CAPITAL AREA NARCOTICS ANONYMOUS

POLICY GUIDE

September 2026

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Glossary of Terms

N.A. – Narcotics Anonymous
ASC – Area Service Committee
GSR – Group Service Representative
RCM – Regional Service Committee Member
CANA – Capital Area Narcotics Anonymous
RSC – Regional Service Committee
RSO – Regional Service Office
MARSC – Mid-Atlantic Regional Service Committee
WSC – World Service Conference
WSO – World Service Office
CASLSC – Capital Area Service Literature Sub-Committee

Guidelines for the Capital Area Service Committee of Narcotics Anonymous

1. **Boundaries:**

   This body shall be known as Capital Area Service of Narcotics Anonymous (CASNA). (1/13/1985). Area service will be held on the first Sunday of every month. (5/2/2010)

2. **Purpose:**

   Our purpose is to further the unity of the fellowship within the Capital Area and the rest of Narcotics Anonymous as whole, in accordance with the twelve steps and concepts of Narcotics Anonymous.

3. **Parliam**entary Authority:
   a. Accept Robert's Rules of Order for the ASC meeting. (2/10/1985)
   b. To amend policy of 2/10/1985 to accept RRO for ASC meeting to state the ASC meeting will follow the short order of RRO (1/9/2005)
   c. In the event of a conflict between CASNA Policy and Robert's Rules of Order, CASNA Policy shall prevail.
   d. In matters not addressed by CASNA Policy or the adopted short order, Robert's Rules of Order shall govern.

4. GSRs**:**

   This committee shall be comprised of Group Service Representatives (GSR), their alternates, members of the Administrative Committee, and Subcommittee Chairpersons/Representatives.

5. **Attendance:**
   a. The ASC shall conduct business only if a quorum is present. A quorum is defined as 50% +1 of the average attending groups from the last 3 ASC meetings (4/7/24)
   b. All officers shall attend all ASC meetings. It is the responsibility of any elected officer not able to attend an ASC meeting to notify the Chairperson (Who then must notify the Vice Chairperson).
   c. If an elected officer misses two or more consecutive meetings it is the responsibility of the Chairperson to bring the matter to the floor for review and appropriate action.
   d. Any office who is not present for Area Service will be considered absent rather than excused (6/13/2004)
   e. All members of NA are welcome to attend all regular ASC meetings as non participant observers. The Chairperson, at their discretion, may call on a nonparticipant to speak, if not all communication must be through their home group's GSR.

6. **GSRs:**
   a. GSR submit their group reports in writing to area secretary (12/8/1985)
   b. Allow GSRs to purchase a policy log from area at an appropriate price depending on how much it cost to make copies (2/8/1998)
   c. All home groups bring a list of newcomers names to the ASC each December so we can select names for primary purpose packages to MARLCNA, area will send them in (2/14/2002)
   d. Have all donations received by 2pm when area service begins (11/5/06)

5. **Expenses:**
    a. Normal operational expenses will be paid as they occur and accounted for in the monthly Treasurer's report, these are:
        i. Rent
        ii. Phone line
        iii. Secretary expenses
        iv. PO Box
        v. Travel reimbursement to all area representatives who use their private vehicles to attend normal Regional business meetings
    b. Rent for area service is location is $75
    c. Secretary advance is $100 for expenses (6/3/2012)
    d. Area treasurer to hold the $50.00 monthly ($25 from unity committee and $25 from area) in an account and keep separate books to reflect the amount (8/4/2013)
6. **Voting Procedures:**
    Voting on all ASC motions shall be done by a one group / one vote system.
    a. The order of succession for voting members at the ASC shall be:
        i. Group Service Representative
        ii. Alternate GSR
        iii. A member of the group designated by the group
    b. Any group present at the current ASC meeting has voting privileges (4/1/07)
    c. Each active participant will have one vote on all matters with the exception of the Chairperson who should only vote in the case of ties
    d. No member of the ASC may hold more than one voting position at a time
    e. Voting for the Administrative Committee Officer positions and all Subcommittee Officer positions is restricted to the GSR or the group representative present at the ASC meeting (10/7/2012)
    f. When voting, if the majority of groups abstain on any issue then the issue is tabled and automatically sent back to groups for another group conscience (11/08/1987)
7. **Voting for Administrative Committee Members:**
    a. A simple majority will be required for the election of all officers
    b. A 2/3 majority will be required for the removal of any elected officer for noncompliance. Non-compliance includes but is not limited to:
        1. Loss of abstinence from drugs
        2. Failing to perform the position
        3. Failing to attend regular ASC meetings without contact the ASC
    c. You don't have to be a GSR to be nominated for a position (12/8/1985)
    d. Elections will be held in December for each year, with the exception of the Unity Committee & RCM which will be held in May (4/11/2010)
    e. To eliminate voting by acclamation and whether we have 5 or 1 nomination, we ask them to leave the room and do a regular vote (3/3/1998)
    f. No elected officer may hold the same office for two consecutive terms
    g. Short-term replacements are defined as the filling of any elected position midterm. No short term should be counted as one of the two consecutive terms
8. **Financial Policy:**
    a. Receipts be given by the treasurer for all monies received (2/10/1985)
    b. Have area pay for meeting list (4/12/1987)
    c. The area should obtain a federal tax ID number (9/11/1988)

d. To have $125 from area per month given to H&I subcommittee on as a needed basis (4/11/1995 Amended 11/ 2/2014)
e. In the event of theft take legal action (7/13/1998)
f. We do not accept personal checks (6/10/2001)
g. Any money given from the area over $100 must go back to the groups for a group conscience (6/10/2001)
h. Have area donate 50% over prudent reserve to region on a quarterly basis(10/14/2001)
i. In the event of the dissolution of CASNA, all funds held by the committee treasurer will be transferred to its successor organization. If there is no successor, such funds will be transferred to the Mid-Atlantic Region of Narcotics Anonymous, Narcotics Anonymous World Services, or their successor organizations. Under no circumstances will any funds be transferred to any individual (5/15/2005)
j. Goods and services provided by CASNA will be provided to all who seek them without regard to their ability to pay (5/15/2005)
k. To make available any and all contracts or agreements by each subcommittee to the Are Service Committee as they are signed (5/3/15)
l. The reimbursement rate will be per federal IRS definition of a Non-Profit
    i. (Charitable Organization) (11/6/2016) -Current rate 14 cents per mile
m. To increase prudent reserve from $700 to $1500 to avoid bank fees and ensure prudent reserve is a sufficient amount (5/5/19)
n. Prior the treasurer using prudent reserve to pay bills or reimburse expenses a housekeeping motion be brought to area listing the specific expenses to be paid and the exact dollar amount to be paid out of the prudent reserve. (9/14/1997

