

TVASC

GUIDELINES AND POLICIES

VERSION 2022

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TVASC ANNUAL TIME LINE

January – Area Treasurer submits an aggregate budget for fellowship approval
March – Literature, Activities, and Treasurer Audits begin.
June - July - Nominations open for General Election.
August - Nominations close for General Election.
September - General Elections held. Area, Literature, Activities, and Treasurer Audits begin.
October - Area archives are updated.
November – Area Officer and Subcommittee budgets are due. In odd years, appoint a Chairperson for the “Guidelines and Policies review special committee”.
December –Vote on Officer and Subcommittee budgets. Approved budgets will be submitted to the treasurer for compilation of aggregate budget presentation in January. In odd years the TVASC Guidelines and Policies review begins.

SECTION ONE—DESCRIPTION

A. NAME

This body shall be known as the Treasure Valley Area Service Committee of Narcotics Anonymous, hereafter referred to as the TVASC.

B. SERVICE AREA

The TVASC shall serve that portion of Idaho, which lies within the boundaries of Ada, Boise, Elmore and Valley counties.

C. PURPOSE

The purposes of the TVASC are as follows:

1. Assist, support and coordinate the efforts of the individual Narcotics Anonymous Groups within the service area, **so that these groups may better fulfill their primary purpose of carrying the message of recovery to the addict who still suffers.**
2. Encourage a spirit of unity within the Treasure Valley Area and the fellowship of Narcotics Anonymous as a whole.
3. Act as a channel of communication between the various groups within this service area and with the Southern Idaho Region Service Committee (SIRSC) and Narcotics Anonymous World Services (NAWS).

D. GUIDING PRINCIPLES

The Twelve Traditions of Narcotics Anonymous shall serve as the primary source of spiritual guidance for the TVASC. The TVASC, its officers, trusted servants and committees shall not take any action, nor make any policy which conflicts in any way with the Twelve Traditions.

In the event of a conflict between any Subcommittee Guidelines and TVASC Guidelines and Policies, TVASC Guidelines and Policies shall prevail.

The TVASC shall obtain additional guidance, if needed, through the following publications current editions in the order that they are listed:

1. Twelve Concepts for NA Service
2. Guide to Local Services of Narcotics Anonymous Revised.
3. Approved publications of all Narcotics Anonymous handbooks.
4. TVASC Rules of Order.

SECTION TWO—TVASC STRUCTURE, REQUIREMENTS AND QUALIFICATIONS

A. MEMBERSHIP

1. General membership of the TVASC shall be open to all addicts. Any addict may attend a TVASC meeting.
2. Voting membership of the TVASC shall be limited to Group Service Representatives (GSR's) or Group Service Representative Alternates (GSRA's).

3. Represented by its GSR or GSRA, any group represented at two entire, consecutive meetings can become a member of the voting quorum at the opening of the third consecutive TVASC meeting its representative or alternate attends.
4. Any group not represented at two entire consecutive meetings by its GSR or GSRA will be dropped from the voting quorum.

B. OFFICERS OF THE TVASC

TVASC officers are the following: Chairperson, Vice-Chairperson, Secretary, Treasurer, Vice-Treasurer, Regional Committee Member (RCM), and the Regional Committee Member Alternate (RCMA).

1. Chairperson Requirements:

Three years continuous clean time, one year experience in the TVASC (preferably as the vice-chair), and a working knowledge of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies and Guide to Local Services in Narcotics Anonymous Revised.

Duties:

- a) Presides over the TVASC meetings; is responsible for keeping order and for conducting the meetings in a fair and responsible manner.
- b) Coordinates discussion on matters brought before the TVASC in an unbiased manner, promoting a clear understanding of issues requiring TVASC decisions.
- c) Keeps TVASC business meeting within the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service in accordance with our stated purpose.
- d) Provides any needed correspondence.
- e) Is one of the signers on the TVASC bank account.
- f) Attends all TVASC meetings and provides a monthly written report.
- g) In absence of TVASC officers, said Chairperson will fulfill or suggest interim officer to be approved by Area Body.
- h) Must have copies of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, Guide to Local Services in Narcotics Anonymous Revised and Roberts Rules of Order newly revised on-hand at every TVASC meeting.
- i) Submits proposed budget for Chairperson at the November TVASC meeting.
- j) Maintains the TVANA archives, including but not limited to, minutes, flyers and other items of interest to the TVANA.
- k) Will assist the TVASC Vice Chair and Public Relations Chair and Vice Chair in facilitating the Area Planning Tool.

