

~ **B A N A** ~

Beach Area of Narcotics Anonymous

Area Service Policy Manual



"That no addict seeking recovery need ever die."

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Section I

Introduction

A: Formation

This document will serve to introduce the Beach Area Service Committee of Narcotics Anonymous (BASCNA). BASCNA is the body serving the Virginia Beach Area of Narcotics Anonymous (BANA). In adherence to the 12 Traditions and 12 Concepts, BASCNA shall serve local meetings so that they may serve the addict.

B: Definitions (the following acronyms will be used throughout this document)

ASC: Area Service Committee

BANA: Beach Area of Narcotics Anonymous

BASCNA: Beach Area Service Committee of Narcotics Anonymous

CARNA: Central Atlantic Region of Narcotics Anonymous

GSR: Group Service Representative

NAWS: Narcotics Anonymous World Service

C: Statement of Purpose

The Beach Area Service Committee of Narcotics Anonymous shall, in accordance with the 12 Traditions and 12 Concepts, serve NA meetings who choose to participate.

D: Vital Factors

BASCNA shall be conducted the first Saturday of each month at 1:00PM. The location shall be the Ocean Lakes Church of God, 1200 Dam Neck Road Virginia Beach, VA 23454.

Although BASCNA is designed to serve meetings in the Virginia Beach Metro area, it shall include any Narcotics Anonymous meeting that wishes, as per that groups' conscience, to participate. In keeping with the 12 Traditions, a meeting shall be considered a part of BANA when its' group conscience declares so at an ASC meeting.

Section II

Structure

A: Executive Committee

1. General Information

BASCNA shall be administered by an executive committee consisting of the following trusted servants: Chair, Vice-Chair, Treasurer, Vice-Treasurer, and Secretary. These members are NON-VOTING members and shall not vote for or against any motion. In the event of a tie the Vice-Chair shall act as the tiebreaker, and this shall be the only circumstance warranting a vote by an executive committee member. The executive committee may not participate in discussion (other than open forum), offer pros & cons, make, or second any motion. Members of the executive committee may offer points of information pertaining to the business on the floor. This branch of BASCNA should be viewed as the express means to allow the group conscience of the body to be realized.

Executive committee members serve terms of one year (unless otherwise specified) from January to December (see election procedures).

Trusted servants elected to these positions are expected to fulfill their requirements as listed in the position descriptions. Recovery and attendance are the basis for the capability to serve the body. Any servant who relapses forfeits their position unconditionally. *22. Any member of the committee who is absent from BOTH of the Policy/Budget subcommittee meetings during a 12-month commitment shall be removed. Any member of the committee who is absent from two consecutive ASC meetings, or three total ASC meetings during a 12-month commitment shall be removed, *16. to be waived in the event of a 2/3 vote by the body.

The groups may motion for the removal of any servant whose actions they believe are detrimental to the service of the area. Removal of a trusted servant requires a 2/3 majority vote.

If an assistant/vice position exists under a vacated position, that servant will immediately assume the vacant position. They shall serve the remaining term. They will not automatically fulfill the next term, but they may be nominated for that position. Any vacated position without an assuming servant (assistant/vice) may be filled by an appointment by the Chairperson of a qualified addict. This addict must be confirmed by a 2/3 majority vote by the body. The trusted servant filling the vacant spot shall commit to the remainder of the term but shall not automatically assume the next term. They may be nominated for the position during the general election.

2. Position Descriptions and Qualifications

All executive committee trusted servants must, in addition to their specified requirements, meet the following criteria:

- Must be a member of Narcotics Anonymous with a BANA home group.
- Must have a sponsor in Narcotics Anonymous.
- Must have a sound foundation of recovery in Narcotics Anonymous including a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous; which shall be determined, if warranted, by the group conscience of the body.
- Must have the time and resources available to fulfill their commitment.
- Must have a willingness to serve.

Chair

Qualifications:

- Must meet a minimum clean time requirement of 3 years and is suggested to have 5 years clean.
- Must possess a minimum of 2 years of service at the area level or beyond.

Responsibilities:

- Serves a one-year (12 month) term beginning in January to be succeeded by the Vice-Chair.
- Shall open and preside over all ASC meetings.
- Shall be a key holder for the facility where ASC meetings are held. Shall arrive one hour before the ASC meetings to open the facility for any sub-committee meetings that may take place beforehand.
- Shall be the BASCNA point of contact for the agents of the rented meeting place.
- Shall provide an agenda for each ASC meeting and a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting.
- Shall provide motion forms for use by members at every ASC.
- Shall provide each GSR with a handout detailing the BASCNA Rules of Order, shall uphold those rules of order.
- In the event of the loss of a position by any elected servant, the Chair shall act as the liaison informing the individual of their removal.
- Serves as the Vice-Chair of the Policy sub-committee.
- Serves as a member of the Budget sub-committee.
- *6. In the event that a home group is placed on the inactive list, the Chair shall visit the inactive home group in an effort to find out why the inactive home group has stopped participating in area service (and at the Chair's discretion, this task can be forwarded to the Vice-Chair to carry out).
- *15. Shall hand out New GSR Orientation packets when new GSRs attend the BASCNA monthly meeting.

