



# Southeast Texas Area

of Narcotics Anonymous

Carrying The Message of Recovery in Southeast Texas

## **POLICIES AND PROCEDURES**

**SETANA**  
**(DRAFT) POLICIES & PROCEDURES**

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**I. AREA SERVICE COMMITTEE**

**A. PURPOSE**

1. The Area Service Committee (ASC) is a forum of group representatives, elected Administrative Subcommittee members, and elected standing subcommittees members meeting monthly to serve the needs of its groups.
2. The ASC's aim is to aid our Groups in specific situations, to promote our common good, and to strengthen the growth of the NA fellowship. "Each group has but one primary purpose: to carry the message to the addict who still suffers." (5th Tradition)

**B. GEOGRAPHIC BOUNDARIES OF SERVICE**

1. The ASC will serve all the NA Groups in the counties of Southeast Texas, to include:
  - a. Jefferson County: Beaumont, Groves, Nederland, Port Arthur, Port Neches
  - b. Orange County: Orange, Vidor, Mauriceville, Rose City, Bridge City
  - c. Hardin County: Lumberton, Silsbee, Kountze, Sour Lake, Evadale
  - d. Liberty County: Liberty, Dayton, Daisetta
  - e. Jasper County: Jasper, Kirbyville, Buna
  - f. Newton County: Newton, Bon Weir, Deweyville, Burkeville
2. Groups conforming to the six points of an NA group explained on page 25 of *A Guide to Local Services* will be recognized by the ASC.

**C. GENERAL PROVISIONS**

1. The name of this body shall be called the South East Texas Area of Narcotics Anonymous (SETANA).
2. The ASC receives its direction from the NA Groups of SETANA. The ASC shall be directly responsible to the groups of SETANA in all its actions.
3. The ASC shall make decisions, pass proposals, and take action based on the 12 Concepts (Appendix A), 12 Traditions (Appendix B), and 12 Steps of Narcotics Anonymous (Appendix C).
4. All NA members elected to the ASC take guidance and direction from a working knowledge of the following:
  - a. 12 Concepts of NA
  - b. 12 Traditions of NA
  - c. 12 Steps of NA
  - d. Current ASC Policy & Procedures
  - e. A Guide to Local Services in NA

**II. ASC POLICIES & PROCEDURES**

**A. FUNCTION**

1. SETANA's ASC is responsible for the coordination of NA activities and functions common to the various groups and subcommittees comprising its members in accordance with the 12 Traditions and 12 Concepts of NA Service.
2. The aim of the ASC is to further the unity of the fellowship by existing as a channel for communication between the Groups represented and the Regional Service Committee (RSC), as well as NA World Services (NAWS) and NA as a whole.
3. The ASC is here to communicate with one another on all matters pertaining to our common welfare and primary purpose.

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#### B. RESPONSIBILITIES

1. The ASC meets at 3:30 p.m. on the last Sunday of each month.
2. In the event of a holiday, an emergency or inclement weather, the ASC Facilitator will cancel or reschedule the ASC.
3. If the Area Facilitator is unable to facilitate the ASC meeting, the Co-Facilitator shall fulfill those duties for that ASC (per Guide to Local Services). If the Co-Facilitator is unable to facilitate the ASC meeting, the Regional Conference Member (RCM) shall fulfill those duties for that ASC. However, if the RCM feels that a more experienced Subcommittee Facilitator is better suited to facilitating, the responsibilities of facilitating may be passed to a Subcommittee Facilitator with more experience.
4. All permanent subcommittee meetings (Activities, Hospitals & Institutions (H&I) Outreach, and Public Relations) shall meet each month with the time and place to be scheduled by the individual subcommittee.
5. All SETANA ASC meetings and ASC indoor functions are non-smoking, and this includes vapes and electronic cigarettes.
6. The ASC shall include a GSR Orientation, as needed, by the RCM at the ASC meeting. (See Appendix D)
7. The group quick start guide kit as available from Narcotics Anonymous World Services (NAWS) will be given to new groups as they are formed and join SETANA. (See Appendix E)

#### C. ASC MEETING FORMAT (STANDARD AGENDA)

1. The Facilitator prepares an agenda prior to the ASC, to be approved during his/her report.
2. The NA Service Prayer is typed onto the ASC Agenda.
3. ASC Meeting Format presents the order of business of the ASC. (Appendix E)
4. The order of business of this agenda may be changed by consensus of the ASC.

#### D. MEMBERSHIP & PARTICIPATION

1. Any member of Narcotics Anonymous may attend the ASC meeting.
2. The ASC is established by the groups as a means to express the group's conscience on issues that affect other groups, our Area, and NA as a whole. Consequently, membership in the ASC is limited to those voted in and trusted servants elected by the groups to represent them.
3. ASC Elected Members & Trusted Servants
  - a. Facilitator - elected
  - b. Co-Facilitator - elected
  - c. Secretary - elected
  - d. Treasurer - elected
  - e. Co-Treasurer - elected
  - f. Regional Committee Meeting 1 - elected
  - g. Regional Committee Meeting 2 - elected
  - h. Group Service Representative - trusted servant
  - i. Group Service Representative (Alternate) - trusted servant

#### E. VOTING PROCEDURES

1. Quorum

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- a. A quorum shall exist when a simple majority of the GSRs from active member Groups represented are present at the ASC meeting.
- b. A quorum is needed only to make decisions regarding spending SETANA money other than regular expenses (rent, literature, phone bills, meeting schedules, etc.)

#### 2. Proposals

- a. All proposals should be submitted to the Secretary in written form and will be heard under "New Business." (Appendix F)
- b. The following trusted servants may make a proposal:
  1. GSR (or Alt-GSR in absence thereof)
  2. Treasurer (Alternate in absence thereof) - requires a GSR 2nd.
  3. Subcommittee Chairs - requires a GSR 2nd.
  4. Any addict not a member of the SETANA shall have the right to participate at the ASC during Discussion. Any other concerns or input should be voiced at the Group level to be brought to the ASC by the GSR's or sub-committee chairs.
- c. The following types of proposals shall be processed through the discussion stage and voted upon:
  1. Proposals from the Groups, Area Service Committee, Regional Service Committee, World Service Committee and ASC subcommittees
  2. All proposals concerning the distribution of moneys
- d. Proposals affecting subcommittees will be referred back to the respective subcommittees for review and input
- e. Proposal to Postpone for Group Conscience
  1. Only GSR's or their alternates may make a proposals to postpone a motion for a Group Conscience.
  2. A second is required.
  3. If it carries by a simple majority, the proposal goes back to the Groups.
  4. If proposal to postpone is defeated, the proposal is brought back to the floor to be voted on.