2. Vice-Chairperson

Requirements: Three-years continuous clean time, one-year experience in the TVASC, and a working knowledge of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies and Guide to Local Services in Narcotics Anonymous Revised.

Duties:

- a. In the absence of the Chairperson, performs the duties of the Chairperson.
- b. Will be the single point of accountability for any vacated TVASC subcommittee chair position until a new subcommittee chair is elected.
- c. Is one of the signers of the TVASC bank account.
- d. Attends all TVASC meetings and provides a monthly written report.
- e. Participates in the Guidelines and Policies review.
- f. Will Chair an ADHOC committee for Treasure Valley Areas Annual Unity Days Events. Vice Chair, along with TVASC Chair, will assist the Public Relations Chair and Vice Chair in facilitating the Area Planning Tool.

3. Secretary

Requirements: Two years continuous clean time, one year involvement in the TVASC and a working knowledge of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, and Guide to Local Services in Narcotics Anonymous Revised. Must have the computer skills necessary to perform duties and have access to a computer and the internet.

Duties:

- a. Records the minutes at the TVASC meetings and distributes copies to all GSR's, TVASC officers, and subcommittee chairpersons within two weeks (14 days) of the last meeting.
- b. Maintains an updated list of TVASC Groups and their GSR's and GSRA's to be included in the TVASC monthly minutes.
- c. Maintains a Group attendance record.
- d. Supplies new groups with a New Group Starter Kit in coordination with the Literature Chairperson.
- e. Attends all TVASC meetings and provides a monthly written report, including current group attendance records to determine a quorum.
- f. Submits proposed budget for secretary at the November TVASC meeting.
- g. Collects and holds Recommendation for Guideline Amendment Forms, to be distributed to guideline review committee chairperson at the December TVASC.
- h. Monitors the TreasureValleyAreaNA@gmail.com e-mail address for incoming e-mail and sends out minutes and other electronic

correspondence using this e-mail address. Ensures the incoming secretary receives password to area e-mail account.

4. Treasurer

Requirements: Four years continuous clean time, one year involvement in the TVASC and a working knowledge of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, Guide to Local Services in Narcotics Anonymous Revised. Is familiar with and understands the Treasurer's Handbook and has basic bookkeeping skills. Must have computer skills necessary to perform duties and have access to a computer.

Duties:

- a. Maintains the TVASC treasury in accordance with TVASC Guidelines and Policies, pays the bills, receives and deposits monies from the groups and subcommittees and reconciles monthly bank statement.
- b. Is one of the signers on the TVASC bank account, & Activities bank account.
- c. Makes available, upon request from the TVASC or individual member, financial records and receipts of the TVASC.
- d. Must provide receipts for all contributions received. These receipts must be kept in the form of a carbon copy.
- e. Ensures that account signature cards are current.
- f. Allocates general funds in accordance with the adopted budget.
- g. Attends all TVASC meetings and provides a monthly written report including an accounting of all receipts and expenses as well as a copy of the prior month bank statement.
- h. Is responsible to maintain the post office box key and pick-up the mail at least twice a month.
- i. Submits proposed budget for Treasurer at the November TVASC meeting.
- j. Presents an annual aggregate budget to the TVASC in January of each year for approval in February.

5. Vice-Treasurer

Requirements: Three years continuous clean time, one year involvement in the TVASC and a working knowledge of NA's Twelve Steps, NA's Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, Guide to Local Services in Narcotics Anonymous Revised. Is familiar with and understands the Treasurer's Handbook and has basic bookkeeping skills. Must have computer skills necessary to perform duties and have access to a computer.

Duties:

- a) Assist the Treasurer in keeping records.
- b) Assist the Treasurer in preparing written reports.
- c) Assist the Treasurer in preparing for regularly scheduled audits.
- d) In the absence of the Treasurer assists the TVASC Vice-Chair in performing the Treasurers' duties.
- e) Attends all TVASC meetings.

- f) Assist the Treasurer in maintaining the post office box key and picking up the mail at least twice a month.
- g) Assist in compiling the proposed budget for Treasurer at the November TVASC meeting.
- h) Assist the Treasurer in presenting an annual aggregate budget to the TVASC in January of each year for approval in February.