Vice-Chair

Qualifications:

- Must meet a minimum clean time requirement of 3 years and is suggested to have 4 years clean.
- Must possess a minimum of 1 year of service at the area level or beyond.

Responsibilities:

- Serves a one-year (12 month) term beginning in January where upon completion will assume the position of ASC Chair.
- Attend all ASC meetings.
- Chair the ASC meeting in the absence of the Chair.
- *21. Shall be responsible for the BASCNA mail.
- Cast the deciding vote in the event of a tie.
- *14. Shall be the primary signer on the BASCNA checking account.
- Provide a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting.
- Shall be involved in all sub-committees.
- Chair any sub-committees in the absence of their respective Chairpersons.
- In the event of the loss of a position by any elected servant on the executive committee the Vice-Chair shall assume the duties left undone until a new servant is elected.
- Serves as the Chair of the Policy sub-committee.
- Serves as a member of the Budget sub-committee.

Treasurer

Qualifications:

- Must meet a minimum clean time requirement of 3 years and is suggested to have 5 years clean.
- Must possess a minimum of 1 year of service at the area level or beyond.
- Must have Treasurer's experience at the home group level or beyond, or career experience in accounting/bookkeeping etc.
- Must have access to and knowledge of Microsoft Excel.

Responsibilities:

- Serves a one-year (12 month) term beginning in January to be succeeded by the Vice Treasurer.
- Attend all ASC meetings.
- Serves as the check bearer for all monies, acquiring authorized signature(s) for all checks written.
- Provide a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting, utilizing the BANA Treasurer's worksheets (account, donations etc.)
- Collect and document all donations from area meetings at the ASC meeting. The Treasurer shall provide a receipt for any donation made.
- Collect, distribute, and document all money (besides drawer change) from/to the sub-committees following the ASC meeting.
- Deposit all money collected at the ASC meeting the same day of the meeting.
- Balance, monitor, and maintain the BASCNA checking account, promptly reporting any discrepancies.
- Pay all bills within a timely matter, notifying the body promptly in the event of any inability to do so.
- Shall operate within the BASCNA financial procedures outlined herein.
- Serves as a member of the Budget sub--committee.
- Serves as a member of the Policy sub-committee.

Vice-Treasurer

Qualifications:

- Must meet a minimum clean time requirement of 3 years and is suggested to have 4 years clean.
- Must possess a minimum of 1 year of service at the area level or beyond.
- Must have Treasurer's experience at the home group level or beyond, or career experience in accounting/bookkeeping etc.
- Must have access to and knowledge of Microsoft Excel.

Responsibilities:

- Serves a one-year (12 month) term beginning in January where upon completion will assume the position of ASC Treasurer.
- Attend all ASC meetings.
- Provide a written report to be read for the body and submitted to the Secretary for the minutes by the start of each ASC meeting, if warranted.
- Aide the Treasurer in all responsibilities.
- Serves as Chair of the Budget sub-committee.
- *2. Performs audit of previous executive committee's finances with the incoming Vice Chair prior to March budget review.
- *20. Shall be a signer on the BASCNA checking account.

Secretary

Qualifications:

- Must meet a minimum clean time requirement of 1 year and is suggested to have 2 years clean.
- Must possess previous NA service experience.
- Must have access to a computer (preferably a laptop) that can be utilized in ASC meetings.
- Must have computer competency.
- Must have access to email.

Responsibilities:

- Serves a one-year (12 month) term beginning in January.
- Attend all ASC meetings.

- Provide a written report to be read for the body and recorded in the minutes if warranted.
- Shall electronically send minutes from each ASC meeting in PDF form to all GSRs, executive committee members, and sub-committee Chairs within seven days.
- Shall maintain an accurate list of all BANA meetings (active & inactive) including their days, times, locations, contact persons, GSR, phone numbers, and any other information that may be relative to conducting business and establishing quorum at each ASC meeting.
- Record all motions including their intent, who made them, who seconded them, and the results from the BANA motion forms submitted.
- Maintains record of business: completed business and business to be returned to later.
- Serves as a member on the Budget sub--committee.
- Serves as a member on the Policy sub--committee.
- *1. Provide 5 copies of the prior month's minutes at the ASC for the use of the GSRs.
- *5. Report to the ASC body following roll call how many meetings have become inactive and how many active meetings the area has.