#### 3. Discussion

- a. Any NA member at the ASC may bring issues to the floor and enter discussion.
- b. In an effort to give every member an opportunity to address an issue the Facilitator will recognize no "seconds" until everyone has had the opportunity for firsts.

#### 4. Decision-Making

As a spiritual body, we try to reach all decisions via consensus; we believe that a loving God's will may be expressed through our group conscience (2nd Tradition). One of the reasons we try to achieve consensus is that it ensures we follow our 9th Concept, "all elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC.

##### A. Consensus-Based Decision Making (CDBM)

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1. All ASC proposals and decisions except elections will be considered using consensus based decision making. (See Appendix G)
2. For the ASC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the ASC.
3. If at the end of discussion the ASC has not reached agreement (this is defined as having seventy-five percent of groups with voting privileges in agreement), those dissenting from the majority will be given the opportunity to state the reason for their dissent, if they choose.
4. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it.
5. In matters where the dissenters cannot assent to the majority, a decision will be postponed until the following ASC meeting, unless the has been blocked by the dissenters.

#### B. How CBDM Works

1. A proposal (Appendix H) is presented as clearly as possible by the Recorder.
2. Clarifying Questions - questions are asked by anyone about the proposal to make sure that everyone understands it before discussion.
3. Discussion or Reservations - The proposal is discussed and debated. Possible amendments to the proposal are made at this time.
4. Take general feelings on the proposal - Do we have a consensus?
  - a. **Assent** - I agree and/or go with it.
  - b. **Assent with Reservations** - I don't like this but I trust the ASC and the process. This does **not** block the passing of a proposal.
  - c. **Stand Aside** - I don't agree. It does not block the passing of a proposal, but it is a public statement of why you dislike it.
  - d. **Block** - Blocks the proposal from passing. Blocking it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates traditions or spiritual principles or concepts, and here's why..."
5. **Does the Proposal Pass?** If the feelings of the ASC are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal does not pass. It may get sent to a reconciliation committee or withdrawn and reworked and represented at a future ASC meeting. If the ASC's feelings are generally negative, the proposal doesn't pass. If the ASC's feelings are mixed, not

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generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the ASC can:

- a. Decide to drop the proposal.
  - b. Move on to approval voting of specific options within the proposal or,
  - c. Send the proposal to a 'reconciliation committee' - or perhaps the original author - for rewriting to work out the objections.
6. Any decision goes back to the groups when 25% of the GSRs present feel they cannot carry the conscience of their group.
  7. All ASC members except the member acting as Facilitator may participate in decision-making during new business and all other ASC decisions except those exceptions listed in this section.
  8. No ASC member will be permitted more than one vote in any decision, regardless of how many positions they hold.
  9. If voted into a new position at the ASC, you take your position after the closing prayer of the ASC at which you were elected.
  10. The Facilitator or Acting Facilitator shall act as a neutral party and refrain from active debate on all proposals.
  11. New proposals submitted after the beginning of new business may not be considered until new business at the next ASC.
  12. Proposals may be amended during the discussion of the proposal or withdrawn at any time. Proposals must include: a written motion for the body to consider, the intent of the proposal, and may include the name of the individual or group submitting the proposal.
  13. All proposals must be submitted to the Secretary in writing to ensure accuracy. The Secretary will keep a copy of all passed or failed proposals in a proposal log.

#### 5. Voting

- a. Only Groups with voting privileges may vote on ASC proposals.
- b. Any Group that misses two (2) consecutive ASC business meetings will be removed as a voting member (effective second month) until such time as they attend two (2) consecutive ASC's in their entirety. Groups will be informed of such action by the ASC Secretary.
- c. The ASC Facilitator may break a tie vote on ASC issues.
- d. The ASC Facilitator may, at his/her discretion, send tie votes back to the Groups.
- e. The ASC Facilitator may not break a tie vote on Group conscience (motion to postpone for a group conscience). In the case of a tie the motion will go back to the Groups for further discussion.
- f. A majority vote is one more than half present and voting.
- g. Only GSRs may vote in elections.

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- h. Abstentions: If a majority vote is not met on a motion with abstentions, the motion will be tabled till the next ASC meeting so abstaining groups can get a group conscience.

#### F. ELECTIONS

1. *“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”* (4th Concept)
2. All administrative body elections will take place in September of each year.
3. Prior to nominations, the Facilitator explains responsibilities and requirements for that position. The floor is then open for nominations, which must be seconded. Candidates then state their qualifications, including their experience within the NA service structure, if any.
4. Nominees must be present at the ASC meeting during elections. Qualifications must be given in person.
5. The following positions will be Elected:
  - a. Facilitator
  - b. Co- Facilitator
  - c. Secretary
  - d. Treasurer
  - e. Co-Treasurer
  - f. Regional Committee Member 1 (RCM 1)
  - g. Regional Committee Member 2 (RCM 2)
  - h. Service Committee Chairs (Activities, Hospitals & Institutions 1 & 2, Outreach 1 & 2, Public Relations)
6. No trusted servant may serve more than (2) consecutive terms in the same position.
7. Nominations can be made by anyone, including a nominee - all nominations require a second by a voting GSR member of the ASC.
8. Nominees will "qualify" themselves and answer questions from the ASC.
9. Nominee(s) is asked to leave the room for voting
  - a. Discussion (if any)
  - b. Vote taken
  - c. Recorder counts votes
  - d. Announce vote results
  - e. Invite nominee(s) to return
  - f. Announce elected name
10. In the event of a tie during an election, the administrative subcommittee will serve as an additional voting member to break a tie.
11. The Facilitator would only vote if their vote were necessary to assure an odd number of votes.