6. Regional Committee Member (RCM)

Requirements: Three years continuous clean time, one year experience in the TVASC (preferably as the RCMA), and a working knowledge of NA’s Twelve Steps, NA’s Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, Southern Idaho Regional Guidelines and Guide to Local Services in Narcotics Anonymous Revised.

Duties:

- a. Serves as the primary communication link between the TVASC and the Southern Idaho Regional Service Committee (SIRSC).
- b. Represents the TVASC at the quarterly SIRSC meeting.
- c. Carries the TVASC’s “Group Conscience” to the SIRSC.
- d. Provides a written report of the previous SIRSC meeting, including how the TVASC voted.
- e. Is one of the signers on the TVASC bank account.
- f. Is the single point of accountability for the SIRSC meeting when it is hosted by the TVASC.
- g. Submits proposed budget for RCM at the November TVASC
- h. Attends all TVASC meetings and provides a monthly written report.
- i. Represents the TVASC at the SIRSC Regional Assembly.

7. Regional Committee Member Alternate (RCMA)

Requirements: Three years continuous clean time, one year involvement in the TVA and a working knowledge of NA’s Twelve Steps, NA’s Twelve Traditions, Twelve Concepts for NA Service, TVASC Guidelines and Policies, Southern Idaho Regional Guidelines and Guide to Local Services in Narcotics Anonymous Revised.

Duties:

- a. Works closely with the RCM and shares in the responsibilities of that position.
- b. Performs the RCM’s duties in his or her absence.
- c. Attends the regular quarterly SIRSC meeting.
- d. Attends all TVASC meetings and provides a monthly written report.
- e. Submits proposed budget for RCMA at the November TVASC meeting.
- f. Represents the TVASC at the SIRSC Regional Assembly.

C. SUBCOMMITTEES

TVASC Subcommittees are the following: Public Relation, Activities, Newsletter, and Literature

1. Public Relations (PR)

Purpose and Function: The PR subcommittee informs the public that NA exists, provides information on how to find recovery from active addiction, and offers assistance to the addict seeking recovery. Maintains the phone line availability to the public providing current information regarding meeting times and places. Provides information and support for members who are carrying the NA message to addicts whose access to Narcotics Anonymous is restricted.

Chairperson requirements:

- a. Three years continuous clean time and one year involvement in the Treasure Valley Area Public Relations subcommittee.
- b. Working knowledge of NA's Twelve Steps, Twelve Traditions and Twelve Concepts for NA Service, A Guide to Phone line Service, Public Relations Handbook, H&I Handbook, TVASC Guidelines and Policies, TVASC PR Guidelines, and Guide to Local Services in Narcotics Anonymous Revised.

Duties:

- a. Chairs regularly scheduled subcommittee meetings.
- b. Submits proposed budget for PR at the November TVASC meeting.
- c. Attends and submits written reports to regularly scheduled TVASC and SIRSC subcommittee meetings.
- d. Is the single point of accountability for the activities of the PR Subcommittee.

2. Activities

Purpose and Function: Encourage unity by providing activities such as dances, Potlucks, BBQs, etc., Assists with other subcommittees in putting on Learning Days, workshops, speaker meetings, etc.

Chairperson Requirements:

- a. Three years continuous clean time.
- b. Working knowledge of NA's Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Guide to Local Services in Narcotics Anonymous Revised, and TVASC Guidelines and Policies.
- c. A minimum one year involvement in the TVANA.

Duties:

- a. Chairs regularly scheduled Subcommittee meetings.
- b. Submits proposed budget for Activities at the November TVASC meeting.
- c. Attends and submits written reports to regularly scheduled TVASC and SIRSC subcommittee meetings.
- d. Is the single point of accountability for the activities of the subcommittee in accordance with the TVASC Guidelines and Policies.
- e. To maintain a checking account to be audited twice annually.
- f. To have a prudent reserve of no more than \$300.00 with the excess to be returned to the ASC general fund each month.

- g. Is a signer on the Activities checking account.
- h. In the event of the absence of an Activities Vice Chair, appoints a secondary signer with a minimum 2 years continuous clean time from the activities subcommittee.

3. Newsletter

Purpose and Function: Build unity through communication and helping carry the message of recovery through sharing experience, strength and hope within the fellowship of Narcotics Anonymous.

