

**BASC POLICY
THE BERGEN AREA SERVICE
COMMITTEE OF
NARCOTICS ANONYMOUS**



**POLICY AND PROCEDURES FOR THE BERGEN AREA SERVICE
COMMITTEE MEETINGS AND RESPONSIBILITIES AND
PROTOCOL FOR THE TRUSTED SERVANTS AND GUESTS WHO
ATTEND**

v2009-04-13

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INTRODUCTION TO **NARCOTICS ANONYMOUS - BERGEN AREA SERVICE COMMITTEE**

Dedicated to the Bergen Area Trusted Servant

TO THE TRUSTED SERVANT:

OF ALL THE GUIDELINES EVER WRITTEN ANYWHERE, ALWAYS BE GUIDED BY THIS ONE:

**THAT FIRST AND FOREMOST, RIGIDITY IN ALL MATTERS OF THE TWELVE
TRADITIONS OF NARCOTICS ANONYMOUS IS MANDATORY! THEY ARE NOT
NEGOTIABLE!!**

The following is an updated set of guidelines intended for the operation of the Bergen Area Service Committee. Please read and review this information with an open mind. This information results from the group conscience of the Bergen Area Service Committee over the years and accurately reflects all policy put into effect by the group conscience through the November 2007 Area Service meeting. Updates will be issued through the following year by the Policy Committee as Motions are passed and Policy changes. Please take the time to read this information and become familiar with it. It is designed to assist the Area in getting on with the business of N.A. in Bergen County.

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Twelve Traditions

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 is 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, every reminding us to place principles before personalities.*

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Twelve Concepts

- 1. To fulfill our fellowships primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on the behalf of NA as a whole.***
- 2. The final responsibility and authority for NA service 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 government.***

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THE HISTORY OF NARCOTICS ANONYMOUS IN BERGEN COUNTY

One summer evening in July of 1981, several recovering addicts sat in a church in Passaic and planned out how to bring Narcotics Anonymous, or N.A. as it is more familiarly known, to Bergen County.

In October of 1981, on a Thursday night in Hackensack, Narcotics Anonymous held its first meeting in Bergen County. This meeting was the sixth in the State of New Jersey. On that crisp fall night there were approximately twenty recovering addicts in attendance at that landmark meeting.

Some of the people from that original Bergen County meeting, along with countless others, began the hard working quest of finding places to hold more Narcotics Anonymous meetings in Bergen County. Up until that time, anyone seeking help for their addiction problem had to travel to out of the way places such as Valesburg, Princeton and Jamesburg to attend a Narcotics Anonymous meeting during the week.

With the help and confidence of a local pastor from Teaneck, New Jersey, the addicts found a home for their second Bergen County Narcotics Anonymous meeting on Sunday night in Teaneck. Soon to follow were Friday night in Paramus and Monday night in Fair Lawn.

With the hard work and dedication of many recovering members of Narcotics Anonymous, Bergen County is now the home of approximately 40 weekly Narcotics Anonymous meetings. During this same time period, Narcotics Anonymous meetings across the State of New Jersey grew from a total of thirty meetings in 1981 to over seven hundred meetings today.

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1.0 THE PURPOSE OF THE BERGEN AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS (BASCNA)

The BASC is a service board, which is directly responsible to the groups it serves, whose primary purpose is to help carry the message of recovery, through the Twelve Steps of Narcotics Anonymous, to the addict who still suffers. The BASC is organized to provide better communications with the NNJRSC, and World Service arms of Narcotics Anonymous, but first and foremost to provide services to its groups, and members that they may better carry the message of recovery to the addict who still suffers, primarily in the State of New Jersey.

1.1 THE PARTICIPANTS OF THE BASC

1.1.1 THE BASC DEFINED:

The BASC is an assembled body of representatives from member Groups within the boundaries of the Bergen Area. They meet for the purpose of serving the member Groups of the BASC.

1.1.2 BASC COMMITTEES DEFINED:

1.1.2.1 THE ADMINISTRATIVE COMMITTEE – The Administrative Committee coordinates the services that are offered to the member Groups through the BASC. The members elected to serve on this committee are trusted servants who have served their home Group and have gained the experience necessary to qualify them for these positions of trust. The members of the Administrative Committee consist of the Chairperson, Vice-Chair, Secretary, and Treasurer. They may only second motions, other than the Chair, but may not vote in the assembly.

1.1.2.2 THE EXECUTIVE COMMITTEE – The Executive Committee consists of the Chairperson of each of the Standing Committees, Ad-Hoc Committees, Select Committee, the RCM, BOT Chairperson and Vice-Chair, the Administrative Officers, and those the Administrative Chair requests. This committee will meet if a motion has been tabled to the Committee, or an agenda is necessary. They have no power of their own but to present all findings and recommendations to the BASC. The BASC Vice-Chair sets the agenda and conducts the meeting, and reports to the BASC.

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1.1.2 BASC COMMITTEES DEFINED CONTINUED:

1.1.2.3 THE JOINT ADMINISTRATIVE COMMITTEE: The Joint Administrative Committee (JAC) consists of The Administrative Committee and The Executive Committee (see description 1&2 above). The BASC Vice Chair chairs this committee and any NA member is welcomed to attend JAC meetings.

1.1.2.4 STANDING COMMITTEE: The Standing Committees are usually referred to as Sub-Committees. These committees are formed for and when there is a specific need for them. The work performed and the service rendered to the member Groups by these committees are the reason for having a BASC. More than a few good members are required to accomplish the work that these committees perform. The Chairperson of these Standing Committees may make and second motions but may not vote in the assembly.

1.1.2.5 AD – HOC COMMITTEES: An Ad-Hoc Committee is a special committee directed by the voting participants to perform for and when there is a specific task brought onto the floor of the BASC. Other than to report, an Ad-Hoc Committee has no voice in the assembly. The assembly must vote for its feasibility and the BASC Chair chooses the Chair of the AD-Hoc. These special committees are disbanded when their task has been completed.

1.1.2.6 SELECT COMMITTEES: A select Committee is a special subcommittee formed, whose Chair is appointed by the BASC Chair, whose specific task is decided by the Area body. This committee is directly responsible to the Area and to report its findings. Other than to report, a Select Committee has no voice in the assembly. These special committees are disbanded when their task has been completed.

1.1.2.7 THE B.O.T. COMMITTEE: The Board of Trustees is the body that exercises the powers stated in the by-laws of the Bergen Area Corporation. They are responsible for ensuring that the BASC Corporation is legally compliant with the corporate laws of the state of New Jersey. They handle all corporate and legal aspects, audit the BASC bank accounts on a quarterly basis, work with the subcommittee chairs on any corporate/legal issues they may have, and carry out the duties assigned by the BASC. They will give an annual report at the fourth BASC Meeting, after the close of the year. They have a final say on all corporate and legal matters.

For specific Board of Trustees, please refer to BASC, Inc. By-Laws document

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1.1.3 INDIVIDUAL PARTICIPANTS DEFINED:

1.1.3.1 REGIONAL COMMITTEE MEMBER: (RCM) – is a duly elected trusted servant of the BASC. The RCM is generally a very experienced and highly trusted person whom the BASC has chosen to represent them at other levels of NA service. The RCM may make and second motions but has no vote in the assembly.

1.1.3.2 ALTERNATE REGIONAL COMMITTEE MEMBER: (ARCM) – participates as the RCM in the RCM's absence.

1.1.3.3 GROUP SERVICE REPRESENTATIVE (GSR): is the trusted servant of the member Groups. The GSR's may make and second motions and are the **ONLY VOTING PARTICIPANTS** of the BASC.

1.1.3.4 ALTERNATE GROUP REPRESENTATIVE (GSRA): participates as the GSR in the GSR's absence.

1.1.3.5 MEMBER-PARTICIPANTS: Any member of NA who supports member groups of the BASC, may be heard in this assembly. These participants may petition the Chair to be heard when they have a need. They may not make or second motions and have no vote in the assembly. Their experience and energy, however, are much needed at the committee level, and should be encouraged to serve when and where they can.

1.1.3.6 NON-MEMBER PARTICIPANTS: The need occasionally arises for members of NA, from other Areas and Regions to share their experiences, strength, and hope in NA service with the BASC. These persons may petition the Chairperson to be heard. They may not make or second motions and have no vote in the assembly.

1.1.3.7 NON-MEMBER GUESTS: Any others present, who are not members of NA, are guests of the BASC. These persons usually attend as observers or are invited by the Chairperson to share in their personal area of expertise. The Chair may solicit comments from these individuals. Otherwise, they have neither a voice nor vote in the assembly.

NOTE: *BASC Trusted Servants serving the Area as RCM, RCMA, Standing, Ad-Hoc or Select Committee Chairpersons, Administrative Officer, and BOT member normally have gained experience in service by fulfilling a full term commitment at the Group Level and demonstrate a good working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA.*

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2.0 GENERAL RESPONSIBILITIES OF THE PARTICIPANTS:

2.1 GENERAL SERVICE:

General Service provides the support necessary for groups of NA members so that they may act together for their common good and carry the message of NA recovery to the suffering addict. This kind of service not only helps the addict who still suffers, but makes available to the society it serves a workable program of recovery for the drug addict to whom other types of help have seemed to be just a wasted effort.

Narcotics Anonymous exists in many areas as an obscure, unrecognized drug program about which little is known. Yet in most communities where groups are active, the often-surprising success of our Fellowship is gratefully acknowledged. Virtually all communities that know of us are glad to have us around.

