit (or Refer)	
	Amend	-- Debatable
	Postpone Indefinitely	
	Main Motion	

8. Dilatory and Frivolous Motions - a motion is dilatory if it seeks to obstruct the assembly. Any motion that is absurd in substance is also dilatory. It is the duty of the Chair to prevent members from misusing the legitimate forms of motions, or abusing the privilege of renewing certain motions merely to obstruct business.

   It would be ridiculous if a minority of members could constantly raise points of order and appeal the Chair's decisions on them, or repeatedly move to lay motions on the table, or offer frivolous amendments, or repeatedly commit matters to committee which if adopted would in effect defeat the motion because of time involved or other reason, or repeatedly demand recounts of votes when it is obvious which side is in the majority, or repeatedly move to adjourn when it is obvious the assembly is not ready to adjourn. Whenever the Chair is convinced that one or more members are using parliamentary forms for obstructive purposes, he should either not recognize these members or he should rule that such motions are out of order. He should not adopt such a course merely to speed up business.

TO REMOVE A PENDING MOTION FROM THE FLOOR

There are several options, some of which are:

1. Lay on the Table: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is appropriate.
2. Postpone Definitely: if the intent is to put off consideration to a more convenient time or pending more information.
3. Postpone Indefinitely: if the intent is to kill the motion for that session.
4. Objection to Consideration: if the intent is to avoid consideration of the motion for that session. This Objection must be made before any consideration of the pending motion.
5. Commit to Committee: if the intent is referring the matter to a specialized group to collect input, research, and make recommendations.
6. Extend or Limit Debate: if the intent is to limit the number of speakers, or to limit amount of time each may speak, or the total time for debate, or the time that debate will close.
7. Previous Question: if the intent is to stop debate immediately and put the question to vote.

8. Vote against the motion: if the intent is to defeat the pending motion.
9. Vote for the motion: if the intent is to adopt the pending motion.
10. Recess: if the intent is for the assembly to take a brief time out before continuing.
11. Adjourn: if the intent is let the matter die for the current session. (However, no more business of any kind will be taken up until the next session.)

TO REDRESS or TO DECIDE OR DISCUSS SOMETHING AGAIN

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone at adjournment die. However, they can be brought up at a later session as new questions.
2. Matters left tabled beyond the end of the next session die. However, they can be brought up at a later session as new questions.
3. Matters rejected:

   During the same session, the motion Reconsider would be in order. (Or if the question is substantially different, due to a change in circumstances or new information or other significant change in intent, a new motion might be in order.)

   At a later session, a motion can be "renewed" - that is the same question can be introduced again as if new. Matters adopted:

   During the same session, the motions Reconsider or Amend Something Previously Adopted would be in order. The motion to Reconsider is in order if the original motion was voted on yesterday or today. The motion to Reconsider must be made by a member who voted on the prevailing side of the original vote. If the Reconsider time limit has passed, the appropriate motion would be Amend Something Previously Adopted.

   During the same session, Reconsider is the preferred motion, however Amend Something Previously Adopted is in order at any time before or after it is too late to Reconsider. At a later session, the appropriate

4. motion would be Amend Something Previously Adopted. Any member may make that motion and there is no time limit.
5. Matters temporarily disposed of:

   Suspend the Rules, Discharge a Committee or Take from the Table would be appropriate depending on the circumstances, or Reconsider the motion (if reconsider-able) that temporarily disposed of the motion, e.g. Commit or Postpone.

6. Matters on the floor:

   Appeal the Chair, Point of Order, Call for the Orders of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

RECESS OR ADJOURN

The differences between Recess and Adjourn are very slight, but basically:

Recess means to take a short intermission within a meeting. After the recess, proceedings are immediately resumed at the point where they were interrupted. Adjourn means to terminate the session.

A session is a series of meetings wherein each succeeding meeting is scheduled with the view to continuing business at the point where it was left off at the previous meeting.

BYLAWS, RULES OF ORDER, AND STANDING RULES

Bylaws - a permanent description - including parliamentary and non-parliamentary - of the society, its officers, its purpose, and procedures.

Adopted by 2/3 majority with notice. Cannot be suspended. Can be amended by 2/3 majority with notice. Rules of Order - parliamentary.