#### G. REMOVAL OF TRUSTED OFFICERS AND SERVANTS

Any elected member of the ASC may be removed by two-thirds majority vote of GSRs for non-compliance, which includes but limited to:

1. Break in clean time
2. Misappropriation of NA funds
3. Excessive absence (defined as two consecutive absences without proper notification of the ASC Facilitator or Secretary in the absence thereof).

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#### 4. Death

#### H. RESIGNATION FROM TRUSTED POSITIONS

1. An ASC elected member may resign their position at any time. In order to maintain a continuity of service and reasonable transition, it is suggested that the resignation be submitted in writing at the ASC at least one month prior.
2. Nominations and elections for the vacated position will occur immediately following resignation to provide service transition. The Co-Facilitator will assume the position until the vacancy is filled. All ASC members are responsible for helping during this period.
3. In the event the co-Facilitator is unable to assume the vacated position then an ASC member shall be appointed to the position until a permanent member is elected.
4. Following resignation from a service position, the outgoing member should provide all relevant information to the incoming candidate or the ASC co-Facilitator.

#### I. FINANCIAL RESPONSIBILITY

The 11th Concept states that “NA funds are used to further our primary purpose, and must be managed responsibly.” These guidelines are established to manage our money with safeguards and financial controls to insure that the funds we are entrusted with are used to further the purposes of the ASC as established by the groups.

##### 1. Fiscal year

SETANA will use a calendar year (January thru December) for its fiscal year.

##### 2. Bank Account

- a. ASC funds shall be kept in a single checking account.
- b. The checking account shall be classified as “Unincorporated Association” with a bank and will use an EIN obtained solely for the purpose of the checking account.
- c. The Treasurer shall be the primary signature on the SETANA checking account.
- d. The Co-Treasurer AND Facilitator shall be the secondary signature on the SETANA checking account
- e. There shall be no more than one signer on the account per household or residence on the checking account.
- f. Online access to the checking account shall be limited to the signers on the account and not to anyone acting as temporary signer or anyone else.
- g. Electronic payments using automatic debit will only be allowed as absolutely necessary and only by approval of the GSR members of the ASC.
- h. The bank statements for the checking account will be mailed to the SETANA post office box to be reviewed by, reconciled and maintained for the purpose of record keeping by the ASC Treasurer and/or Co-Treasurer; if statements are sent paperless, the statements will be emailed to ASC Treasurer.

##### 2. Revenue/Donation

- a. All funds received by the ASC shall be recorded and deposited in the SETANA checking account within ten days of receipt of the funds.
- b. Funds received at the ASC meeting will be recorded by the Treasurer and/or co-Treasurer and the amount and source of each donation will be included in the financial report submitted at the next ASC.

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- c. The ASC Treasurer or co-Treasurer will provide a written receipt for each donation made to the ASC.
- d. Any time ASC funds are received at an ASC sponsored event, two individuals with at least two years clean time, including one ASC elected trusted servant, shall be responsible for all collections and transactions occurring at the event.
- e. All cash proceeds from the sale of merchandise, food, auctions, etc., and donations collected at ASC events shall be counted, recorded in writing, and verified by signature as accurate by each of the two responsible individuals.
- f. Any expenses made out of cash proceeds shall be documented with receipts and included with the submission of funds.
- g. If an advance of funds is issued for an event, all receipts to account for the advance shall be submitted with a completed Expense/Reimbursement Form itemizing the expenses. (Appendix I)

#### 3. Expenses

- a. All expenditures from the ASC checking account require the following documentation
  - 1. A completed Expense/Reimbursement form. (Appendix I)
  - 2. A vendor invoice or expense receipt for each item listed on the Expense/Reimbursement form.
- b. All reimbursement requests must be submitted within 60 days from the date of the expense in order to be considered for reimbursement.
- c. All advance requests will require a completed Expense/Reimbursement form, along with an explanation and/or budget outlining the purpose and planned use of the advanced funds requested.
- d. Anyone granted advanced funds will be required to submit an accounting of expenses, along with all receipts to ASC Treasurer no later than 30 days after the funds are used.
- e. The ASC will utilize spending guidelines and pay expenses as prioritized below:
  - 1. Payments of ASC debts or expenses to persons or entities outside the fellowship of Narcotics Anonymous.
  - 2. Payment of outstanding reimbursement of ASC trusted servants.
  - 3. Payment of outstanding expenses of ASC Subcommittees according to their approved budgets. Payments needed beyond the budgeted amount require prior ASC approval before payment is made.
  - 4. Replenish the ASC Prudent Reserve to its fixed cap.
  - 5. All other expenses approved by the ASC, including donations to TBRCNA and NAWS.

#### 4. Financial Management

- a. The ASC Treasurer shall review and reconcile the SETANA checking account monthly statement, and provide an accounting of outstanding checks as part of the monthly treasurer's report.
- b. The ASC Treasurer shall submit a written monthly financial statement itemizing all income and expenses from the preceding month, including all fund balances, outstanding checks, and available cash above prudent reserve. A

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copy of the previous month's bank statement shall also be submitted as part of the report with the account numbers and names blacked out.

#### 5. Budgeting

- a. A prudent reserve of \$450 will be maintained by the ASC.
- b. The prudent reserve is intended to satisfy essential expenses in times of unexpected revenue shortfall. The prudent reserve may only be used to pay reimbursable expenses, and may not be used for any expenses that have not yet been incurred.
- c. The SETANA ASC shall adopt a budget for the coming fiscal year at the January ASC meeting. The ASC will dispense monies based on the pre-approved budget amounts.
- d. The ASC total annual budget amount shall be determined as follows:
  1. Determine the amount of available funds at the end of December that is above prudent reserve.
  2. Add the total amount of money received by the ASC in the previous fiscal year (total revenue and donations).
  3. The total of revenue plus available funds over prudent reserve will be the total budget amount for the coming fiscal year.
  4. To determine the amount needed for donations to Tejas Bluebonnet Region of NA (TBRNA) and NA World Services (NAWS), identify the amount of the previous year's group's contribution at the end of December. Of this amount, 10% will be budgeted for donations to TBRNA and/or 5% for NAWS.
  5. After subtracting the total estimated amount of donations, the remaining budget amount is then distributed among budget categories to support administrative and subcommittee activities for the year. Previous year's expenses, along with estimates of future activities and needs should be used to establish subcommittee and administrative budgets.
- e. Donations to TBRNA and NAWS shall be sent quarterly by the treasurer based on the respective percentages of the previous month's revenue. Additional donations should be made as determined by the ASC and approved by the ASC members on a quarterly basis. These donations should be based on excess funds available over the prudent reserve and in consideration of upcoming administrative and subcommittee expenses for the following quarter.
- f. THE SETANA annual budget shall be approved by the Groups at the December ASC. Spending during November and December may occur as necessary in accordance with the relevant previous or proposed annual budget.
- g. Any budget amendments and/or expenses over budgeted amounts must be approved by GSRs at the ASC meeting in accordance with the 2nd Concept. Any anticipated deviation from the budget must be approved by the GSRs proper to incurring the expense.