*0. Regional Committee Member (RCM)

Qualifications:

- Must meet a minimum clean time requirement of 3 years and is suggested to have 5 years clean.
- Must possess a minimum of at least 2 years of service at the area level or beyond.
- Must have a working knowledge of the BASCNA policy and guide to local service.

Responsibilities:

- *9. Serves a two-year (24 month) term beginning in January.
- Attends bi-monthly RSC meetings and monthly ASC meetings.
- Provide a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting for recording in the minutes.
- Serves as liaison between the RSC and the ASC.
- Provide home groups with information regarding regional and world policies as well as published WSC communications.
- Attend Policy sub-committee meetings.
- Attend Budget sub-committee meetings.
- Present workshops if needed on the Conference Agenda Report (CAR) and assist home groups with participation in and understanding of the CAR by being available to answer questions.
- *10. Will miss no more than two RSC meetings within their term.

*4. Virginia Region Convention Committee (VRCC) Rep

Qualifications:

- Must meet a minimum clean time requirement of 2 years and is suggested to have 3 years clean.
- Must possess at least 1 year of service at the area level.
- Must possess a means to travel to the VRCC meetings.

Responsibilities:

- *7. Serves a one-year (12 month) term, March to March. (Elections still take place as normal)
- Must attend all VRCC and ASC meetings.
- Provide a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting for recording in the minutes.
- Serves as liaison between the VRCC and the ASC.
- Provides the ASC with information regarding the VRCC meetings and events.
- *10. Will miss no more than one VRCC meeting within their term.

*13. Web Servant

Qualifications:

- Must meet a minimum clean time requirement of 2 years and is suggested to have 3 years clean.
- Must have knowledge of all necessary platforms to maintain and update the BANA website regularly.
- Must possess previous NA service experience.

Responsibilities:

- Serves a one-year (12 month) term beginning in January.
- Must maintain and update the BANA website on a regular and consistent basis.
- Attend all ASC meetings.
- Provide a written report to be read for the body and submitted to the Secretary by the start of each ASC meeting for recording in the minutes.
- Ensure the most recent version of the BASCNA Policy is available on the website.
- Post the ASC meeting minutes to the website each month once the Secretary sends them out.
- Update the online meeting list and post the most recent version of the printable meeting list promptly as needed.
- Add, update, and maintain any other pertinent information to the website.
- Serve as a member of the Policy sub-committee.
- Serve as a member of the Budget sub-committee.
- *11. Shall pass a "meeting update form" at each ASC to all GSRs for any revisions to be made to the meeting list.
- *17. Update meetings, locations, and contacts in the BMLT database.

B: Sub-Committees

1. General information

Successfully carrying the message of Narcotics Anonymous entails many responsibilities that are most efficiently carried out by assigning certain tasks to sub-committees. Each sub-committee shall have a Chairperson confirmed by the body, with the exception of the Policy and Budget sub--committees.

BASCNA shall include the following sub-committees at its inception: Policy, Budget, and Serenity on the Shore.

Each sub--committee has tasks in which BASCNA requires of it. Each committee, with the exception of Policy and Budget, shall have their own policy which dictates their structure and procedures for conducting business. The Chair or Vice-Chair of each sub-committee is to provide a written report to the body of the ASC monthly or quarterly depending on how often they meet. Sub--committee meetings are open to all addicts wishing to participate.

Sub-committees may elect a Vice-Chair within their committee. This servant must be confirmed by the area body before becoming the Chair of a subcommittee. Confirmation will be held in new business, the body shall hear the candidate qualify themselves, and a majority vote will confirm or deny the position. If a candidate is denied, they may continue to serve as the Vice-Chair of the committee but will not assume the position of Chair. The candidate can attempt a second confirmation after two months. If the candidate is denied a second time, they may not seek confirmation to that position for one year.

2. Sub-Committee Responsibilities, Position Descriptions, and Qualifications

All sub-committee trusted servants, in addition to their specified requirements, must meet the following criteria:

- Must be a member of Narcotics Anonymous with a BANA home group.
- Must have a sponsor in Narcotics Anonymous.

- Must have a sound foundation of recovery in Narcotics Anonymous including a working knowledge of the 12 Steps and experience with the 12 Traditions of Narcotics Anonymous; which shall be determined, if warranted, by the group conscience of the body.
- Must have the time and resources to fulfill their commitment.
- Must have a willingness to serve.