Adopted by 2/3 majority with notice.

Can be suspended by 2/3 majority.

Can be amended by 2/3 majority with notice.

Standing Rules - not parliamentary, such as meeting places and times, etc.

Adopted by majority.

Can be suspended by majority.

Can be amended by 2/3 without notice or majority with notice.

ALSO KNOWN AS

Since the OKRSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

Formal name	**Common name**
Unanimous Consent	"Acclamation" (particularly in elections) “Group Conscience”*
Previous Question	Call the pending motion to a vote; call for the question; call for the vote
Adopted	Carried or passed
Suspend the Rules	Change the Orders of the Day
Amend Something Previously Adopted OR Reconsider	Change something we've already voted on (Repeal, Rescind, Annul)
Rejected	Failed or not passed

Unanimous Consent	"Friendly" (particularly in the case of amendments) ***"Group Conscience"******
Question	Motion
Unfinished Business	Old business (although this term is misleading, since addressing previously- handled, i.e. old, business is different than addressing business yet undone)
Question of Privilege	Point of personal privilege
Entertain a motion	Sensing the assembly's intent, the Chair mentions the motion that would be in order that might accomplish the assembly's goal
Unanimous Consent	Sensing no objections ***"Group Conscience"******
Amend by Substitution	Substitute
Put the Question	Vote

*EASC recognizes and form of "Unanimous Consent" to be a **Group Conscience**

DESCRIPTION OF MOTIONS

Following is a text description, in alphabetical order, of the most commonly used motions describing their use and characteristics.

Adjourn - *means* to close the session immediately.

Amend (a pending motion) - means to modify the wording of a pending motion and is considered a primary amendment that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original farm.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion to Substitute, a form of the motion Amend, proposes that a substitution shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to Substitute fails, the original pending resolution comes to the assembly for vote.

Amend Something Previously Adopted - *means* to change a part of a motion already adopted. Any member, regardless of how they voted on the original question, can move this motion. There is also no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to Amend Something Previously Adopted, means to cancel out totally a motion already adopted. Any member, regardless of how they voted on the original question, can move this motion. There is also no time limit on when this motion can be made. Amend the Bylaws or Special Rules of Order is a form of the motion Amend Something Previously Adopted. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then Amend the Bylaws is in order as a motion.

Appeal the Chair - *means* a member does not agree with the Chair's ruling on a matter and wants the assembly to decide. If seconded, in effect the ruling is taken from the Chair and is either sustained or reversed. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right of appeal and have no right to criticize a ruling of the Chair unless they appeal the decision.

Commit or Refer to Committee - *means* to send the pending question or other issue to a committee so that the question or issue may be carefully investigated or developed. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

Discharge a Committee - means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

Division of Question - *means* the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

Lay on the Table - *means* to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be

taken from the table. The matter must be taken from table before the end of the next session or the matter dies. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying a matter aside until an emergency situation is taken care of, then the proper motions/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been Laid on the Table is still within the control of the assembly, no other motion on the same subject that would substantially conflict, or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.

Limit or Extend Debate - *means* the assembly can exercise special control over the total time of debate, the time each member has to debate, the number of members who can speak on a pending motion or series of pending motions, or the time that debate will close. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous Question.

Main Motion - *the* introduction of new business or in some cases the reconsideration or amendment of previously-adopted business.

Objection to Consideration of the Question - means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot he renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding session.

Order of the Day, to Call for - means any member can require the assembly to conform to its own agenda, unless the assembly then suspends the Rules or Changes the Order of the Day.

Parliamentary Inquiry - is a question to the Chair to obtain information on a matter of parliamentary of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions. The Chair's reply is not subject to Appeal, since it is an opinion, not a ruling.

However, a member has the right to act contrary to this opinion and if ruled out of order, to appeal such a ruling.

Point of Information - is a request directed to the Chair, or through the Chair to other member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A Point of Information is not properly used to create a discussion between two members.

If the Point of Information is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a Point of Information; the member has the right not to yield, since the time consumed for the Point of Information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

Point of Order - means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A Point of Order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This Point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise Points of Order on minor irregularities, if it is clear that no one's rights are being infringed on.