9. **Function of Area Service**
    a. Orders of the Day (3/1/2015)
        i. A member must be recognized by the chairperson to address the floor.
        ii. A member may speak only once to an issue
        iii. Sub-committee reports will be limited to 10 minutes, plus questions and approval
        iv. Discussion topics must be in written form and given to the chair. Members may speak on a topic for a maximum of 5 minutes.
        v. For an item to be placed on the agenda, it must be in motion form with a second
    b. Motions
        i. Any motion that changes policy needs to go back to groups for conscience(9/11/1994)
        ii. all motions be reviewed by policy before given to chair (4/11/1994)
        iii. All motions need to include date and intent (10/9/2004)
        iv. Only GSR's can submit motions to the ASC (4/5/2009)
        v. Subcommittee chairs or vice chairs can write and submit motions that affect their own subcommittee (5/5/19)
        vi. Three month window when a motion is submitted and sent back to groups. The following month allow time for discussion, then the month after, take the vote.(6/7/200)

c. To delete a set time of adjournment and that adjournment be at the end of business (4/14/1991
d. To amend policy of 2/10/1985 to accept RRO for ASC meeting to state the ASC meeting will follow the short order of RRO (1/9/2005)

CANA Administrative Committee

This committee shall be comprised of the *Chairperson*, *Vice Chairperson*, *Treasurer*, *Vice Treasurer*, *Secretary*, *Vice Secretary*, *Regional Committee Member*, *and the Alternate Committee Member*.
Any persons elected may not hold any other chair or vice-chair position on the Area level during their time of service.
Any officer will be asked to resign if 2 ASC meetings are missed in a row, that vacant position shall be filled as soon as possible.
Elections for the Administrative Committee shall take place every December except Unity & RCM

1. **CHAIRPERSON**: one-year commitment
    a. **Qualifications:**
        i. Suggested minimum of 2 years clean. ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. **Duties:**
        i. Arrange the ASC agenda for each meeting.
        ii. Preside over regular ASC meetings in an orderly fashion.
        iii. Co-signer of ASC bank accounts.
        iv. Assist Vice Chairperson in the coordination and liaison work between all sub-committees to assure cooperation of responsibilities
        v. May not vote on any and all matters except in the case of a tie.
2. **VICE CHAIRPERSON**: two year commitment
    a. **Qualifications:**
        i. Suggested minimum of 1 year clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. **Duties:**
        i. Assume responsibilities of the Chairperson in their absence.
        ii. Co-signer of ASC bank accounts.
        iii. Act as the liaison between all Sub-committees, to assure cooperation of responsibilities.
3. **SECRETARY:** one-year commitment
    a. **Qualifications:**
        i. Suggested minimum of 1 year clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. **Duties:**

i. Record minutes of ASC meetings.
ii. Distribute minutes no later than 2 weeks following each ASC meeting via mail to those who specifically requested the minutes to be mailed to them.
iii. Minutes shall be posted on the website for all others to download within 1 week following each ASC meeting.
iv. Call attendance at the beginning of each ASC meeting.

4. **VICE SECRETARY:** two year commitment
    a. **Qualifications:**
        i. Suggested minimum of 6 months clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. Duties:
        i. Assume the responsibilities of the Secretary in their absence.
        ii. Assist the Secretary in all the above duties.
5. **TREASURER:** one-year commitment
    a. **Qualifications:**
        i. Mandatory minimum of 3 years clean.
        ii. Suggested prior bookkeeping experience.
        iii. Working knowledge of 12 steps, 12 traditions, and 12 concepts of service in NA.
        iv. Willingness and desire to fulfill the responsibilities of the position**.**
    b. **Duties:**
        i. Act as custodian of the CANA bank accounts.
        ii. Keep a financial ledger.
        iii. Make sure all approved expenses are paid in a timely manner.
        iv. Receive donations from groups and be responsible for issuing receipts for monies received.
        v. Reconciling the Area checkbook to the bank statement every month (4/3/2013)
        vi. Co-signer of ASC bank accounts.
6. **VICE TREASURER:** two-year commitment
    a. **Qualifications:**
        i. Mandatory minimum of 2 years clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. **Duties:**
        i. Assume the responsibilities of the Treasurer in their absence.
        ii. Assist the Treasurer in all the above duties.
        iii.
7. **REGIONAL COMMITTEE MEMBER (RCM):** one-year commitment
    a. **Qualifications:**
        i. Suggested minimum of 2 years clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.

b. **Duties**:
    i. Attend all MARC (Mid-Atlantic Regional Committee) and ASC meetings including the WSC Agenda Workshops.
    ii. Serve as a line of communication between CANA and MARNA.
    iii. Work closely with the Area Officers and Sub-committee
    iv. Representatives, and is a source of information/guidance in matters concerning the 12 traditions
    v. Responsible for issuing receipts for all monies received

8. **ALTERNATE REGIONAL COMMITTEE MEMBER:** two year commitment
    a. **Qualifications:**
        i. Suggested minimum of 1 year clean.
        ii. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA.
        iii. Willingness and desire to fulfill the responsibilities of the position.
    b. **Duties:**
        i. Attend all MARC and ASC meetings including WSC Agenda Workshops.
        ii. Assist the RCM in all the above duties.