It is no longer enough to have a few members getting together to keep their Groups going. NA has grown and will continue to grow at even a faster rate. Without General Service we will have no way to take care of the business of providing the Groups with the intercommunication and other services we need so that they may continue in their primary purpose - - **TO CARRY THE MESSAGE OF NA RECOVERY TO THE ADDICT**

WHO STILL SUFFERS. For the addict in or not yet in recovery, the result would be disastrous. In order to function, NA needs active support; **YOUR SUPPORT!**

PARTICIPATE IN FUNCTIONS! GET INVOLVED IN NA! The work is hard and often frustrating. Work hard anyway! Seek to serve whenever and wherever you can. Your personal return will be tenfold. General Service is for any NA member who wishes to get involved. It has contributed greatly to the growth of NA. Any elected position in the service structure is General Service. Committees are formed to meet our specific needs and are an integral part of General Service. Some members feel it is the "getting on with the business of NA", and wish to be a part of that effort.

2.2 PERSONAL SERVICE:

The members, the meeting, and the Group provide what is frequently called Personal Service. This kind of service is based on the one to one addict sharing experience, strength, and hope that is the foundation of recovery. Sponsorship is Personal Service. It is at this level that we find personal identification with others with similar problems and experiences and the hope so necessary to continue. Here also is our first introduction to the Narcotics Anonymous program. The Twelfth Step is a matter of personal service, and obviously the most important aspect of service. Without the Twelfth Step, the program would wither and die. Personal Service is an effort to carry the message of recovery in Narcotics Anonymous to the addict who still suffers. Every member of the Fellowship has the responsibility to provide this aspect of service. The most basic form of Personal Service is bringing a newcomer to an NA meeting. We have found that we can strengthen and maintain our recovery when we offer this kind of service.

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2.2 PERSONAL SERVICE CONTINUED:

Personal Service can be any type of service in NA that does not have to do with an elected position. Making coffee and cleaning ashtrays is Personal Service, as is sharing at a meeting, giving rides and working the Twelfth Step.

3.0 ELECTION PROCESS

Doing service is no easy task at any level. It requires a commitment to personal recovery above all else. We depend on those who serve us to report on their activities completely and truthfully. Our leaders must have sufficient integrity to hear others well, to compromise and to demonstrate the courage of their convictions, as well as the ability to surrender. We seek trusted servants who are willing to expend their time and energy in the diligent service to others, studying available resource materials, consulting those with more experience and carefully fulfilling the tasks we've given them. Clear, frequent two-way communication is an important prerequisite. So long as our committees regularly issue complete, candid reports of their activities, we can be confident that we have delegated our authority wisely. (Concept Eight). We apply the Sixth Concept when we invite a loving God to influence us before making service related decisions.

3.1 REQUIREMENTS:

A commitment at the Area level starts at the Group. The Alternate GSR position lasts for two years; one year learning and one year as the GSR. The Area positions work much the same way, from the Chairperson of the BASC to the Subcommittee Chair. These positions require a commitment of at least one year. You may be asked to make considerable investment of your time; you may be asked to travel to other service meetings; you may also be required to spend some of your own personal funds in order to fulfill your responsibilities, such as tolls, gas, telephone calls, etc. You will have work to do at home in your spare time, such as reading or writing reports and discussing plans and objectives with other members.

Our service bodies must also manage funds responsibly, accounting fully and accurately for its use to those who have provided it. Accountability is another aspect of responsible NA financial management. Consistent financial records help us make realistic spending plans for future service activities. In order to provide our Fellowship with the very best level of service possible, we ask our members to carefully consider the responsibilities that go with the elected position for which they may be nominated or volunteer for. Service on this level has many rewards and may have a profound effect on your personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

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3.2 ELECTION OF BASC OFFICERS:

The Administrative Committee requires a substantial amount of clean time and personal maturity should be the 1st consideration along with experience. Our Trusted Servants should demonstrate the stability and personal sense of direction that serve as an example to others.

3.3 GENERAL RESPONSIBILITIES

Each Area officer, sub-committee Chair and Chair of any board created by this body is responsible for maintaining accurate records and minutes of all meetings, policy guidelines, budget information, accounting records, (if applicable), and any other paperwork and computer discs relevant to the sub-committee. **This information must be brought to the Area at the December meeting to be turned over to the newly elected officer for the coming year.**

Requirements, including but not limited to, **clean time CANNOT be waived for any BASC Officer or Subcommittee Chairs.** BASC members may succeed themselves in office, but in keeping with our 4th Concept and principal of rotation, it is recommended that no officer or subcommittee chair serve more than two consecutive terms. All elected BASC servants must resign to the Area body. Any BASC officer or subcommittee Chair may be removed during their term by a majority vote of the BASC.

4.0 EXECUTIVE COMMITTEE QUALIFICATIONS AND RESPONSIBILITIES:

4.1 THE ADMINISTRATIVE CHAIRPERSON:

4.1.1 The Chairperson conducts all BASC Sessions, maintaining order through the responsible enforcement of Robert's Rules of Order...Simplified.

4.1.2 Responsible for all correspondence, sets the agenda for each BASC meeting.

4.1.3 The Chairperson will attend the MARLNCA meeting, registration to be paid by the Area.

4.1.4 The Chair is a co-signer of the BASC checking account; is also a member of the Board of Trustee's committee, attending all BOT meetings.

4.1.5 The Chair appoints Chairpersons to any Ad-Hoc Committee the BASC deems to form; is also a member of the Policy Sub-Committee, attending their scheduled meetings.

4.1.6 The Chair represents the BASC at Regional Service Meetings when neither the RCM nor Alternate RCM can attend.

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4.2 QUALIFICATIONS FOR ADMINISTRATIVE CHAIRPERSON:

- 4.2.1 A commitment to service.
- 4.2.2 Service experience.
- 4.2.3 The willingness to give the time and resources necessary to do the job.
- 4.2.4 A thorough knowledge of Robert's Rules, The 12 Steps, 12 Traditions, and 12 Concepts of NA, as well as the ability to maintain a productive atmosphere are necessary pre-requisites for this position.
- 4.2.5 Must have a steady source of legal income.
- 4.2.6 The Chairperson is elected at the November BASC Meeting, and takes office the following January, and serves for a period of not less than 1 year and not more than 2 years.
- 4.2.7 5 years of continuous abstinence from all drugs is the clean time requirement.

4.3 THE ADMINISTRATIVE VICE-CHAIRPERSON:

- 4.3.1 The Vice-Chair is responsible in assisting and coordinating all Sub-Committee functions, keeping in regular contact with the Chairperson of each Sub-Committee, and attending meetings when possible, in order to stay informed of their projects and problems.
- 4.3.2 Conducts all JAC Meetings, and gives a report at the BASC meeting.
- 4.3.3 The Vice-Chairperson will attend the MARLNCA meeting, registration to be paid by the Area.
- 4.3.4 Is a co-signor of the BASC account.
- 4.3.5 Conducts an oral roll call of Groups at all BASC meetings.
- 4.3.6 In the absence of the Administrative Chairperson assumes responsibility of the BASC meeting.
- 4.3.7 In the absence of an elected Sub-Committee Chair, assumes that position until an elected Chair fills the position.

4.4 QUALIFICATIONS FOR ADMINISTRATIVE VICE-CHAIRPERSON:

- 4.4.1 A commitment to service.
- 4.4.2 Service experience.
- 4.4.3 The willingness to give the time and resources necessary to do the job.
- 4.4.4 A thorough knowledge of Robert's Rules, The 12 Steps, 12 Traditions, and 12 Concepts of NA, as well as the ability to maintain a productive atmosphere is a necessary pre-requisite for this position.
- 4.4.5 Must have a steady source of legal income.
- 4.4.6 The Vice-Chair is elected at the November BASC meeting, and takes office the following January. With a vote of confidence and no other candidates, assumes position of Chairperson after 1 year.

QUALIFICATIONS FOR ADMINISTRATIVE VICE-CHAIRPERSON CONTINUED:

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4.4.7 4 years of continuous abstinence from all drugs is the clean time requirement, so that the Vice-Chair will have 5 years of continuous abstinence from all drugs when the elections for Chairperson are held in November.

4.5 THE ADMINISTRATIVE TREASURER:

- 4.5.1** The Treasurer keeps track of all the financial transactions of the BASC and its Sub-Committees and is responsible for the safe keeping of the Area funds.
- 4.5.2** Collects contributions from the Groups, reimburses Officers and Sub-Committee Chairs for their budgeted expenses.
- 4.5.3** Makes a report of receipts and expenditures at each BASC meeting, submitting a written copy for minutes.
- 4.5.4** Prepares a quarterly financial report to the BASC and BOT.
- 4.5.5** The Treasurer is the administrator of the BASC's checking account and one of the signatory.
- 4.5.6** Assists in all BASC Committee budgets, and is a member of all finance Committees.
- 4.5.7** The Treasurer is a member of the BOT and attends all BOT meetings.
- 4.5.8** Area, as well as Sub-Committee treasurers will be required to provide, each month, to the accountant and the Board of Trustees, the check register balance sheet and copies of bank statements for their sub-committee.
- 4.5.9** The BASC Treasurer must deposit all monies collected at the monthly BASC meeting within 4 (four) business days of the meeting.
- 4.5.10** Treasurer must remain available for three months, from January through march of the year following the year of his/her election, to tie up any loose ends, take care of the transfer of signature cards and provide information necessary to complete tax records.

4.6 QUALIFICATIONS ADMINISTRATIVE TREASURER:

- 4.6.1** A commitment to service.
- 4.6.2** Service experience.
- 4.6.3** The willingness to give the time and resources necessary to do the job.
- 4.6.4** A thorough knowledge of Robert's Rules, 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.6.5** Must have a steady source of legal income for one year; must be financially secure, good at managing their personal finances, and inspire the trust of the Committee. (Experience in business, accounting, or bookkeeping are helpful).
- 4.6.6** The Treasurer is elected at the November BASC meeting, and takes office the following January, and serves for a period of 15 months, 12 months as Treasurer and an additional two months into the next year's term as "former treasurer", to assist the incoming Treasurer in tying up any loose ends regarding banking, bookkeeping and taxes.
- 4.6.7** 5 years of continuous abstinence from all drugs is the clean time requirement.