Chairperson Requirements:

- a. Two year continuous clean time.
- b. Working knowledge of NA's Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Guide to Local Services in Narcotics Anonymous Revised, TVASC Guidelines and Policies, Newsletter Guidelines, and Newsletter Handbook.
- c. A minimum one year service in the TVANA.
- d. Must have computer skills necessary to perform duties and have access to a computer.

Duties:

- a. Chairs regularly scheduled subcommittee meetings.
- b. Submits a proposed budget for newsletter at the November TVASC meeting.
- c. Attends and submits written reports to regularly scheduled TVASC meetings.
- d. Is the single point of accountability for the newsletter in accordance with the TVASC Guidelines and Policies, Newsletter Guidelines and Newsletter Handbook.

4. Literature

Purpose and Function: To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local fellowship. Also, serves as a liaison to World Services for Literature Review and New Literature.

Chairperson Requirements:

- a. Three years continuous clean time.
- b. Working knowledge of NA's Twelve Steps, Twelve Traditions, Twelve Concepts for NA Service, Guide to Local Services in Narcotics Anonymous Revised, TVASC Guidelines and Policies, Literature Handbook and Literature Guidelines.
- c. A minimum one year involvement in the TVANA.
- d. Is familiar with and understands the Literature Handbook and has basic bookkeeping skills.

Duties:

- a. Chairs regularly scheduled subcommittee meetings.
- b. Submits a proposed Literature budget at the November TVASC meeting.
- c. Attends and submits written reports to regularly scheduled TVASC and SIRSC subcommittee meetings.

- d. Maintains a permanent log of sales, purchases and inventory. Must provide receipts for all sales.
- e. Is the single point of accountability for all literature and the activities of the subcommittee.
- f. Coordinates with Secretary to provide new groups with a New Group Starter Kit.
- g. Receives Treasurer's authorization to place an order.

SECTION THREE - GENERAL GUIDELINES

1. RULES OF ORDER

- a. In order to promote equitable participation and even-handed discussions, the TVASC has adopted the TVASC Rules of Order. (See section seven.)

2. AREA SERVICE COMMITTEE MEETING

- a. The TVASC shall meet the second Sunday of each calendar month, except in May, when the TVASC will meet the first Sunday of the month.
- b. This date can be changed as necessary, with 2/3 approval of voting participants. The TVASC Chairperson may call special meetings, upon securing 2/3 approval of all members required to attend.

3. QUORUM AND VOTING

- a. A quorum consists of 2/3 of all voting members. TVASC business can be conducted only when there is a quorum.
- b. A voting member is described in section 2, subsection A
- c. All votes are calculated on the basis of present voting members. With the right to vote goes the right to abstain from voting. Abstentions have no effect on calculation of votes. Members abstaining may be polled if more information could be provided to help in making a decision.

4. ELECTION AND REMOVAL

- a. Nominations for General Election of TVASC Officers and Subcommittee chairpersons are taken during the June, July and August TVASC meetings each year. If there are no nominations for a position at this time, the TVASC will accept nominations at any TVASC meeting. Nominees must be present to accept the nomination and describe qualifications. Nominees must also be present at the time of the election.
- b. General Elections are held at the September TVASC meeting each year, and are conducted by written ballot.
- c. Terms of office begin at the opening of the October TVASC meeting, allowing for a thirty-day transition process, and are for a period of one year. All outgoing elected representatives are responsible for helping the newly

elected representatives to transition into their position by assisting them at the October meeting. A TVASC elected trusted servant shall serve no more than two consecutive terms in the same position. Outgoing Treasurer, Literature Chairperson, and Activities Chairperson will participate in the September audit before they are released from their position.

- d. Special Elections and Terms of Office for positions not filled at General Elections: Elections shall be held at the TVASC meeting following acceptance of nomination. Nominee must be present for election. Special election terms of less than 6 months do not count as a full term.
- e. No TVASC officer, subcommittee chairperson or subcommittee vice-chairperson, may hold more than one TVASC elected position, or regional position concurrently.
- f. If a GSR or GSRA is elected to a TVASC position, she/he has 30 days to resign their GSR/GSRA position.
- g. TVASC elected trusted servants may be removed by a 2/3 majority vote for any of the following reasons:
 - i. Two consecutive absences from a TVASC meeting.
 - ii. Four absences in a term of office.
 - iii. Failure to carry out the duties of the position as defined in the TVASC Guidelines.
 - iv. Relapse will be an automatic resignation.