Postpone to a Definite Time (Definitely) - Means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond six (6) months.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion. When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponements, with all adhering motions, except the rights of debate, begin over again as if it had never been debated.

Postpone Indefinitely - *means* that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

Previous Question - *means* to immediately close debate and the making of any subsidiary motions, except Lay on the Table, of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

Question (Point) of Privilege, to Raise - permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order. The Chair rules (subject to Appeal) only on whether this matter should interrupt pending business. If the Chair rules yes, then the Question is handled depending on its original form. If originally phrased like a request it is handled as such; if phrased like a main motion, the Question then requires a second, is debatable, amendable, etc. and is handled by the Assembly. If there is no urgency, a

Question o Privilege can be brought to the assembly as a regular main motion and handled in the normal course of business.

Recess - means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can Call for the Order of the Day. If the assembly wishes to postpone a pre-scheduled recess, it can move to Suspend the Rules.

Reconsider - *enables* a motion or amendment to be reconsidered if a member believes as a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the Reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is it follows what ever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the Reconsider motion is debatable, a member has the right to debate the Reconsider motion regardless of whether his rights to debate were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.

Suspend the Rules - enables the assembly to do something without violating one or more of its own regular rules, for instance to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to. To Change the Order of the Day is an application of Suspend the Rules, and means to take a question out of its proper order or to consider one before the time to which it was postponed.

Take From the Table - enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not Taken from the Table within the same session as the Motion to Lay on the Table, the matter dies; although the matter can be reintroduced later as a new question.

If the motion to Take from the Table is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is Taken from the Table the same day as laid down, members who had exhausted their right to debate cannot speak again; if Taken from the Table on another day, debate rights start over again.

Voting, motions about - enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

Withdraw/Modify a Motion, To Grant the Maker Permission - *means* the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the Chair states the question, the motion becomes a pending motion and the property of the assembly that has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before the Chair states a question, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggester has in effect seconded the modified motion, so no other second is necessary.

XIX. Policy on Violent and Disruptive Behavior

Violence and disruptive behaviors for the purpose of this guide are defined as threats, belittling, name calling, intimidation, physical harm, sexual harassment, and other behaviors meant to force control on others. Although we will allow some heated debate and occasional loud voices, we must insist on our area meetings be free from acts of violence and disruptive behaviors. We must recognize these acts and behaviors and protect ourselves from members that would use them toward others. This would include behaviors that are meant to disrupt the meeting so that business cannot be conducted. With that understanding the following policy will be used at our meetings.

- Consequences of Violence- physical harm, threats of physical harm, and property damage
    1. Individual will be asked to leave immediately upon the request of any combination of two Administrative members or subcommittee members.
    2. Meeting will be adjourned until the person leaves.
    3. Local authorities may be called if individual does not cooperate.
    4. Immediate termination of position.
    5. Person cannot attend an area business meeting for 6 months.
    6. Person is not to take an area position for 1 year.
- Point of discussion: Should this extend to GSR and subcommittee panel members?
- Consequences of Disruptive Behavior (as defined above)
    1. First offense will be a verbal warning.
    2. 2nd offense will receive the same consequences as violent behavior described above.

XX. Change Log

This change log was started in January of 2025.

Date	Section	Change
3/30/25	IV. Financial	Added new item D - All money from events, hosted by activities subcommittee, shall be submitted to the Area treasurer within 24 hours of the end of the event. If the treasurer is unavailable, funds can be submitted to a potential co-signer on the EASC bank account (chair, secretary, vice-chair, RCM).
3/30/25	XV. Standing Sub A.1.b	Added new item b. Petty cash disbursement shall be limited to $200 per event.
3/30/25	VII.H	Changed “two terms consecutively” to “two full terms consecutively”
4/27/25	IV. Financial Item D	Changed timing in item D from 24 hours to 48 hours.
5/25/25	XVI.	Remove references to Steering Committee. Add GroupMe chat
5/25/25	X. D	Added - This decision can be brought to the ASC for discussion and vote if the Executive Committee believes consideration is necessary.
5/25/25	VI	Added – R. EASC will pay up to $100 for a facility to host the monthly ASC, payable directly to the facility.