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4.7 BOARD OF TRUSTEES CHAIRPERSON QUALIFICATIONS:

- 4.7.1** A commitment to service.
- 4.7.2** Service experience.
- 4.7.3** The willingness to give the time and resources necessary to do the job.
- 4.7.4** A thorough knowledge of Robert's Rules, 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.7.5** Must have a steady source of legal income for one year; must be financially secure, good at managing their personal finances, and inspire the trust of the Committee. (Experience in business, accounting, or bookkeeping are helpful).
- 4.7.6** The B.O.T Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 15 months, 12 months as B.O.T. Chair and an additional two months into the next year's term as "former B.O.T. Chair", to assist the incoming B.O.T. Chair in tying up any loose ends regarding banking, bookkeeping and taxes.
- 4.7.7** 5 years of continuous abstinence from all drugs is the clean time requirement.

4.8 ASSISTANT TREASURER

- 4.8.1** Assists the Treasurer with the collection, reporting, and depositing of funds.
- 4.8.2** Assists with the quarterly reports and Committee budgets.
- 4.8.3** Assumes responsibilities of Treasurer in the Treasurer's absence, except that the Assistant Treasurer is **NOT** a signatory of the BASC account.

4.9 QUALIFICATIONS:

- 4.9.1** A commitment to service.
- 4.9.2** Service experience, especially in dealing with NA funds.
- 4.9.3** The willingness to give the time and resources necessary to do the job.
- 4.9.4** A thorough knowledge of Robert's Rules, 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.9.5** Must have a steady source of legal income for one year.
- 4.9.6** Is elected at the November BACS meeting, and takes office the following January, and serves for a period of 1 year.
- 4.9.7** 4 years of continuous abstinence from all drugs is the clean time requirement.

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4.10 THE ADMINISTRATIVE SECRETARY

- 4.10.1** The Secretary records a clear, accurate account of the proceedings of each BASC meeting. Types and provides to the Chairperson, the minutes for verification before final copies are made. Have remaining copies ready 1 hour prior to the start of the next BASC meeting for all members of the BASC.
- 4.10.2** Handles all the BASC paperwork; regularly updating a log of Area policy actions. The log should list motions that have passed regarding activities of the BASC. They should be listed chronologically under a heading for the office or subcommittee they affect. Also keeps records of Sub-Committee Reports, all BASC minutes and Guidelines with any amendments.
- 4.10.3** Periodically, the Secretary distributes an updated log of policy actions to all BASC members.
- 4.10.4** The Secretary has guidelines and previous minutes on hand at all BASC meetings.
- 4.10.5** The BASC minutes will be mailed to the RCM and BASC Chair by the 1st Sunday of the following month after the Chair has approved them. They will also be mailed to the Chair of the NNJRSC History & Archives Committee and the WSO. A copy will be kept for inclusion into the BASC archive.
- 4.10.6** Prepares a written agenda from information provided by the Chairperson; distributes to all participants at the BASC meeting.
- 4.10.7** Assists the Chair with correspondence; Keeps an updated list of al BASC members, their positions, addresses, and phone numbers.
- 4.10.8** Passes a written attendance sheet at each BASC meeting.
- 4.10.9** The Secretary and Chairperson are designated as contact people for the BASC meeting facility and maintain current contact information.
- 4.10.10** The Secretary (as well as the literature chairperson) will hold a key for the area storage unit.

4.11 QUALIFICATIONS ADMINISTRATIVE SECRETARY:

- 4.11.1** A commitment to service.
- 4.11.2** Service experience.
- 4.11.3** The willingness to give the time and resources necessary to do the job.
- 4.11.4** Access to a typewriter or computer.
- 4.11.5** A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.11.6** Is elected at the November BACS meeting, and takes office the following January, and serves for a period of 1 year.
- 4.11.7** 2 years of continuous abstinence from all drugs is the clean time requirement.

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4.12 ASSISTANT SECRETARY

- 4.12.1** To assist the Secretary with the responsibilities of compiling minutes and other documents.
- 4.12.2** The Assistant Secretary calls all required members prior to JAC meetings, reminding them of the time and place.
- 4.12.3** Mails copies of the BASC minutes, and all other necessary documentation, to the World Service Office in California.

4.13 QUALIFICATIONS:

- 4.13.1** A commitment to service.
- 4.13.2** Service experience.
- 4.13.3** The willingness to give the time and resources necessary to do the job.
- 4.13.4** A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 4.13.5** Is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 4.13.6** 1 years of continuous abstinence from all drugs is the clean time requirement.

4.14 REGIONAL COMMITTEE MEMBER

- 4.14.1** The RCM represents and speaks for the member Groups and BASC at all Regional Service Conferences and other BASC functions.
- 4.14.2** Provides two-way communication between the BASC and the rest of the Fellowship.
- 4.14.3** The RCM attends NNJRSC meetings and Learning Days in the Tri-State area; represents the BASC in the decision making process of NA as a whole, obtains a vote of confidence from the BASC, authorizing them to use their judgment when voting on matters the BASC did not express its conscience on prior to the NNJRSC meeting.
- 4.14.4** Works closely with the Committee members and is a source of information and guidance.
- 4.14.5** Makes an oral and written report at each BASC and RSC meetings. Keeps the BASC in touch with providing information on activities in neighboring Areas, functions being sponsored by the NNJRSC, and important national service issues.
- 4.14.6** The RCM will be reimbursed up to the amount allotted in the budget in effect for the current year, for copies made of flyers for all GSR's and Executive Committee Chairs, for functions going on at the region.
- 4.14.7** The RCM may serve on one or more of the BASC and/or RSC Sub-Committees, but not as a Chairperson.
- 4.14.8** Notifies the Alternate RCM if they cannot attend a BASC or RSC meeting.
- 4.14.9** Is also required to attend all JAC meetings of both committees.
- 4.14.10** In the absence of the Administrative Chairperson and Vice Chairperson assumes responsibility of the BASC meeting.

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REGIONAL COMMITTEE MEMBER CONTINUED:

4.14.11 RCM will obtain 6 boxes of statewide meeting lists once an updated printing becomes available. Additional boxes must be obtained only upon instruction of BASCNA.

4.15 QUALIFICATIONS FOR REGIONAL COMMITTEE MEMBER:

4.15.1 A commitment to service.

4.15.2 Service experience.

4.15.3 The willingness to give the time and resources necessary to do the job.

4.15.4 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.

4.15.5 The RCM is elected at the November BASC meeting, and takes office the following January, and serves for a period of 2 years.

4.15.6 3 years of continuous abstinence from all drugs is the clean time requirement.

4.16 REGIONAL COMMITTEE MEMBER-ALTERNATE:

4.16.1 The RCM-Alternate works closely with the RCM to insure the maximum training and information sharing is available to each of them.

4.16.2 The RCM-Alternate should do everything the RCM does; attends all BASC and NNJRSC meetings for 2 years; the first 2 as an Alternate, and the second 2 years as the RCM.

4.16.3 The RCMA serves on at least one of the BASC Sub-Committees. (May not accept any nomination at the Regional level while serving as an alternate).

4.16.4 Votes at the NNJRSC in the RCM's absence.

4.17 QUALIFICATIONS REGIONAL COMMITTEE MEMBER ALTERNATE:

4.17.1 A commitment to service.

4.17.2 Service experience.

4.17.3 The willingness to give the time and resources necessary to do the job.

4.17.4 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.

4.17.5 The RCM-Alternate is elected at the November BASC meeting, and takes office the following January, and serves for a period of 4 years; first 2 years as the Alternate, and with a vote of confidence from the BASC, the second 2 years as RCM.

4.17.6 2 years of continuous abstinence from all drugs is the clean time requirement.

5.0 STANDING COMMITTEES (Sub-Committee Qualifications and Responsibilities):

Since the Bergen Area Service Committee bears final responsibility for the operations of its subcommittees, all Bergen Area Service Committee participants need to be as informed as

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possible about sub-committee activities. The balance between accountability and delegation is a delicate one. If the BASC delegates too much authority to its sub-committees, the BASC will not be able to account fully for itself to the groups it serves. The BASC should pay careful attention to the Twelve Concepts, especially Concept Five, when creating sub-committees, giving them sufficient liberty to serve freely while still maintaining accountability. The BASC is responsible not only to develop and maintain sub-committees in each field of service, but also to coordinate the work of each of those sub-committees with the work of the others. For these reasons, all Bergen Area Service Committee participants need to become as informed as they can possibly be about sub-committee activities.

5.1 THE CHAIRPERSONS OF THE STANDING COMMITTEES:

These committee chairpersons conduct the sessions of their respective committees. They must be trusted servants with the proven ability to take charge of their sub-committee and assure that the business at hand is dealt with in an effective manner.

5.2 GENERAL RESPONSIBILITIES CHAIRPERSONS OF STANDING COMMITTEE:

5.2.1 The Chair is responsible for all their committee's correspondence.

5.2.2 They are expected to submit a written report given at each BASC meeting, which must include their phone number. If the committee handles money, a financial statement must be included in the report. The bank account must be a two signature, non interest account.

5.2.3 The initiation and the finalization of a project, which takes place in a regular session of the BASC.

5.2.4 Any subcommittees planning any activities shall go through the Activities committee; earmarked contributions are not permitted. All money raised must come back to the BASC Treasury.

5.2.5 The Area Treasurer shall support the operations of the subcommittee.

5.2.6 If any Subcommittee Chairperson is absent for three or more consecutive BASC meetings (without reasonable cause) they shall be removed from office. In attendance means present for the entire BASC meeting, unless excused by the BASC chair for reasonable cause.

5.2.7 Once a subcommittee chairperson gives his or her report and it is accepted, they may be excused from the remainder of that BASC meeting.

5.3 ACTIVITIES

5.3.1 This committee is responsible for events of interest to the BASC and to provide an additional source of income to the BASC. They plan and carry out activities such as picnics and dances to spark interest and encourage participation and

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support. Fund raisers are important as it generates money to help carry the message of recovery, while welcoming activities that motivate attendance by increasing awareness of how the fellowship helps us as members in our personal recovery.

