THE GREATER SAN JOSE AREA SERVICE COMMITTEE
OPERATING GUIDELINES

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Any issues that are not covered in these Guidelines will be dealt with following Narcotics Anonymous World Service Approved Literature.

THE GREATER SAN JOSE AREA SERVICE COMMITTEE OPERATING GUIDELINES

1. BOUNDARIES

This body shall be known as the Greater San Jose Area of Narcotics Anonymous (GSJANA). The Greater San Jose Area Service Committee (GSJASC) shall serve that portion of the Northern California Region bounded on the north by the cities of Sunnyvale and Santa Clara and to the south by the town of Gilroy.

2. PURPOSE

Our purpose is to further the unity of the fellowship within the Greater San Jose Area by existing as a channel for communication between GSJANA and the Northern California Regional Service Committee (NCRSC); to communicate with one another on all matters pertaining to our welfare (unity) and our common purpose (to carry the message to the addict who still suffers) in the spirit of strengthening (serving) our fellowship. We are here to respond to the needs and service of our fellowship as they arise. A further purpose of this body shall be the coordination of Narcotics Anonymous functions common to the various groups and Subcommittees within GSJANA in accordance with The Twelve Traditions of NA and The Twelve Concepts for NA Service.

3. FUNCTIONS

a. To hold regular monthly GSJASC Meetings or as needed.
b. To maintain a Post Office Box. The current address of which is: PO Box 59114, San Jose CA 95159.
c. To maintain SJNA.org website, all meetings and events must have a valid insurance certificate* to be listed.
d. To encourage and support all existing Subcommittees of the GSJASC.
e. To contribute to the growth of Narcotics Anonymous as a whole by cooperating with the NCRSC, by supporting the World Service Conference (WSC), and the fellowship of Narcotics Anonymous as a whole.

4. PARTICIPANTS

This Committee shall be comprised of the Administrative Committee, Subcommittee Representatives, GSRs and GSR-Alternates from the established groups that form the GSJASC. GSJASC Participants have three basic duties:

1) To "act as," and to "speak from," their positions, accountable to those who elected and/or appointed them.
2) To ensure that the GSJASC acts in the best interest of GSJANA.
3) To ensure that the GSJASC maintains a cooperative position with the Fellowship of Narcotics Anonymous as a whole.

The ability to act strictly as a GSJASC Participant is fundamental to fulfill these three responsibilities. All GSJASC Participants are equally accountable, both morally and spiritually, but not legally, to the members of GSJANA for all actions/decisions of the GSJASC and its Subcommittees.

A. GROUP SERVICE REPRESENTATIVE (GSR)

The primary responsibility of the GSR is to work for the good of Narcotics Anonymous, providing two-way communications between the group and the Area. Requirements for the position of GSR include attending all GSJASC Meetings, taking part in any decisions, speaking as the voice of the group's Conscience and fulfilling any other requirements as directed by their specific group. A GSR may serve on one or more of the GSJASC Subcommittees. Suggested requirements are described in A Guide to Local Services in Narcotics Anonymous.

B. ADMINISTRATIVE COMMITTEE

This Committee shall be comprised of the Chair, Vice-Chair, Treasurer, Assistant Treasurer, Secretary, Regional Committee Member (RCM), RCM-Alternate and the Technology Coordinator who shall be elected by the GSJASC.

"Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting Trusted Servants."[1]

*Valid insurance certificate must be reviewed by ASC Chair prior to posting on website or meeting guide. Send valid insurance certificate to ASC Chair chair@sjna.org and PR Web servant webservant@sjna.org.

a) General Requirements
   i. Elected from GSJASC Participants (or members) having previous experience representing a group's Conscience and a commitment to service.
   ii. Willingness and resources to do the job.
   iii. Working knowledge of The Twelve Steps and The Twelve Traditions of NA, and The Twelve Concepts for NA Service.
   iv. The Administrative Committee Members are elected to serve GSJANA as a whole and should not hold any GSJASC Subcommittee leadership commitments and/or GSJASC voting positions.
   v. Further requirements are stipulated under each category.