Policy Sub-Committee

Chair

- Vice-Chair of BASCNA.

Responsibilities:

- Holds semi-annual meetings in March and September to examine and update policy.
- Maintain and update the BASCNA policy as per the group conscience of the body.
- Provide a written report to be read for the body and submitted to the Secretary for the minutes.
- Examines and analyzes the ASC policy sponsoring/offering practical changes in the area of redundancies and impracticalities, obsolete and outmoded clauses.
- Makes changes in the policy master copy within three months of the respective vote.
- Provides each GSR with a digital copy of the policy after each revision.
- Changes to policy must be notated corresponding to policy history showing the motion, intent, and date.

The Policy sub-committee may sponsor a change to policy. They shall submit a motion for each change so it can be added to new business before the ASC meeting. Once the motion is read, a home group must second it. Policy changes require a 2/3 majority vote to pass.

Budget Sub-Committee

Chair

- Vice-Treasurer of BASCNA

Responsibilities:

- Holds semi-annual meetings in March and September to examine budget efficiency.
- Audits budget at semi-annual meeting (See Section III, F, 3 for auditing procedures).
- Sponsors/offers practical changes in areas found needing attention.
- Provide a written report to be read for the body and submitted to the Secretary for the minutes.
- Prepares the budget semi-annually in accordance with any changes and/or motions made.
- Provide copies of budget in digital form to all area GSRs and hard copies to all sub-committee Chairs.

The Budget sub-committee may sponsor a change to policy. They shall submit a motion for each change so it can be added to new business before the ASC meeting. Once the motion is read, a home group must second it. Budget changes are considered policy changes. They require a 2/3 majority vote to pass.

*3. Emergent Needs Committee (ENC)

- Writes its own policy to be approved by the body.
- Handles all emerging needs from the ASC as defined in ENC policy.
- Executive Committee shall include a Chairperson and Vice-Chairperson, who must meet the minimum requirements described by ENC policy. (see ENC policy for full position descriptions, requirements, and responsibilities)
- Chairperson must be confirmed by the BASCNA body.
- Chairperson shall attend all ASC meetings and provide a written report on all activities including fiscal, to be read for the body and submitted to the Secretary for recording in the minutes.
- *8. Supplies new meeting starter packets, to include laminated group readings and meeting lists, to any new groups joining BANA that request them.
- *19. Handles literature requests from homegroups if/when necessary in accordance with Literature Policy.

Serenity on the Shore (SOTS)

- Writes its own policy to be approved by the body.
- Facilitates the holding of the annual BANA campout.
- Executive Committee shall include Chairperson, Vice-Chairperson, Secretary and Treasurer, who must meet the minimum requirements described by SOTS policy. (see SOTS policy for full position descriptions, requirements, and responsibilities)
- Chairperson must be confirmed by the BASCNA body.
- Vice-Chairperson shall attend all ASC meetings and provide a written report on all activities including fiscal and subcommittee, to be read for the body and submitted to the Secretary for recording in the minutes.
- Vice-Chairperson shall give a full financial report of the previous year's campout and make applicable donation at the January ASC meeting.

*12. Hospitals and Institutions (H&I)

- Writes its own policy to be approved by the body.
- Facilitates carrying the message of Narcotics Anonymous to individuals who have or think they may have a drug problem, by providing H&I presentations/meetings to facilities where individuals cannot attend regularly scheduled NA meetings.
- Disburses appropriate Narcotics Anonymous World Service Board approved literature to these facilities.
- Executive Committee shall include Chairperson, Vice-Chairperson, and Secretary, who must meet the minimum requirements described by H&I policy. (see H&I policy for full position descriptions, requirements, and responsibilities)
- Chairperson must be confirmed by the BASCNA body.
- Chairperson shall attend all ASC meetings and provide a written report on all activities including fiscal, to be read for the body and submitted to the Secretary for recording in the minutes.

C: Body

1. Membership

BASCNA shall be composed of GSRs representing home groups that choose to participate in the service atmosphere facilitated by the executive committee.

2. Active/Inactive Meetings

A group shall be considered active when a GSR representing that group attends and formally joins BANA. The agenda shall provide for a time where new and returning GSRs can submit their meeting's information to the Secretary and introduce themselves to the body. A group absent from three consecutive ASC meetings shall be considered inactive. An inactive group can regain active status immediately upon their return to one ASC meeting.