- 5.3.2** Communication about the events is very important. Functions, which are successful, are well planned and publicized within the Areas and Region. Fliers distributed must display one of the NA logos: either the stylized "NA" within a circle, the diamond in a circle, or the words Narcotics Anonymous. A small-circled letter "R" should appear to the right of any of these logos. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide, and helps protect the logo from misuse outside the fellowship. Fliers must also be dated.
- 5.3.3** All BASC flyers must be approved by the Policy Committee, and must be dated before distribution.
- 5.3.4** No NA functions are to be held in bars.
- 5.3.5** Any subcommittee planning any activity shall go through the Activities Committee.
- 5.3.6** Raffles are discouraged, per our Standing Rules, due to the spirit of self-interest, rather than inspiring the spirit of voluntary support implicit in our Seventh Tradition.

5.4 REQUIREMENTS:

- 5.4.1** The willingness to work hard and motivate others.
- 5.4.2** The ability to deal effectively with people outside the fellowship.
- 5.4.3** Must demonstrate trustworthiness, especially where funds are concerned.
- 5.4.4** A commitment to service; service experience.
- 5.4.5** A thorough knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
- 5.4.6** The willingness to give the time and resources necessary to do the job.
- 5.4.7** The Chairperson is elected at the November BASC meeting, and takes office the following January, and serves for a period of one year.
- 5.4.8** Two years of continuous abstinence from all drugs is the clean time requirement.
- 5.4.9** Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.5 LITERATURE:

- 5.5.1** This committee is responsible for providing NA Conference approved literature to the groups at a nominal cost on the day of the BASC meeting. It should also

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provide NA key tags, medallions, and other NA approved merchandise. A group starter kit is provided for all new groups in the BASC.

- 5.5.2 Prices of literature should reflect any cost increases handed down to the BASC so as not to lose any money upon their sale by us.
- 5.5.3 So that the BASC will not deplete itself of literature, the Literature Sub-Committee will stockpile \$1,000.00 worth of literature at all times.
- 5.5.4 H & I and P.I. are given literature on request.
- 5.5.5 Bergen Area Meeting Lists are given to groups free of charge.
- 5.5.6 State meeting lists will be sold at \$.30 per list.
- 5.5.7 Processing group orders, monitoring stock levels, and recording and tracking inventory are also a responsibility of this committee.
- 5.5.8 The BASC Treasurer serves as cashier for literature sales and writes checks when new material is needed to replenish stock.
- 5.5.9 Must submit a written report of literature orders and sales, and H & I and P.I. donations.
- 5.5.10 The literature chairperson (as well as the secretary) will have a key to the area storage unit

5.6 QUALIFICATIONS LITERATURE:

- 5.6.1 A commitment to service and service experience.
- 5.6.2 The willingness to give the time and resources necessary to get the job done; organizational skills are important.
- 5.6.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.6.4 The Chair is elected at the November BASC meeting, and takes office the following January and serves for a period of 1 year.
- 5.6.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.6.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.7 ASSISTANT LITERATURE CHAIR

- 5.7.1 To assist the Literature Chair in processing group orders, monitoring stock levels, and recording and tracking inventory.
- 5.7.2 To submit a written report of literature orders and sales, and H & I and P.I. donations when the Literature Chair is not able to do so.

5.8 QUALIFICATIONS ASSISTANT LITERATURE CHAIR:

- 5.8.1 A commitment to service and service experience.
- 5.8.2 The willingness to give the time and resources necessary to get the job done; organizational skills are important.

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- 5.8.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.8.4 The assistant literature chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.8.5 1 year of continuous abstinence from all drugs is the clean time requirement.

5.9 PUBLIC INFORMATION

- 5.9.1 This committee is responsible for informing the public of the existence, location and purpose of Narcotics Anonymous with special emphasis on the addict who still suffers. They provide information about NA to the community in general, through individual and media contact, by means of posted bulletins, letter mailings, community awareness meetings, T.V. and radio public service announcements, etc. **REMEMBER THAT NO INDIVIDUAL MEMBER CAN REPRESENT NA! ALWAYS CONTACT YOUR AREA'S P.I. CHAIRPERSON**

5.10 QUALIFICATIONS PUBLIC INFORMATION:

- 5.10.1 Previous experience in the Public Information Subcommittee; administrative capabilities.
- 5.10.2 A commitment to service and service experience.
- 5.10.3 The willingness to give the time and resources necessary to get the job done.
- 5.10.4 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.10.5 The Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.10.6 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.10.7 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.11 POLICY

- 5.11.1 This committee is responsible for providing guidance, along with the BOT, in financial matters and assists in the development of guidelines, policies and procedures utilized by the BASC and its Standing Committees.
- 5.11.2 It is the general proposer and recorder of the policy set by the voting participants of the BASC.
- 5.11.3 Works closely with the Administrative Committee and Standing Committees, and BOT to insure that we are always working within our own guidelines and the 12 Traditions and 12 Concepts of NA. Rigidity in matters concerning the Traditions is mandatory!
- 5.11.4 The Chairperson will attend the MARLNCA meeting, registration to be paid by the Area.

5.12 QUALIFICATIONS POLICY:

- 5.12.1 A commitment to service and service experience.
- 5.12.2 The willingness to give the time and resources necessary to get the job done.
- 5.12.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.

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- 5.12.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves for a period of 1 year.
- 5.12.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.12.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.13 HOSPITALS & INSTITUTIONS

- 5.13.1 This committee is responsible for the express purpose of carrying the NA message of recovery to men and women “housed” in correctional institutions, hospitals, and recovery houses. To effectively be helpful to the inmates, patients, and residents, we must be governed by the individual rules of the institutions we serve and further impose certain standards on ourselves.
- 5.13.2 The Activities Subcommittee will take donations of sweatshirts from the H & I Subcommittee so that any revenue generated by their sale will be brought back to the BASC Treasurer.
- 5.13.3 A written report must include a report of any monies collected or disbursed, as well as tracking distribution, usage, and literature on hand.
- 5.13.4 H&I can collect Seventh Tradition donations during their sub-committee meetings. Monies collected will be given to the BASC Treasurer at the BASC monthly meeting.

5.14 QUALIFICATIONS HOSPITALS & INSTITUTIONS:

- 5.14.1 A minimum of one-year activity in institutional work with the BASC H & I subcommittee.
- 5.14.2 Must be familiar with the rules and regulations of the institutions; and an understanding of the responsibilities of the office.
- 5.14.3 A commitment to service and service experience.
- 5.14.4 The willingness to give the time and resources necessary to get the job done.
- 5.14.5 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.14.6 The Chair is elected at the November H&I sub-committee meeting, and that group conscience is then taken to the December BASC for confirmation and takes office the following January, and serves for a period of 1 year.
- 5.14.7 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.14.8 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.15 MEETING LIST:

- 5.15.1 This is a sub-committee, responsible for having Bergen Area NA meetings listed, by day and time, printed and distributed free of charge through the Literature Committee. This is to cover lag time between NJ meeting lists.

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- 5.15.2 The meeting lists will include all meetings in the BASC, regardless of time in existence. They will be wallet size in style.
- 5.15.3 Bergen Area Meeting Lists will be given to the groups free.
- 5.15.4 Changes in meeting lists and new meetings must be in writing and given to the BASC Secretary, Literature Chair, Meeting List Chair and RCM.
- 5.15.5 Meeting lists show days, times, locations and pertinent information.
- 5.15.6 The amount allowed to be spent on printing of meeting lists is the amount set by the BASC in the current yearly budget.
- 5.15.7 Any outdated meetings lists will be destroyed once updated meeting lists are obtained.

5.16 QUALIFICATIONS MEETING LIST:

- 5.16.1 A commitment to service and service experience.
- 5.16.2 The willingness to give the time and resources necessary to get the job done.
- 5.16.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.16.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves one year.
- 5.16.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.16.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.17 WORKSHOP:

- 5.17.1 This committee is responsible for holding at least one open forum workshop a month during the regular BASC meeting. This workshop is not to exceed 30 minutes. It is also responsible for additional workshops, if requested by any BASC officer or Subcommittee Chair.
- 5.17.2 The Workshop committee will hold, twice a year, a GSR Orientation/Workshop in order to teach new GSR's about their responsibilities, policies and format of the BASC.
- 5.17.3 The workshop Committee is not considered a Sub-Committee of the Area; therefore, the Chair can be a GSR at the same time.
- 5.17.4 Regularly scheduled monthly workshops during BASC meetings are suspended for the months of June, July, August and November.

5.18 QUALIFICATIONS WORKSHOP:

- 5.18.1 A commitment to service and service experience.
- 5.18.2 The willingness to give the time and resources necessary to get the job done.

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- 5.18.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.18.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves for 9 months; with June, July and August off.
- 5.18.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.18.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.19 NEWSLETTER:

- 5.19.1 This committee produces a bi-monthly newsletter consisting of NA news such as Area & Regional & National Conventions, group announcements & anniversaries, personal anniversaries, etc. Non-NA sources or materials **CANNOT** be used.
- 5.19.2 A release form must accompany any article received.
- 5.19.3 The amount to be spent per year for printing bi/monthly newsletters is the amount set by the BASC in the current yearly budget.
- 5.19.4 The newsletter is distributed at the BASC meeting to GSR's for their groups and anyone else requesting a copy, free of charge.
- 5.19.5 A copy of every issue must be sent to the WSO.