b) General Duties
   i. Attend all GSJASC Meetings, Joint Administrative Committee (JAC) Meetings and Budget Meetings. Technology Coordinator is required to attend JAC monthly and ASC at elections and when requested. Contact the Chair when unable to attend.
   ii. Perform quarterly audits of the GSJASC checking account (Jan, April, July & Oct).
   iii. Provide written reports to all GSJASC Participants on Administrative Committee activities.
   iv. In addition to the GSJASC Meetings, the current Administrative Committee shall meet monthly, usually at the JAC meeting and/or as needed to address issues that have or may pose concern for the GSJASC. The GSJASC has delegated the authority to the Administrative Committee to make any necessary interim decisions, between GSJASC Meetings, on behalf of the GSJASC. It is the responsibility of the Administrative Committee to inform the GSJASC of any interim decisions that have been made. The GSJASC may reverse interim decisions that have been made by the Administrative Committee.
   v. The Administrative Committee shall update the GSJASC Operating Guidelines "as needed" and will submit drafts to the GSJASC. GSJASC Operating Guidelines must meet with approval of a 2/3-Majority of the GSJASC Voting Participants. Motions to change GSJASC Operating Guidelines are automatically tabled until the next GSJASC Meeting.

I. CHAIR

a) Requirements
   i. Service experience at the Area level.
   ii. A minimum of four years clean time.

b) Duties
   i. Arrange Agenda with Administrative Committee.
   ii. Preside over regular GSJASC Meetings (must be capable of conducting business with a firm yet understanding hand).
   iii. Responsible for correspondence and maintaining archives.
   iv. Co-signer on GSJASC Bank Account.
   v. Coordinate JAC Meetings.
   vi. Coordinate financial audits.

II. VICE-CHAIR

a) Requirements
   i. A minimum of three years clean time.
   ii. Willingness to become Chair upon acclamation the following year.

b) Duties
   i. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair.
   ii. Co-signer on the GSJASC Bank Account.

iii. Ensure that thirty minutes before regular GSJASC Meeting with Public Relations New GSR Orientation Facilitator for the purpose of introducing new GSRs to the practical format of the GSJASC Meeting, including but not limited to: Meeting Format and Agenda, distribution of GSJASC Operating Guidelines, and discussion regarding duties and responsibilities of the position.
iv. When directed by the Administrative Committee, acts as a liaison to Subcommittees.
v. Responsible for GSJASC Budget per instructions set forth in Financial Operations.
vi. Responsible for monthly pick-up of PO Box mail and annual payment for PO Box.

III. TREASURER

a) Requirements
   i. A minimum of three years clean time.
   ii. Clear ability to manage fiscal documents.
b) Duties
   i. Custodian of the GSJASC Bank Account.
   ii. Keep an accurate financial ledger.
   iii. Make sure all approved expenses are paid.
   iv. Monitor GSJASC Budget activities.
   v. Give a written report with current reconciled Bank Statement on the financial status of GSJANA at each regular GSJASC Meeting including Budget activities.
   vi. Submit a written Financial Statement at the end of their term.
   vii. Co-signer on the GSJASC Bank Account.
   viii. Provide Reimbursement Form
   ix. Responsible for issuing receipts for all monies received.
   x. Deposit funds within 72 hours after GSJASC Meeting.

IV. ASSISTANT TREASURER

a) Requirements
   i. A minimum of two years clean time.
   ii. Willingness to become Treasurer upon acclamation the following year.
b) Duties
   i. Attend all GSJASC Meetings and assist the Treasurer with all duties.
   ii. Perform all Treasurer duties in the absence of the Treasurer.

V. SECRETARY

a) Requirements
   i. A minimum of three years clean time.
   ii. Clerical skills necessary to do the job.
b) Duties
   i. Keep accurate minutes of each regular GSJASC Meeting.
   ii. Distribute Minutes of the regular GSJASC Meetings to GSJASC Participants and specified others.
   iii. E-mail current GSJASC Operating Guidelines to NAWS.
   iv. Keeps a record of the previous year's Minutes on hand at each GSJASC Meeting, passing them to the Chair at the end of their term for the Archives.
   v. Co-signer on the GSJASC Bank Account.
   vi. Update GSJASC Operating Guidelines and provide them to the GSJASC as required.