5. MOTIONS

- a. Any member of Narcotics Anonymous may make a motion, which must be submitted on a TVASC motion form. All motions need to be seconded by a GSR.
- b. Any motion submitted at a TVASC meeting will be presented at the end of new business at that TVASC meeting.
- c. A simple majority vote is required to pass any motion at a TVASC meeting unless otherwise specified in these guidelines. In the instances of budgets or motions requesting funds in excess of \$250.00, a 2/3 vote is required.

6. NEW GROUP STARTER KIT:

All new groups are eligible to receive a starter kit consisting of:

- a. Minutes of the previous three TVASC meetings.
- b. TVASC Guidelines and Policies.
- c. An updated phone/ mailing list of TVASC committee members and GSR's.
- d. A Group booklet, a Group pamphlet and Twelve Concepts
- e. Set of Group Readings.
- f. IP's 1, 5, 6, 7, 8, 9, 11, 12, 13, 14, 16, 19, 22 (three of each). and a packet of meeting schedules for Treasure Valley Area.

- g. Group Treasurer's Workbook.

SECTION FOUR—FUNDS

A. ACCOUNT

1. All monies accumulated from group contributions and other Narcotics Anonymous sources will be deposited and maintained in an approved TVASC bank account. All disbursements from the general fund account shall be made by the TVASC Treasurer, Vice Treasurer, or Chair, in the absence of the Treasurer
2. All monetary contributions to the TVASC must be made in the form of check or money order with the group name clearly identified.
3. Should the TVASC deem it necessary to create an additional or temporary account, this account shall be managed in accordance with the TVASC Guidelines and Policies.
4. No check shall be signed unless all blanks are filled in.
5. No two members of the same household shall have concurrent access or sign on a check.
6. The TVASC general fund signature card shall consist of the following officers:
Chairperson, Vice-Chairperson, Treasurer, and Vice Treasurer.
7. All signers should have electronic access to the account and should review the account periodically.
8. The general fund line item of the account shall be maintained at a prudent reserve of one quarter's operating expenses.
9. Non-budgeted subcommittee expenses may be disbursed by the TVASC with prior approval of the TVASC or TVANA membership as per guidelines.
10. All revenues generated from TVASC subcommittees shall be deposited in a TVASC approved bank account.
11. Any use of debit cards including ATM deposits or withdrawals is discouraged but use is at the discretion of the signer on the account, all use of an ATM card must be fully documented including a paper trail. Each transaction record must include 2 signatures of members authorized to use the checking account. Disbursements or payments for any items not on the approved subcommittee budget must be approved by TVASC Area and should first be discussed at the home group level.

B. EXPENSES

1. Prioritization: The TVASC will use the following non-deficit spending guidelines to pay expenses as prioritized below and to set aside a prudent reserve.
 - a. Payment of TVASC debts and expenses outside the TVASC.
 - b. Payment of TVASC debts and expenses within the TVASC.
2. Procedure:

- a. All expenditures requiring TVASC reimbursement must be pre-authorized by the TVASC. Authorization for regular expenditures, including, but not limited to: the phone bill, TVASC meeting location rent, insurance, budgeted committee and officer items, travel advances, etc., can be authorized through the adoption of the annual budget.
- b. Items falling outside of regular budgeted expenditures require approval of the TVASC. Non-budgeted recurrent expenditures or non-budgeted expenditures over \$250.00 must be sent back to the home groups for approval.
- c. In cases where a trusted servant receives an advance, they must submit a report of expenses, receipts and any unused portion of funds to the TVASC meeting following the travel expense or project. The trusted servant is responsible for reimbursing the TVASC any expense not accompanied by a receipt.
- d. No funds are to be disbursed to a trusted servant until the complete balance for previous disbursements is accounted for through receipts and the return of any unused funds.

3. Prudent Reserve

The purpose of a prudent reserve is to set a limit of how much monies the TVASC keeps on hand. Everything above our monthly expenses and prudent reserve is to be contributed to SIRNA and NAWs at the following rate. Fifty five percent of excess funds will be donated to the SIRSC quarterly; the remaining forty five percent will be contributed to NAWs at the same time.