5.20 QUALIFICATIONS NEWSLETTER:

- 5.20.1 A commitment to service and service experience.
- 5.20.2 The willingness to give the time and resources necessary to get the job done.
- 5.20.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.20.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves one year.
- 5.20.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.20.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.21 WEBSITE:

This policy will serve as a guideline for conducting business of the Bergen Area Service Committee ("BASCNA") Web Site Committee. In accordance with the Narcotic Anonymous' primary purpose of carrying the message to the addict that still suffers, we provide easily accessible information regarding the Bergen County Area of Narcotics Anonymous

5.21 WEBSITE CONTINUED (Policy):

- The name of the committee shall be defined as Web Site Committee
- The Uniform Resource Locator ("URL") shall be <http://www.bergenarea.org>

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- The committee shall be accountable to the BASCNA body consisting of Executive, Administrative, Sub Committee Chairs, and Group Service Representatives (“GSRs”)
- ☐The Webmaster shall be accountable and responsible for the maintenance of the website
- ☐The URL is the property of the BASCNA
- All content on the web site is the property of BASCNA
- ☐All costs of hosting, and domain registration are the financial responsibility of BASCNA
- ☐The Webmaster is responsible for communicating all costs to the BASCNA Treasurer
- ☐Website chairperson MUST be the “Billing contact”, “Administrative contact” and “Technical contact” of the web site AND place the cost of the domain name and hosting contract on his/her credit card to be reimbursed by the area.

General Guidelines:

1. Meeting directories shall be checked for updates every 30-60 days
2. External links will be limited to official Narcotics Anonymous web sites. Sites that are maintained by the World Office, Regional Offices, or Area Committees. To promote NA unity in accordance with our first tradition we do not link to personal web sites or sites that promote a third party
3. Posting of local events is done through cooperation with the Events and Activities Committee. Website committee can post to the website without a vote from area service. Personal phone numbers and email addresses ARE permitted on the web as a stated clearly contact for the NA function (events, conventions, fund raisers, etc).
4. BASCNA members consisting of Executive, Administrative, Sub Committee Chairs, and GSRs may request to post information regarding local area activities or NA related information (personal messages, or opinions are not allowed, as they may confuse outside readers as being the opinion of NA as a whole)
5. All subcommittee pages submitted to the website committee are assumed pre-approved.

5.21.1 QUALIFICATION AND REQUIREMENTS FOR SERVICE WEBSITE:

- 5.21.1.1 Website Chair (5 years clean req.)
- 5.21.1.2 Webmaster elected by the Website Committee: Four years clean.
- 5.21.1.3 A working knowledge of the twelve steps, twelve traditions and twelve concepts of Service.
- 5.21.1.4 Preside over monthly Web Site Committee business meeting.
- 5.21.1.5 Monthly attendance at Bergen Area Service.
- 5.21.1.6 Monthly written and oral report to BASCNA.
- 5.21.1.7 Demonstrate an ability to write HTML code and administer a web site.

QUALIFICATIONS AND REQUIREMENTS FOR SERVICE WEBSITE CONTINUED:

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- 5.21.1.8 Access to a computer that is capable of running the latest generation of web browsers and has a suitable connection to the Internet. Access to the current versions of HTML editing programs. The costs for these are the responsibility of the trusted servant.
- 5.21.1.9 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.22 CONVENTION:

- 5.22.1 This committee is responsible for, but not limited to, organizing the yearly "New Years Eve Narathon" and any Regional Convention bids from this Area.
- 5.22.2 The Convention Sub-Committee Chairperson is a member of the Board of Trustees and must attend Board of Trustees meetings, bringing with them all financial papers and bank statements of their sub-committee.
- 5.22.3 So that this sub-committee checking account will not be closed by the bank, the convention sub-committee will leave the amount of funds designated to the committee as set by the BASC in the current yearly budget, in the BASC Convention Committee checking account after the convention.
- 5.22.4 This sub-committee is for the purpose of bringing members of Narcotics Anonymous together in the celebration of recovery and to carry the message of NA.
- 5.22.5 NA meetings and other activities are scheduled at the convention to encourage unity and fellowship among members.
- 5.22.6 Conventions should always conform to the Twelve Traditions and Twelve Concepts of NA.

5.23 QUALIFICATIONS CONVENTION:

- 5.23.1 A commitment to service and service experience.
- 5.23.2 The willingness to give the time and resources necessary to get the job done.
- 5.23.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.23.4 The Chair is elected at the January Convention sub-committee meeting and that group conscience is then brought to the January BASC for confirmation and if confirmed takes office February 1st and serves for a period of 1 year.
- 5.23.5 5 years of continuous abstinence from all drugs is the clean time requirement, along with 18 months of service on a Convention Committee.

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QUALIFICATIONS CONVENTION CONTINUED:

- 5.23.6 Demonstrated stability in local community and administrative abilities are also necessary.
- 5.23.7 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.24 RECOVERY BY MAIL:

- 5.24.1 This committee is responsible for writing to those that cannot get to regular NA meetings.
- 5.24.2 They will write regularly, at least monthly, focusing on the recovery process, keeping with our Twelve Traditions and using language, which keeps the focus on NA recovery.
- 5.24.3 A Post Office Box will be maintained and periodically checked.

5.25 QUALIFICATIONS RECOVERY BY MAIL:

- 5.25.1 A commitment to service and service experience.
- 5.25.2 The willingness to give the time and resources necessary to get the job done.
- 5.25.3 A thorough knowledge of The 12 Steps, 12 Traditions, and 12 Concepts of NA.
- 5.25.4 The Chair is elected at the November BASC meeting, and takes office the following January, and serves one year.
- 5.25.5 2 years of continuous abstinence from all drugs is the clean time requirement.
- 5.25.6 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.26 LITERATURE REVIEW:

- 5.26.1 This committee is responsible for the review and development of Narcotics Anonymous Literature at the Area level. It is their sole goal to help carry the message of NA through literature.
- 5.26.2 The committee Chair will maintain contact with and attend all Regional Literature Review Subcommittee meetings.
- 5.26.3 The committee will prepare an annual budget for approval of the BASC.
- 5.26.4 The committee will hold workshops when specific pieces of literature are required to be reviewed at the Area level.

5.27 QUALIFICATIONS LITERATURE REVIEW:

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- 5.27.1 Must have 3 years of continuous abstinence from all mind and mood altering chemicals.
- 5.27.2 Must have a working knowledge and appreciation of the 12 steps, traditions, and concepts.
- 5.27.3 Must have applicable service experience and the willingness to give of their time to serve.
- 5.27.4 Must attend NA meetings regularly.
- 5.27.5 Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.

5.28 COFFEEMAKER:

- 5.28.1 This is a six-month commitment.
- 5.28.2 This person is responsible for setting up and cleaning up the monthly BASC meeting.
- 5.28.3 The limit for purchasing refreshments per month is indicated in the current year's budget.
- 5.28.4 A willingness to give time and energy are required; there is a six-month clean time requirement.

5.29 ASSISTANT COFFEEMAKER:

- 5.29.1 The Assistant helps the Coffee Maker set up and clean up.
- 5.29.2 If the Coffee Maker cannot fulfill the commitment one month, the Assistant will take on fully all the responsibilities.
- 5.29.3 This is a six-month commitment with no clean time requirement.

5.30 THE VICE-CHAIRS OF THE STANDING COMMITTEES:

These committee Vice-chairpersons assist the Chairperson in conducting the sessions of their respective committees. They coordinate the specific tasks delegated to the committee and conduct the committee sessions in the absence of the Chair. They are elected by the members of the sub-committee, and serve for one year.

5.31 THE SECRETARIES OF THE STANDING COMMITTEES:

These committee secretaries record an accurate account of the proceedings of their respective committee sessions. They type and provide copies of the minutes of each committee meeting to the members of the committee. The secretary is elected by the sub-committee members and serve for one year.

5.32 THE TREASURERS OF THE STANDING COMMITTEES:

In most cases the committees will have no need of a treasurer, since funds will be received and disbursed by the Administrative Treasurer of the BASC. In the case that funds are disbursed to the committee for further allocation, the committee Chair, Vice-Chair, and Secretary will handle the funds, or a Treasurer if needed. In the case a

THE TREASURERS OF THE STANDING COMMITTEES CONTINUED:

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Treasurer is needed, the committee Treasurer will act for the committee as the BASC Treasurer acts for the BASC. if needed.

In the case a Treasurer is needed, the committee Treasurer will act for the committee as the BASC Treasurer acts for the BASC. Area, as well as sub-committee Treasurers, will be required to provide, each month, to the accountant and the Board of Trustees, the check register balance sheet and copies of bank statements for their sub-committee. Treasurers of any standing committee must have a minimum of four years clean time.

6.0 BASC STANDARD OPERATING PROCEDURE:

6.1 AREA SERVICE CONFERENCE:

- 6.1.1 REGULAR SESSION:** The BASC will meet every second Tuesday of every month at 7:30 pm, at Bergen Regional Medical Center, 230 E. Ridgewood Avenue in Paramus New Jersey Room B006. The BASC Workshop will be held during the BASC meeting; suspended for the months of June, July and August.
- 6.1.2 BUSINESS SESSIONS:** They will be conducted according to Robert's Rules of Order, Simplified; subject to our power to suspend the rules. (A short form is included in the back of these guidelines).
- 6.1.3 PROCEDURAL GUIDELINES:** Are Standard, as sent from World Services of NA, except that abstentions do not count in any vote.
- 6.1.4 SUGGESTED FORMAT OF BASC:** The Open Forum (maximum of 15 minutes) will be held at the beginning of the monthly BASC meeting, right after Group Reports. The following is the format: Officer Reports, Group Reports, Open Forum, Subcommittee Reports, Unfinished Business, New Business. New Groups will be taken under New Business. GSR's (or their alternates) will give their group reports during roll call. Agenda to be set by BASC Chairperson.
- 6.1.5 DONATIONS/LITERATURE** – Will be taken 1 hour before Regular Sessions of the BASC up until 35 minutes after the start of the session. No orders will be accepted later than 35 minutes after the BASCNA session begins. Literature orders are taken only on the day of Area Service, unless a valid reason prevents the aforementioned transaction. Pick-up of Literature will be after group reports are made.

