



Policy Guidelines of the Emerald Coast Area of NA (ECANA) Area Service Committee

The following are the policy guidelines of the Emerald Coast Area Service committee. This policy is to be supplementary to the approved NA service manual and in no way to conflict with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. These guidelines have been written only for the purpose of better serving the Area, its groups and members, and the suffering addict.

**Revised and Approved
March 2014**

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THE TWELVE TRADITIONS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority – a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is 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 non-professional, 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. NA 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

These concepts have been crafted from our experiences. They are not intended to be taken as the “law” for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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.

DEFINITION AND PURPOSE OF AN AREA SERVICE COMMITTEE (ASC)

A committee created to provide common services for NA groups in a specific locale. It is composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs. Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs—and through them, in the area committee—for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines, and conduct public information activities. Through their contributions of money and manpower, the groups exercise both their responsibility and their authority for NA services. There are three groups of participants in most area service committees: GSRs and their alternates, administrative officers, and subcommittee chairpersons. The Seventh Concept for NA Service says that, “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.” Group service representatives provide a “grass roots” perspective to the area decision-making process, helping ensure that the committee’s feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

NOTE: Reference—A Guide to Local Service (pages 45-69)

Policy Notation

*Although these guidelines are flexible, they may not address needs that may arise in the future or they may be too restrictive in some unforeseen way. When this is the case, they should be amended. It may even be necessary to entirely rewrite these guidelines.
Policy Motions can only be submitted by GSR’s and/or Subcommittee Chairs.*

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1. EMERALD COAST AREA AGENDA



1. Call to Order with Serenity Prayer
2. Read the 12 Traditions
3. Read the 12 Concepts of Service
4. Read the Purpose of ASC
5. Roll Call:

ADMINISTRATIVE

Chair
 Vice-Chair
 Secretary
 Alt. Secretary
 Treasurer
 Alt. Treasurer
 RCM
 RCM 2nd

GSRs

Bridge to Freedom
 High on Life
 New Attitudes
 Last Chance
 Beach NA Group
 H.U.G.S.

SUBCOMMITTEES

Activities
 Public Relations (ECPRS)
 Policy
 Ad Hoc

6. Written Reports
7. Continuing Business & Any Tabled Motions
 - a. Nominations & Elections: **(Nominations: January Elections: February)**

Chair *[Clean time 2 years; Commitment 1 years]*
 Vice-Chair *[Clean time 2 years; Commitment 2 years]*
 Secretary *[Clean time 1 year; Commitment 1 year]*
 Alt. Secretary *[Clean time 1 year; Commitment 2 years]*
 Treasurer *[Clean time 3 years; Commitment 1 year]*
 Alt. Treasurer *[Clean time 2 years; Commitment 2 years]*
 RCM *[Clean time 3 years; Commitment 1 year]*
 RCM 2nd *[Clean time 2 years; Commitment 2 years]*

Subcommittee Chairs
Nominations: January
Elections: February

- b. Date of Next Meeting
- c. Bids for next ASC
- d. Pass Meeting Schedules for Changes

8. Recess (optional)
9. Open Forum (3 minutes per person)
10. Old Business
11. New Business
12. Open Forum (3 minutes per person)
13. Treasurer Report
14. Announcements
15. Chair will request a verbal motion to close.

Tradition Nine:
This tradition states that "NA ought never be organized; but we may create service boards or committees directly responsible to those they serve."
 (For more information see Tradition 9 in Basic Text)

2. ASC MEETINGS

2.1. GENERAL

1. ASC meetings are open to all NA members and everyone has a voice on the floor during open forum, but must be recognized by the Chair to speak.
2. The ASC shall meet in regular sessions on the third Sunday of each month at a time and location previously selected by the ASC.
3. Any member of the Area body leaving the ASC before its conclusion should notify the ASC Chair prior to the beginning of the ASC.
4. No person may represent more than one group at the ASC.
5. All contributions should be given to the Treasurer before the opening of the ASC.