C. REVIEW AND AUDIT

1. The Chairperson shall appoint a special committee to audit the Treasurer's records and the general account for the previous six months in September and March and to audit any other TVASC approved bank accounts in September and March. The special committee shall complete that audit, report its finding and offer recommendations, if any, at the TVASC meeting following appointment. The audit must check the following items and report any discrepancies for the audited period:
 - a. Compare all receipts for funds received and verify that those amounts were deposited in the bank account.
 - b. Compare all checks written to verify that there was a receipt from any person requesting reimbursement. There must be a written receipt for all reimbursements.
 - c. Compare every check written to pay a bill with a printed invoice. There must be written evidence for all disbursements.
 - d. Compare the ending balance of the audit period with the last bank statement for the period. The reported ending balance plus the amount of any checks not yet posted less any deposits not yet posted should equal the stated balance on the bank statement.

2. In September and March, the Chairperson shall appoint a Special Committee to audit the Literature Subcommittee records for the previous six months. This Special Committee shall complete the audit, report its findings and offer recommendations, if any, at the October or April TVASC meeting. This Special Committee shall not include members of the Literature Subcommittee, signers on the TVASC bank account or significant others of those specified. The Literature chairperson shall be available for answering questions. The audit must check for:
 - a. Compare all receipts with group's literature orders.
 - b. Count literature to match listed inventory.
 - c. Match invoices to receipts.
 - d. All inventory numbers should balance to the previous audit. Any discrepancies are to be reported to the TVASC at the next scheduled meeting.

In September and March, the Chairperson shall appoint a Special Committee to audit the Activities Subcommittee records for the previous six months. This Special Committee shall complete the audit, report its findings and offer recommendations, if any, at the October or April TVASC meeting. This Special Committee shall not include members of the Activities Subcommittee, signers on the TVASC bank account or significant others of those specified. The Activities chairperson shall be available for answering questions. The audit must check for:

- a. Compare all revenues listed on the Activities Event Report with bank deposits.
- b. Verify all expenses have corresponding invoice/receipt.
- c. Compare the ending balance of the audit period with the last bank statement for the period. The reported ending balance plus the amount of any checks not yet posted less any deposits not yet posted should equal the stated balance on the bank statement. Any discrepancies are to be reported to the TVASC at the next scheduled meeting.

SECTION FIVE RECOMMENDATIONS FOR GUIDELINE & POLICY AMENDMENTS

A. Recommendations for Guideline and Policy Amendments

1. Any member may make a recommendation for amending TVASC Guidelines and Policies. The recommendation must be seconded by a GSR.
2. Recommendations must be submitted on a TVASC Guidelines and Policies Amendment Recommendation Form to the Secretary. Recommendations must include intent. The Secretary will fill in remaining information on the form (i.e. the second and discussion).

3. A 10-minute discussion on the recommendation may take place after the recommendation is seconded. A copy of the completed form is retained by the secretary and another copy is provided to the chairperson.
4. All recommendations will be accepted from January through the December TVASC meeting. The Guidelines and Policies Review Special Committee will look at all recommendations and incorporate them into the Guidelines and Policies where appropriate.

B. Guidelines and Policies Review

In odd years the Chairperson of the TVASC will appoint in November a Guidelines and policies review Chairperson to chair a Special Committee beginning at the December TVASC meeting. The TVA Vice Chair is to be a participant of the Special Committee.

1. The Guidelines and Policies Review Special Committee will meet and review, line-by-line, the current Guidelines and Policies. They shall look at areas to improve and make proposed changes.
2. All recommendations received on Recommendation Forms shall be discussed and may or may not be incorporated as a proposed change. If the Special Committee feels that a submitted change should not be incorporated they will explain the reason why at the time the proposed changes are submitted for review.
3. In even years at the February TVASC meeting a proposed amended document will be submitted for home Groups to review.
4. In even years at the March TVASC meeting any questions or concerns of the home groups will be submitted to the review committee. Final amendments will be submitted for approval at the April TVASC.
5. Each change to the guidelines is to be voted on separately. Approval of 2/3s of the TVASC quorum is needed to implement these proposed Guideline and Policy amendments.
6. In even years any accepted changes will be incorporated and the new document will be supplied to the TVASC by the Guidelines and Policies Review Committee Chairperson at the May TVASC.
7. All documents from the Guidelines and Policies Review Committee shall be archived and the committee will be dismissed.

SECTION SIX- ARCHIVES

The TVASC Chairperson is responsible for collecting and maintaining the Treasure Valley Area of Narcotics Anonymous history with the assistance of the Vice-chairperson.