Subcommittees

Literature Sub-Committee – 8/3/08

1. **CHAIRPERSON**: one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA
        iii. A suggested 2 years clean, and a suggested 6 months of active Literature Sub-Committee service duties:
        iv. Coordinates the activities of the CASNA Literature Sub-Committee
        v. Maintains the literature inventory, and manages the literature orders for the groups and the area
        vi. Responsible for making sure all receipts are filled out for each order and all monies are accounted for
        vii. Oversees the quarterly production of the CANA meeting lists
2. **VICE CHAIRPERSON**: one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions, and 12 concepts of service in NA
        iii. A suggested 1 year clean, and a suggested 6 months of active Literature Sub-Committee service
    b. Duties:
        i. Will assume the Chair position in the absence of the Chairperson
        ii. Work with the Chairperson to maintain the smooth operation of the Subcommittees
        iii. Help Chair fill literature orders, maintain literature inventory, and help account for all monies and receipts
        iv. Will assume the Chair position after 1 year of service as Vice Chair, per elections

Literature Sub-Committee guidelines

1. CALSC meets twice a month, with one of these to be ½ hour prior to the 12:30 start of literature sales.
2. Each meeting should include agenda and be reported to area at the ASC 3.
    That the LSC keep in contact with the following:
    a. CASC
    b. Regional LSC
    c. World LSC
    d. World Service Office
4. That LSC do its best to keep CAS up to date on current literature matters
5. The LSC cannot extend credit to any entity without the written approval from the CASC conscience
6. That the LSC adds 9% to the cost of literature to fund the making of meeting lists each Quarter. With increases reported to the ASC as they arise
7. That the LSC sell literature to all CA subcommittees at cost
8. That the CALSC sell literature to groups and/or individuals outside of CA at group pricing

9. That the LSC will give receipts for all transactions
10. To purchase literature from the LSC an order form must be filled out
11. Due to price changes only the current order form will be accepted for literature orders
12. LSC will accept order forms between 12:30-1:30 so all members can participate in the ASC meeting from the start
    a. GSR or group member picking up orders need to check their order for accuracy so any discrepancy can be resolved in an efficient manner
    b. That the LSC keep specified quantities on hand:
        i. That all large booklets be purchased by LSC at discounted rates for bulk orders (example bundles of 100). These should only be purchased by the LSC in those quantities
        ii. Quantities Referenced in chart below

Basic Text (Hardback)	50	Key Chips			
Basic Text (Softback)	15		White	50	
Just for Today (softback)	25		Orange	50	
It works How and Why(Hardback)	25		Green	50	
It works How and Why(Softback)	15		Red	50	
N.A. Step Guide	25		Blue	50	
I.P.'s(all)	200		Yellow	50	
Key Tags			Moon Glow	50	
White	400		Gray	50	
Orange	200		Black	50	
Green	200	Medallions			
					10 each
Red	200		Year One through 15		
Blue	200		Year 16 through 30	5 each	
Yellow	200		Year 31 through 40	2 each	
Moon Glow	200	Group Reading Cards(set of 7)		5	
Gray	200	Service Handbooks		2	

Black	200	Wallet Reading Cards	15
		All other literature	1 each

iii.

13. That the LSC update meeting lists quarterly, with new printings available at ASC meetings on the following months: January, April, July and October
14. Changes to meetings need to be submitted to LSC no later than the close of business of ASC meeting prior to the new print month
15. Meeting lists will be given out, at the start of each quarter, with each literature or as requested and only as requested. This is so we do not waste NA resources
16. Groups will receive 30ct meeting list bundles and H&I will receive 15ct. meeting list bundles per commitment as needed
17. New groups must request a starter kit from ASC. The LSC does not have the authority to approve/disapprove starter kit
18. All new groups that come to Area and request a starter kit shall receive one from the Literature committee.
19. New group starter kit – The group booklet (revised), 2 each IP#1, IP#5, IP#6, IP#7, IP#8, IP#9, IP#11, IP#12, IP#13, IP#14, IP#16, IP#19, IP#22, IP#25 and group readings (set of 7)
20. All new meetings or changes of locations for existing home groups must first be Recognized by the PR subcommittee/CASNA prior to being placed on the meeting list and receiving a starter kit from CASNA
21. 4/12/2026 To reduce the number of MARLCNA meeting lists printed from 1,500 to 500. (M02.26 P3)
22. 5/3/2026 To add to existing literature policy on required meeting list order quarterly “as needed.” (M03.26 P5)
23. Establish Literature prudent reserve of $100

H&I Guidelines – 5/1/06

Definition: Our primary purpose is to carry a clear NA message of hope and freedom. No Addict seeking recovery need die from the horrors of addiction and can stay clean one day at a time and learn to live a new way in the rooms of NA. The hospitals and Institutions Subcommittee of the Capital Area Service Committee is comprised of members of Narcotics Anonymous whose purpose is to carry the message of
Recovery to addicts in hospitals and institutions who have restricted or limited access to Regularly attend outside NA meetings.
This committee is a subcommittee of the Capital Area Service Committee of Narcotics Anonymous, and is directly responsible to that committee

Responsibilities and Functions of the H&I subcommittee:

1. To orient new H&I subcommittee members, or anyone interested in sharing at a presentation on the many aspects of H&I service work
2. To make literature available to the facilities where H&I meetings are held within the area, when financially feasible.
3. To be directly responsible to the CASNA ASC regarding all aspects of the H&I subcommittee business on an ongoing monthly basis.
4. To maintain an updated current detailed list of all facilities actively served by the subcommittee. This list should contain for each facility:

    a. The name and phone number of the inside contact (volunteer coordinator or director)
    b. Specific relevant requirements and restrictions
    c. The name and phone number of the current CASNA H&I panel leader assigned to that facility
5. To maintain an updated current detailed list of all active sub-committee officers, panel leaders and members. This list should contain:
    a. Their name
    b. Their phone number
    c. Their position
    d. The facility they serve if applicable

Officers:

1. The officers of this subcommittee shall be made up of a chairperson, a vice chairperson, a secretary, a vice secretary and a literature coordinator. The H&I committee's officers are to be elected by majority vote of the committee at large, except for the chairperson and the vice chairperson who are elected by the area service committee
2. In the event the chairperson is not able to fulfill the responsibilities or resigns, the vice chair shall automatically assume the responsibilities of chair until the area service committee elects a new chairperson
3. If the vice chairperson cannot or will not act as H&I chairperson, the committee will nominate and elect from within its members and acting H&I chairperson until the ASC fills the position
4. Any officer of member of the H&I committee is automatically disqualified from further H&I activity upon relapse
5. A committee officer shall be removed after missing 3 consecutive regularly scheduled H&I business meetings **General Information:**