2.2. QUORUM

1. The minimal number of GSR's, usually a majority, who must be present for valid representation of groups.
2. If quorum is not met at roll call the ASC will:
 - a. Accept subcommittee and RCM reports
 - b. Accept donations and group reports
 - c. Hold Open Forum
 - d. Carry on any business that does not require a vote
 - e. Attempt to re-establish quorum at this time. If quorum cannot be established, the Chair will announce the date of the next ASC and adjourn.
3. If a group has no GSR/GSRA present at ASC for two consecutive months, a GSR/GSRA present MAY make a motion to have that group removed from quorum. Upon returning to the ASC the group in question is only eligible to vote on new business that month.

2.3. MOTIONS

1. All motions (except those pertaining to the order of business) should be submitted to the Chairperson before Old Business in written form and intent must be included before being seconded.
2. Only GSR's may make or second a motion. Subcommittee Chairs can make motions pertaining to their Subcommittee only.
3. ASC Chair will call for a 2nd. If there is no 2nd to a motion, the motion dies for lack of a 2nd.
4. After a motion is seconded, discussion will be limited to 2 pros and 2 cons with a 2 minute time limit. Only GSR'S and Subcommittee Chairs have recognition for this discussion.
5. Any motion that changes ECANA Policy will go back to groups.

2.4. NEW GROUPS

1. All new groups should register with the Area Service Committee, be given a Group Starter Kit and added to the meeting schedules.
2. Any new group that wishes to join the ASC may be recognized immediately and begin voting at their second meeting.

2.5. VOTING

1. Each group has 1 vote by show of GSR hands.
2. Chairperson breaks all ties.
3. Abstentions will be counted as abstentions; they will not go to the prevailing side.

2.6. BUDGETS

This budget has been carefully calculated to help strengthen our area so that we may better serve our groups, subcommittees and any other needs that may occur in the EMERALD COAST AREA.

When prudent reserve is reached donate the rest to Region.

EXPENSES:

Secretary: \$20.00 a month
ECPRS: \$125.00 a month
Activities: \$200.00 quarterly
RCM: \$200.00 quarterly

PRUDENT RESERVE BREAKDOWN:

\$40.00 (reserve for two months)
\$250.00 (reserve for two months)
\$200.00 (reserve for one quarter)
\$200.00 (reserve for one quarter)

Our Prudent Reserve is \$690.00.

3. TRUSTED SERVANT POSITIONS OF THE ASC ADMINISTRATIVE OFFICERS **(DUTIES, RESPONSIBILITIES, AND REQUIREMENTS)**

These people are responsible for administering the general affairs of the entire Area committee.

3.1. CHAIRPERSON

Qualifications:

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum of 2 years clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. Chairs all meetings of the ASC, enforces Robert's Rules of Order and is fair and impartial.
2. Does not discuss a motion while presiding
3. Cosigner of the Area bank account
4. Attends as many Group business meetings and Subcommittee meetings as possible
5. In the absence of the Vice-Chair, the Chair will assume all responsibilities of the Vice-Chair.

3.2. VICE-CHAIR

Qualifications:

1. Willingness and desire to serve.
2. Two year commitment. 2nd year will serve as Chair.
3. Minimum of 2 years clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. Performs all duties and responsibilities of the ASC Chair in the absence of the Chair.
2. Liaison between all Subcommittees to assure their proper functioning per ASC guidelines.
3. Acts as Parliamentarian at all ASC meetings.
4. Cosigner of Area bank account.
5. At the end of the term the Vice-Chair will automatically assume the position of the Chair, or in the event the Chair is unable to fulfill their term, upon a vote of acclimation from the GSR's unless or until a new Chair is elected.

3.3. TREASURER

Qualifications:

1. Willingness and desire to serve.
2. 1 year commitment.
3. Minimum of 3 years clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. Keeps an accurate record of all transactions including receipts for income and disbursement.