VI. REGIONAL COMMITTEE MEMBER (RCM)

a) Requirements
   i. A minimum of three years clean time.
b) Duties
   The primary responsibility of the RCM is to work for the good of Narcotics Anonymous as a whole by providing communication between their groups, their Area and their Region.

The RCM is GSJANA's link with the RSC and with the World Service Conference. The RCM provides communication between those levels of service and the various groups within GSJANA and other Areas.

ii. Attend all regular GSJASC/JAC and RSC Meetings.
iii. Work closely with the GSRs, the Administrative Committee and Subcommittee representatives and is a source of information and guidance in matters concerning the Twelve Traditions of NA.
i. Participate at the NCRSC as the voice of GSJANA, evaluating each item with the needs of the Fellowship they represent.
ii. May participate on one or more GSJASC or NCRSC Subcommittees except in the position of Chair.
iii. Has completed a GSR commitment or equivalent experience.
iv. The RCM and RCM-Alternate must vote the same on any matter subject to a vote at the RSC.

VII. RCM-ALTERNATE

a) Requirements
   i. A minimum of two years clean time.
   ii. Has completed a GSR commitment or equivalent experience.
b) Duties
   i. The office of the RCM-Alternate is a two-year commitment. The first year as an Alternate. The second year is in the position of RCM.
   ii. Assist the RCM in the performance of their duties.

VIII. Technology Coordinator

a) Requirements
   i. A minimum of four years clean time.
   ii. Computer and technology skills necessary to do the job.
   iii. Previous service experience preferably at the ASC.
b) Duties
   i. Serves as the administrator of Google Workspace, Venmo and all other technology accounts.
   ii. Manage permissions of trusted servants.
   iii. Manage the migration and maintenance of Google Workspace, Venmo and all other technology accounts and assist users in the use and maintenance of accounts.
   iv. Attends and provides a report at JAC monthly.
   v. Attends ASC yearly during elections and when requested.

C. Subcommittees

A Subcommittee is established to serve specific needs that exist or arise within GSJANA. These Subcommittees shall be established by a 2/3-Majority vote of GSJASC Voting Participants. Subcommittees shall elect their own Trusted Servants with the exception of the Subcommittee Chair. Each Subcommittee places a Nomination for its Chair during GSJASC elections. The floor of the GSJASC is then opened for other Nominations. After Nominations are closed, the Chair is elected by a Majority (50% +1) of the GSJASC Voting Participants. All Subcommittees and Working Groups are required to submit, and provide to all GSJASC Participants, written monthly reports and financial records with reconciled Bank Statement attached. No standing Subcommittee shall be created without Operational Guidelines. In case of conflict, GSJASC Operating Guidelines prevail over Subcommittee Guidelines.

Current standing Subcommittees of the GSJASC are:

i. Hospitals & Institutions (H&I)
ii. Public Relations (PR)
iii. Literature
iv. Event Council (EC)

D. Working Groups

ASC Working Groups are created to serve short-term goals and/or projects for the GSJASC as needed and are disbanded upon completion of their assigned task. Because of their temporary status, Working Group Chairs are not granted voting privileges. GSJASC Working Groups are expected to submit a written report (with copies for all GSJASC Participants) to the GSJASC monthly, or on an as needed basis. This report should include progress to date, estimated completion dates and expenses, both incurred and projected. Working Groups adhere to the GSJASC approved Working Group Guidelines, Addendum B.

5. OPERATIONS

The GSJASC uses the approved GSJASC Parliamentary Procedures, in Addendum A, to manage its affairs.

A. Quorum

i. A Quorum must be established prior to conducting any old or new business.
ii. A Quorum of this body shall be a Majority (50% plus 1) of the groups within GSJANA, who are represented by their elected/appointed GSRs or GSR-Alternates present.
iii. Once a Quorum has been established, it does not need to be re-established before each vote; however, anyone sensing a lack of Quorum may request a roll call.