1. Any member of the H&I committee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements set forth herein. Being clean for the purpose of this H&I committee shall be construed as freedom for the use of any mood or mind-altering substance.
2. Any member not conforming to the foregoing requirements or to any other which might be added later or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I committee assignments previously granted.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of this committee shall be held in any institution, except under the direct supervision of the H&I committee or delegated leader specifically appointed by them. For each facility actively being served, a specific member should be assigned as the CASNA H&I panel leader. All H&I presentations for that facility should be conducted by the panel leader or panel coordinator. In the event this is not possible, the chair or vice chair should be notified.
4. All requirements and restrictions pertaining to each facility should be strictly upheld by all CANSA H&I officers, panel leaders, members and speakers
5. No H&I member will involve themselves with any activity at the facility that our committee serves, to avoid possible conflict and damage to our relationship with the facility. NA is not affiliated with any facility and must carry a clear NA message or recovery and refrain from commenting about the facility or its program.
6. Narcotics Anonymous case histories, life stories and/or NA principles of NA general information are to be the only topics of any Narcotics Anonymous presentation conducted

within all institutions served by this committee. All H&I speakers must strictly comply with this regulation, confining their talks solely to the spiritual principles of NA

7. Failure to comply with the foregoing regulations shall be sufficient grounds to be dropped from H&I committee membership, when agreed upon by the H&I committee
8. If a controversy arises with an H&I member or panel participant, it is the responsibility of the H&I chair to first communicate with the facility to explore the controversy and then call a meeting of the H&I subcommittee as soon as possible. It is suggested that you bring together as many members as possible to give you input and direction on how to handle the situation. Remember, members of the subcommittee come first
9. Although our primary purpose is to share our experience, strength and hope, we strongly believe it is important to get the clients of the facility involved with the NA meeting through reading, sharing, etc. We do this by allowing time for them to share. We encourage personal contact be established with the clients, men with men and women with women, within the rules and regulations of the facility
10. Carry the message, the basic text, not the mess, read from it and refer to it during the presentation
11. A well rounded message is presented by more than the person attending. Call someone and ask them to help you carry the message. It is suggested that a panel of two to five members attend the presentation wherever possible.
12. People seeking to share at facilities need to have worked through their problems sufficiently and not engage in behaviors that are prone to jeopardize the recovery of the clients, either by setting poor examples as recovering role models, or by soliciting involvement with clients in behaviors dangerous to their recovery.
13. Remember, facilities reserve the option of denying admission based on their discretion in these areas.

Qualifications and Duties of Trusted Servants:

Learning to help others is a benefit of the Narcotics Anonymous Program. Remarkably, working the Twelve Steps guides us from humiliation and despair to acting as instruments of our Higher Power. We are given the ability to help a fellow addict when no one else can. We see it happening among us every day. This miraculous turnabout is evidence of spiritual awakening. We share from our own personal experience what it has been like for us. The temptation to give advice is great; but when we do so we lose the respect of the newcomer. This clouds our message. A simple, honest message of recovery from addiction rings true.

Basic Text pp. 49-50

Suggestions: H&I Chair

1. Although the facility may think it needs attention now, I should allow everything to happen in God's time. People should show up when scheduled. I should receive communication when promised. My concept is only a very small part of the picture. Trust that God is in control and everything happens for a reason.
2. I am only a trusted servant, I am not in charge! The sub-committee, which was formed by ASC, was formed by the groups and the group was formed by individual members. I represent individual members of NA. All decisions should be made by vote of the subcommittee. When needed decisions should be made by each individual group through GSR's at area service. Remember, God's time, not mine.
3. The main purpose of the Hospitals and Institutions subcommittee is to carry the NA message to the addict who still suffers. We represent Narcotics Anonymous as we enter and communicate with the facilities. We represent NA in our community.

4. It is very important to keep our personalities aside and focus on the inmate sitting in the institution or halfway house, the adolescent, with their whole life ahead of them and the suffering addict trying to change and live.
5. Deal with everyone on a personal basis, whether it be a facility director or staff member, an addict helping to carry the message, a newcomer or an addict still suffering. Take a personal interest and listen. Remember, it is better to understand than to be understood. Fulfill all commitments no matter how small wherever possible. Be responsible enough to return all calls. Be the example.
6. Carry the message of hope. Keep updated meeting lists from different areas in all facilities. Allow the still suffering addict to know we care about them and will be there for them when they leave the facility. Remember, hope not illusion. Allow them to know the daily commitment we make to stay clean
7. Be open to new ideas. I am a newcomer to this way of life. If you think something is controversial, introduce it early and allow people time to process it before asking for a decision. Communicate with other H&I chairs to find out how their areas run. Always seek out old timers, inevitably, they have already gone through what we are going through.
8. If a controversy arises with an H&I member or panel participant, it is the responsibility of the H&I chair to first communicate with the facility to explore the controversy and then call a meeting of the H&I subcommittee as soon as possible. It is suggested that you bring together as many members as possible to give you input and direction on how to handle the situation. Remember, members of the subcommittee first.