AREA SERVICE CONFERENCE CONTINUED:

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- 6.1.6 SPECIAL SESSION:** May be called by the Administrative Chairperson for a specific need or purpose. These sessions are to be called only in an emergency to deal with an important problem, which cannot wait until a Regular scheduled Session. Proper notification of all voting participants and Standing Committee Chairs is required. An agenda must be presented and recorded with the BASC Secretary. The Session will follow the format of a Regular Session.
- 6.1.7 AGENDA:** An Agenda of items to be discussed or acted upon is required. The Chair prepares the agenda and the Secretary distributes it prior to the opening of the BASC meeting to all BASC participants.
- 6.1.8 MOTIONS:** All motions and seconds will be in writing on forms provided by the BASC Secretary. No further written motions will be taken under New Business. Groups conscience brought back to the BASC the following month for a vote. In order to maintain a sense of order, all motions, pros and cons and comments can only be brought to the floor while the person speaking is at their seat.
- 6.1.9 MINUTES:** The BASC minutes will be mailed to the RCM and BASC Chair by the 1st Sunday of the following month after the Chair has approved them. They will be available for all BASC participants prior to the opening of the BASC meeting. They will also be mailed to the Chair of the NNJRSC History & Archives Committee and the WSO. A copy will be kept for inclusion into the BASC archive.
- 6.1.10 BASC GUIDELINES:** Participants of the BASC are informed on policy and procedure per written guidelines.
- 6.1.11 TERMS OF SERVICE:** All elected positions in the BASC are for a term of one year, with the BASC Vice-Chair and RCMA succeeding to Chair and RCM respectively, with the vote of confidence from the body and RCM approval. Requirements, including but not limited to: **Clean time CANNOT be waived for any BASC Officer or Subcommittee Chairs.** BASC members may succeed themselves in office, but in keeping with our 4th Concept and principal of rotation, it is recommended that no officer or subcommittee chair serve more than two consecutive terms. All elected BASC servants must resign to the Area body. Any BASC officer or subcommittee Chair may be removed during their term by a majority vote of the BASC.

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AREA SERVICE CONFERENCE CONTINUED:

6.1.12 CONDUCT: There will be no playing of radios, TV's or music of any kind during any BASC meeting or workshop.

6.1.13 FLYERS: Any and all flyers must be approved by the Policy Committee before distribution. Fliers distributed must display one of the NA logos; either the stylized "NA" within a circle, the diamond in a circle or the words Narcotics Anonymous. A small-circled letter "R" should appear to the right of each of these logos. This mark shows that the logo is a registered trademark of Narcotics Anonymous worldwide, and helps protect the logo from misuse outside the fellowship. All flyers must be dated.

6.1.14 ACTIVITIES: All outside Areas and/or Regions requesting Fundraisers must request so at the BASC meeting.

6.1.15 MEETING LISTS: All groups must be in existence 90 days before they can be included on the NJ State Meeting List. The Policy Committee must destroy any outdated meeting lists; both County and Statewide, when a supply of updated meeting lists are received.

7.0 FINANCIAL POLICY:

7.1.1 So that we will always work within our limits, we will have a working budget for the BASC every year, before the spending of any funds. We will approve a budget for 6 months, then review and make any adjustments, as needed, for the last 6 months of the fiscal year.

7.1.2 Prior to the March meeting of Area Service each year, the Executive Committee will meet with the Board of Trustees to jointly prepare a proposed operating budget to present to the BASC for that year. The BOT will have with them actual figures with regards to expenses and income for the preceding operating year, as well as the amount of monies on hand in the reconciled BASC bank account. The members of the subcommittees will have with them proposed budgets for each subcommittee/trusted servant position. The proposed operating budget will be a joint venture of all in attendance at such meeting, prepared in accordance with the Traditions and Concepts, and particularly the Eleventh Concept in mind. A vote of the majority in attendance at that meeting will determine the proposed budget to be presented to the Area body for final determination.

7.1.3 There will be no ear marking of funds or group contributions to any subcommittee.

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FINANCIAL POLICY CONTINUED:

- 7.1.4 The Treasurer will support the normal operational needs of the subcommittees, as well as the monthly secretarial expenses.
- 7.1.5 The Treasurer shall reimburse the Literature Committee for requests by H&I and P.I.
- 7.1.6 The RCM will be reimbursed for copies made of flyers for all GSR's and Executive Committee chairs, for functions going on at the region, up to the amount set by the BASC in the current yearly budget.
- 7.1.7 The BASC will pay for registration for MARLNCA so that the BASC Chairperson, Vice- Chair and Policy Chair may attend.
- 7.1.8 Any subcommittee having a bank account must have a two signature, non interest bearing account with the BASC tax id #.
- 7.1.9 All signatories of any BASC account must have a minimum of 4 years clean time.
- 7.1.10 The maximum amount allowed in the treasury of the BASC Prudent Reserve is outlined in the BASC annual budget.
- 7.1.11 The BASC will not make regularly scheduled donations to the NNJRSC the amount set by the BASC in the current yearly budget.
- 7.1.12 GSR's (GSRA's) will purchase their own Conference Agenda Reports (from their Group's money), each year for their respective groups.
- 7.1.13 The BASC will purchase liability insurance for the BASC every year to cover all groups, activities and meetings.
- 7.1.14 The BASC will purchase D & O insurance to cover the BASC as an entity to protect the area and its officers from liability from lawsuits, etc.
- 7.1.15 A projected income statement will be added to the annual budget.
- 7.1.16 In order to hold people accountable for their actions, when dealing with theft of funds from the BASC, any theft of monies from the BASC, or its sub-committees, will be investigated and prosecuted to the fullest extent of the law.
- 7.1.17 The BASC Treasurer must deposit all monies collected at the monthly BASC meeting within 4 (four) business days of the meeting.

8.0 VOTING PROCEDURE POLICY:

- 8.1 For a motion to be deemed policy, 2/3rds vote is required.
- 8.2 Prior to a policy vote, the Policy Chair shall announce to the BASC Chair that the outcome of the voting may become Area policy requiring a 2/3rds vote.
- 8.3 Elections of trusted servants require a majority vote of our quorum.

9.0 RESPONSIBILITIES OF ALL BASC MEMBERS:

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9.1 OFFICERS AND SUBCOMMITTEE CHAIRPERSONS:

- a. Members cannot hold more than one BASC position at a time.
- b. A person cannot serve as an officer or subcommittee chair and be a GSR or GSRA at the same time, except the Workshop Chair.
- c. No Administrative officer may hold an executive position on any subcommittees of the BASC while holding that office.
- d. Officers and subcommittee chairs have no vote in the assembly.
- e. Officers and subcommittee chairs, other than the BASC Chair, can make and second motions and can give pros and cons on motions.
- f. The BASC Chair may not give pros or cons unless he/she feels strongly on a motion or has pertinent information; he/she relinquishes the Chair to the Vice-Chair while doing so, and can only vote in the case of a tie if he/she so wishes.
- g. If a subcommittee chair or officer is absent for three or more consecutive BASC meetings, (without reasonable cause) they shall be removed from office. "In Attendance" means present for the submission of their verbal report, unless excused by the BASC chair for a reasonable cause.
- h. Chairpersons of standing committees are required to attend Regional Subcommittee meetings for their respective committees.
- i. Subcommittee Chairs, the RCM and the RCMA are members of the Executive Committee, along with the officers of the BASC and are required to attend all JAC meetings and Executive meetings.
- j. The RCM and RCMA must attend all learning Days in the Tri-State Area, per requirements of their positions.
- k. Officers and Subcommittee Chairs may not resign their positions and accept another executive position in the same year unless they are stepping into positions to which they are "assistant" or "vice" such as assistant secretary stepping up to secretary or the vice-chair stepping up to chair.
- l. The BASC Chair and BASC Treasurer become members of the BOT while holding their positions, and are required to attend all BOT meetings per requirements of their positions.
- m. The BASC Chair is a member of the Policy Committee and is required to attend Policy Committee meetings.
- n. Once a subcommittee chairperson gives his or her report and it is accepted, they may be excused from the remainder of that BASC meeting.

9.2 OFFICERS AND SUBCOMMITTEE CHAIRPERSONS REPORTS:

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- a. Subcommittee Chairs must submit a legibly written or typed report for inclusion into the BASC minutes.
- b. Only Chairs, or Vice-Chairs in their absence, can give oral reports.
- c. Reports on any financial expenses and income must be included in Committee reports, such as merchandise, literature, etc.
- d. If a subcommittee holds a bank account, they must include an opening balance, expenses/income, and a closing balance for the month, in their reports.
- e. The Executive Committee and JAC Meetings are run by the Administrative Vice-Chair, who gives a report to the BASC.
- f. The BOT Chair reports on BOT meetings.
- g. All accepted subcommittee reports must be included in the BASC minutes without alterations of any kind.
- h. All reports submitted by subcommittee Chairs must include their phone numbers so that group members who have an interest for more information may call.

10.0 SPECIFIC RESPONSIBILITIES OF GSR's & GSRA's:

- a. GSR or GSRA can only represent one group at a time.
- b. A GSR or GSRA cannot be an officer or subcommittee Chair of the BASC at the same time, except the Workshop Chair.
- c. GSR's or GSRA's, in their absence, are the only voting members of the BASC.
- d. They can make, second, and give pros and cons on motions.
- e. No GSR/GSRA phone numbers or addresses can be included in the BASC minutes.
- f. If a group misses two consecutive BASC meetings, their voting privileges will be suspended for the next BASC meeting.
- g. The BASC will appoint someone to report to a group that fails to send a representative to the BASC, two or more consecutive BASC meetings.
- h. If a group misses 3 or more consecutive BASC meetings, there will be a vote at the next BASC before removing them from both the State Meeting List and Bergen Meeting Lists.
- i. GSR's (GSRA's) will purchase their own Conference Agenda Reports each year, for their respective groups.
- j. The Workshop committee will hold, twice a year, a GSR Orientation/Workshop in order to teach new GSR's about their responsibilities, policies and format of the BASC.

