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ABBREVIATIONS

ASC	Area Service Committee
CAR	Conference Agenda Report
CBDM	Consensus Based Decision Making
GSR	Group Service Representative
GSR ALT	Group Service Representative Alternate
H & I	Hospitals and Institutions
HL	Helpline
IP	Information Pamphlet
LCASC	Lane County Service Area Committee
LSC	Literature Subcommittee
NAWS	Narcotics Anonymous World Services
NB	New Business
OB	Old Business
PCRCNA	Pacific Cascade Regional Convention of Narcotics Anonymous
PCRSC	Pacific Cascade Regional Service Committee
PCRSCNA	Pacific Cascade Regional Service Conference of Narcotics Anonymous
PR	Public Relations
PSA	Public Service Announcement
RCM	Regional Committee Member
RCM ALT	Regional Committee Member Alternate
WSC	World Service Conference

WSB	World Service Board
WSO	World Service Office

ARTICLE I: NAME

The name of this committee shall be the Lane County Area Service Committee (hereinafter LCASC) of Narcotics Anonymous.

ARTICLE II: PURPOSE

- A. The Lane County Area is the point of decision for our combined groups, and it is directly accountable to them in its actions, “the final responsibility and authority for NA services rests with the NA Groups” (2nd Concept). This section defines our purpose – the reason we exist. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery. The purpose of this committee shall be to coordinate and administer the activities common to the welfare of the local Narcotics Anonymous groups, support the needs of these groups, serve as a link between the Pacific Cascade Regional Service Committee of Narcotics Anonymous, and foster unity.
- B. For the purpose of these guidelines, the term NA group shall be defined, “when two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group,” as stated in “What is an NA group” from the approved service manual *A Guide to Local Services in Narcotics Anonymous*, pg. 26. Below are points which describe an NA group:
 - 1. All members of a group are drug addicts and all drug addicts are eligible membership.
 - 2. As a group they are fully self-supporting
 - 3. As a group their single goal is to help drug addicts recover through applications of the Twelve Steps of Narcotics Anonymous.
 - 4. As a group they have no affiliation outside of Narcotics Anonymous.
 - 5. As a group they express no opinion of outside issues.
 - 6. As a group their public relations policy is based on attraction rather than promotion.
 - 7. As a group they will use Narcotics Anonymous approved literature.
- C. The ASC, its officers, and subcommittees shall not make any decision, pass on any proposal or take any action that conflicts with the Twelve Concepts (Appendix A), the Twelve Traditions (Appendix B), or the Twelve Steps (Appendix C) of Narcotics Anonymous.
- D. The ASC shall comply in all its actions with the following documents in order of priority as listed below:
 - 1. The Twelve Concepts, Twelve Traditions, and Twelve Steps of Narcotics Anonymous.
 - 2. The current LCAS policy and Bylaws
 - 3. A Guide to Local Services in NA and conference approved service handbooks.

ARTICLE III: PARTICIPANTS

Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Area Service Committee is established by the groups as a means to express the group’s conscience on issues that affect other groups, LCASC and N.A as a whole. Therefore, membership is limited to those trusted servants elected by the groups to represent them.

- A. The LCASC shall be composed of trusted servants who have been elected and/or appointed to perform certain functions. Participants in the LCASC shall include, but are not limited to, the following:
 1. Group Service Representatives (hereinafter GSRs), and Group Service Representative Alternates who have been elected from each of the groups in the Lane County Area and represent that group’s conscience.
 2. Officers:
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Alternate Secretary
 - e. Treasurer
 - f. Alternate Treasurer
 - g. Regional Committee Member (hereinafter RCM)
 - h. Regional Committee Member/Alternate RCM
 3. LCASC subcommittee Chairpersons:
 - a. Activities Chairperson
 - b. Ad-Hoc Committee Chairperson(s)
 - c. Directories Chairperson
 - d. Hospitals and Institutions Chairperson
 - e. Literature Chairperson
 - f. Public Relations Chairperson
 4. Executive Committee includes LCASC Officers and subcommittee chairpersons.
 5. Any Narcotics Anonymous member or interested person may attend the ASC meeting as observers and may participate if they have been granted the floor by the acting Chairperson/Facilitator.
 6. An NA group may become an active member by attending an LCASC meeting and requesting the LCASC decide on the group’s admission.
 7. A group will lose its membership at LCASC entirely if it no longer meets the requirements of an NA group as defined in Article II.