#### J. POLICY CHANGES

1. All ASC policy changes must be submitted in writing on the Proposal Form (Appendix H) and submitted prior to New Business as listed on the ASC agenda.
2. All ASC policy changes must go back to the groups for a vote.

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3. All ASC policy changes must be approved by 2/3 of active voting members.

### III. ASC's ADMINISTRATIVE SUBCOMMITTEE

The Administrative Subcommittee is composed of the ASC Facilitator, Co-Facilitator, Secretary, Treasurer, Co-Treasurer, Regional Committee Member 1 (RCM1), and RCM 2

#### A. General Requirements for Nominations to the Administrative Subcommittee

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." 4th Concept.

In addition to the requirements that a specific position has, the Administrative Subcommittee has the following requirements:

1. Willingness to serve in that position
2. The ability to make a time commitment for the entire duration of the position.
3. The time and resources to fulfill their position
4. A working knowledge of the 12 Traditions
5. Any member of the Administrative Subcommittee may not simultaneously carry out GSR responsibilities of any group at the ASC meeting.
6. All ASC's Administrative Subcommittee positions except RCM 1 & RCM 2 are elected for a term of one year. RCMs will be elected for two-year terms.

#### B. ASC Facilitator

1. Qualifications
  - a. Four years of clean time (Handling of money clean time?)
  - b. One year of service experience in Narcotics Anonymous
  - c. Knowledgeable in ASC Policy and decision making processes
2. Duties
  - a. Preside over ASC meetings
  - b. Co-Signer of the ASC bank account
  - c. Refrains from offering personal opinions except during Discussion.
  - d. Submits a "State of the Area" report at the September ASC meeting. The report should include the number of groups and meetings in the Area and the average attendance at the ASC meetings. The report should also discuss the Area's strengths and weaknesses, significant accomplishments of the past year, and any problem situations currently facing the Area.
  - e. At the end of each term, co-facilitates with the Treasurer a budget workshop with incoming trusted servants in October, after the September ASC meeting of elections.

#### C. ASC Co-Facilitator

1. Qualifications
  - a. Three years of clean time.
  - b. One year of service experience in Narcotics Anonymous
  - c. Willingness to serve as ASC Facilitator next election cycle
2. Duties
  - a. Performs the duties of the Facilitator in their absence or vacancy.
  - b. Coordinates the activities of the ASC subcommittees when needed
  - c. Acts as temporary subcommittee chair for any SETANA subcommittee having a vacant chair position.

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**D. Recorder**

1. Qualifications
  - a. One year of clean time.
  - b. Six months of service experience in Narcotics Anonymous
2. Duties
  - a. Creates accurate minutes of the ASC meetings
  - b. Minutes to include:
    - All business conducted at the ASC meeting
    - Highlights motions and other action items going back to the groups
    - All reports submitted by the ASC subcommittees
    - Information from Region and World
    - Fliers and bulletins
    - Information on any upcoming events.
  - c. Within ten days of the ASC meeting, distributed the minutes to participants by e-mail or other means when necessary.
  - d. Maintains and organizes an ongoing paper and electronic archive containing meeting minutes, reports and any documentation provided to the ASC.
  - e. Provides paperwork to trusted servants at the monthly ASC meeting, including GSR Reports, Literature Orders, Motion and Nomination Forms, Expense Report Forms, ASC Meeting outline, and other necessary forms.
  - f. Compiles a list of all motions passed by the ASC during the past year (excluding procedural or housekeeping motions) and submits it at the September ASC meeting. This allows members in the Area to see at a glance much of what has been accomplished in the past year.
  - g. Participates in a budget workshop with incoming trusted servants promptly after the October ASC meeting.

**E. Treasurer**

1. Qualifications
  - a. Four years of clean time.
  - b. One year of service experience in Narcotics Anonymous
  - c. One year experience as Group Treasurer or strong life experience with financial matters.
2. Duties
  - a. Primary signer on the ASC bank account
  - b. Keeps records of all income and expenditures, including receipts
  - c. Follows the financial guidelines outlined in the policy, as well as forms and suggestions for record keeping outlined in the *NA Treasurer's Handbook*.
  - d. Pays monthly bills
  - e. Disburses other funds as indicated by the ASC decisions and ASC financial guidelines
  - f. Provides copies of the balanced checking account statement and financial report forms at the beginning of the ASC meeting.
  - g. Deposits all money collected by the ASC within ten business days of the ASC meeting.

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- h. At the end of their term, co-facilitates with the Facilitator a budget workshop with incoming trusted servants promptly after the September ASC meeting.
- i. Submits the annual audit, as described in this policy's financial guidelines, and a brief report evaluating the Area's financial situation at the September ASC meeting.

#### F. Alternate Treasurer

##### 1. Qualification

- a. Three years clean time
- b. One year experience as Group Treasurer or strong life experience with financial matters
- c. Willing to serve as Treasurer next election cycle.

##### 2. Duties

- a. Assist Treasurer in all duties
- b. Performs the duties of the Treasurer in their absence
- c. Counts all money with the Treasurer as a check-and-balance.

#### G. Regional Committee Member 1 (RCM 1)

The RCM is to the Area what the GSR is to the Group - the link to the next level of the service structure. THE RCM continues the group conscience process by carrying the area's conscience to the Regional Service Committee (RSC) meeting, where the RCM speaks as the voice of the Area.