2. Prepares a financial report including monthly bank statement, due at each ASC meeting, as well as relevant quarterly and annual reports, to be appended to the Area minutes.
3. Disburses monies as per group conscience of the ASC.
4. Cosigner of the area bank account.
5. Collects all donations from groups, members and Subcommittees.
 - a. All Contributions should be given to Treasurer.
6. In the event of absence from the ASC meeting, the treasurer is to acquire the previous month's donations from the Secretary within 1 week.
7. Once a year, preferably in January, or prior to leaving office the Treasurer will prepare the books for Audit by the RCM and 2 GSR's. The Treasurer (and incoming Treasurer, if applicable) should be present during this audit.

3.4. ALTERNATE TREASURER

Qualifications:

1. Willingness and desire to serve.
2. 2 year commitment. 2nd year will serve as Treasurer.
3. Minimum of 2 years clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. The term in office is spent fully learn the duties and responsibilities of the Treasurer.
2. In the event the Treasurer is absent or unable to fulfill his/her duties, the Alternate Treasurer will perform the duties of the Treasurer.
3. Attends all ASC meetings.
4. At the end of the term the Alternate Treasurer will automatically assume the position of the Treasurer, or in the event the Treasurer is unable to fulfill their term, upon a vote of acclimation from the GSR's unless or until a new Treasurer is elected.

3.5. SECRETARY

Qualifications:

1. Willingness and desire to serve.
2. 1 year commitment.
3. Minimum of 1 year clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. Is responsible for keeping a written record of all ASC meetings, and typing and distributing the minutes within two weeks of the ASC meeting.
2. Keeps a current contact mailing list of all ASC trusted servants and GSR's and when groups miss two consecutive meetings will contact the GSR of that group.
3. Area minutes should be distributed electronically whenever possible.
4. Cosigner of Area bank account.
5. Maintains an Area post office box and reports correspondence to the ASC within the written record of the ASC meeting.

6. Conducts an oral roll call of groups in the area and ASC officers for inclusion within the written record of the ASC meeting.
7. Responsible for typing and distributing minutes within 2 weeks after each ASC meeting.
8. In the absence of the Treasurer, the Secretary will collect all donations and they will be given to Treasurer within one week.
9. Coordinates and keeps written records, files and archives of the ASC, as well as storing the documents on an electronic portable device.

3.6. ALTERNATE SECRETARY

Qualifications:

1. Willingness and desire to serve.
2. 2 year commitment. 2nd year will serve as Secretary.
3. Minimum of 1 year clean time.
4. Understanding of the Twelve Steps, Traditions, and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. The term in office is spent fully learn the duties and responsibilities of the Secretary.
2. In the event the Secretary is absent or unable to fulfill his/her duties, the Alternate Secretary will perform the duties of the Secretary.
3. Attends all ASC meetings.
4. At the end of the term the Alternate Secretary will automatically assume the position of the Secretary, or in the event the Secretary is unable to fulfill their term, upon a vote of acclimation from the GSR's unless or until a new Secretary is elected.

3.7. REGIONAL COMMITTEE MEMBER

Qualifications:

1. Willingness and desire to serve.
2. 1 year commitment.
3. Minimum of 3 years clean time.
4. Understanding of the Twelve Steps, Traditions and Concepts to the best of their ability.
5. Previous involvement as a service representative (GSR, RCM, RCM 2nd, RD).
6. Time and resources needed to be an active participant.

Duties:

1. The primary purpose of the Regional Committee Member is to carry the Emerald Coast Area's conscious to the Region.
2. Presents minutes of the Regional Service Committee (RSC) along with information from other areas and regions.
3. Attends all ASC and RSC meetings and distributes all necessary information to the GSR's, Administrative Officers, and Subcommittee Chairs of the ASC.
4. Attends as many Area functions as possible.
5. Will not accept any concurrent nominations at the Regional level upon election.
6. Chairs ASC in the absence of Chair or Vice-Chair.

3.8. REGIONAL COMMITTEE MEMBER 2ND

Qualifications:

1. Willingness and desire to serve.
2. 1 year commitment. 2nd year will serve as RCM.
3. Minimum of 2 years clean time.
4. Understanding of the Twelve Steps, Traditions and Concepts to the best of their ability.
5. Time and resources needed to be an active participant.

Duties:

1. The term in office is spent becoming familiar with the duties of the RCM.
2. In the event the RCM is absent, the RCM 2nd will perform the duties of the RCM at the ASC and RSC meetings.
3. Attends all ASC and RSC meetings and distributes all necessary information to the GSR's, Administrative Officers, and Subcommittee Chairs of the ASC.
4. At the end of the term the RCM 2nd will automatically assume the position of the RCM, or in the event the RCM is unable to fulfill their term, upon a vote of acclimation from the GSR's unless or until a new RCM is elected.

3.9. NOMINATION OF TRUSTED SERVANTS

1. Nominations should be made by GSR's.
2. Each nomination must be seconded.
3. After accepting nominations from the GSR, the Chairperson will ask the floor if there are any further nominations.
4. A motion is made and seconded to close nominations.
5. Each nominee should state in person and in writing his or her qualifications.

Nominations for Area Admin Committee Trusted Servants shall be submitted to the ASC in the month of January, elections will be held in February, and take office in March.

3.10. ELECTIONS

1. Vote is taken by show of GSR hands.
2. If a position is vacant, the elected nominee will assume position at the following ASC.

3.11. REMOVAL OF TRUSTED SERVANTS

1. Voluntary.
 - a. Any trusted servant who desires to resign must do so in writing.
2. Involuntary.
 - a. Missing two or more consecutive ASC meetings, without prior notification.
 - b. Relapse during term of office.
 - c. Failure to perform duties and responsibilities.
 - d. Violent or Aggressive Behavior.

Zero Tolerance Policy for Violent or Disruptive Behavior

Violence and disruptive behaviors for the purpose of this guide is defined as threats, belittling, name-calling, yelling, 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 being free from acts of violence and disruptive behaviors. We must recognize these acts and behaviors and protect ourselves from members who would use them towards others. This would also include behaviors that are meant to disrupt the meeting so as business cannot be conducted. With that understanding the following policy rule will be used at our meetings:

1. Any person committing an act of violence at the Business will be required to leave the meeting immediately upon the request of any combination of two Administrative member, or Subcommittee member. If the person refuses to follow the request to leave the meeting the local police may be called and/or the Business meeting may be adjourned until the person leaves or until the following regularly scheduled meeting, if necessary.
 - a. The eligible voting members present may override the request of the two administrative members by passing a simple "proposal to override" by a majority of the eligible voting members present.
 - b. Any person who commits two such acts of violence will not be allowed at the Business meeting for the duration of that year, unless a proposal is made and 2/3 of the voting members wish to allow the person back.
2. If the person fails to comply the local police will be called to remove the person or persons from the facility.

4. DUTIES AND RESPONSIBILITIES OF ASC SUBCOMMITTEES

In order to minimize time spent debating in ASC meetings, the Emerald Coast Area Service Committee uses a Subcommittee system. It is important to note that the Subcommittees cannot do the day-to-day work, only members can do this. By need, most of the work is done in Subcommittees. Initiation and finalization of projects take place at the Area Service Committee meetings.

1. Each Subcommittee Chairperson should attend and submit a written report to the ASC meeting. This report should include minutes of Subcommittee meetings, planned ideas, motions for initiation, finalization, or implementation, and a financial report or request (if applicable).
2. When appropriate the Subcommittee Chairperson will establish lines of communication with the corresponding Regional Service Subcommittee Chair.
3. Each Subcommittee may adopt its own guidelines and must meet once a month.
4. Nomination for Area Subcommittee Chairpersons shall be submitted to the ASC in January and elections will take place in February and take office in March.
5. Subcommittee guidelines should be submitted and approved by the ASC.

4.1. SUBCOMMITTEES OF THE EMERALD COAST AREA

1. Emerald Coast Public Relations Subcommittee (ECPRS)
2. Activities Ways and Means Subcommittee
3. Policy Subcommittee
4. Ad Hoc Subcommittee (as needed).

In addition to the responsibilities noted above, each Subcommittee shall adhere to the following guidelines:

4.2. SUBCOMMITTEE CHAIRPERSON

Qualifications:

1. Willingness and desire to serve.
2. 1 year commitment.
3. Understanding of the Twelve Steps, Traditions and Concepts to the best of their ability.
4. Time and resources needed to be an active participant.

4.2.1. Emerald Coast Public Relations Subcommittee (ECPRS)

1. Minimum of 3 years clean time for ECPRS chair.
2. ECPRS shall perform all functions historically performed by Hospitals & Institutions (H&I), Public Information (PI), phone line, and ECANA website.
3. The Subcommittee shall be responsible for updating and distributing current area meeting schedules for ECA.

4.2.2. Activities Ways and Means Subcommittee

1. Minimum of 1 year clean time for Activities Subcommittee chair.

2. All activities of the ASC shall be initiated in the form of a motion under New Business to be voted on at the immediate ASC.
3. Financial records shall be kept of all activities expenses and proceeds and reported at the next ASC.
4. Holds quarterly fundraisers (if possible).

4.2.3. Policy Subcommittee

1. Minimum of 1 year clean time for Policy Subcommittee chair.
2. The purpose of the Policy Subcommittee is to maintain and revise Area Policy as needed.
3. The policy manual shall be updated and published, annually.
4. Keeps copies of current Policy, Subcommittee manuals, and Handbooks available to any interested NA member.
5. To keep in archives, Robert's Rules of Order.
6. In the event that the Policy Chair is vacant or absent, the duties will then be the responsibility of the ASC Chair.

4.2.4. Ad Hoc Subcommittees

Sometimes a question or special project needs to be referred to a subcommittee, but the question does not fit in with the focus of any existing subcommittee. In such a case, a motion can be made to convene a special subcommittee. These special subcommittees are set up for a specific purpose and have limited lives. When they have finished their task and reported their findings to the ASC, they are disbanded. A motion to convene a special subcommittee must specify what the subcommittee's purpose will be. The ASC chairperson may either appoint an Ad Hoc subcommittee in its entirety or just the Ad Hoc subcommittee chair who will then form the subcommittee.

5. PARLIAMENTARY PROCEDURE

MAIN MOTION

A main motion is a motion whose introduction brings business before the ASC. Such a motion can only be made when no other motion is pending.

AMENDMENT

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, intent is to be given. The motion to table is in order for A) To get further information, B) More pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

MOTION TO REFER TO SUBCOMMITTEE

When a motion to refer to Subcommittee is made, the intent is to send an item of business to a Subcommittee so that a question may be carefully investigated and put into better perspective for the ASC to consider. Unless specified, the Subcommittee will bring up this issue at the next ASC meeting. Debate on a motion to refer to Subcommittee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the Subcommittee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion, so as to obtain information to give direction to the Subcommittee.

MOTION TO REFER TO GROUPS

When a motion to refer to groups is made, the intent is to send an item of business back to the represented members of the Area for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion to give information to bring back to the groups.

MOTION TO RECONSIDER

A motion to reconsider is meant to bring an item that has already been dealt with back on the floor. This is used to permit the correction of a hasty, ill advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be for rehashing motions when an individual or a minority was not pleased with the outcome, this motion can only be made by a group who voted on the prevailing side or a member who spoke in debate for the prevailing side of the motion. You may not reconsider a motion more than once.

UNANIMOUS CONSENT

This is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

WITHDRAW OR MODIFY

A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After a motion is made it belongs to the ASC, as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

MOTION TO CALL THE VOTE

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not made to suppress information but rather to expedite the proceedings.

POINT OF INFORMATION

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

POINT OF ORDER

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chair that a member feels that proper procedure is not being followed.

SUSPEND THE RULES

A Motion to Suspend the Rules is made when a member of the ASC would like to waive a certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.