Section III

Procedures

A: Meeting Format & Agenda:

All ASC meetings shall be conducted in a timely and amicable manner. The Chairperson shall see to this, and that the rules of order are followed. The meetings shall follow the general agenda listed below:

Opening of Meeting

Serenity Prayer

12 Traditions

12 Concepts

Statement of Purpose: The Beach Area Service Committee of Narcotics Anonymous shall, in accordance with the 12 Traditions and the 12 Concepts of NA, serve all NA meetings who choose to participate.

Executive and Sub-Committee Roll Call and Reports:

- Chair
- Vice-Chair
- Treasurer
- Vice-Treasurer
- Secretary
- SOTS
- ENC
- H&I
- RCM
- VRCC
- Web Servant

Open Forum – 30 minutes max

New GSRs

Home Group Roll Call/Reports

New Groups

Establish Quorum

Approval of the Minutes

Old Business

New Business

Close Meeting

Serenity Prayer

In the interest of time the Chair may skip a section of the agenda if the appropriate participants/information are/is not present. Any section skipped should be returned to as soon as the participants/information become available. If the meeting reaches its end and the participants/information have not become available, the subject will be tabled until the following month's meeting in old business.

B: Quorum

BASCNA shall utilize a "living quorum" system. Quorum shall be 2/3 of active home groups when active home groups total 20 or fewer. When the number of active groups

totals 21 or more quorum shall be reduced to 51% of active home groups.

C: Election Procedures & Guidelines:

1. General elections shall be held in November (terms are from January to December). Nominations shall be opened in September. Election announcements begin in August.
2. The executive committee is responsible for announcing that nominations will be open in September at the August ASC meeting.
 - a. At the September and October ASC meetings the floor will be opened for nominations during new business.
 - b. Nomination may be made by GSRs only.
 - c. There are no limits on the number of nominations.
 - d. When the Chair opens the floor for nominations, he/she shall report any existing nominations.
 - e. The nominee must be present to accept.
 - f. The nominee must qualify themselves so that the GSRs can examine their qualification against those of the position. The nominee shall qualify themselves and entertain questions from the ASC body when they are nominated. They shall not be required to do this more than once.
 - g. The Secretary must keep a record of the nominees, their qualifications, and who they were nominated by for the minutes, and answer any questions the body may have about the candidate.
 - h. The nominations will be closed at the end of business in October for all positions that have at least one nominee. Positions with no nomination will remain open. If nominations remain open in November, then nominations can be accepted from the floor and then voted on without going back to groups. GSRs should be prepared to vote on nominations from the floor for the positions that have not yet received nominees.
3. Voting Procedures will vary depending on the number of nominees:
 - a. When there is only one nominee when the time comes to vote, the nominee must be confirmed by a majority vote (yay/nay). The nominee shall leave the meeting hall and at that point the Chair can call for two pros and two cons for the nominee. The election procedure may continue if pros and cons are not offered. The GSRs shall vote using a silent ballot with the nominee outside of the meeting hall.
 - b. When there are two nominees when the time comes to vote, the GSRs shall vote using a silent ballot with both nominees outside of the meeting hall. Once the candidates are outside of the meeting hall, the Chair shall call for two pros and two cons for each nominee. The election procedure may continue if pros and cons are not offered. The candidate with the majority vote wins the election.
 - c. When there are more than two nominees when the time comes to vote, the GSRs shall vote using a silent ballot with all nominees outside of the meeting hall. Once the candidates are outside of the meeting hall the Chair shall call for two pros and two cons for each nominee. The election procedure may continue if pros and cons are not offered. Plurality votes are not enough for deciding a winner, and therefore the winner shall be determined by a "run-off" vote between the two nominees who receive the highest number of votes. The candidate with the majority vote after the "run-off" vote wins the election. (Plurality - when the candidates receive less than 50% of the majority vote, yet the candidate who receives the most votes would have the plurality. Majority is when the candidate receives more than 50% of the vote.)
("Run-off" vote = a second vote between the two nominees with the highest number of votes. The purpose being to ensure the winner receives a majority vote.)

For all voting, abstentions do not count as a yay or nay, but the winner must still carry a majority of the voting GSRs. If the # of abstentions leaves no single candidate with a majority, the floor must reopen for discussion on the candidates. As long as the number of abstentions still leaves at least one candidate with the majority of present voting GSRs, there is no need for the floor to return to discussion. This is not applicable in regard to motions.

D. Motions and Voting

For any issue to be voted on, a motion must be made. Motions to accept minutes, motions to close business, and certain motions in the interest of

functionality do not require a written motion. All other motions must be submitted in writing. A motion form will be provided at the ASC meeting by the Chair. Any motion that is received before the start of the ASC meeting will be considered a “priority motion” in new business. Motions submitted before the start of the meeting will be introduced in new business in the order in which they were received. The Chair shall accept written motions from the floor during business to be addressed after the priority motions. Upon the conclusion of new business, the Chair shall entertain a motion to close.