B. Voting Procedures

GSJASC Voting Participants are GSRs or their Alternates, Administrative Committee Members and Subcommittee Chairs. The Chair may only vote in the case of a tie. Requirements for passage of matters before the GSJASC are described in the table in Addendum A, GSJASC Parliamentary Procedures. GSJASC Voting Participants, except the Chair, may make a Motion. Any member of Narcotics Anonymous may speak to a Motion if recognized by the Chair. Each group is represented by one GSR who carries one vote.

C. Attendance

i. Administrative Committee Members and Subcommittee Chairs shall attend all regular business meetings (i.e. GSJASC, JAC), or send a representative. In the Event that attendance is not possible, the Chair shall be notified. If two consecutive GSJASC Meetings are missed, without proper notification, that Trusted Servant shall be considered inactive and an election will be held to fill that position.
ii. A group shall be represented by its GSR, or GSR-Alternate, at all regular GSJASC Meetings. If a group is not represented by its GSR, or GSR-Alternate, at two consecutive GSJASC Meetings, the Public Relations Subcommittee Group Liaison will contact the group and notify them that their activity status is under review by the GSJASC. This representative from the Administrative Committee listens to the group's concerns to determine if they need help, or if any mitigating circumstances exist.
iii. At the next GSJASC Meeting, if the group returns, no further action is taken. If the group does not attend, the group status will be changed to Inactive.
iv. Inactive is defined as removing the group's meeting(s) from the Meeting Guide, loss of voting privileges at the Area level and no appropriation of GSJANA funds for that group.
v. A group becomes active again when a GSR, or GSR-Alternate, next attends a GSJASC Meeting.
vi. A Subcommittee shall be represented by its elected Chair, or a representative appointed by its Chair at all regular GSJASC Meetings. If the Subcommittee is not represented at two consecutive GSJASC Meetings, the Committee Chair shall be considered Inactive, and an election will be held to fill that position.
vii. All members of Narcotics Anonymous are welcome to attend all regular GSJASC Meetings.

D. Elections

i. All Administrative Committee and Subcommittee Chair elections held in March (Technology Coordinator every 3 years in March).
ii. All positions shall be elected by a Majority vote.
iii. Nominations are open one month before the seats are to be filled. Nominations can be made during both the February and March GSJASC Meetings.
iv. Nominees must be present to state qualifications and field questions, if any, at the time of election.
v. Procedure for election of Chair, RCM and Treasurer will be the acclamation of the Vice-Chair, RCM-Alternate and Assistant Treasurer into subsequent position of Chair, RCM and Treasurer through a vote of confidence. If this is not achieved, then the general election process would follow for these positions.
vi. Subcommittee Chairs are elected by the GSJASC.

E. Removal of GSJASC Trusted Servants

Trusted Servants elected/appointed to serve the GSJASC or any of its Subcommittees may be recalled or removed by a 2/3-Majority of GSJASC Voting Participants due to lack of attendance, failure to perform duties of the position, interruption of abstinence, gross negligence or incapacitation.

F. Grievance Procedures

i. Any member of the GSJASC or any member of the fellowship directly affected by the actions of the GSJASC may petition for redress of personal grievance.
ii. A petition for redress should be in the form of a written letter to the GSJASC Chair from the member seeking redress and should concisely state the reason for which the redress is being sought. The GSJASC Chair will then distribute this letter to the GSJASC, and the GSJASC shall indicate, by vote or consensus, whether the body will hear the redress.
iii. Should redress be granted, a specific amount of time should be allotted by the Chair to deal with the redress. At that time the petitioner may state the grievance, express what corrective actions might be in order and answer any questions. If the redress concerns the actions of specific members of the Committee, they may respond at that time.
iv. After all parties have had an opportunity to speak (or the allotted time has expired), and dependent on the material presented, the Chair may offer a Directive, or a Motion from the floor may be in order. The GSJASC shall then return to its Agenda.
v. Redress procedures should not be used by individual members of the fellowship who are not Participants of the GSJASC or directly affected by the actions of the GSJASC. These members should express their concern through their respective GSR.