H&I Subcommittee

1. **H&I Chairperson:** one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA
    b. Clean time requirements: Suggested 2 years clean, 6 months active in H&I work
    c. Responsibilities:
        i. Coordinates the activities of the CASNA H&I subcommittee
        ii. Oversees the monthly H&I business meetings
        iii. To maintain communication with the officers of the sub-committee, the panel coordinator, panel leaders and, when appropriate, the facilities. iv.To represent the H&I subcommittee at capital area service, mid Atlantic regional service and communicate with Word Service committee H&I
        v. To mediate all meetings of the H&I subcommittee with a general understanding of parliamentary procedure
        vi. To arbitrate any and all disputes
        vii. Maintains subcommittee archives in conjunction with the H&I secretary position
2. **H&I Vice Chairperson:** one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA
    b. Clean time requirements: Suggested 1 years clean, 6 months active in H&I work
    c. Responsibilities:

i. To assume the chair position in the absence of the chairperson
ii. Work with the chairperson to maintain the smooth operation of the subcommittee
iii. Updates volunteer lists of people who want to serve on H&I subcommittee
iv. To share responsibilities of the Chair (going to facilities, assisting with panels, presentations, etc.)
v. Will assume responsibilities of literature coordinator should he/she is unable to fulfill obligations
vi. To assist the panel coordinator with the detailed facility list maintenance

3. **H & I Secretary:** one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA
        iii. Must have some basic clerical skills. Regular access to a computer is suggested
    b. Clean time requirements: Suggested 1 year
    c. Responsibilities:
        i. Works with chairperson to maintain smooth operation of subcommittee
        ii. Attends all subcommittee meetings
        iii. To maintain communication with the panel coordinator for facility reports on a monthly basis for purpose of compiling report for area
        iv. Is primary responsible for maintaining a detailed subcommittee member list along with the help of the chair and vice chair
        v. To record minutes of all H&I meetings
        vi. Maintains subcommittee archives in conjunction with the chairperson
4. **Vice Secretary:** one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA
        iii. Must have some basic clerical skills
    b. Clean time requirements: 9-12 months suggested
    c. Responsibilities:
        i. To work with secretary to insure smooth operation of H&I subcommittee
        ii. Shares secretarial duties
        iii. Fills in when secretary is unavailable
        iv. Responsible for taking minutes along with secretary
5. **Literature Coordinator**: one year commitment
    a. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA Clean time requirements: 9-12 months (suggested)
    b. Responsibilities:
        i. Fills literature and meeting list orders from panel leaders (contact people) for each facility
        ii. Obtains H&I monthly literature allocation to purchase literature from capital area literature subcommittee

iii. Records and reports at H&I subcommittee meeting on monthly purchases and distribution of literature
iv. Coordinates his/her responsibilities with chairperson so that each facility's literature is distributed adequately

6. **Panel Coordinator**
    a. Clean time requirement: 1 year continuous clean time, plus at least 6 months involvement in the area H&I subcommittee
    b. Responsibilities:
        i. Instructs panel leaders(s)/contact persons(s) in facilities requirements, regulations and general rules covering H&I meetings/presentations
        ii. Maintains regular contact with the panel leaders(s) / contact persons
        iii. Keeps an open line of communication with the facility
        iv. Calls upon the officers and general subcommittee membership for any necessary assistance
        v. Reports to the H&I subcommittee at the monthly meeting any problems
        vi. Primarily responsible for maintaining a detailed facility list, as described above in responsibilities of functions of this H&I subcommittee, along with the help of the vice chair and secretary.
7. **Panel Leader / Panel Member**
    a. Clean time requirement:
        i. Panel leader – I year
        ii. Panel member – 6 months
    b. Qualifications:
        i. Willingness and desire to fulfill the responsibilities of the position
        ii. A growing knowledge of the 12 steps, 12 traditions and 12 concepts of service in NA
        iii. Be open and willing to work with existing contact persons and to learn H&I guidelines and policies
    c. Responsibilities:
        i. To attend each presentation for their assigned facility, as state above in general information, item 3
        ii. To obtain literature from the literature co-coordinator for the facility that you are committed to
        iii. To qualify guest speakers (see attached) and orient them on facilities, H&I questionnaire, rules and H&I presentation
        iv. If someone is war-storying, contact persons reserve the right, at their discretion to cut them off
        v. If anyone is disruptive to the meeting (abusive language, loud attitude, etc.) the contact person reserves the right to ask them to leave
        vi. Any resident attending in house H&I presentation that becomes disruptive, contact person should then immediately contact staff member for resolution
        vii. They are to maintain a link of communication, keeping the H & I panel coordinator aware of any problems that affect the meeting. Panel leaders should have regular communication with the facilities into which they take H&I presentation viii. To attend H&I subcommittee meetings regularly

ix. Facility report to be submitted to panel coordinator at each CASNA H&I subcommittee meeting

x. Due to the limited time and nature of most meetings, it is the panel leader's responsibility to inform those attending from H&I that we are there to carry the message of recovery and what NA has done for us rather than to glorify our past usage.

Addendum I – H&I questionnaire

1. How much clean time do you have?
2. Is Narcotics Anonymous your primary source of recovery?
3. Do you know the difference between H&I meeting and a regular NA meeting?
4. Are you aware of the H&I handbook?
5. Are you aware of certain dos and don'ts for H&I meetings?
6. Are you willing to attend an H&I committee meeting to see how our committee functions and to get a better understanding of what H&I is all about?
7. Before you share at an H&I meeting, would you be willing to sit in on and H&I meeting as an observer?
8. Do you have a desire to carry the NA message to the addict who still suffers/
9. Since H&I primarily deals with newcomers, do you have a sponsor, home group and a working knowledge of the 12 steps and 12 traditions of Narcotics Anonymous?
10. Are you comfortable with sharing on topics in question 9 above?
11. Do you have an interest in H&I work?
12. Do you have any preference on which H & I commitment you take? For example, would you prefer to go to a rehab center, halfway house or one of the jails to carry the NA message?
13. What is your primary purpose for attending the H&I presentation?

Capital Area Service H&I subcommittee typical agenda

Moment of silence for the still suffering addict
Opening prayer
Read 12 concepts
Take attendance
Budget report (chairperson)
Facilities with problems report
Literature report (literature person)
Old business
New business
Closing prayer

H&I Policy Updates:

1. To eliminate the reading of each individual facility report that fall under the auspices of the H&I subcommittee (9/ 14/1997)
2. To increase the current monthly allotment to the H&I subcommittee by $25 each month to purchase literature (11/ 2/14)

Unity Subcommittee – 11/2005

Purpose: The primary purpose of the Unity subcommittee is to promote unity and fellowship for the Capital Area of Narcotics Anonymous. The unity subcommittee is responsible for organizing and hosting events, in a recovery-oriented atmosphere.