##### 1. Qualifications

- a. Two years of clean time
- b. One year of service experience in Narcotics Anonymous
- c. Knowledgeable in ASC and RSC policy guidelines and basic procedures of both

##### 2. Duties

- a. Attend all ASC meetings.
- b. Attend all RSC meetings as a voting member of the Regional Service Committee on behalf of the SETANA.
- c. Provides ASC with a thorough report of the RSC decisions, plans, and activities and information regarding World Services
- d. Acts as liaison with other Areas
- e. Provides ASC copies of Regional and World Reports received at RSC.
- f. Performs the functions of the ASC Facilitator in the event the Facilitator, Co-Facilitator are all absent or vacant.
- g. Submits a "State of the Area" report at the September ASC meeting. The report should include major accomplishments of the past year, problems and difficulties experienced by the Region, and any significant changes in Regional policy or in the RSC's relationship to the fellowship in the Region. The report also looks at this area's relationship with the RSC.
- h. Participates in a budget workshop with incoming trusted servants promptly after the September ASC meeting.

##### 3. Specific Policies Concerning RCM

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- a. Funding for the RCM 1 and RCM 2 to attend the RSC meeting will consist of a reimbursable one night stay in the hotel (one room for men, one for women, if needed), and round trip mileage to the RSC meeting. Meals are not provided. Any other expenses must be voted on in advance of the RSC meeting.
- b. RCM is a 2 year commitment.

#### H. Regional Committee Member Alternate (RCM 2)

1. Qualifications
  - a. Two years clean time
  - b. One year of service experience in Narcotics Anonymous
  - c. Willingness to serve as RCM after their term as RCM2.
2. Duties
  - a. Attend all ASC meetings
  - b. Assists RCM in all duties
  - c. Performs the duties of the RCM in their absence
  - d. Knows or learns the ASC and RSC policy guidelines and basic procedures of both
3. Specific Policies Concerning RCMA
  - a. The RCM 2 is automatically a candidate for the RCM 1 position.
  - b. RCM 2 is a 2 year commitment

#### IV. ASC SUBCOMMITTEES

- A. The SETANA may establish Standing Subcommittees to serve at the discretion of the groups.
- B. The following Standing subcommittees shall be formed upon approval by voting members.
  1. Activities
  2. Hospitals & Institutions
  3. Outreach
  4. Public Relations
- C. The ASC Facilitator may appoint special subcommittees, or they may be formed by approved proposal of the groups with voting privileges of the ASC. These special subcommittees include but are not limited to the following:
  1. Ad-hoc (specific situation)
  2. Select (usually Research)
- D. All subcommittee facilitators shall
  1. Attend and submit a written report at the regular ASC meeting. If a subcommittee facilitator does not have a written report, he or she will not be allowed to present a verbal report.
  2. Establish a monthly subcommittee meeting.
  3. Announce meeting times and place at least one month in advance, when feasible.
- E. Elimination of a Subcommittee
  1. A proposal is made to disband subcommittee, and 2nd
  2. The motion is supported by consensus of the GSRs.
- F. Subcommittee Chair Positions
  1. Activities Facilitator
    - a. Qualifications
      - One year clean time

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- Good organizational skills
  - Reliable transportation
  - Ability to set and manage a budget
  - Experience handling cash transactions
  - b. Duties and Responsibilities
    - Attend monthly ASC meeting
    - Submit a monthly written report at the ASC meeting
    - Facilitates monthly Activities Subcommittee meeting
    - Organize and conduct the annual Unity Dinner
    - Organize and conduct events for SETANA to encourage unity in the area
    - Recruit other members to serve on the Activities Subcommittee
    - If needed, request advancement of funds as outlines in the Financial Responsibility section of this Policies & Procedures document
2. Hospitals & Institutions Facilitators (Male and Female)
- a. Qualifications
    - Three years clean time
    - Minimum of 1 year H&I experience
    - Reliable transportation
    - Ability to effectively communicate
    - Ability to organize, give direction and motivation to subcommittee
  - b. Duties and Responsibilities
    - Attend monthly ASC meeting
    - Submit a monthly written report at the ASC meeting
    - Create and maintain the yearly H&I budge
    - Facilitates monthly H&I Subcommittee meetings
    - Facilitates H&I Orientation
    - Available to NA members regarding questions or concerns of H&I
    - Coordinates responses to requests for NA meetings at facilities
    - Maintains contact with facility representatives to ensure that their needs are being met and to inform them of changes to the meeting times or availability involving trusted servants relevant to their facility
    - Works with the Public Relations subcommittee when making H&I presentations to facilities.
    - Appoints an ad hoc committee to formulate H&I workshops when needed
3. Outreach
- a. Qualifications
    - Two year clean time
    - Prior experience in NA service structure
    - Working knowledge of NA Group service pamphlet and Guide to Local Services
    - Ability to effectively communicate the value of participating within the NA service structure and how Area service benefits the NA groups.

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- Desire to learn from and support NA groups in their efforts to achieve their primary purpose.
- Ability to organize, give direction and motivation to subcommittee
- a. Duties & Responsibilities:
  - Attend monthly ASC meeting
  - Submit a monthly written report at the ASC meeting
  - Facilitates monthly Outreach subcommittee meetings
  - Visit groups that are listed on the SETANA meeting schedule that do not attend ASC, offering ASC support, collecting information and feedback, and reporting needs back to the ASC.
  - Facilitate an annual or bi-annual Group Inventory in order to help the ASC improve services to the groups.
- 4. Public Relations (PR) & Phone Line Facilitator
  - b. Qualifications
    - Three years clean time
    - Minimum of 1 year PR experience
    - Reliable transportation
    - Ability to effectively communicate
    - Ability to organize, give direction and motivation to subcommittee
    - Possess the time, availability, and the resources as needed for presentations of South East Texas Area of Narcotics Anonymous to the courts, treatment centers, hospitals, churches, conventions, industry trade shows and any other organization type requesting information.
  - c. Duties & Responsibilities:
    - Attend monthly ASC meeting
    - Submit a monthly written report at the ASC meeting
    - Facilitates monthly PR subcommittee meetings
    - Available to NA members regarding questions or concerns of PR & Phone Line.
    - Create and maintain the yearly PR budget
    - Keep accurate files and records for the overall function of the committee
    - Appoints an ad hoc committee to formulate PR workshops as needed
    - PR Subcommittee function include but are not limited to the following:
      - Regularly print schedules for SETANA meetings
      - Coordinate NA Phone Line operations
      - Coordinate management of SETANA.org website
      - Coordinate presentations as requested
      - Coordinate with H&I responses to request for NA Meetings at facilities