G. Area Forum

The Area Forum will be a regular part of the GSJASC Meeting and will be conducted according to the following format:

i. The Area Forum will directly follow the Administrative, Committee, and Group Reports.
ii. The Chair will be moderator over the Area Forum.
iii. The Area Forum will last no more than 21 minutes.
iv. The Chair shall ask for a topic or question from the floor.
v. Any member of Narcotics Anonymous (Admin, GSR, or attending addict) may initiate a topic or speak regarding the topic.
vi. The Chair will limit the discussion on each topic to seven minutes and then open the floor for the next topic.

6. FINANCIAL OPERATIONS

A. General

i. The GSJASC maintains two Checking Accounts: Area Service Committee (ASC) account and Events Council (EC) account.

ASC Checking Account

a) ASC Chair, Vice-Chair, Treasurer and Secretary are Executives. Two signatures are required for all checks and withdrawals.
b) Maintains a Prudent Reserve of $6,000.00
c) Maintains a Prepaid Operating Expense Account, the minimum balance based upon the peak projected month's expenditures of the current Fiscal Year.
d) Maintains a Holding for Distribution Account, which includes all annual expenses, i.e. Google Workspace, Storage, P.O. Boxes, H&I BBQ (T-shirts and Food), P.R. Website, etc.

EC Checking Account

a) EC Coordinator, EC Comptroller, ASC Chair and ASC Treasurer are Executives. Two signatures are required for all checks and withdrawals.
b) Maintains a Prudent Reserve of $15,000.

To make bank account changes, ONE of the Executives needs to be present at the bank, as well as all the people that will be added, either as a signer or Executive. Also, the "Executives" are not automatic "Signers", you need to specify what level of access is requested when visiting the bank.

Business Expenses

a) ASC Treasurer or EC Comptroller pays all NA business expenses by check reimbursement or directly online by Automated Clearing House (ACH).
   - Recurring expenses paid by ACH will be made only by the ASC Treasurer or EC Comptroller.
   - Payment email contact will be ASC Treasurer treasurer@sjna.org or Events Comptroller ec_comptroller@sjna.org
b) Payments are authorized upon receipt of a completed reimbursement form, original or electronic copy of the receipt and approved budgeted line item or approved motion by governing body.
c) All business expense reimbursements and payments will be included in monthly financial reports.

ii. A quarterly audit is required to be performed by two or more members of the Administrative Committee as determined by the Chair, one of which must be either the Chair or Vice-Chair.
iii. Provide funding for the RCM and RCM-Alternate to attend the RSC Meeting; (PR and H&I Representative to attend their respective Regional Meetings), when requested mileage to be reimbursed at .70 cents a mile.
iv. After ASC takes care of all monthly financial responsibilities, any unplanned expenses, and the maintenance of the ASC Prudent Reserve, Prepaid Operating Expense Account and Holding for Distribution Account, any ASC participant may submit a motion to make a regional donation, not to exceed 10% of remaining funds in New Business.

B. Budget

i. Maintains an Annual Fiscal Year Line-Item Budget (January 1 – December 31), Operating Capital will be managed monthly.
   a. Expenses under 100% of the budgeted value are paid by the Treasurer at ASC.
   b. Expenses between 100% - 120% of the budgeted value are only paid upon approval of Admin Committee or EC, expenses that exceed 120% of the budgeted value require approval by ASC prior to payment, if the value does not exceed the annual budgeted total.

ii. Creation and approval of next Fiscal Year's Annual Budget are as follows:
   a. Prior to August Joint Administrative Committee (JAC) meeting the Admin Committee will create the next Fiscal Year's Annual Budget Proposal including actual expenses for the previous 12 months.
   b. The Budget Meeting is to be held before the August ASC, usually at the JAC meeting.
   c. Between August and September ASC's the Subcommittee's will review and make recommendations on the next Fiscal Year's Annual Budget Proposal. Any recommended changes will be submitted at or prior to the September JAC meeting.
   d. Next Fiscal Year's Annual Budget Proposal will be submitted by motion at October ASC. Next Fiscal Year's Annual Budget Proposal will be up for approval at November ASC.