Composition of the subcommittee

1. This subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve
2. The organization of the subcommittee will be as follows:
    a. Subcommittee officers will be elected on an area level:
        i. Chairperson
        ii. Vice chairperson
        iii. Treasurer
        ix. Vice treasurer
        x. Secretary (**will be voted in by unity subcommittee**)
    b. Officers will then choose contact people for all events

Suggested qualifications for officers

1. **Unity Chairperson**:
2.
    a. The willingness to serve, a working knowledge of the twelve steps, twelve traditions, twelve concepts. Must have unity subcommittee experience of at least one year, with at least 2 year abstinence from all drugs. Must be able to make the time and resources necessary to complete these duties.
    b. Responsibilities: To coordinate activities the subcommittee sponsors, by working with the committee to ensure that no one individual does more than his or her share of service. To ensure that monies are handled properly and not misused. To make sure to the best of his or her ability that the committee maintains the spiritual principles throughout, for any function or business meeting in which he or she presides as chair.
3. **Unity Vice Chairperson:**
    a. The willingness to serve; willingness to learn to apply the spiritual principles of the twelve steps, twelve traditions, twelve concepts and how to apply them to subcommittee functions and business meetings. Suggested clean time with one year unity subcommittee experience
    b. Responsibilities: assist the chairperson to coordinate the functioning of the committee i.e. overseeing individual assignments, ensuring that no one individual does more than his or her fair share of service. Help to insure that subcommittee funds are not misused. And also be aware that the committee maintains the spiritual principles of the program in all of its affairs. This is a two year commitment, one year as vice chair, he second year as chairperson
4. **Unity Secretary:**
    a. The willingness and desire to serve; learn to apply the spiritual principles of the twelve steps, twelve traditions, twelve concepts in carrying out the commitment. Suggested clean time is 6 months and must attend 2 consecutive unity subcommittee business meetings.
    b. Responsibilities: include arranging subcommittee meetings held on days other than

c. Area Service and notifying each active member of the meeting date, time and location. Keeping attendance, and also minutes of each meeting. Which should be available at each meeting for reference and also to pass on to the next secretary
d. **NOTE: This position is elected by members of this subcommittee**

5. **Unity Treasurer:**
    a. Minimum clean time requirement of two years continuous abstinence from all drugs. Must serve in the Unity subcommittee for at least one year before taking on the treasurer's position. Must have the willingness and desire to serve, a working knowledge of the twelve steps, twelve traditions and twelve concepts.
    b. Responsibilities: include developing a proposed budget for each event. Prepare a monthly report for the chair to present at area service. Ensure that subcommittee funds are spent properly and are not misused. And to make sure that all monies are deposited into the subcommittee account as soon as possible.
    c. This is a one year commitment from the date of assuming the position, unless there is no one willing to assume the position at the time the commitment is to be surrendered, in which case the position may be held for another year. Must have a working knowledge of banking/ledger keeping; responsible in personal finances and a willingness to be available for all the economic needs of events.
    d. **NOTE: This position is elected by members of this subcommittee**
6. **Unity Vice Treasurer:**
    a. Minimum clean time requirement of two years continuous abstinence from all drugs. Must serve in the Unity subcommittee for at least one year before taking on the vice treasurer's position. Must have the willingness and desire to serve, a working knowledge of the twelve steps, twelve traditions and twelve concepts. Also a willingness to learn with intent to move into the treasurer position the following year. Must have a working knowledge of banking / ledger keeping responsible in personal finances and a willingness to be available for all the economic needs of events.
    b. Responsibilities: to help the treasurer with all aspects of his or her position. These duties are listed above under treasurer responsibilities
    c. **NOTE: This position is elected by members of this subcommittee**

Note:

In the event that any officer is not fulfilling his or her commitment according to the description of the position it is the responsibility of the executive body as a whole, to inform said officer of any problem. If the individual isn't able to be contacted, the executive body should draft a letter to be sent to the member and allow ample time for a response (30 days). This is the procedure for committee elected officers, the situation is to be presented to the area body for information as to how to best deal with the situation. The intent is to ensure that the committee operates as smoothly as possible. And that no one individual governs how the committee operates. Not to be used against any one person for personal reasons

M**embership:**

Any addict seeking recovery is welcome to become a member of the unity subcommittee. There is no minimum time requirement to become a member.

Recommended qualifications: a willingness and desire to serve, learn and apply the Twelve steps, twelve traditions and twelve concepts in carrying out the commitment, and active participation in subcommittee functions.

Suggestion for meeting agenda:

Opening with an atmosphere of recovery

1. Reading of the 12 traditions and 12 concepts of NA
2. Reading of the minutes of the previous input and assistance to the subcommittee
3. Treasurer's report
4. Old business
5. New business
6. Closing prayer

Voting Privileges:

Members will have voting privileges at their third consecutive meeting. Any member that misses a meeting without notifying another member of the committee, or misses two consecutive meetings will lose voting privileges. Provided the secretary notified the member in ample time (24 hours) in the event of a meeting not previously scheduled. Voting privileges will be restored at the attendance of the second consecutive meeting. If a member misses two consecutive meetings it will be the responsibility of hat member to contact the committee to find out when the next committee meeting will be held Note: chairperson does not vote on motions or group decisions unless the vote is Deadlocked

Motions:

1. Motions under the category of old business may be brought to the floor by the chairperson
2. Motions may be brought to the floor by any voting member as part of new business

Voting Procedure/ Group Conscience:

1. A simple majority of the voting members is required to pass a motion
2. The chairperson will exercise the right to vote only in the event of a tie
3. A quorum of at least three voting members must be present to vote on any motion

Statement of Policy:

1. Unity subcommittee events shall be planned four months in advance
2. Flyers of an upcoming event will be distributed to area meetings in a timely manner
3. In the spirit of cooperative recovery, flyers will be given to ASR to be distributed to the region

Finances:

1. The unity subcommittee shall maintain a checking account for the purposes of facilitating payments to organizations and individuals in connection with hosting various events
2. The checking account will have three authorized signatures of which any two are required on the check. The signatories shall consist of:
    a. Unity subcommittee chairperson
    b. Unity subcommittee vice chairperson
    c. Unity subcommittee treasurer
    d. Any area executive officer
3. There shall be a balance of $1000 maintained. The balance above $1000 shall be deposited in the area's account after the finalization of the books of each event.
4. The treasurer will provide area with a detailed and accurate financial report at every area service meeting as well as being prepared to answer questions regarding the subcommittee financial statement
5. No reimbursement for expenses that incurred without providing receipts
6. For unity committee to keep money over prudent reserve for the months of Feb. March

Intent: So the committee can have funds for the annual Unity Day

Function:

The unity subcommittee will coordinate the following functions annually. The following will include but not limited to:

Jan	Open/ event		Jul	4th of July / event
Feb	Learners day / event		Aug	Open / event
Mar	Open / event		Sep	Labor day picnic / event
Apr	Unity day / event		Oct	Area fundraiser / event
May	Open / event		Nov	event
Jun	Open / event		Dec	event

Event every 3rd Sat of the month

Function Guidelines:

It is very important that as a committee member, each individual does his or her part supporting Events. It does no good to promote an event and not be there as a supporting member. Committee members are part of the clean-up crew for any function the committee holds. No Member is to spend personal money in the name of the Committee without the joint approval of the chair or treasurer. Treatment facilities are allowed free admission. No member is to be paid for services rendered to this committee. Remember, promoting spiritual principles by example is the H.O.W. of the committee.

Unity Policy Updates :

1. Unity subcommittee cannot cancel scheduled events without bringing it to area first (4/1/07)
2. To have unity subcommittee to have flyers for upcoming events to be distributed 2 months in advance (3/1/09)
3. To have Unity subcommittee to hold half (3) of the area's special events on the West Shore (3/7/10)
4. To change the $5 donation to get into our monthly dance to a $5 admission, with the exception of members with 90 days or less; they will never be turned away. (5/5/13)
5. To have 3 hour dances (3/2/14)
6. Amount being paid for a DJ is $250 (7/7/24)
7. When the Unity Committee uses a group's space for an event and that group is unable to hold its regular meeting as a result, the Committee shall pay the Group $25.00 for use of that space. (6/7/2026)
   Intent: The group must pay the facility rent for use of the space whether they are able to use it or not. That group should not be penalized for supporting area activities.

Public Relations Guidelines – 4/17

Note: Clean time requirements are suggested and are not intended to keep a willing member from serving in a position when one is vacant. The more experienced members will work with newer members in the capacity necessary to ensure the committee continues to function.

1. **P.R. Chairperson**: voted in by ASC
    a. Qualifications: 4 years clean time
        i. 1 year term, unless a vice-chair is unavailable to move into the position
        ii. 1 year involvement with the sub-committee
        iii. Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA b. Duties:
        i. attend the ASC meeting each month & report on the sub-committee activities, noting any concerns raised with answering service, website, facilities, etc.
        ii. address any discrepancies that may arise with billing to the ASC as needed
        iii. arrange presentations or events for entity's that request information
        iv. liaison for the H&I sub-committee, to ensure the proper presentation of services that NA provides to public facilities
        v. coordinate the different functions of the sub-committee
        vi. responsible for requesting up to $100 of literature, postage, etc. on a monthly basis as needed
        vii. speak on behalf of PR at the area's annual learner's day workshop
        viii. maintain storage of committee's table covering, literature & rack
        ix. does have a voting conscience in the sub-committee meetings
        x. attend mid-atlantic regional service quarterly

2. **P.R. Vice-Chairperson**: voted in by ACS
    a. Qualifications: 3 years clean time
        i. 1 year term, then move into the chairperson position
        ii. Working knowledge of the 12 Steps, Traditions, and Concepts

    b. Duties
        i. attend the ASC meeting each month, reporting on sub-committee as necessary
        ii. learn the responsibilities of the chairperson
        iii. help plan & attend presentations or events of PR
        iv. update informational flyers the sub-committee puts out
        v. ensure new
        vi. are at the various offices throughout the area
        vii. attend mid-Atlantic regional service quarterly Phone line contact person: voted in by committee
3. Phone line contact person : voted in by committee
    Qualifications: - 2 years clean time
        i. 1 year term, unless no one volunteers for the position

ii. Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA
Duties: - Responsible for regular contact with both the answering service and volunteer helpline members, to ensure calls are being handled appropriately - understand the importance of the phone line flow chart implementation for usage by members
iii. give annual training for new helpline members
iv. provide updated rotation of names to the answering service
v. willing to participate in workshops, presentations or events that may be scheduled

4. **Webmaster**: voted in by the committee
    a. Qualifications: 1 year clean time
        i. regular access to computer & internet
        ii. basic experience with HTML & WordPress
        iii. Working knowledge of the 12 steps, 12 traditions & 12 concepts of NA b. Duties:
        i. ensure accurate meeting & event information is provided on the Area's
        ii. Website, established in 2004
        iii. provide meeting list changes & upcoming events to NA.org & MARSCNA.org
        iv. forward requests received from web servant email account to chairperson
        v. regular maintenance of the www.cana.info website

*** As of 2023, answering service – Answer First
Phone line – Verizon
Website host – Shock Hosting
Marketing – Dex Media

Public Relations Policy Updates:

1. Approve public information dos and don'ts (8/11/1985)
2. To amend policy to approve PI request to increase supply of literature to $100 a month on an ass needed basis to include miscellaneous expenses such as postage (7/11/2004)
3. To reformat areas website to a website management system that can be updated and maintained by the public relations subcommittee