ARTICLE IV: AREA SERVICE COMMITTEE MEETINGS

The LCASC is a resource for the groups to seek input on a variety of service-related issues and support for their groups. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the ASC meeting. It is also an opportunity for any

committee member to receive information on service related issues that they would like guidance on. Above all else, the LCASC is to maintain and support our primary purpose to carry the message to the addict who still suffers. In addition, the spiritual principles of the Twelve Concepts, Twelve Traditions, and Twelve Steps of Narcotics Anonymous should be observed and found in evidence. Some of these principles include: honesty, trust, faith, courage, integrity, fidelity, willingness, humility, discipline, perseverance, awareness, service, love and compassion.

- A. The LCASC shall meet on the first Saturday of each month, unless changed by ASC consensus (i.e. holidays and NA function conflicts).
- B. Workshops, Learning Days, or any other major LCASC committee meetings and/or events will be established and approved by ASC.
- C. All permanent sub-committee meetings and (Activities, Directories, Hospitals and Institutions, Literature, Public Relations) shall meet each month with the time and place to be scheduled by the individual sub-committee.
- D. The ASC shall include a GSR orientation conducted as needed by a predetermined Executive Body Member.
- E. That we hold two Conference Agenda Report (CAR) workshops, to be set up by the RCM and funded if needed by the LCASC, to explain the CAR to GSRs and Executive Committee members. That we vote on the CAR motions at the April area service meeting without any discussion. After each vote, however, GSRs may give explanations for their vote or give directives/proposals for consideration.
- F. In case of the temporary absence of the Chairperson, accession will be in the following order: Vice Chairperson, Regional Committee Member, Regional Committee/Alternate Member, Treasurer, and Alternate Treasurer.
- G. In all areas not covered by these Guidelines and LCANA Bylaws, then the LCASC Amendments, Twelve Concepts, Twelve Traditions, Service Manuals of Narcotics Anonymous, and consensus based decision making shall be authority to settle all questions of procedure.
- H. Discussion on the floor of the LCASC meetings shall be limited to the subject at hand.

ARTICLE V: DECISION MAKING

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving God's will is expressed through our group conscience (2nd Tradition). In the event that we cannot reach consensus and with the exception of elections, Parliamentary Procedure or a simplified version of Robert's Rules of Order (Appendix E) as in *A Guide to Local Services in Narcotics Anonymous*, pgs.104-110 (Heretofore *A Guide to Local Services*) will be used to reach our decision.

A. PROPOSALS

1. Proposals are orders of business
2. Proposals can be made by all members of the ASC, including the GSR from each group present, all members of the Executive Committee, and standing sub-committee chairpersons.

3. All proposals are to be in writing and given to the secretary at the meeting.
 4. Proposal forms are provided at the meeting.
- B. CONSENSUS BASED DECISION MAKING**
5. All ASC proposals and decisions will be first considered using Consensus Based Decision Making (Further expanded in Appendix D, pg. 54)
 6. Presentation: Bring written proposals to the LCASC. Formulate clear proposals in advance with as much communication and collaboration as possible.
 7. The maker of the proposal speaks first to the intent.
 8. Clarifying questions: The floor will be opened for clarifying questions about the proposal to make sure everyone understands it before discussing it. This is not a debate over the proposal, just clarification.
 9. All members of the ASC, except for the acting facilitator, participate in consensus based decision making.
 10. Discussion or Reservations: The facilitator will ask if there is assent or reservations, if there are none, the proposal passes. If there are reservations, the proposal can be discussed and debated. At this time, possible amendments to the proposal can be made. The maker always reserves the right to alter the proposal as he/she sees fit.
 11. If at the end of the discussion the ASC has not reached an agreement, the opposing individuals are asked to express their concerns and what it might take to reach a compromise.
 12. If their opposition does not persuade the majority to change their view, the opposing member(s) may be asked if they can support the majority view, even though they themselves do not agree with it.
 13. In matters where the opposing stands aside to the majority a decision will be reached (See Appendix D flowchart).
 14. If the opposition does not stand aside, or the proposal was blocked by more than two people, the proposal will be acted on by parliamentary procedure and called to a vote. If we are unable to reach a consensus we will revert to a vote, GSRs or their alternates will be the only voting members.
 15. Any decision goes back to the groups when a 2/3 majority of the GSRs present feel they cannot carry the conscience of their group. Any decisions going back to the groups will be decided by GSRs and their alternates only.