Any motion that changes the policy guidelines for the area requires a 2/3 majority. Certain other motions also require 2/3 majority to pass (see BASCNA rules of order). These majorities are to be of all present voting members of the body. Active meetings not present are not included in the calculation of the majority.

A motion generated by a home group’s group conscience shall not need a second to be discussed and voted on. Any motion generated by any other means must acquire a second from a GSR.

When a motion is ready to be discussed, the body has a limit of ten minutes to discuss the issue. If the body feels that the time limit was insufficient, a motion may be entertained to extend the discussion time. When discussion is complete, the Chair may call for two pros and two cons for the motion. The procedure may continue if pros and cons are not offered. Once the Chair has allowed the body to offer pros and cons, he/she may call for a vote. A GSR may call for a vote at any time before discussion is officially concluded, but the call must be voted on. If the motion to vote carries, the GSRs must vote at that time. If the motion does not carry, the floor will return to discussion.

Tabling issues is to be used for the purpose of allowing the information to return to the home groups. If the Chair feels that an attempt is being made to table an issue in order to kill it, he/she may declare it out of order. At the first mention of tabling the Chair shall:

1. Determine if enough discussion has occurred.
2. Ask for a motion and a second to table the issue.
 - a. If no motion is offered, discussion continues.
 - b. If a motion is offered, the GSRs will vote.
 - i. If the motion to table the issue passes, it will be scheduled to revisit in the next meeting’s old business.
 - ii. If the motion to table fails, discussion continues.

For all voting, abstentions do not count as a yay or nay. Plurality votes do not carry. For a motion to pass, the majority of voting members present must vote yay. Example: Ten voting GSRs are present: 4 votes yay, 4 vote nays, and 2 abstain. In this case the motion does not carry. If 25% or more voting GSRs abstain, the issue must return to the floor for further discussion. This is not applicable to election

voting.

E: Rules of Order

BASCNA shall incorporate rules of order to be followed during all business proceedings. The purpose of rules of order is to protect the right for the majority to decide, the minority to be heard, and the right of the individual member to an orderly and fair environment. The BASCNA Chair is responsible for maintaining this order throughout the ASC meeting. The BASCNA rules of order are outlined herein:

1. Quorum must be present to conduct business. (Quorum guidelines established in policy)
2. Members must be recognized by the Chair to bring a motion or to participate in debate. Members will be called out of order when speaking out of turn. Exceptions are Privilege. ¹
3. Motions brought by home groups do not require a second; motions brought by members or GSRs without group conscience must be seconded by another GSR. ²
4. All motions must be submitted in writing, with intent, to the Secretary.
5. Debate is opened with all members of the quorum allowed a voice.
6. Amendments to motions take precedence and will be voted on before the main motion. ²
7. Referral to a committee takes precedence over an amendment or a main motion. The amendment and initial motion will be voted on in order of precedence when returned from committee. ²
8. Postponement takes precedence over an amendment or a main motion. An item cannot be postponed longer than the next regular meeting. ²
9. Limiting or extending debate takes precedence over an amendment or a main motion. ³
10. Call for a vote takes precedence over an amendment, a main motion, and a debate. ⁴
11. Table takes precedence over an amendment, a main motion, and a debate but can only be used if the issue requires individual group conscience. ⁴
12. Recess and adjourn takes precedence over an amendment, a main motion, and a debate. ⁵
13. A motion passes by a simple majority except as noted.
14. Abstentions are not counted as a yay or nay.

Notes:

1. Privilege can interrupt business. (Inability to hear, interruption from an outsider)
2. All of these actions must be seconded (except main motions from a home group), can be debated, and require a simple majority to pass.
3. Debate modification must be seconded and can only be debated as to its parameters, not the request itself. It requires a 2/3 vote as it limits the rights of the members of the debate.
4. These actions must be seconded, cannot be debated, and require a 2/3 vote.
5. These actions must be seconded, cannot be debated, and require a simple majority vote.

F: Finance

1. Priorities

BASCNA shall prioritize all spending in the following order:

First - Obligations (rent, bills, debts, etc.)

Second - Prudent Reserve

Third - Discretionary Spending

2. Prudent Reserve

A prudent reserve of *18. two months' worth of monthly obligations shall be maintained.

3. Auditing

A semi-annual audit shall be performed by the Budget Committee as described in the sub--committee section of this document. Auditing is meant to

ensure proper use of NA funds by the servants entrusted with them and identify areas for improvement. The budget sub-committee shall examine the BASCNA checking account for irregularities. A comparison shall be made to the account register against the bank statements. The committee shall make any other inquiries they feel necessary to ensure proper use of NA funds.