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**APPENDIX**

Appendix A	Twelve Concepts of Narcotics Anonymous
Appendix B	Twelve Traditions of Narcotics Anonymous
Appendix C	Twelve Steps of Narcotics Anonymous
Appendix D	GSR Orientation
Appendix E	ASC Meeting Format (Standard Agenda)
Appendix F	SETANA Proposal Form
Appendix G	Consensus-Based Decision Making
Appendix H	Expense / Reimbursement Form
Appendix I	GSR Report Form

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## **Appendix A - 12 Concepts**

### **Twelve Concepts for Narcotics Anonymous**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## **Appendix B - 12 Traditions**

### **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 - 12 Steps**

### **Twelve Steps of Narcotics Anonymous**

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.

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## **Appendix D - GSR Orientation**

### **Group Service Representative (GSR) Orientation**

The Group Service Representative/Alternate (GSR/A) Orientation should include the following:

1. A Guide to Local Service Handbook.
2. A copy of the South East Texas Area Policy.
3. Notebook with both of the above and dividers labeled for months of the year for placement of minutes of each Area Service Committee (ASC), GSR Report Form (5), Proposal Form (5) and current GSR/Trusted Servant contact list.
4. Brief overview of NA service structure pyramid with emphasis on the groups as the most important position and Group Service Representatives as the most important voices representing groups in our fellowship.
5. Review of the responsibilities of the position (see below).
6. Review of the "How do I become informed as a GSR" section.
7. Review of the nominations timing and process of elections.
8. Review of how to make a proposal at the Area Service Committee.
9. Review of how to make a Group Report to the Area Service Committee.
10. What to discuss in "Open Sharing Session".
11. Review of Consensus-Based Decision-Making process and how to participate effectively.
12. Review of what "Learning Days" are and why they are important to promote and attend.
13. Discuss of the annual General Assembly - timing and importance of representation by groups.
14. Discussion, question and answer period.
15. Collection of phone number and email of GSR and GSRA to send electronic copies of the SETANA Area Policy, GSR Report Form and Proposal Form.
16. Provide GSR/A the contact information for the Area Recorder.

*The following is adopted directly from The Guide to Local Service, pp 35-36.*

Each NA group elects one group service representative; even those groups hosting more than one recovery meeting. These GSRs form the foundation of our service structure. GSRs provide constant, active influence over the discussions being carried on within the service structure. They do this by participating in area service committee meetings, attending forums and assemblies at both the area and regional levels, and sometimes joining in the work of an ASC subcommittee.

Group service representatives bear great responsibility. While GSRs are elected by and accountable to the group, they are not mere group messengers. They are selected by their groups to serve as active members of the area service committee. As such, they are responsible to act in the best interests of NA as a whole, not solely as advocates of their own groups' priorities.

As participants in the area committee, GSRs need to be as well informed as they can be concerning the affairs of the committee. They study the reports of the committee's officers and subcommittee chairpersons. They read the various handbooks published by the World Service Office on each area of service. After carefully considering their own conscience and what they

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know about how their group members feel, they take active, critical parts in the discussions, which form the group conscience of the entire Area committee.

Group service representatives link their groups with the rest of the NA service structure, particularly through the information conveyed in their reports to and from the area committee. At group business meetings, the GSR report provides a summary of area committee activities, often sparking discussions among group members that provide the GSR with a feel for how the area can better serve the group's needs. In group recovery meetings, GSRs make available fliers announcing area and regional activities.

At area committee meetings, GSR reports provide perspectives on group growth vital to the committee's work. If a group is having problems, its GSR can share those problems with the committee in his or her reports. And if the group hasn't found solutions to those problems, the area chairperson will open a slot on the committee's "sharing session" agenda so that the GSR can gather the experience others have had in similar situations. If any helpful solutions arise from the sharing session, the GSR can report those back to the group.

#### GSR Alternate

Groups also elect a second representative called an GSR Alternate. GSR Alternates attend all the area service committee meetings (as nonvoting participants) with their GSRs so that they can see for themselves how the committee works. If a GSR cannot attend an area committee meeting, that group's alternate GSR participates in the GSR's place.

Alternate GSRs, along with other members, may also serve on area subcommittees. Subcommittee experience gives alternate GSRs added perspective on how area services are actually delivered. That perspective helps make them more effective area committee participants if their groups later elect them to serve as GSRs.

What are the basic responsibilities of the Group Service Representative position?

1. Have a clear understanding of the NA service structure and how the GSR/A is the most important position in our fellowship. The groups are the top of our service pyramid which drives Area, Region, Zone, and NAWS activities. Therefore, the voice and conscience you carry from your group is the most valued voice in the whole of Narcotics Anonymous.
2. Present a positive attitude of your service experiences and position to your group and others in the fellowship because we only survive and thrive through participation of our members. Let your example of service as a GSR be one of attraction.
3. Attend the Area meeting regularly. Two consecutive absences and your group will lose its voting privileges until the group is represented at two consecutive Area meetings. This means your group will not have the opportunity to vote on elections, proposals, financial decisions, etc. for a minimum of 2 months. As the GSR, you are the most important voice our fellowship, representation of your group at Area is vital. If you are unable to attend the ASC, please ensure your GSR-Alternate is attending or designate someone in your group as your Group Representative and ask them to attend in your place in order to continue the flow of communication from your group to Area and from Area to your group.
4. Participate actively in the discussions that take place at the Area meeting.

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5. Report to the Area on your group's overall welfare, bringing any specific problems and hopefully, proposed solutions, to the Area for help when necessary.
6. Bring information back to your home group (generally in the form of a verbal or written report) about what happened at the Area meeting, events, positions open for nominations, Trusted Servant elections and proposals brought before Area would be the main areas of focus.
7. Carry your group's conscience with regard to voting for Trusted Servants and when participating in discussions about proposals brought before Area.
8. Mentor the GSRA if your group has one. If there is not currently a GSRA for your group, recruit one!