C. Theft Policy

The Eleventh Concept for NA Service establishes the sole absolute priority for the use of Narcotics Anonymous funds; to carry the message. The Twelfth Concept for NA Service gives the GSJASC a mandate from the Narcotics Anonymous groups that calls for total financial accountability. Any misuse of funds by GSJASC Trusted Servants cannot be tolerated. Should any GSJASC Participant, Administrative Committee Member, Subcommittee member or any other GSJASC Trusted Servant be found to have misappropriated, or misused GSJASC funds, the presiding GSJASC Trusted Servant, immediately upon calling the GSJASC Meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise the Tenth Concept for NA Service right of redress at this time.

i. **GSJASC Action**
   The GSJASC, once informed of the alleged misuse of funds, may remove the individual(s) involved, "with cause," by a 2/3-Majority vote. Should the GSJASC remove a member with cause, said individual's participation with the GSJASC is immediately terminated. Additionally, any member removed by the GSJASC for misappropriation of funds may not hold an elected seat in the GSJASC or its Subcommittee and Working Groups for a period of two years.

ii. **Restitution**
   Individuals removed for misappropriation of funds are expected to make full restitution of all GSJASC funds. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution.

7. GENERAL

i. A member may only speak once to a Motion until all others have had an opportunity to speak.
ii. Motions are to be written and provided to the Administrative Committee where they will be assigned to new business in the order in which they are received.
iii. To be placed on the floor for debate, a GSJASC Voting Participant must second a Motion.
iv. 3-minute limit per speaker on all Pros and Cons.
v. Motions referred to groups or Committees are presented as old business in the next GSJASC Meeting.
vi. Motions tabled are presented as old business when returned to the docket.
vii. Abstentions stand separately from votes either for or against a Motion. If 1/3 or more of the GSJASC Voting Participants abstain, the Motion is automatically tabled to the next GSJASC Meeting.

8. GLOSSARY OF ABBREVIATIONS

EC	Event Council
ECC	Event Council Coordinator
EWG	Event Working Group
GSJANA	Greater San Jose Area of Narcotics Anonymous
GSJASC	Greater San Jose Area Service Committee
GSR	Group Service Representative
H&I	Hospitals & Institutions
JAC	Joint Administrative Committee
PR	Public Relations
NCCNA	Northern California Convention of Narcotics Anonymous
NCRSC	Northern California Regional Service Committee
RCM	Regional Committee Member
RSC	Regional Service Committee
RSO	Regional Service Office
WSC	World Service Conference
WSO	World Service Office

ADDENDUM A
GREATER SAN JOSE AREA SERVICE COMMITTEE
PARLIAMENTARY PROCEDURES

9. PARLIAMENTARY DEFINITIONS

Request for Information: At any time, a member of the GSJASC may use solicit the Chair to request more information about a Motion, ruling or procedure. The Chair, when necessary, may seek the response from the GSJASC as needed.

Point of Information: Any member of the GSJASC who can provide additional information pertaining to the matter on the floor may do so by requesting the Chair grant them a Point of Information.

Point of Order: Used to request the Chair enforce the rules, GSJASC Operating Guidelines, and Parliamentary Procedures of the GSJASC. Any member of the GSJASC may request a Point of Order from the Chair.

Majority: A Majority is defined as 50% plus one of GSJASC Voting Participants present.

2/3-Majority: A 2/3-Majority is defined as at least 67% of GSJASC Voting Participants present.

Unanimous Consent: To expedite business the Chair may carry a Motion by Unanimous Consent when there is no perceived opposition. The records will then reflect that the Motion Carries. A single objection to Unanimous Consent requires that a full vote take place.

ADDENDUM A
GREATER SAN JOSE AREA SERVICE COMMITTEE
PARLIAMENTARY PROCEDURES

10. BUSINESS MOTIONS

Motion	Modifiable by	Debatable	Vote	Comments
Administrative Introduces business to the GSJASC. No other business can be pending.	• Amendment • Substitution • Table • Refer to Committee • Refer to Group • Call to Vote • Withdraw	Unlimited Pros and Cons	Majority	No other business can be pending.
Guideline Introduces a request for change to the GSJASC Operating Guidelines.	• Amendment • Substitution • Table • Refer to Committee • Refer to Group • Call to Vote • Withdraw	Unlimited Pros and Cons.	2/3	No other business can be pending. Guideline Motions are automatically tabled to the next GSJASC Meeting.
Amendment Modifies the wording of a Motion that is on the floor.	• Amendment • Substitution • Withdraw • Call to Vote	2 Pro and 2 Con; debate must pertain to the amendment, not the Motion on the floor.	Majority	An amendment must pertain to the Motion on the floor.
Substitution Completely rewriting a Motion while preserving its intent.	• Amendment • Withdraw • Call to Vote	2 Pro and 2 Con; debate must pertain to the substitution, not the Motion on the floor.	Majority	An amendment by Substitution must pertain to the Motion on the floor.

ADDENDUM A
GREATER SAN JOSE AREA SERVICE COMMITTEE
PARLIAMENTARY PROCEDURES

BUSINESS MOTIONS CONT.

Motion	Modifiable by	Debatable	Vote	Comments
Table Removes the Motion from the floor for a specified period of time.	• Withdraw • Call to Vote	2 Pro and 2 Con; debate must pertain to the table, not the Motion on the floor.	Majority	May be used only to allow further information to be gathered, or to move to more pressing business. Duration of table must be specified, at which time original Motion returns to floor under Old Business.
Refer to Committee Sends the Motion on the floor to a specific Subcommittee.	• Withdraw • Call to Vote	2 Pro and 2 Con; debate must pertain to the referral, not the Motion on the floor.	Majority	The Committee must be named. The Committee returns to the GSJASC with a recommendation (favor, oppose, amend) regarding the Motion. Unless specifically stated otherwise, the referral returns to the floor under Old Business at the next GSJASC Meeting.
Refer to groups Sends the Motion on the floor to the groups.	• Withdraw • Call to Vote	2 Pro and 2 Con; debate must pertain to the referral, not the Motion on the floor.	Majority	Unless specifically stated otherwise, the referral returns to the floor under Old Business at the next GSJASC Meeting, at which time only groups may vote.
Withdraw Removes the Motion on the floor.	•	None	None	May only be made by the movant with the concurrence of the Second.
Call to Vote Calls the Motion the floor to an immediate vote.	•	1 Pro and 1 Con; debate must pertain to the Call to Vote, not Motion on floor.	Majority	

ADDENDUM A
GREATER SAN JOSE AREA SERVICE COMMITTEE
PARLIAMENTARY PROCEDURES

11. PROCEDURAL MOTIONS

Motion	Debatable	Vote	Comments
Appeal the Chair's Decision Appeals a Chair's ruling on questions of parliamentary procedure.	Movant speaks Pro, Chair speaks Con. One more Pro and one more Con are allowed. Must pertain to the Appeal, not the subject of the decision.	Majority	When seconded, the Chair steps down and the Vice-Chair runs the Meeting until the Appeal is completed.
Reconsider Brings a previously disposed Motion back onto the floor.	2 Pro and 2 Con	Majority	• Must be offered during the same GSJASC Meeting as the Motion to be reconsidered. • A Motion may not be reconsidered more than once. • May only be considered if offered by a GSJASC Voting Participant who voted in the Majority for the original Motion.
Recess Brings a Motion to floor to Suspend Business.	No	Majority	Intent and a specific period of time are required.
Adjourn Brings a Motion to the floor to end business for that GSJASC Meeting.	No	Majority	
Suspend Order of the Day Change the order of the Agenda to deal with a specific piece of business	1 Pro and 1 con	2/3	The GSJASC Meeting returns to the Agenda at the conclusion of the specific business considered during the Suspension.
Order of the Day Returns the GSJASC Meeting to the Agenda	1 Pro and 1 con	2/3	

ADDENDUM B
GREATER SAN JOSE AREA SERVICE COMMITTEE
WORKING GROUP GUIDELINES

12. WORKING GROUP GUIDELINES

A. Working Groups are created to serve short-term goals of the GSJASC and are disbanded at the completion of the task.
B. Working Groups are comprised of two or more members. At least one member is a GSJASC Participant of the GSJASC and at least one member of the Working Group has two or more years clean.
C. Working Groups are directly responsible, both financially and in the spirit of the Twelve Traditions of NA, to the GSJASC.
D. Working Groups submit a Budget for approval to the GSJASC.
E. Working Groups cannot have a Bank Account. All Budget expenditures are funded directly through the GSJASC Bank Account. All checks are made payable to appropriate vendors, organizations, etc. No checks are written to individuals, with the exception that a check for petty cash, not to exceed $150.00 may be written to the Working Group Chair.
F. Two members of the Committee account for all monies. All monies are turned into the GSJASC Treasurer, or an Administrative Committee Member, within 48 hours of the end of the Event.
G. Individuals removed for misappropriation of funds are subject to the Theft Policy as outlined in the GSJASC Operating Guidelines.

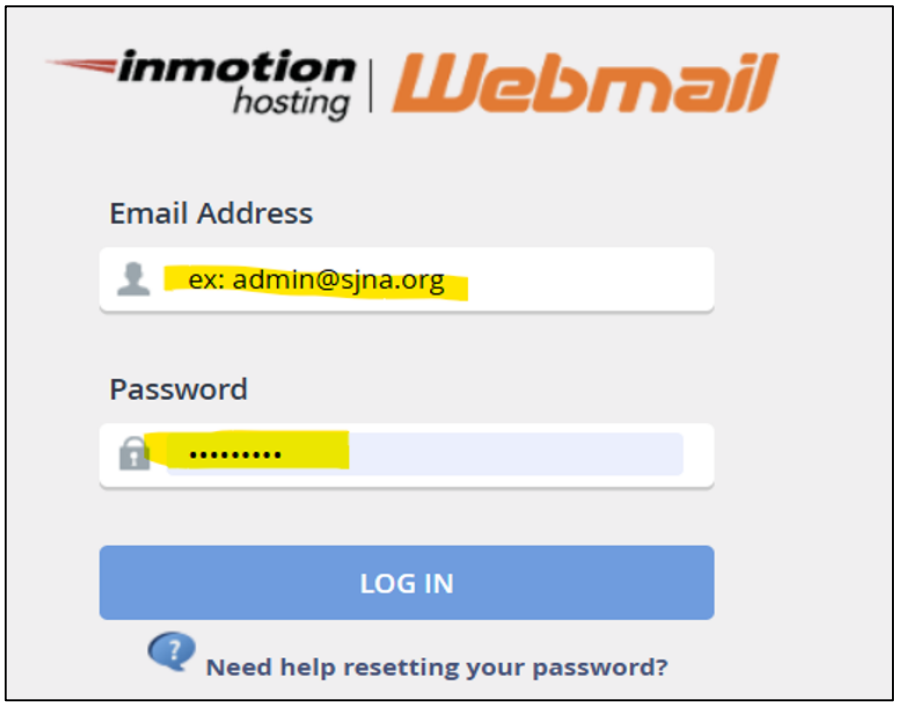
ADDENDUM C
HOW TO LOG INTO SJNA.ORG WEBMAIL

1. Type http://sjna.org/webmail into browser to access sjna.org/webmail

2. Arrive at this screen

3. Enter @sjna.org email address and password (passwords are kept with ASC Chair, Vice-Chair and Secretary)

Area Service Committee (ASC)	
ASC Chair	chair@sjna.org
ASC Secretary	secretary@sjna.org
ASC Treasurer	treasurer@sjna.org
Subcommittees	
Events Council Coordinator	eventcoord@sjna.org
Events Council Comptroller	ec_comptroller@sjna.org
Literature	literature@sjna.org
Hospitals & Institutions	h_and_i@sjna.org
Public Relations	public_relations@sjna.org



4. Click LOG IN to access email, use assigned password, do not change the password

5. If you don't want to use sjna.org server to manage email, send an email request to webservant@sjna.org to request emails be forwarded to an alternative email address