*2. Budget Chair (incoming Vice-Treasurer) and incoming Vice Chair shall audit the previous executive committee's finances prior to the March budget review. No previous executive committee members shall be involved in the audit process with the exception of answering questions for clarification.

4. Other information

BASCNA shall follow the suggestions outlined in the NA Board of Trustees Bulletin #30 (written in 1996 and revised in 2002) in regard to safeguarding funds, selecting trusted servants, when safeguards fail, and resolution and recovery when safeguards fail.

Section IV

Policy History

- *0. January 2012 - Motion passed to create the Regional Committee Member (RCM) position. Intent: To have representation for BANA at the regional level.
- *1. March 2012 - Motion made by Joe B: Secretary will bring 5 copies of the minutes to the ASC. Intent: So that addicts who do not have access to a printer will have an opportunity to serve.
- *2. April 2012 - Motion made by the Policy Sub-Committee: To clearly define who conducts the BASCNA audit to ensure the integrity of the audit.
- *3. May 2012 - Motion made by Hope Ignited: To form an Emergent Needs Committee (ENC). Intent: To simplify BANA's ability to provide services within our geographic area.
- *4. May 2012 - Motion made by Hope Ignited: To create a Virginia Regional Convention Committee (VRCC) Representative position to start January 2013. Intent: To have representation for BANA for state conventions and provide BASCNA time to strengthen their foundation and current local positions.
- *5. May 2012 - Motion made by Jeff L: To have the Secretary report inactive meetings after roll is taken. Intent: To inform the body of its current active meetings.
- *6. February 2015 - Motion made by Enjoying the Journey: In the event that a home group is placed on the inactive list, the BASCNA Chair shall visit the inactive home group in an effort to find out why the inactive home group has stopped participating in area service (and at the Chair's discretion, this task can be forwarded to Vice Chair to carry out). Intent: To maintain continuity of area service and to maintain quorum.
- *7. November 2015 – Motion made by Kempsville Crossroads: Redefine term of VRCC Rep. Term to last 1 year, March to March. (Elections still take place as normal). Intent: Allow Rep to attend AVCNA Convention in January and Report to area in February.
- *8. January 2016 - Motion made by Abby M, 2nd by Clark: To have ENC supply new meeting starter packets, to include laminated group readings and meeting lists. Intent: To better serve homegroups in our area.
- *9. February 2016 – Motion made by Ted L, 2nd by Joe B: To change the duration of the RCM position to 2 years starting January 2017. Intent: To coincide with the WSC conference agenda report.
- *10. December 2016 – Motion made by Joe B, 2nd by Tracey B: VRCC Rep will miss no more than one VRCC meeting, and RCM will miss no more than two RSC meetings within their term. Intent: To ensure this body is fully represented at these levels of service.
- *11. December 2017 – Motion made by Chuck K, 2nd by Madison B: Add under responsibilities of Web Servant to pass a “meeting update form” at each ASC to all GSRs. Intent: Meeting info accuracy.
- *12. February 2018 - Motion made by H&I, 2nd by Mike C: To make H&I a stand-alone sub-committee of BASCNA with its own policy and budget. Intent: To allow H&I to fulfill our primary purpose to carry the message to the addict who still suffers, and to make H&I directly accountable to Area.

*13. April 2018 – Motion made by Hope Ignited: Upgrade Web Servant position to executive level. Add qualifications and responsibilities to BASCNA Policy and hold election for position in November with all other positions. Intent: Web Servant is an ongoing effort and should be directly accountable to Area.

*Web Servant Qualifications - Must meet a minimum clean time requirement of 2 years and is suggested to have 3 years clean. - Must have knowledge of all necessary platforms to maintain and update the BANA website regularly. - Must possess previous NA service experience.

*Web Servant Responsibilities - Must maintain and update the BANA website on a regular and consistent basis - Serve a one year (12 month) term beginning in January - Attend all ASC meetings - Provide a written report to be read for the body and submitted to the Secretary to be included in the minutes - Ensure the most recent version of the BASCNA Policy is available on the website - Post the ASC meeting minutes to the website each month once the Secretary sends them out. - Update the online meeting list and post the most recent version of the printable meeting list promptly as needed - Add, update, and maintain any other pertinent information to the website - Serve as a member of the Policy sub-committee - Serve as a member of the Budget sub-committee.

*14. May 2018 - Motion made by Policy sub-committee: To change policy under Vice Chair description from “shall be a signer on the BASCNA checking account” to “shall be the primary signer on the BASCNA checking account.” Intent: Create a single point of accountability.