Items to be included in the archives (but not limited to) are:

1. Area minutes
2. Treasurer's records, including receipts
3. Meeting schedules
4. Flyers
5. Guidelines and Policies (current and past)
6. Literature records, including receipts

7. Regional minutes
8. Incoming correspondence

In October of each year all information not previously submitted to be archived shall be brought to the TVASC by each outgoing officer and subcommittee chair and given to the TVASC Chairperson to archive. Treasurer and Literature records are to be submitted after completion of the September audit.

Any individual member is welcome to submit items to be archived

SECTION SEVEN-TVASC RULES OF ORDER

A. Rules of Order are those rules that govern the conduct of business by this service committee: our parliamentary procedure. 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). In the event we cannot reach consensus, we will first refer to the TVASC Rules of Order. In cases where these TVASC Rules of Order are not comprehensive enough, the TVASC utilizes the latest edition of Robert's Rules of Order, Newly Revised. In any case, if there is a conflict or discrepancy, TVASC procedures take precedence over Robert's Rules of Order Newly Revised.

1. No one may speak on a motion more than once unless others desiring to speak have exercised their opportunity.
2. There shall be a time limit on debate. No individual may speak longer than three minutes on a motion for each time they are recognized by the Chair to speak.
3. There shall be no more than three speakers in favor of any motion (Pro) and no more than three speakers in opposition of any motion (Con).
4. Every main motion must be presented in writing on the TVASC Motion Form, showing the name of the member proposing the motion, the name of the member seconding the motion and the intent of the motion.
5. Every amendment to a main motion must be presented in writing on the appropriate form. An amendment accepted as "friendly" can be adopted without voting.
6. An adopted motion shall take effect at the close of the business meeting, unless otherwise stated in the motion.

B. Parliamentary Short Form

This parliamentary short form guide is for use by all members of the Treasure Valley Area. The following pages contain summaries of key points that are most commonly misunderstood or misused. Although not all of Robert's Rules of Order are contained in this short form, the major motions that apply to the business of the TVASC are contained. This manual is by no means the only authority on Robert's Rules. In the case of debate, one should reference Robert's Rules of Order, Newly Revised.

The motions are generally presented in order of precedence, the first motions have the lowest precedence and the last motions have the highest. The exact precedence is contained within the text describing the motion. Following the short descriptions is a table form displaying the information required to use the motions.

Warning:

These guidelines are not to be used to slow down the progress of the business meeting. A group that is bogged down in the technical elements of Robert's Rules is certainly not effective. However, neither is a group that has no organization and is running purely on emotion; throwing out thoughts and ideas without providing any action. These guidelines are to be used to determine the best course of action, through group conscience, in an effective manner.

1. Rescind

A motion to rescind is used to delete a previously passed motion. It is treated as a main motion. It is not in order when desired action can be reached by a motion to reconsider; nor to a motion that has an action that cannot be reversed. The voting on the motion is somewhat complicated: if the motion is brought before the committee without prior knowledge then the motion requires 2/3 majority vote of the members present, or, a majority vote of all voting members (present or not). If notice of the motion was provided in the previous meeting or the call (agenda) of the present meeting, only a majority of the present voting members is required.

2. Reconsider

If a particular motion doesn't sit well with the fellowship, a motion to reconsider may be used. However, the motion to reconsider can only be presented at the same meeting or the meeting immediately following the meeting in which the vote on the motion was taken. A motion to reconsider must be made by a member who voted with the prevailing side (either for or against). The motion to reconsider has a high priority, but its consideration has the same priority as the motion being reconsidered. It is debatable unless the motion being reconsidered is not debatable. No motion can be reconsidered twice.

3. Main Motion

A main motion gives direction to the TVASC. A main motion should be in writing and should contain the specific action, who is responsible for the action, the time, the place, and any other specifics necessary to carry out the action. Only one main motion may be on the floor at a time. If the main motion is complicated a motion may be made to divide the main motion. Once a main motion is decided it cannot be taken up again at that meeting.

4. Amend

A motion may be changed through a motion to amend. The amendment should be submitted in writing and may be divided by a motion to divide, if it is complicated. A motion to amend may be ruled out of order by the Chair. An amendment may be amended; however, an amendment to an amendment cannot be amended. To table, postpone, or refer an amendment to the main motion is essentially the same as a motion to table, postpone, or refer the main motion and should be entered as such.