ARTICLE VI: DUTIES AND REQUIREMENTS OF THE OFFICERS AND SUB-COMMITTEE CHAIRPERSONS:

C. CHAIRPERSON

1. There is a required minimum of two years clean time (see Article VII, Section D, #4).
2. Arranges the agenda for and presides over LCASC and Executive Committee meetings. Attends all LCASC and Executive Committee meetings and notifies the Vice-Chair if unable.

3. Opens the meetings at the appointed time.
4. Announces in proper sequence the business that comes before the assembly or becomes in order in accordance with the prescribed order of business, agenda or program and with existing orders of the day.
5. Recognizes members or observers who are entitled to the floor.
6. States and puts before the body all questions that legitimately come before the assembly as proposals/motions or that otherwise arise in the course of proceedings, except questions relating to the Chairperson. Announces results of each vote. If an out of order proposal/motion is made, Chair rules it as such, and has one vote in case of a tie.
7. Upholds procedures relating to consensus, order, and decorum within the assembly when appropriate.
8. Expedites business in every way compatible with the rights of members and observers.
9. Decides all questions, relating to the Chairperson (See Appendix E: Other Procedures-Point of Area).
10. Responds to inquiries relating to procedure or factual information bearing on the business of the assembly.
11. Declares the meeting adjourned when the assembly concludes business and/or comes to consensus.
12. Conducts the general correspondence of the committee.
13. Is a cosigner of the committee's bank account.
14. Makes a report of the year's work at the annual meeting at the time of elections.
15. The Chairperson for the purpose of the corporation will be referred to as the President of the Board Directors.
16. Schedules Executive Committee meetings quarterly and as needed. Including a required Executive Committee meeting in September to review the proposed annual budget from the Treasure.
17. Gives a Chairperson's report at the beginning of the LCASC meeting.
18. Trains Vice Chairperson and incoming Chairperson in the performance of the duties of Chairperson.
19. Helps the LCASC abide by the Twelve Traditions of NA and the Twelve Concepts of Service.
20. Appoints all Ad-Hoc Committees.
21. Conducts all the meeting with impartiality and fairness.

D. VICE CHAIRPERSON

22. There is a required minimum of two year clean time (see Article VII, Section D, #4).
23. Attends all LCASC and Executive Committee meetings and notifies if unable.
24. In case of absence is prepared to the duties of the Chairperson.
25. Coordinates the functions of subcommittees and Ad-Hoc Committees.
26. Is a cosigner on the LCASC bank account.
27. Makes a report of the years' work at the annual LCASC meeting at the time of elections.

28. Acts as parliamentarian for the LCASC meetings, unless this task is specifically assigned to another individual.
29. Works with and assists the other officers of the LCASC.
30. Trains incoming Vice Chairperson of their duties.
31. Is responsible for P.O. Box (see Amendment P.O. Box Guideline 4/10/93 NB#3).
32. For the purpose of the corporation the Vice Chairperson will also be known as the Vice President of the Board of Directors.

E. SECRETARY

33. Has a required minimum of one year clean time (see Article VII, Section D, #4).
34. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable.
35. Keeps a record of the proceedings of the committee.
36. Keeps and updates the committee's official membership list and calls the roll when it is required.
37. Makes the minutes and records available to NA members upon request and in the manner prescribed by the committee.
38. Maintains records during current term in which the guidelines, special rules of order, standing rules, and minutes are entered. Any amendments to these documents properly recorded. Have current records on hand at every meeting.
39. Types and sends the correspondence of the committee as needed.
40. Distributes copies of the minutes to each officer and member no later than ten days following each meeting.
41. Maintain loaner handbooks.
42. Maintains a record of decisions (proposal and resolution archive) and makes this available at each LCASC meeting.
43. Trains incoming Secretary of Secretary's duties.
44. Secretary will relinquish records after their term of service to be stored at LCANA storage locker and archived for seven years.