**How do I become informed as a GSR?**

1. Learn the NA language and acronyms:
  - a. IPs (Information Pamphlets)
  - b. ASC (Area Service Committee)
  - c. RSC (Regional Service Committee)
  - d. NAWS (NA World Services)
  - e. RCM (Regional Committee Member)
  - f. H&I (Hospitals & Institutions)
  - g. SETANA (South East Texas Area of Narcotics Anonymous)
  - h. SETACNA (South East Texas Area Conference of Narcotics Anonymous)
  - i. TBRNA (Tejas Bluebonnet Region of Narcotics Anonymous)
  - j. TBRCNA (Tejas Bluebonnet Regional Conference of Narcotics Anonymous)
2. Learn the ASC Trusted Servants names and the responsibilities of each position. (Facilitator, Co-Facilitator, Treasurer, Co-Treasurer, Recorder, RCM 1, RCM 2)
3. Learn the subcommittees (H&I, PI,, Outreach, Activities, SETACNA and Policy) and what they do, who the Facilitators are and where they meet. Ask the subcommittee facilitators about their subcommittees and make sure you have their contact information (phone number and email address) for your reference and your group's reference as needed. Attend a few subcommittee meetings.
4. Learn the subcommittee meeting times and locations. Help promote the subcommittee's needs by announcing their meetings and locations at all meetings you attend. Encourage participation by other NA members.
5. Obtain and read the NA Guide to Local Service. Ask questions if you don't understand something.
6. Obtain and read the Area policy. Ask the Policy Facilitator about things you don't understand.
7. Read both NA Guide to Local Service and the Area Policy specifically to understand the consensus- based decision-making process. Your ability to be effective in this position will be greatly enhanced once you understand this process because it is used for all decision making (except for Trusted Servant elections) at the Area level, as well as at the Regional level, Zonal level, and World level.
8. Ask questions. Talk with your group to see how they would like you to serve the group in this position - what is most important to them? Talk with people who have held the GSR or GSRA

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positions previously in your group and other groups. Talk with your predecessors about service and the role of GSR/ A within the area.

9. Ideally serve in the alternate GSR role for one year prior to becoming GSR of a group. At the very least attend several Area meetings as an observer to familiarize yourself with the process and what is expected.

**How do I know who to vote for in Trusted Servant elections?**

*Pay attention at Area Meetings* - trusted servant positions are just that - trusted (and hopefully egoless). When voting a candidate in a trusted servant position, ask questions, get definitive answers, and when in doubt, follow the lead of those whose time, recovery, and spirituality you respect. Talk to your sponsor.

If there are extensive discussions and/or concerns about a particular candidate, understand that you are not obligated to vote them in just because no one else is willing to step up. If a position doesn't get filled, NA will still exist. Learn a little about the people who have been around and of service. If one of them is asking a lot of questions, listen and feel free to ask questions as well. **Remember, you are representing your group.** Anticipate questions your group members may ask and be prepared to answer them.

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**Appendix E - ASC Meeting Format (Standard Agenda)**

**AGENDA**

Call to Order - 3:30 pm

Open with the Serenity Prayer

Readings: Service Prayer, Twelve Traditions, and Twelve Concepts for NA Service

**NA Service Prayer:** "God, grant us the knowledge that we may work according to your divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will, and grant us a bond of selflessness, that this may truly be Your work, not ours, in order that no addict anywhere need die from the horrors of addiction."

Roll call - Count of GSRs Present (and number with voting privileges)

Recognition of New Groups, New GSRs, and Returning Groups

Key Administrative Reports

1. Recorder's Report - Review and Approval of Minutes
2. Facilitator's Report - Review and Approval of Agenda
3. Treasurer's Report - Last Month's Income, Expenses, Current Financial Status

Group Reports

Old Business

New Business

Administrative and Subcommittee Reports

1. Activities Report
2. H&I Report
3. Outreach Report
4. PR Report
5. SETACNA Report (Future)
6. Policy Report (Future)

Sharing Session (Open Forum)

Review of Business

1. Items to Take Back to Groups
2. Identification of Other Old Business for Next ASC

Announcements

Adjournment

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**Appendix F - SETANA Proposal Form**

**SETANA Proposal Form**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ (first name & initial)

Date Received: \_\_\_\_\_ Proposal Identifier: \_\_\_\_\_

Proposal Made By: \_\_\_\_\_

Proposal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intent of Proposal: \_\_\_\_\_

\_\_\_\_\_

**Results of Proposal: (To be recorded by the Secretary)**

1. Proposal *presented* to ASC and considered? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no, this proposal becomes New Business for the next ASC in order received.)
2. Proposal amended and reconsidered while proposal "on the floor"? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Consensus Reached? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Sent to groups for voting? Yes \_\_\_\_\_ No \_\_\_\_\_ Date sent back to groups: \_\_\_\_\_
5. Proposal Passes \_\_\_\_\_
6. Proposal Fails \_\_\_\_\_
7. Proposal Withdrawn \_\_\_\_\_
8. Proposal to be re-written and brought back to ASC? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Proposal Referred to committee (name of committee): \_\_\_\_\_
10. Proposal Blocked? Yes \_\_\_\_\_ No \_\_\_\_\_
  - a. By(name and group) \_\_\_\_\_
  - b. Reason for the Block (Tradition or Concept violation): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - c. Block accepted *and* proposal does not receive consensus approval. \_\_\_\_\_
11. Proposal considered and further review/discussion needed, so consideration is postponed / tabled: \_\_\_\_\_
12. Other Conclusion \_\_\_\_\_  
\_\_\_\_\_

## **Appendix G -Consensus-Based Decision Making**

### **Consensus-Based Decision Making**

Consensus is a decision-making process that works creatively to include all persons making the decision. It is the most powerful decision process as all members agree to the final decision. This is truly radical democracy as all participants have a direct voice and veto power. In short consensus takes into account and validates each participant. Everyone gets the opportunity to voice their opinion or block a proposal if they feel strongly enough about a decision.