*15. June 2018 – Motion made by Hope Ignited: To add under responsibilities of BASCNA Chair to hand out New GSR Orientation packets when new GSRs attend the BASCNA monthly meeting. Intent: Create a welcoming and mentoring atmosphere.

*16. August 2018 – Motion made by Hope Ignited: Add to policy in section II, paragraph 3, sentence 4 “...to be waived in the event of a 2/3 vote by the body.” Intent: Allow the body to make leadership decisions and support consistency in service positions.

*17. February 2019 – Motion made by Saturday Night Men’s: Add the responsibility of updating meetings, locations, and contacts in the BMLT database to the Web Servant since it is now an electronic process. Intent: Clarity of responsibility/Single point of contact.

*18. October 2020 – Motion made by Policy sub-committee: Edit policy under section III, letter F, number 2 (Prudent Reserve) to take out the words “annual obligations plus.” Intent: To have policy accurately reflect the amount of funds to be maintained in prudent reserve.

*19. December 2020 – Motion made by Fresh Start: Amend policy to remove Literature Sub-Committee section and add to tasks of ENC. Intent: Simplify policy.

*20. December 2020 – Motion made by Mid-Week Peak: Amend policy to remove responsibility of Treasurer as signer on BASCNA checking account and add to Vice-Treasurer responsibilities. Intent: To allow Area service to function more efficiently.

*21. February 2021 - Motion made by Wave of Recovery: Amend policy under Vice Chair responsibilities from “Shall be a keyholder for the BASCNA PO Box” to “Shall be responsible for the BASCNA mail.” Intent: Simplify policy.

*22. October 2021 - Motion made by Policy sub-committee: Amend policy section II, letter A, number 1, paragraph 3 to add the sentence “Any member of the committee who is absent from BOTH of the Policy/Budget subcommittee meetings during a 12 month period shall be removed.” Intent: To stay consistent with the rest of policy regarding absences.

Section V

Budget History

1. August 2012 - Motion made by Shattering the Illusion: Have a budget not to exceed \$50.00 monthly for the BANA meeting lists. Intent: To ensure we stay fully self-supporting.
 2. March 2015 – Motion made by Men’s Meeting: Area shall reimburse any trusted servant that is mandated by policy to travel to fulfill their commitment for their associated expenses. Intent: To be fully self-supporting. To make it easier for members to be able to serve.
 3. May 2015 – Motion made by HOW Group: For Beach Area of NA to obtain a debit card for paying certain bills received by the area (i.e. website). Intent: 7th Tradition.
 4. April 2017 – Motion made by HOW Group to remove hold on \$166 for Basic Text. Intent: to free up allocated funds.
 5. April 2017 – Motion made by There’s a Light: Repeal requirement for BANA to possess a debit card. Intent: Repeal unnecessary requirement.
 6. February 2018 – Motion made by H&I: To propose a budget of \$100/month to fund H&I subcommittee. Intent: To establish a budget for literature and printing expenses. *Admin - to fund this from the ENC Budget until a budget review is conducted.
 7. May 2018 – Motion made by ?: To adjust ENC budget to \$200 lot beginning in January for pre-approved expenses. Additional funds are to be requested as needed. Intent: More practical structure and accountability.
 8. June 2018 – Motion made by H&I: Area shall provide \$300 annually for an H&I Learning Day. Intent: To provide area with an H&I learning day without increasing H&I’s budget or decreasing volume of literature provided to facilities. (This was later revised to \$200, but no motion was made)
 9. March 2019 – Motion made by Mike C. & seconded by Annie W: To add an additional \$30 to the website budget allowing for support and backup/restore in the event of a loss. Intent: To carry the message to the addict who still suffers.
 10. August 2020 - Motion made by Mid-Week Peak & seconded by Hope Ignited: Distribute Area funds in excess of prudent reserve to the following uses: 25% to discretionary Area budget, 50% to SOTS indigent packages and parking passes, and 25% to Region. Discretionary budget to cap at \$250.00 at which point excess funds to be distributed 75% to SOTS and 25% to Region. Intent: N/A
- *Amendment to above October 2021 - Motion made by Budget Sub-committee & seconded by Fresh Start: Any funds donated back to the Area from SOTS shall be excluded from the formula and shall be distributed at the body’s discretion at the ASC meeting the following month. Intent: To ensure funds are distributed efficiently.
11. February 2021 – Motion made by Mid Week Peak & seconded by Saturday Night Live: For Area Treasurer to establish a PayPal account to facilitate Area business. Intent: To allow Area business to be conducted efficiently.