10.1 GROUP REPORTS:

- a. Reports are to be given orally by the GSR or GSRA only.
- b. All groups must hand in a legibly written report for inclusion into the minutes.

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- c. The Area will supply the forms for the reports on groups to be submitted.
- d. Group reports are given by day of meeting, followed by group nickname.
- e. GSR's (or their alternates) will give their group reports during roll call.

10.2 GROUP FORMATION AND POLICIES:

- a. There are no geographic limits on membership in the BASC.
- b. The BASC will donate a "Group Starter Kit" package to all new groups upon their joining the BASC.
- c. New Groups are to be taken under New Business at the BASC.

10.3 RESPONSIBILITIES OF GSR'S AND GSRA'S:

A GSR is the first in line of communication between a group and NA as a whole. They are the links that bind the groups together in the performance of our primary purpose. It is their responsibility to keep a group informed and to express a group's conscience in all matters. They are the voice of their group. Active participation, more than anything, can strengthen the ties that bind us and promote our common welfare. The GSR speaks for their group at BASC meetings. As a result of their participation, they keep their groups informed about what is happening in NA. Members of a group should always be able to go to their GSR and find out about activities, other groups, how NA structure works, The 12 Traditions & Concepts, and how they can become more involved. The most important service, which the BASC provides, is that of group support. A group can come to the BASC for help in any matter that may occur, and cannot be resolved at the group. We can get much accomplished when we work together. But in order to provide this service, the BASC needs the active participation of its GSR's. Each GSR must keep their group informed and represent their group's conscience in all decisions.

- a. A GSR serves for a period of two years; 1st as a GSRA, learning about the duties of the office, and taking over in case the GSR cannot attend the BASC meeting, with the responsibility to vote in the GSR's absence.
- b. The GSRA should attend all BASC meetings with the GSR, so they can see for themselves how the meeting works.
- c. A group should never go without representation at the Area level. A GSR is the voice and ears in NA.
- d. A group supports the Area both financially and emotionally.
- e. The GSR runs it's Groups' business meetings, as guided by our Twelve Traditions and Concepts and follows "Robert's Rules of Order...Simplified".
- f. The GSR reports on a summary of the Area Committee activities once a month, at the group.

10.3 RESPONSIBILITIES OF GSR'S AND GSRA'S CONTINUED:

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- g.** If a group has a problem, and cannot come up with its own solution, the GSR may ask a representative from the BASC to share what has worked for other groups. The BASC can't tell a group what to do, but it can provide a format to help with group problems.
- h.** A GSR usually has one-year clean time, so is more likely to be familiar with NA Traditions and Concepts.
- i.** A GSRA is suggested to have six months clean time.
- j.** If there is any question about Traditions, Policy, or Guidelines, a group may table the situation or motion and contact the BASC Policy Chair or an Administrative Officer of the Area.

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11.0 APPENDIX A

The adopted authority should be used to guide the BASC in its deliberation on all matters not provided for in the Constitution By-Laws, or Standard Rules.

“Robert’s Rules Of Order - - - Simplified” are simplified rules of parliamentary procedure used in conducting business meetings. Fundamentals of procedure and the decision-making process are to show how ideas and opinions are discussed in an orderly way to enable groups to reach an acceptable, majority decision.

11.1 FUNDAMENTAL RULES OF PROCEDURE: The fundamental rules require that members: A

- a. Adopt rules of procedure for their meetings.
- b. Elect a Chairperson, Vice-Chair, Secretary and Treasurer.
- c. Discuss only one question at a time.
- d. Speak first on motion they make (with the right to speak last before the vote is taken).
- e. Speak only once on a motion until all others have had an opportunity to speak once.
- f. Treat one another with justice and courtesy.
- g. Accept the rule of the majority.
- h. Respect the rights of the minority.
- i. Have equal rights.

11.2 VOTING METHODS:

- a. **ACCLAMATION** – members aye or nay.
- b. **SHOW OF HANDS** – if there is any doubt, a count is taken.
- c. **STANDING VOTE** – a count is taken.
- d. **SECRET BALLOT** – the Secretary takes the written count

11.3 TYPES OF VOTES:

- a. **MAJORITY** – more than half the number of votes cast on a “question”.
- b. **2/3rds** – requires 2/3rds of the votes cast and is used only for motions that set aside a fundamental principal of procedure (Policy motions).
- c. **TIE VOTE** – the motion is defeated.
- d. **UNANIMOUS** – no dissenting vote.
- e. **GENERAL CONSENT** – the Chairperson assumes he or she has the consent of the members. It is a short cut in voting; it permits a meeting to take action without going through the procedure of a regular motion.

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Members should address the Chairperson as Mr. or Madam Chairperson. The person's conduct while occupying the Chair must be impartial and impersonal. The Chairperson makes certain that facts presented are clear to those in attendance, and that correct procedure is observed, and that motions are completed in a reasonable time frame. Restricting the discussion to the subject under consideration, and moving the discussion rapidly are ways to do this. The Chair should introduce each item of business with an impartial statement of the facts known to them. When a subject is introduced, without a motion, the Chair should ask if a member wishes to make a motion.

The Chairperson should not occupy the Chair if they wish to speak for or against a motion that is under consideration. They must remove themselves by asking the Vice-Chair to serve as Chair until the discussion and motion are completed. At that time, The Vice-Chair asks the Chair to resume their position.

11.4 THE CHAIRPERSON SHOULD:

- a. Open every meeting on time.
- b. Announce, in proper order, the business of the meeting.
- c. Maintain compliance with the Constitution, By-Laws and Standing Rules.
- d. Moderate discussion of all motions during the meeting, keeping the members informed on the progress.
- e. Restate all motions clearly and ask for more clarification from the maker of the motion, if needed.
- f. Conduct a vote on all motions and announce the results.

11.5 MOTIONS: Motions fall into 4 general classes and one special class. Their purpose is to introduce business for consideration and possible action by the members of a group.

11.5.1 THE CLASSES OF MOTIONS ARE:

- a. MAIN
- b. SUBSIDIARY
- c. PRIVILEGED
- d. INCIDENTAL
- e. SPECIAL

11.5.1.a MAIN MOTIONS: may be made only when no other is before the meeting. It must be disposed of before any other motion can be discussed. **PENDING MOTION** – when a motion before the assembly has not yet been completed.

EXAMPLES OF MAIN MOTIONS A formal motion is known as a resolution. It applies in matters of grave concern to the membership that requires action. It should be a statement of an

MAIN MOTIONS CONTINUED:

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opinion, desire, or appeal for remedy and state clearly to whom it is addressed. It begins with “Where as ...” (and as many “Where as clauses as are needed to present the reasons for the resolution) but the preamble should be brief as possible without sacrificing clarity. The resolution concludes, with the words “Therefore, be it resolved that”. It is the responsibility of the Executive Committee to follow through and see that the recommended action is taken on all formally adopted resolutions.

11.5.1b

SUBSIDIARY MOTIONS: are applied to pending motions. These motions affect another motion that has not yet been decided by the members.

EXAMPLES OF SUBSIDIARY MOTIONS

1. **“TO TABLE A MOTION”:** is a delaying action. It permits members to postpone consideration of a motion. **Requires a 2nd and Majority Vote with No Debate or Amend.**
2. **“TO CLOSE DEBATE”:** on a pending motion is a Call To A Vote on a question. It terminates discussion and leads to an immediate vote. **Requires 2nd and 2/3rds Vote with No Debate or Amend.**
3. **“LIMIT OR EXTEND TIME OF DEBATE”:** is a motion to do just that. It is appropriate when too much time is being taken from the other business on the agenda; and when the subject on the floor requires more time for discussion on the question. **Requires 2nd and 2/3rds Vote with No Debate but may be amended.**
4. **“TO REFER TO A COMMITTEE”:** assigns a question to a committee for obtaining more information before the members come to a decision. **Requires 2nd and Majority Vote with Debate and Amend allowed.**
5. **“TO AMEND”:** modifies and often classifies a motion. This is to make the motion more beneficial and acceptable to the members of the group. **Requires 2nd and Majority Vote with Debate and Amend allowed.**

11.5.1c

PRIVILEGED MOTIONS: have the effect of requesting the Chair to return to the business of the day, to recess or adjourn and also to set time. They take precedence over all other motions; for each calls for immediate action. They can become main motions and debatable, but only when no other business is on the floor.

EXAMPLES OF PRIVILEGED MOTIONS:

1. **“TO SET TIME OF ADJOURNMENT”:** **Requires 2nd and Majority Vote with no Debate but can be amended.**
2. **“TO ADJOURN”:** is a main motion and has the effect of ending the meeting. **Requires 2nd and Majority Vote with No Debate or Amend.**
3. **“TO TAKE A RECESS”:** gives a specified time to leave and return to the meeting. **Requires 2nd and Majority Vote with No Debate but can be amended.**

PRIVILEGED MOTIONS EXAMPLES OF PRIVILEGED MOTIONS CONTINUED:

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4. **“POINT OF PRIVILEGE”** – does not require the member making it to be recognized by the Chair. The member rises and says, “Mr. Or Madam Chairperson, I rise to point of privilege”, and the Chair replies, “State your point of privilege.” It is a concern with the welfare of the total meeting, such as physical comfort for those in attendance, or the reputation and integrity of members present or absent. **Requires No 2nd, Vote, Debate or Amendment.**
5. **“TO CALL FOR ORDERS OF THE DAY”**: is a request to have the Chair return the meeting to the regular order of business. **Requires No 2nd, Vote, Debate or Amendment.**

11.5.1.d

INCIDENTAL MOTIONS: are considered procedural issues and are used to enforce correct rules of procedure. They arise from decisions previously determined by the group. They yield to privileged and subsidiary motions.