F. TREASURER

45. Has a required minimum of two years clean time (see Article VII, Section D, #4).
46. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable to attend.
47. Acts as custodian of the LCASC bank account and keeps the LCASC financial ledger.
48. Makes a written report of all contributions and expenditures. Displays deposit or copies at all LCASC meetings.
49. Reports current financial status during LCASC meeting.
50. At year's end an annual statement will be made, as well as at the end of their term to be audited by an appointed committee (see Bylaws, Article 8, Section 4).
51. Ensures the quarterly donations are forwarded from LCSAC to PCRSC (see Article IX, Section C & D).

52. Disburses available funds (see Article IX, Section D) as necessary in accordance with committee decisions.
53. Trains incoming Treasurer of Treasurer's duties.
54. Propose an annual budget to be presented to the Executive Committee in September. The final proposed budget will be presented to the Groups at the October LCASC and will be voted on at the November LCASC. The Treasurer must notify the Chairperson of the need for scheduling an Executive Committee Budget Meeting in September.
55. Will strictly adhere to the guidelines published in the **Treasurer's Handbook for Narcotics Anonymous Revised Edition**, specifically pages 10-13 concerning record keeping. There is a receipt for every check written. On all receipts a notation is made of the check number, date, and the amount of the check. All expenditures will be made by check. No cash expenditures will be made.

G. REGIONAL COMMITTEE MEMBER

56. Has a required minimum of two years clean time (see Article VII, Section D, #4).
57. Attends all LCASC and executive meetings and notifies the Chairperson if unable to attend.
58. Attends all Regional Service Committee meetings and notifies Chairperson if unable to attend. Participates in any decisions affecting the region by speaking as the voice of LCASC's group conscience.
59. Submits report to LCASC following each PCRSC meeting.
60. Trains incoming RCM of RCM's duties.
61. RCM will direct GSR to Conference Agenda Report (CAR). The CAR is usually available from the World Service Office 150 days prior to World Service Conference.
62. Schedules CAR workshop biannually during the January LCASC.

H. ALTERNATE SECRETARY

63. Has a required minimum of one year clean time (see Article VII, Section D, #4).
64. Attends all LCASC and executive meetings and notifies the Chairperson if unable to attend.
65. Becomes familiar with the job of Secretary and assists them in their duties.
66. Fills in for the Secretary if they are unable to attend or cannot complete their term of office.
67. Maintains LCASC Handbook updates (see Amendment Nov 7, 1992 OB #1).

I. ALTERNATE TREASURER

68. Has a required minimum of three years clean time (see Article VII, Section D, #4).
69. Attends all LCASC and Executive Committee meetings and notifies Chairperson if unable.
70. Becomes familiar with the job of the Treasurer and assists them in their duties.

71. Fills in for the Treasurer if they are unable to attend or cannot complete their term of office.

J. ALTERNATE REGIONAL COMMITTEE MEMBER

72. Has a required minimum of two years clean time (see Article VII, Section D, #4).

73. Attends all LCASC and Executive Committee meetings and notifies the Chairperson if unable.

74. Becomes familiar with the job of Regional Committee Member, including attendance at all regional meetings, and is prepared to take on the RCM's duties if absent or unable to complete their term of office.

K. SUB-COMMITTEE CHAIRPERSONS

75. Has a required minimum of two years clean time (see Article VII, Section D, #4).

76. Attends all LCASC and Executive Committee

77. Participates in PCRSC activities as indicated in each subcommittee guidelines.

ARTICLE VII: ELECTIONS

L. ELECTED OFFICERS

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Alternate Secretary
5. Treasurer
6. Alternate Treasurer
7. Regional Committee Member
8. Alternate Regional Committee Member

M. ELECTED SUBCOMMITTEE CHAIRPERSONS

1. For duties of Subcommittee Chairpersons see each Subcommittee's Guidelines.
 - a) Hospitals and Institutions Chairperson
 - b) Literature Chairperson
 - c) Activities Chairperson
 - d) Public Relations Chairperson
 - e) Directories Chairperson
 - f) Ad-Hoc Committee Chairperson(s)

N. EXECUTIVE COMMITTEE

1. The officers and subcommittee Chairpersons shall be referred to as the Executive Committee
2. These members of the Executive Committee shall be elected annually in the month of April. Current GSR's shall make the nominations according to their

group's conscience. Any participant other than a GSR may make a nomination and shall require the second of a GSR.