If the maker of the pending motion accepts the amendment as "Friendly" then the amendment can be adopted without voting.

5. Refer

If the TVASC is unsure of the consequences of a particular motion or would like further information, a motion to refer may be appropriate. The motion refers the pending motion to either a standing committee or a Special Committee to be set up specifically for referral of the pending motion. The motion to refer is debatable in both regards to the instructions of the committee and as to the advisability of the commitment to committee.

6. Postpone Consideration

Use the motion to postpone consideration when you would like to delay voting until another meeting (i.e. a GSR wants to take the motion back to their home group for a group conscience). This motion only applies to main motions. The motion to postpone consideration must include the time the motion will be considered. It is debatable only with respect to the appropriateness of postponement.

7. Close Debate (limit debate)

This motion is used when we “are beating a dead horse”. The motion can either end debate entirely or limit the number of people that may speak or the time they may speak, or both. It applies only to the motion that is immediately pending unless otherwise stated in the motion. The motion to close debate cannot be amended nor debated. However, the motion to limit debate can be amended and is debatable if made as a main motion. Once the motion to close debate has been passed, no other motion may be applied to the pending motion except a motion to table.

8. Table the Motion

This motion has the effect of delaying the vote on a pending motion until a later time in the same meeting. It is in order when a motion to close debate is pending or has been carried. However, it cannot be debated or amended. If a motion is tabled and not taken from the table during the same meeting, the motion is lost.

A motion to take from the table has the same precedence as a main motion. Therefore, it cannot be moved when any other motion is before the committee. The motion to take from the table is not debatable.

9. Object to Consideration

When a main motion or question of privilege is introduced, a member of the TVASC may “object to its consideration.” This must be done when the motion is first introduced and before debate begins. The motion may be made while someone has the floor and does not require a second. The Chair may also object to consideration.

10. Withdraw Motion

The maker of a main motion may withdraw his/her motion at any time previous to the final vote on the motion. If there are no objections, the motion is withdrawn. If there is an objection, then another member may move to withdraw the motion. This motion does not require a second and cannot be debated or amended.

11. Appeal from the Decision of the Chair

When the body feels the Chair has made an incorrect decision they can “appeal from the decision of the Chair”. The motion must be made immediately following the decision of the Chair. A motion to table and close debate can be applied to the appeal. If a motion to table is passed it “kills the appeal without debate”. An appeal is not in order while another appeal is pending the chair’s decisions are final on all points of order raised while an appeal is pending. It is not debatable if made when a non-debatable motion is pending.

12. Rise to Point of Order

When a member thinks the rules of the committee are being violated, they can “rise to a point of order”. This is simply rising to obtain recognition from the Chair as to whether or not the procedure is in violation. A “point of order” is not a method or procedure to dispute the accuracy of something that another member has stated. It is only used when the Chair or assembly has not followed the Rules of Order or the Guidelines. A point of order must be raised immediately after the error has occurred, except in the case of a clear violation of the Guidelines.

If the member is not satisfied with the decision of the Chair, they may appeal. The Chair may briefly state the reasons for the decision. If the Chair is not certain, they may allow the committee the final decision. Rising to a Point of Order does not require a second and is not debatable.

13. Parliamentary Inquiry

This is a question directed to the Chairperson to obtain information regarding parliamentary procedure or the Guidelines as they may apply to the business at hand. Usually the Chair will respond. However, if the Chair cannot answer the question, he/she may refer it to a parliamentarian or look up the information and read the pertaining section. The Chair may also choose to offer perspective. The Chair is not obligated to answer hypothetical questions.

14. Point of Information

This is a request directed to the Chair for the Chair to respond to; or have another member respond to. A member may ask one point that would provide additional information on the subject being considered, but is not a matter of parliamentary procedure. If the point is raised while another member has the floor and is speaking, the Chair will ask the member who correctly has the floor if they are willing to yield to a “point of information”. The member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the Chairperson, not the member. The member who was asked the question also responds to the Chairperson. A “Point of Information” is not used to create a discussion between two members. 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. A member rising too often should not be given recognition by the Chair.

15. Point of Personal Privilege

This is a device that permits a request or main motion relating to the rights and privileges of the committee or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all members or affecting the individual. It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general or argue a point made by a speaker.

16. Adjourn (Recess)

A motion to adjourn is made to close the meeting. It is only debatable if the next meeting time and place has not been set.