EXAMPLES OF INCIDENTAL MOTIONS:

1. **“APPEAL TO CHAIR”**: any two members have the right to appeal from the Chair. They must make this motion immediately after the decision of the Chair. If another motion is pending, the appeal is not debatable; if no motion is pending, it can be debated. **Requires 2nd and Majority Vote. It may or may not be debatable, No amend is allowed.**
2. **“POINT OF ORDER”**: may be moved by a member at any time, if the member believes a violation of correct procedure has occurred. The member has the right to interrupt a speaker and does not need to be recognized by the Chair. When a member thinks an objectionable motion has been made, the member may address the Chair and state “I object to consideration of the motion.” It is immediately taken to a vote and the Chair announces the result of the vote. **MAJORITY RULES.**
3. **“POINT OF PROCEDURAL INQUIRY”**: a request by a member to have an item of some concern to themselves, as a member, to be considered by those in attendance. **Requires NO 2nd, Debate, or Amend; nor be recognized by the Chair or granted by the floor.**
4. **“POINT OF INFORMATION”**: a request when a member desires to clarify details. A question addressed to the Chair. **Requires No 2nd, Debate, or Amend; nor be recognized by the Chair or granted by the floor.**

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EXAMPLES OF INCIDENTAL MOTIONS CONTINUED:

1. **“SUSPENSION OF THE RULES”**: is a motion that expedites the business by such things as: allowing a non-member to contribute views on a matter of vital interest to the group. **Requires No 2nd, Vote, Amend, but can be debated.**
2. **“TO WITHDRAW”**: to remove a motion from consideration by the assembly. This is done before or after the motion has been 2nd. If it has been 2nd, the mover must get permission of the member who 2nd it, before stating their decision to withdraw.

11.5.1e

SPECIAL MOTIONS: are sometimes found under the class of Special Main Motions.

EXAMPLES OF SPECIAL MOTIONS:

1. **“TO RECONSIDER”**: that a previously completed motion be discussed and voted upon **again**. (The member making this motion must have voted with the prevailing vote). This motion may be made while another vote is pending, but no action is taken until that pending business has been completed. **Requires 2nd and Majority Vote. May be Debated but Not Amended.**
2. **“TO TAKE FROM THE TABLE”**: to reconsider a previously tabled motion. **Requires 2nd and Majority Vote with No Debate or Amend.**
3. **“TO DISCHARGE A COMMITTEE”**: to terminate the work of a committee. If passed the committee will dissolve. **Requires 2nd, may be Debated and Amended by 2 /3 rds Vote Unless a previous “Notice of Intent” has been given, then only Majority Vote is needed.**

When a motion to “Suspend the Order of the Day” is presented, the Chair should state the reasons for the suspension and may ask the members for permission instead of a formal motion.

11.6 ACCEPTING REPORTS: Once the members vote to adopt a report, they bind themselves to whatever the report recommends and to its entire content. Any committee report that includes a recommendation should have the recommendations at the end of the report, in the form of a resolution, as an integral part of the report.

11.7 HOW TO PARTICIPATE:

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- a. When addressing the Chair, present your ideas or information in a clear, concise, and constructive manner.
- b. Remember permission to speak a second time on a motion may be permitted only if it is to explain something in an earlier speech on the same motion and then only if no other member with the right to speak desires the floor at the time.
- c. Limit your speech to facts pertaining to the subject under discussion.
- d. Suggest ideas and offer constructive criticism.
- e. Be a good listener, so that all known facts may be presented.
- f. Be willing to share in Committee work.
- g. If you yield the floor and are recognized by the Chair, remember you have the right to resume your speech later in the same meeting.
- h. Unless necessary, do not leave the room while another member is speaking; if you must leave, never pass between the Chair and the speaker.

11.8 TERMS FREQUENTLY USED:

- a. **ACCEPT** – to give support to a report presented at a meeting.
- b. **ADOPT** – to give approval to a motion presented to the group.
- c. **BY-LAWS** – the document that gives the detailed rulings of an organization.
- d. **CLOSE DEBATE** – this is a subsidiary motion that stops discussion and puts the pending motion to a vote. It limits debate, so it requires a 2 /3 rds vote with no debate or amend.
- e. **CONSTITUTION** – the written document stating the fundamental laws and principals of an organization.
- f. **DIVISION OF THE ASSEMBLY** – a request that may be made when the count of a vote is not certain and a recount is necessary.
- g. **HAS THE FLOOR** – this means that the Chair has recognized the member, and it is the member's privilege to speak at this time.
- h. **ORDER OF BUSINESS** – the ordered sequence of business for a meeting.
- i. **IN ORDER** – what is being initiated or done is correct from a procedural point of view.
- j. **QUORUM** – 2/3rds of the eligible voting members in attendance who must be present in order to transact the business of the BASC. Formula for determining Quorum = Total groups minus groups not eligible to vote times .66 (66% or 2/3rds). Example 43 groups - 14 not eligible to vote = 29 X .66 = 19.14.
- k. **STANDING RULES** – rules made by the governing body of any organization to control its administration; such as setting time and place of meeting. These rules are for serving unique needs of the assembly.
- l. **REPEAL** – a motion to revoke a former action by the group. It may completely remove the motion that originates the action. It may or may not include that the former motion be "struck from the records."
- m. **STANDARD OPERATING PROCEDURE** – Is the guideline for normal BASC structure. This structure may be adjusted at the discretion of the BASC chairperson.

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12.0 APPENDIX B

MEMBER GROUPS OF THE BASC

GROUP NAME	#	JOIN DATE.	TIME	DAY	MEETING ADDRESS
Night Owls	1	08-26-1982	10:00pm	Saturday	Lincoln & West End Ave. Ridgewood
Stairway to Heaven	2	10-1992	7:30pm	Monday	Elm & Harrison, Oradell
KISS	4	02-25-1985	7:00pm	Saturday	Harrison & Broad, Leonia
Woman's Touch	6	10-09-1985	7:30pm	Monday	Franklin & Terrance Ave. Hasb. Hts.
Abstinence & Beyond	7	10-1985	8:00pm	Wednesday	241 Passaic St. Hackensack
Begin to Live	8	11-1985	7:30pm	Sunday	Church & Longfellow St. Teaneck
The Good, Bad & Free	9	11-1985	7:30pm	Thursday	64 Passaic St. Hackensack
Recovery Room	10	11-20-1985	7:00pm	Thursday	Main Ave & 2nd Wood Ridge
Alive & Kicking	11	03-1986	8:30pm	Friday	361 Englewood Ave, Englewood
Straight Edge	13	04-1986	8:00pm	Thursday	Woodland Terrace, Leonia
Back to Basics	14	07-1986	8:00pm	Sunday	North Central Ave, Ramsey
Twice on Sunday	15	11-1986	10:00am	Sunday	Bergen Regional B007
Weekend Liberty	16	04-1987	11:30am	Saturday	192 W. Demerest Ave. Englewood
Vital Connections	17	04-1987	8:00pm	Thursday	Bergen Regional E-106
Midday with NA	18	06-1987	12: noon	Friday	Franklin & Terrance Ave. Hasb. Hts.
Ridgewood Recovery	19	11-1987	8:30pm	Wednesday	Lincoln & West End Ave. Ridgewood
Living Room	20	02-1988	8:00pm	Tuesday	Palisades Ave & Commerce, Garfield
Change or Die	21	03-1988	8:00pm	Wednesday	Bergen Regional E-106
TGIF	22	03-1988	6:45pm	Friday	Bergen Regional E-106
Beginners do Recover	23	05-1986	10:00am	Saturday	Palisades Ave & Commerce, Garfield
Relax in Recovery	25	06-1988	7:30pm	Wednesday	Stillwell Ave Fort Lee
Slice of Life	26	07-1988	12: noon	Thursday	Bergen Regional E-106
Step By Step	27	08-1988	8:00pm	Monday	Bergen Regional Basement
Step in the Right Dir.	28	09-1988	6:30pm	Saturday	Bergen Regional E-106
Begin to Win	29	11-1982	9:00pm	Friday	Bergen Regional Auditorium
Out of the Darkness	30	05-1989	7:00pm	Thursday	4 th St. Englewood
60 min. with NA	32	09-1991	9:00pm	Friday	South Monroe, Ridgewood
Noon Heights Recovery	33	01-25-1994	12: noon	Tuesday	Franklin & Terrance Ave. Hasb. Hts.
Friday Night Freedom	35	01-10-1995	9:00pm	Friday	Lafayette Ave, Hawthorne
Saturday Night Live	16	02-14-1995	7:00pm	Saturday	Warren Street, Englewood
It Works How & Why	37	07-11-1995	8:00pm	Wednesday	Wyckoff Ave, Wyckoff
Men's Iss. in Recovery	38	01-01-1997	6:00pm	Monday	44 Armory Street, Englewood
HOW	39	04-27-1997	8:00pm	Tuesday	344 Washington Ave, Dumont
Straight Shooters	40	Unknown	8:00pm	Tuesday	326 Hillside Ave. & Trinity St. Hillsdale
The Lie Is Dead	41	Unknown	8:00pm	Monday	3 rd. St. & Division Ave., Carlstadt
Step Sisters	42	Unknown	7:30pm	Thursday	344 Washington Ave Dumont
Five Corners	46	Unknown	8:00pm	Thursday	9 Harrington Ave Westwood
Serenity Now	47	Unknown	12:30pm	Friday	Bergen Regional Physic Pravilian
No Name Group	48	Unknown	8:00pm	Friday	111 Midland Ave Garfield
Recovery Over 40	49	Unknown	10:00am	Saturday	352 Clifton Ave, Clifton
A New Way of Life	50	Unknown	8:00pm	Wednesday	251 Union Ave, Rutherford
Nueva Vida	51	Unknown	8:00pm	Tuesday	241 Passaic St, Hackensack
Saturday Night Serenity	52	01-31-2009	9:30pm	Saturday	Westwood Ave Westwood.

BASC POLICY