3. The term of office shall be one year.
4. No individual shall serve more than two consecutive elected terms in the same position.
5. No individual shall hold more than one LCASC position simultaneously.
6. Officers shall receive a copy of "A Guide to Local Service".

O. QUALIFICATIONS OF THE OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

1. Will have the willingness and desire to carry out the duties of the office.
2. Will acknowledge that the duties shall be carried out in accordance with the Twelve Steps, Twelve Traditions, and Twelve Concepts.
3. Have the willingness to give the time and resources necessary to do the job.
4. The required clean time may be waived by a 2/3 majority vote of the GSRs present at the time of nomination.

P. SCHEDULING OF ELECTION PROCESS

1. January: Secretary distributes a list of Executive Committee positions, duties, and qualifications. Nomination forms will be included with the minutes to be taken back to the groups by their GSRs.
2. February: Any completed nomination forms shall be turned into the Secretary. Any paper containing all of the information which appears on the nomination form will constitute a nomination form. The Secretary will determine if nominations are valid and accurate. The Chair will announce all positions still in need of nominations. All positions are still open for nomination until nominations are closed at the end of March.
3. March: All completed and signed nomination forms are presented to LCASC. At the time of nomination, the form is read aloud and the nominees present can answer any question from the floor regarding qualifications. If a nominee is unable to attend the meeting, a completed nomination form is acceptable. Any position that does not have a nomination will become an interim position. Completed nomination forms are included in the minutes.
4. April: The Officers and Chairperson of each subcommittee shall be elected by a majority vote of the voting members (see Article 3, Section 3 of LCANA Bylaws). The vote will be taken by written ballot which will be prepared by the Secretary. Completed ballots will be collected by Vice-Chair or RCM and counted by two non-voting members of the LCASC. The tally will not be announced or printed in the minutes. The results will be read by the LCASC Chairperson. Newly elected officers and subcommittee chairpersons duties begin at the end of the April LCASC meeting.

ARTICLE VIII: REMOVAL OF OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

- A. A service member may be removed from their position for noncompliance. A 2/3 vote of members present is required for removal. Noncompliance includes, but is not limited to:
 - 1. Non-fulfillment of the duties of their position.
 - 2. Absence at three consecutive regular meetings of the LCASC without prior notification to the LCASC Chairperson.
 - 3. NOTE: LOSS OF ABSTINENCE RESULTS IN AUTOMATIC REMOVAL.
- B. An Officer of the committee may resign by providing written notice to the LCASC Chairperson at least one week in advance of the upcoming regular meeting of the LCASC
- C. Any Officer or Subcommittee Chairperson resigning or dismissed from the office prior to completing that term of office must wait six months to resume involvement in a position of Officer or Subcommittee Chairperson. The only exception is when the person resigning intends to perform a newly elected position.
- D. Interim Officers may be elected as required. Nomination can be made by any participant and shall be seconded by a GSR. The office will be elected by a majority vote of GSRs present at the time of the nomination. Their term of office shall be for the remainder of their predecessor's term of office and shall conclude at the annual election. After an interim term has expired they are eligible to run for the same position for two more consecutive terms.

ARTICLE IX: FUNDS

- A. Funds accumulated from group contributions and contributions from other N.A. sources will be maintained in the LCASC bank account. Funds are subject to disbursement for paying LCASC obligations. Two signatures are required from the Chair, Vice-Chair and/or RCM.
- B. Part 1: The LCASC shall attempt to maintain an operating reserve of one month's budget expenses plus \$200.00
Part 2: The LCASC shall keep an emergency reserve of \$300.00
- C. Flow of Funds: At each LCASC the beginning bank balance is added to the income from the groups and all other NAsources. From this balance the following items are subtracted in the following order:
 - 1. Accrued Balance
 - 2. Emergency Reserve
 - 3. Operating Reserve
 - 4. Budgeted Expenses
- D. The remaining funds are the available funds. The available funds are the source for funding for special projects and other one-time money proposals that are not provided for in the budget. The available funds remaining after further allocations by proposal(s) on the floor are forwarded to the Pacific Cascade Regional Service Committee.

DEFINITIONS:

Beginning Bank Balance: The amount of funds in the LCASC bank account at the beginning of the meeting based on the bank statement and any adjustments reported by the Treasurer.

Accrued Expenses: Some bills and special projects are not paid for on a monthly basis, but rather on a quarterly, semi-annual, annual or other irregular time period. Each month the budgeted amount is set aside until the full amount of the bill is accumulated and due to be paid.

Example: The Post Office Box, paid annually in January is \$36.00. Each month \$3.00 is budgeted and set aside until the total amount is accumulated and the bill is paid in January.

From time to time money is set aside for special projects using this same method of accrual.

Example: The PR committee has been approved, by the LCASC, to purchase a PSA video. These projects are not regularly budgeted items. Funding is set aside incrementally until the entire amount is accumulated.

The Accrued Balance: Total amount set aside for all budgeted and non-budgeted accrued expenses, prior to the beginning of the meeting.

Prudent Reserve: For the LCASC the prudent reserve is divided into the emergency reserve and the operating reserve.

Emergency Reserve: This amount is set aside to pay for non-budgeted, unexpected bills.

Example: Legal obligations including, but not limited to, damage to the LCASA meeting facility, defunct convention committee bills that were unpaid due to an oversight, etc. The emergency reserve funds are used only for emergency legal obligations when the operating reserve has been depleted.

Operating Reserve: The operating reserve was established to provide uninterrupted services to the fellowship due to fluctuations in income throughout the year. These funds are set aside to meet emergency and/or budgeted expenses when the income does not meet these expenses. The Treasurer may use the operating reserve to pay emergency or budgeted expenses only after a consensus vote (See Appendix D).

1. All proposals requiring new money expenditures require passing by consensus of the body. If the proposal has two or less members who continue to have reservations or a blocking concern, the Chairperson will call for a vote of GSRs. If the result of that vote is in the affirmative by a 2/3 majority the proposal is adopted. If it does not reach the 2/3 majority the proposal fails (see Appendix D; Flow Chart).

ARTICLE X: SUBCOMMITTEES

- A. All subcommittees formed by the LCASC shall be autonomous in carrying out their assigned functions but shall be accountable to the LCASC.
- B. Subcommittees shall maintain their own guidelines and will provide changes to those guidelines to LCASC as they occur. These guidelines shall be subject to review and approval by LCASC.

ARTICLE XI: AD-HOC COMMITTEES

The Chairperson of the LCASC shall have the authority to appoint Ad-Hoc committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The purpose, membership, and the duration of existence in any such Ad-Hoc committee shall be specifically designated by the Chairperson at the time of the appointment.

ARTICLE XII: AMENDMENTS

- A. Any N.A. group may propose amendments to these bylaws at a regular LCASC meeting by submitting the proposal in writing. The proposal and its intent may be discussed in new business when the proposal is presented.
 - 1. The body could choose to table the proposal and send it back to the groups for their input or the author to modify the proposal and bring it back to the next meeting,
 - 2. If the proposal has two or less members who continue to have reservations or a blocking concern, the Chairperson will call for a vote of GSRs. If the result of that vote is in the affirmative by a 2/3 majority the proposal is adopted. If it does not reach the 2/3 majority the proposal fails.
- B. An amendment to the bylaws shall be effective immediately upon adoption unless it specifies otherwise.

Amendments continue to determine some LCASC policy until they are deleted, amended, or superseded by a new amendment or bylaw.

LIST OF EFFECTIVE AMENDMENTS:

FEB 1984: We pay our bills in the order which they occur.

Apr 1986: The Chairperson, Vice-Chairperson, and Secretary of the LCASC have the power to audit the books of the area and all subcommittees at least annually.

Apr 1988: The names and phone numbers of the LCASC Officers and subcommittee chairpersons will be included in the monthly LCASC minutes.

Dec 1989: The LCASC will purchase one of each of the N.A. Service Handbooks for use by the Vice-Chair. The Vice-Chair will obtain revised editions when they occur, to be paid by the LCASC. This collection of handbooks will be passed on to the succeeding Vice-Chair.

Sept 1992: OB #5 - All LCASC subcommittees or committees be required to provide a clear and concise financial report, as well as monthly reports, containing the following:

Monthly:

- 1. Beginning Balance
- 2. Total Income
- 3. Total Expenses
- 4. Ending Balance

Quarterly:

1. Detailed financial ledger copy
2. Itemized income and expenses
3. Receipts, copies of checkbooks, and bank statements to be filed with the Area Treasurer once every three months at the first LCASC meeting following March, June, September and December.

Nov 7, 1992: OB #1 - The LCASC will update and maintain an LCASC Handbook. Initially, the copies will be provided to all GSRs and Executive Committee members. New groups will receive the handbook as part of the new group start up packet. The secretary will have copies for loaning at the Area Service meeting, and will be given back at the end of the area service meeting. The Literature Committee will stock replacement Handbooks. The Handbooks can be purchased from the literature committee by an individual or group if it is lost or destroyed. The alternate secretary will be responsible for keeping track of group and executive committee members Handbooks. The updates will be distributed at the LCASC meetings until all Handbooks have been updated.

Apr 10, 1993: NB #3 - Post Office Box Guidelines:

- A. P.O. Box fee will be paid in January by the Treasurer.
- B. Vice-Chair will be responsible to see that mail is checked once or more per week and distributed to subcommittees before area service.
- C. Vice-Chair will hold all three box keys and assign keys to others as needed.
- D. Vice-Chair will check P.O. Box application once during term and update signatures if necessary.

Oct 15, 1994: NB #1 - To read the three paragraphs following the 12 Traditions at each LCASC meeting.

May 6, 1995: We direct Activities to plan and hold a yearly fundraising event. The profits will go directly to NAWS.

Feb 6, 1994:

New Group Literature Start Up Packet

The LCASC will have a new group literature start up packet. The packet will be given to newly formed groups once they have recognized themselves as a member of the LCASC. The literature committee will maintain the packets and absorb the cost of giving them to new groups. The packets will include:

- A. 10 White Books
- B. Three 4th Step Guide booklets
- C. Five each of all current IP
- D. Treasurer's Report Form Pad
- E. LCASC Literature Order Forms
- F. One Group Booklet
- G. One "The 12 Concepts" booklet
- H. Group Readings (set of seven cards)
- I. One "A Guide to Local Service"

Feb 1, 1997: NB During the year, the GSRs may increase or decrease the monthly allotments in the budget as appropriate depending on availability of funds. These changes may be voted on by the GSRs and do not require group input. The GSRs may, however, vote to take these changes back to their groups for input.

Feb 7, 1998:- Directories - Any group in the Lane County Area that makes it clear in their format that someone for a specific reason is not welcome at their meeting will not be listed on the Lane County Area meeting list.

Nov 3, 2001: Any proposal at LCASC over \$500.00 that are not legal obligations go back to their groups for approval or disapproval.

Apr 7, 2001: That LCASC provides a copy of “A Guide to Local Service” handbook for each executive committee member and group.

Jul 2003: Have Area events on our meeting list monthly.

LCASC Nomination Form
(Please Print Clearly)

Nominee: _____ Clean Time: _____

Nominated for: _____

Nominating GSR: _____ Group: _____

Qualifications: _____

Signature of Nominee: _____
(Signature of nominee signals acceptance of the nomination)

Date: _____

Rev. 01/12/12

LCASC Nomination Form
(Print clearly)

Revised 07/2012

Nominee:

Nominated for:

Nominated by:

Clean Time: _____

Qualifications:

Signature of Nominee: _____
(Signature of nominee signals acceptance of the nomination)

LCASC GSR REPORT FORM

DATE: _____

SPECIFY YOUR AREA MINUTES DELIVERY OPTION: (Choose One)

e-mail: _____

Street Address: _____

City: _____ State: _____ Zip: _____

GROUP NAME: _____

LOCATION: _____

RENT PAID: YES _____ NO _____

MEETING TYPE: _____

AVERAGE ATTENDANCE: _____ # NEWCOMERS: _____

DONATION TO AREA: _____

LITERATURE ORDER: _____

BUSINESS MEETING HELD: YES _____ NO _____

GROUP POSITIONS OPEN: _____

NA BIRTHDAYS CELEBRATED (Years, Name and initial)

GROUP BUSINESS, PROBLEMS, OR SITUATIONS:

MEETING LISTS RECEIVED: _____ MEETING LISTS HANDED OUT: _____

GSR: _____ PHONE: _____

ALT GSR: _____ PHONE: _____

Rev. 11/27/11

LCASC Business Calendar Due Dates and events

January

- Forth quarter financial reports due
- Officer qualifications in LCASC Minutes
- Appoint Ad Hoc for Audit if needed
- Conference Agenda Report becomes available to order from the WSO
- Set dates for Conference Agenda Report Workshop for Lane County Area

February

- Officer and Subcommittee Chair nominations begin

March

- Nominations close
- End of first quarter

April

- Election of Officers and Subcommittee Chairs
- First quarter financial reports due
- Possible conflict of holiday and meeting

May

- First meeting for new Officers and Subcommittee Chairs
- Update facility use with Hilyard Community Center
- Activities to hold annual fund-raiser for WSC

June

- End of second quarter

July

- Second quarter financial reports due
- Possible conflict of holiday and meeting

August

September

- End of third quarter
- Schedule Executive Committee meeting for budget proposal review
- Possible conflict of holiday and meeting

October

- Third quarter financial reports due
- Present budget to LCASC

November

December

- End of fourth quarter

Appendix A

The 12 Concepts of NA:

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 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.

Appendix B

The Twelve Traditions of NA

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Appendix C

The Twelve Steps

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

Appendix D

CONSENSUS BASED DECISION MAKING:

LCASC will conduct business through consensus-based decision making. If consensus cannot be reached after a reasonable amount of debate and discussion (including small group discussion when appropriate) as determined by the ASC Chair, the Chair can either:

- Delay the decision until the next ASC meeting, thus allowing time for further reading, reflection, and home group discussion.
- Can call for a vote of eligible voting participants.
- Can declare the proposal dead.

If a significant number of voting members choose to abstain from a decision, the facilitator may wish to inquire about this choice, giving members a chance to register their concerns, suggest amendments to the proposal, or request more time.

HOW IT WORKS

1. Making a proposal: Any member of the body can make a proposal. Proposals should be well thought out and as concise as possible. Proposal forms are available from the Secretary.
2. The Chairperson reads the proposal to the body, and asks if we have consensus. On rare occasion we will have 100% Assent and the proposal is approved or 100% Block and the proposal is rejected. In most cases members of the body will have concerns and or questions about the proposal. Members express these to the body by holding up one of the following cards:

ASSENT (GREEN CARD): will indicate support of a proposal, all things considered. Assent does not indicate that you may agree with every aspect of a proposal, but that you...

- Have heard the discussion
- Have had a chance to participate in the process of finalizing the proposal
- Are prepared to support the final proposal

DISSENT: can be registered in 3 degrees:

1. **Assent with Reservations (BLUE CARD):** if you are willing to let a proposal pass but want to register your concerns or discuss ideas for improvement or small changes to the proposal.

- The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations. If there are significant reservations about a proposal, the body may choose to modify or re-word it.
2. **Stand Aside (RED CARD):** if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass.
- The concerns of group members standing aside are usually addressed by modifications to the proposal.
 - A sizable number of Stand Asides of those present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or a Working Group for reconsideration.
3. **Block (BLACK CARD):** A rare and extreme form of dissent taken only if you honestly believe that the proposal violates the Traditions, the Concepts or is incompatible with the mission of NA.
- A GSR who blocks should note any specific objections to the proposal that have not already been registered in the discussion.
 - If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject or does nothing.