#### **Basic Consensus**

##### **What Exactly Is Consensus?**

Consensus is a decision-making process which equalizes power over a group of people. Instead of simply voting for an item and having the majority of the group get their way, the group has to sit down and get a solution to a problem that EVERYONE is okay with. People take different ideas and we see how we feel about them. The solution that the group thinks is the most positive gets chosen, unless a member of the group finds the solution totally unacceptable. Consensus is based on compromise, and the ability to find common ground.

##### **Why Would We Want to Use Consensus?**

Consensus is a system that promotes participation because each person has the power to make changes in the system, and to prevent changes that they find unacceptable. People are often inactive because they feel that they have no power in the system and their voice won't be listened to. Since consensus would give everyone power to have their voice be heard, it would force people to listen to each other, and answer their concerns instead of moving past them.

##### **But What's Wrong with a Majority Rule System?**

The majority rule system is set up to have a winner and a loser. This promotes conflict and lends itself to steam rolling an idea over a minority that dissents with the majority opinion. People in a majority rule system don't need to listen to the dissenting minority or take their opinion seriously because they can simply outvote them. Majority rule systems say that the majority is infallible, and they have nothing to learn from the minority. There is no moral system at work with a majority rule system, and there is nothing to say that the majority of people will come up with a morally acceptable system.

##### **Be Honest, What Are the Bad Things About Consensus?**

Since it is a lengthier process to hash out ideas until all objections are resolved, your group meetings might be a bit longer, and some proposals might regularly take more than a week to decide. Also, since some proposals may be just shot down without hope of compromise, consensus sometimes favors the status quo.

#### **How Consensus-Based Decision Making Works**

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1. Presentation: The proposal is presented as clearly as possibly by its author.
2. Clarifying Questions: Questions are asked by anyone about the proposal to make sure that everyone understands it before you discuss it. This is not a debate over the proposal, just clarification.
3. Discussion or Reservations: The proposal is discussed and debated. Possible amendments to the proposal are made at this time. The author always reserves the right to alter the proposal as he/she sees fit.
4. Take general feelings on the proposal: Do we have a consensus?
  - a. Assent: I agree and/or go with it. Shown with silence.
  - b. Assent with Reservations - I don't like this but I trust the Group and the process. This does not block the passing of a proposal, but it is a public statement of why you dislike it. All strong concerns are written in the minutes of the meeting or otherwise recorded by the Secretary.
  - c. Stand Aside: I don't agree. This does not block the passing of a proposal, but it is a public statement of why you dislike it. All strong concerns are written in the minutes of the meeting or otherwise recorded by the Recorder.
  - d. Block: Blocks the proposal from passing. If you block it means that you cannot live with the proposal if it passes. It is so objective to you/those you represent, that you will stop the proposal from passing. A block isn't an "I don't really like it" or an "I liked the other idea better." It is an "I cannot live with this proposal if it passes. I think it violates a traditions or spiritual principles or concepts, and here's why ... "

**Does the Proposal Pass?**

If the feelings of the group are generally positive and there are no major objections, then the proposal passes. If general feelings are positive, but someone has blocked the proposal, the proposal doesn't pass. It may get sent to a reconciliation committee or withdrawn and reworked and represented at a later date. If the group feelings are generally negative, the proposal doesn't pass. If the group feelings are mixed, not generally positive or negative, discussion continues, or the proposal is tabled until the next meeting, or until more information is available. If discussion seems to be going on forever without the possibility of resolution, the group can:

1. Decide to drop the proposal.
2. Move onto approval voting of specific options within the proposal, or,
3. Send the proposal to a 'reconciliation committee' - or perhaps the original author for rewriting to work out the objections.

**Ground Rules**

1. A time limit of 15 minutes will be imposed on the discussion of proposals
2. A consensus is reached when 75 of voting members agree
3. No Repeating
4. No Bulldozing Majority
5. Hear the Minority Opinion

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6. Decide ahead of time what we consider a Consensus
7. Meeting Recordings (Formally Minutes)
8. Respect One Another

This will take a lot of cooperation from everyone to make this a true consensus. Consensus is a broad agreement among members of this body and consensus-based decision-making is any number of techniques to adopt proposals that the body can broadly agree on; this agreement is reached through both discussion and willingness to modify proposals.

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**Appendix H - Expense / Reimbursement Form**

Submitter's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Is this an Advance Request? Yes or No (Circle One)

Date of Expense	Vendor Name	Description/Explanation	Amount	Budget Allocation
			Advance Total	
			Expense Total	
			Reimbursement Due	
			Amount of Funds Returned	

**Notes:**

Make Check Payable to: \_\_\_\_\_

Check #: \_\_\_\_\_ Check Date: \_\_\_\_\_

Purpose/Account: \_\_\_\_\_

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**Appendix I - GSR Report Form**

**Group Service Report to SETANA Area Service Committee**

(To be completed monthly and submitted to the Area Secretary)

Group Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

GSR \_\_\_\_\_ Ph# \_\_\_\_\_

Email: \_\_\_\_\_

GSR-Alternate \_\_\_\_\_ Ph# \_\_\_\_\_

Email: \_\_\_\_\_

Amount donated to Area \_\_\_\_\_

- I. Group Statistics for the last month
  - a. Average monthly attendance \_\_\_\_\_
  - b. Time and Date of your Business Meeting: \_\_\_\_\_
  - c. What open service positions does your group have? \_\_\_\_\_  
\_\_\_\_\_
  - d. Date & Time for anniversary/birthday celebrations \_\_\_\_\_
- II. Group Concern(s) and solution(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- III. How can SETANA ASC help your group? (To be shared during "Sharing Session")  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- IV. Our greatest success this month was: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- V. Does your group have a proposal for this ASC meeting? Yes \_\_\_\_\_ No \_\_\_\_\_
- VI. What is the subject of your group's proposal? \_\_\_\_\_  
\_\_\_\_\_

**SETANA**  
**(DRAFT) POLICIES & PROCEDURES**

SETANA Policy & Guidelines  
Revision & Review Subcommittee

Dave H., Facilitator  
Brian A., CCC  
James H., CCC  
Wayne B., CCC  
Willie, CCC  
Jerry L., Just for Today  
Becky H., New Life  
John J., New Life  
John R., New Life  
JR H., New Life  
Cindy B., Wings  
Micah J., Wings  
Nick G., Wings  
Paulina G., Wings  
Vyki D., Wings

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