Policy Guidelines – 3/05

1. Purpose: The policy subcommittee shall serve as a source of information regarding parliamentary procedure and area policy for the area executive committee, area body, subcommittees and members.
2. Function: Policy log and guidelines
    a. Policy subcommittee shall maintain an up-to-date log of all area policies and guidelines
    b. Policy subcommittee shall be responsible for obtaining copies of policy logs and guidelines
    c. The funds for the cost of duplicating policy and guidelines will be provided by the area service committee
    d. The policy committee shall distribute up-to-date copies of the policy and guidelines once per calendar . One copy shall be provided free of charge to:
        i. Each member of the executive committee
        ii. Each subcommittee(chair or vice chair)
        iii. Each group (GSR, GSR alternate or designated member)
        iv. Additional copies shall be made available to other members at cost
    e. Provide clarifications of current policy and parliamentary procedure at all area meetings
    f. The policy subcommittee shall submit a written report on its activities at every area meeting to be included in the minutes
    g. The policy subcommittee may make motions regarding policy matters. Any motion made on behalf of the subcommittee must
        i. Have been approved by a majority of the subcommittee
        ii. Be seconded by a GSR or alternate GSR
    h. The policy subcommittee shall review the wording of all motions for clarity and consistency
    i. Any motion that changes policy needs to go back to home groups for conscious 3. Officers:
    a. **Chairperson**
        i. Qualifications:
            1. Suggested clean time: 2 years
            2. Good working knowledge of the policy subcommittee, 12 traditions, concepts, guide to local service and RRO
        ii. Duties
            1. Will preside all meetings of subcommittee
            2. Prepares subcommittee report for each area
            3. Shall attend all area services and regional service committee and policy subcommittee meetings
            4. Delegate duties to other subcommittee members as needed
    b. Vice Chairperson
        i. Qualifications:
            1. Suggest clean time: 1 year
            2. Suggested 6 months experience in area service
            3. Good working knowledge of the policy subcommittee, 12 traditions, concepts, guide to local service and RRO
        ii. Duties

1. Shall attend all area service and regional service committee and policy subcommittee meetings
2. Work with committee chairperson to ensure smooth operation of committee

3. Perform the duties of the chairperson in his or her absence

c. Secretary

i. Qualifications

1. Suggested clean time:1 year
2. Suggested 6 months experience in area service ii. Duties

1. Take minutes of regular subcommittee meetings
2. Keep accurate records of all subcommittee functions
3. Work with chairperson to ensure smooth operation of subcommittee meetings

iii. Selection

1. Policy subcommittee secretary is elected by majority vote of the subcommittee
2. This position is not selected at the ASC level

Marathon Guidelines – 2015

Note: Clean time requirements listed are suggested and are not intended to be used to keep a willing member from serving in a position when one is vacant

Purpose: The marathon subcommittee shall serve as a committee to put on the holiday Marathon(s) - Thanksgiving, Christmas and New Years to help promote unity in the area **Positions:**

Chairperson:

1. Requirements: A one (1) year commitment (voted by ASC). Suggested clean time requirement of two (2) years. The Chairperson should have a working knowledge of the Twelve (12) Steps, Twelve (12) Traditions, and the Twelve (12) Concepts of Narcotics Anonymous. The Chairperson should have a willingness to serve and be actively participating in ASC.
2. Responsibilities: To coordinate activities the sub-committee sponsors, by working with the committee to ensure that no one individual does more than his or her share of service. To ensure that monies are handled properly and not misused. The chairperson is required to submit a proposed budget to the ASC by June for all of the marathons. To make sure to the best of his or her ability that the committee maintains the spiritual principles throughout, for any function of business meeting in which he or she presides as chair. The Chairperson is responsible to attend Area Service each month and report the committee's activities, bringing back to the committee concerns raised at ASC concerning operations for all Marathons. Chairperson will also work as the liaison with facilities where marathon meetings are held. The Chairperson in this sub-committee has a voting conscience

Vice-Chairperson:

1. Requirements: A two (2) year commitment (voted by ASC). The first year is served as the Vice-Chairperson, the second as the Chairperson. Suggested clean time requirement of one (1) year. The Vice-Chair person should have a working knowledge of the Twelve (12) Steps, Twelve (12) Traditions, and the Twelve (12) Concepts of Narcotics Anonymous. The Vice Chairperson should have a willingness to serve and be actively participating in ASC
2. Responsibilities: Assist the Chairperson coordinates the functioning of the committee i.e. overseeing individual assignments, ensuring that no one individual does more than his or her share of service. Help to insure that sub-committee funds are not misused. And also be aware that the committee maintains the spiritual principles of the program in all of its affairs. This is a two (2) year commitment, one year as the Vice-Chairperson, the second as the Chairperson.

Budget Committee – 1993

5/1/1993 To form a budget committee made up of chair &/or each subcommittee chair, Area treasurer & chaired by the area chair. That they meet in the next month and each November thereafter, to develop a yearly budget for the Area.

Audit Committee – 1994

3/13/1994 A finance committee will be formed to audit all area accounts quarterly (every 3 months). To include treasurer, chair along with 3 other members of area who have a knowledge and/or experience with Bookkeeping/finances to review accounts

9/12/2012 To remove the treasurer as a member of the finance committee.

Audit Committee Guidelines – Adopted 6/7/2026

Purpose: The audit subcommittee will conduct regular reviews of all CASNA accounts. Report the status of each account audited and assist in addressing any deficiencies discovered.
Function: To conduct semi-annual audits for CASNA.
Scope of Audits: The Audit Committee will conduct semi-annual audits of all Area accounts. For the purpose of this policy, "account" means any way money is stored or handled for the Area - whether in a bank, online service, or physical cash.
Accounts would include, but not be limited to:

- Area Treasury
- Unity Committee
- Literature Committee
- Marathon Committee

Officers:
Chairperson
Qualifications:

- Suggested clean time: 2 years.
- Suggested 1 year experience in Area Service.
- Good working knowledge of the 12 traditions, 12 concepts, and knowledge of accounting or bookkeeping.

Duties:

- Will preside in all meetings of the subcommittee report for each CASNA meeting.
- Prepare subcommittee report for each CASNA meeting.
- Shall attend all area service meetings.
- Delegate duties to other subcommittee members as needed.

Vice Chairperson
Qualifications:

- Suggested clean time: 1 year.
- Suggested 6 months experience in area service.
- Good working knowledge of the 12 traditions, 12 concepts, and knowledge of accounting or bookkeeping.

Duties:

- Attend all subcommittee meetings and audits.
- Work with the committee chairperson to ensure smooth operation of the committee.
- Perform the duties of the chairperson in his or her absence.

Intent: To provide better security and accountability for NA funds. Concept 11: NA funds are to be used to further our primary purpose, and must be managed responsibly.

Robert Rules of Order

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority