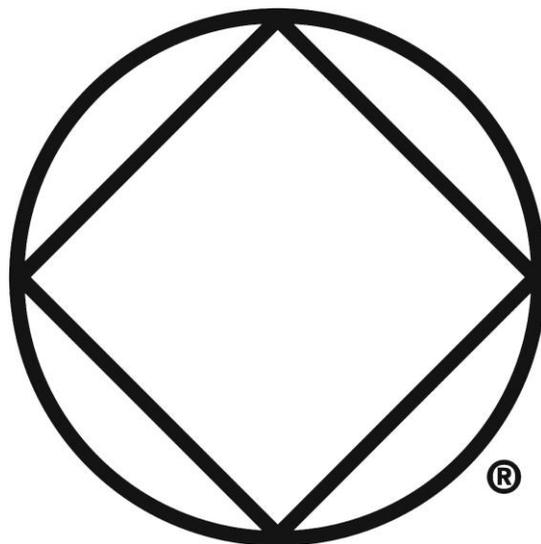


**METRO WEST
AREA
SERVICE
COMMITTEE
OF
NARCOTICS
ANONYMOUS
POLICY
GUIDELINES**

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I. Definition of an Area Service Committee

An Area Service Committee (ASC) is a committee composed of designated representatives from participating groups, administrative committee members and Subcommittee Chairpersons, which meets monthly for the express purpose of serving the specific needs of its member groups. Like an NA group, the ASC is fully self-supporting, declining outside contributions and relying upon donations from our member groups in order to conduct business.

A. Purpose

Our purpose is to:

1. Further the Unity of Narcotics Anonymous within the Metro West Area by existing as a channel of communication between Groups, Area Service Committee, the Region and Narcotics Anonymous as a whole.
2. Help our member groups carry the message to the addict who still suffers as outlined in the Fifth Tradition.
3. Administrate and coordinate activities for the Area common to the various groups comprising our membership, in accordance with the Twelve Traditions of Narcotics Anonymous.

Member groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it. The final responsibility and authority for Metro West services rests with the member groups in the area.

B. Functions

1. To hold regularly scheduled meetings on a monthly basis.
2. To record and distribute minutes of the ASC meetings to all member GSR's, the Administrative Committee, the RCM, the RCM Alternate, Subcommittee Chairpersons, and any member of NA who so requests.
3. To maintain a mailing address for the ASC.
4. To maintain an ASC bank account requiring the co - signatures of both the Chairperson and the Treasurer with a prudent reserve in the amount of \$650.00. (1/95)
5. To provide Regional Meeting Lists as approved area meeting lists. (1/93)
6. To create, encourage and support Subcommittees that serve the area. Our current Subcommittees are Activities, Hospitals and Institutions and Public Information. Other Subcommittees may be formed to meet the needs of the Area.

7. To contribute to the unity and growth of Narcotics Anonymous by supporting the World Service Office, the World Service Conference, and the New England Region.

C. Participants

Anyone may attend and participate at any Area Service Committee meeting.

II. Metro West Area Service Subcommittees

Activities:

Coordinates and plans activities, which promote unity and fellowship in the NA fellowship, as well as generate funds. All activities are to be held in accordance with the Twelve Traditions of Narcotics Anonymous.

Hospitals and Institutions:

Coordinates all local Narcotics Anonymous Hospitals and Institutions Meetings. Carries the NA message, via meetings, to those addicts who cannot attend outside meetings, in accordance with our Fifth Tradition.

Public Relations:

The Public Relations subcommittee exists to develop positive, ongoing, cooperative relationships with community based organizations (including, but not limited to public media and communications, churches and religious organizations, treatment & detoxification facilities, homeless shelters, hospitals, service organizations, professional associations, other 12 step fellowships, other self-help groups, various government branches including police departments, military facilities, and educational facilities) operating within the Metro West Area. We, the Public Relations subcommittee, as well as all NA members are responsible for maintaining a positive public image of NA as a viable program of recovery by increasing public awareness of our primary purpose and good works.

The subcommittee is also responsible for raising fellowship awareness of providing an atmosphere of recovery. This is to be done by encouraging NA members to exemplify positive behavior in their personal conduct wherever NA can be found. The subcommittee will also be prepared, if needed, to assist the groups in their relationships with the facilities where they meet.

III. General Qualifications of Trusted Servants

As detailed in the Fourth Concept for NA Service, effective leadership is highly valued in Narcotics Anonymous, leadership qualities should be carefully considered when selecting trusted servants. Such qualities may, but do not have to include: clean time, active participation in the fellowship, knowledge of the 12 Steps and 12 Traditions, previous service experience and a willingness to be of service.

Voting Members:

A. Group Service Representative (GSR): Nominated and elected by each group.

Qualifications:

As these representatives are elected by each group, it is up to the groups to decide qualifications.

Duties:

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, to the best of their ability, they carry group conscience to the ASC. The role of GSR should not be taken lightly. By attending the ASC meeting regularly, GSR's and alternates gain knowledge that is necessary for the unity, growth and survival of NA. GSR's are the financial link between their respective groups and the ASC. GSR's typically serve for one year.

If a GSR is present at an ASC meeting, the GSR has a right to vote. (9/29/91)

B. Alternate GSR: Nominated and elected by each group.

Qualifications:

As these representatives are elected by each group, it is up to the groups to decide qualifications.

Duties:

The Alternate GSR normally serves for a period of one year. Following a year as the alternate, with a vote of confidence from their respective groups, the alternate typically becomes the GSR the following year.

Administrative Committee:

A. Chairperson: Nominated and elected by the ASC

Qualifications:

1. Four years clean time

2. One year prior involvement either on the administrative committee, as a Subcommittee Chairperson, or as a GSR
3. Organizational and Communication skills

Duties:

1. The Area Chairperson presides over the ASC meetings.
2. The Chair must be capable of conducting business in a responsible and respectful manner.
3. The Chair arranges the agenda for the ASC and serves as co-signatory of the ASC bank account.
4. The Chair is responsible for contacting inactive officers of the committee and Subcommittee chairs
5. The Chairperson should refrain from expressing his/her opinion during discussions and may vote only in the case of a tie.

B. Vice Chairperson: Nominated and elected by the ASC

Qualifications:

1. Three years clean time
2. One year prior involvement in the ASC

Duties:

1. The office of the Vice Chairperson is a one year commitment.
2. Following a vote of confidence, the Vice Chair would then assume the duties of the Chair.
3. The Vice Chair presides over the ASC meeting in the absence of the Chairperson.
4. The Vice Chair is responsible for coordinating the Subcommittees and acts as a resource in order to facilitate the continuation of their duties.
5. The Vice Chair is responsible for assisting the Subcommittees to continue with business in case of the absence or resignation of a Subcommittee Chairperson.
6. The Vice Chair reads before the service body any written Subcommittee report submitted in the absence of that Subcommittee chairperson (7/29/01), and takes the administrative role call at the ASC meeting.
7. The Vice Chair acts as parliamentarian during the ASC and maintains an updated policy log of new policies passed by the ASC (8/94).

C. Secretary: Nominated and elected by the ASC

Qualifications:

1. Two years clean time
2. One year prior involvement in the ASC

3. Secretarial skills and some organizational ability

Duties:

1. It is essential that the Secretary possess a good sense of order about what transpires at the ASC meeting.
2. The Secretary drafts concise minutes of what is conducted at the meeting, prints and to the best of his/her ability distributes the minutes within 10 days of the meeting.
3. The Secretary reads announcements that are to go into the minutes prior to being printed and in the absence of the Vice Chairperson, reads before the service body any written subcommittee report submitted in the absence of that subcommittee chairperson (7/29/01).
4. The Secretary conducts group roll call and maintains a current listing of groups and GSR's, removes from the current list the names of groups in which the GSR and Alternate both have missed two consecutive ASC meetings.

D. Assistant Secretary: Nominated and elected by the ASC

Qualifications:

1. One year clean time
2. Some secretarial experience

Duties:

1. The office of assistant secretary is a one year commitment.
2. Following a vote of confidence, the Assistant Secretary assumes the duties of the Secretary at the termination of his/her current term or in case of resignation or removal.
3. The Assistant Secretary assumes secretarial duties in the absence of the Secretary and assists the Secretary when needed.

E. Treasurer: Nominated and elected by the ASC

Qualifications:

1. Three years clean time
2. One year prior involvement in the ASC
3. Some bookkeeping / accounting experience

Duties:

1. The Treasurer performs a most valuable and visible service for the ASC. The Treasurer is mainly responsible for the management of the ASC funds, is the primary signatory of the ASC bank account, and maintains the checkbook.

2. The Treasurer is responsible for a complete accounting of all funds received through donations from members and groups as well as monies generated by activities.
3. The Treasurer presents a detailed report of area finances at each ASC meeting and at the end of the term completes a bank reconciliation with the incoming treasurer and provides a summary of this in the following months minutes.
4. The Treasurer maintains two starter kits for new groups on hand at all times and replaces them as needed.
5. The ASC bank account will contain all funds for the ASC, including Subcommittee disbursement funds as approved by the ASC.
6. The Treasurer forwards all funds in excess of the prudent reserve to the Regional Service Committee.
7. All deposits should be made within 24 hours of their receipt.

F. Assistant Treasurer: Nominated and elected by the ASC

Qualifications:

1. Two years clean time
2. One year prior involvement in the ASC

Duties:

1. The office of Assistant Treasurer is a one year commitment.
2. Following a vote of confidence, the Assistant Treasurer assumes the duties of the Treasurer.
3. The Assistant Treasurer assists the Treasurer in collecting and disbursing money at the ASC meetings.

G. Regional Committee Member: Nominated and elected by the ASC

Qualifications:

1. Three years clean time
2. One year prior involvement at the ASC
3. One year prior involvement in the RSC

Duties:

1. As the representative of the Area Service Committee, the RCM speaks for the members and groups within the Area at the NERSC meeting.
2. The primary responsibility of the RCM is to work for the good of NA, particularly as a liaison between the area and other neighboring areas and the rest of NA.
3. The RCM represents the group conscience of the ASC at the regional level. In order to accomplish this, the RCM and RCM alternate must become informed of

issues from Area, Regional, and World levels of NA service. Therefore it is essential for both to attend all meetings of the ASC and the RSC, including Regional Conferences.

4. The ASR should prepare a written report to the RSC on the ASC's progress, projects, and dilemmas. In addition, the ASR prepares a written report to the ASC of the RSC meetings.
5. The RCM may serve on one or more of its ASC and RSC Subcommittees, but not as a Chairperson.
6. A primary responsibility of the RCM and RCM alternate is to present the World Service Conference Agenda items to the groups in a workshop form, where group members may ask questions pertaining to these items.
7. The RCM provides the Area with a GSR orientation before each ASC, either in person or with help from others qualified to do so.
8. The RCM makes copies of NA event flyers from the NERSC meeting and makes them available to GSR's at the monthly ASC meeting; the events should be close enough geographically to be relevant and far enough ahead in the future to be practical (1/28/01).

H. RCM Alternate: Nominated and elected by the ASC

Qualifications:

1. Two Years clean time.
2. One year prior ASC experience

Duties:

1. The Alternate assists the RCM with the duties of the job, attending all ASC and RSC meetings and in case of absence, assumes all duties of the RCM.
2. There is a one-year commitment for this position.
3. Following a vote of confidence, the Alternate takes over the position of RCM at the end of the term or in case of resignation or removal.

I. Subcommittee Chairperson: Nominated and elected by the ASC

Qualifications:

1. Two years clean time
2. One year prior involvement in their respective Subcommittees

Duties:

General responsibilities to the ASC:

1. Attend all ASC meetings and present a written report of their Sub-Committee, which includes a financial statement and any announcements to be put into the

ASC minutes.

2. Ultimately responsible for the functioning of the Subcommittee they chair.
3. Subcommittee Chairpersons also attend NERSC meetings or have a representative present at their specific regional Sub-Committee meetings.
4. Each Subcommittee was created to fill a specific need. Therefore, specific duties and responsibilities will apply to the Chairpersons and are reflected in that Subcommittee's Policy and Guidelines.

J. Subcommittee Vice Chairperson: Nominated and Elected by their respective Sub-Committees

Qualifications:

1. One year clean time
2. Six months prior involvement in their respective Subcommittee

Duties:

1. To help the Chairperson run the Subcommittee meetings and to take the chairperson's place in case of absence.
2. Will adhere to guidelines of respective Subcommittee.
3. Following a vote of confidence, the Vice-Chairperson of a given subcommittee typically assumes the position of Chairperson.

K. Meeting List Coordinator: Nominated and elected by the ASC

Qualifications:

1. One year clean time

Duties:

1. To purchase Regional Meeting Lists and sell them to member groups of the Metro West Area at the ASC meeting or other agreed upon locations.
2. Monies collected will be turned over to the Treasurer at each ASC meeting.
3. The Meeting List Coordinator will keep accurate record of all transactions including amount sold and at what price.
4. The Meeting List Coordinator will report directly to the ASC each month.

Note:

Money from meeting list sales is not to be used for ASC expenses. This money will be kept in the ASC account. Accountability will be provided by the meeting list coordinator, working with the Treasurer to provide a monthly financial report. Any extra funds not needed for supplying MLC with meeting lists will be turned over to the ASC.

IV. Nominations and Elections of Officers

Nominations and elections will be held at the June meeting of the ASC at the conclusion of new business.

Terms of office are for one year, beginning with the July ASC meeting. Officers may be re-elected, but may not serve more than two consecutive terms in the same position.

The officers of the committee shall be: Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Regional Committee Member, Alternate Regional Committee Member, Subcommittee Chairpersons, and Meeting List Coordinator.

A. Nominations:

1. An explanation of the office is read from the ASC policy guidelines as well as the qualifications and responsibilities of each position.
2. With a recommendation for a vote of confidence for existing assistants, alternate or vice-chairpersons, other nominations may be solicited from the floor providing they have the necessary qualifications.
3. Nominations are solicited from any NA member present for the officers of the Administrative Committee.
4. Nominations for Subcommittee Chairs are accepted after hearing the recommendation of the respective Subcommittees. Other nominees may be accepted by the ASC providing the person has the necessary qualifications of the respective Subcommittee.
5. If no nominations are made the Chairperson may ask for volunteers for nomination.
6. Each nomination must be seconded.
7. All nominees must be present to be considered.
8. A motion to close nominations is then made.
9. Verbal Qualifications are then given by each nominee.

B. Elections of Officers:

1. ASC officer positions shall be elected in the month of June. All officers (other than Chairperson) of Area Subcommittees shall be elected at the regular meeting in the month of June as well.
2. Subcommittee Vice Chairs shall be elected by their respective Subcommittees in the month of June.

3. The officers shall be elected by a show of hands to serve for one year. Their term of office shall begin at the start of the regular meeting following the meeting at which they are elected.
4. No officer shall hold more than one area office at a time, and no officer shall be eligible to serve more than two terms consecutively in the same office. The ASC Chair, Vice Chair, Secretary, Treasurer, RCM, RCM Alternate, and Subcommittee Chairs may not hold a GSR position and their ASC position at the same time. The Alternate Secretary, Alternate Treasurer and Meeting List Coordinator may hold both a GSR and their ASC position.
5. An election to fill a vacancy in an office shall occur within two regular meetings after the vacancy arises. Notice of intent to fill a vacancy shall be provided in the minutes.

C. Resignation and Removal of Officers:

1. A service member may be removed from their position for non-compliance. A 2/3 vote is required for removal.

Non-Compliance includes, but is not limited to:

- a. Loss of abstinence.
 - b. Non-fulfillment of the duties of their position.
 - c. Absence from two regular meetings of the ASC without prior notification to the ASC Chairperson.
2. An officer of this committee may resign their position at any time. Written notice to the ASC Chairperson at least one month in advance of the upcoming regular meeting of the Committee would be appreciated.

V. ASC Minutes Policy

1. Copies will be sent to GSR's, Subcommittee Chairs, the Administrative Committee, and the World Service Office.
2. Anyone requesting a copy may obtain one by providing their name and address to the Secretary.
3. The quote, "When goodwill supports and motivates the individual and the fellowship we are fully whole and wholly free." will be on the front page of the minutes.
4. Group announcements will be limited to new meetings, meeting changes and current events. Group announcements will be published for three months.
5. Subcommittees will have one standing announcement that is limited to open commitments, open trusted servant positions and current events.

6. The Area P. O. Box will be printed on the front page of the minutes.
7. There will be a standing announcement stating: "Groups who do not have GSR's may send their group's donation to Metro West ASC, P. O. Box 1535, Waltham, MA 02254 at any time."
8. A present/non-present column will appear next to the Group/GSR listing in the minutes.

VI. Fiscal Policy

1. Prudent reserve: \$1050 (4/15)
2. Financial distributions: (3/29/92)

All area finances shall adhere to the following guidelines unless superseded by a 2/3 vote by the GSR's of the Metro West Area.

A. All necessary expenses shall be addressed first:

1. Payment of ASC rent
2. Payment of Metro West share of Regional Phone Line monthly obligations.
3. Prudent reserve. (4/15)
4. Funding for the RCM and the Alternate RCM to attend the NERSC meetings. (5/31/92)
5. Rent payment of \$60.00 for the separate hall that the PR Subcommittee uses for their monthly meetings (5/17).
6. Up to \$20.00 for the RCM to make copies of flyers from the NERSC meeting.
7. Payment of the Metro West portion of the NERSC Insurance policy on a monthly basis until that portion of the policy is paid in full. (11/11)

B. Customary Expenses:

1. The support of groups putting on Metro West Area Activities.
2. The support of the NERSC.
3. Subcommittee needs as voted by the GSR's.

C. Activities Subcommittee:

1. Proceeds from activities up to \$100.00 will be kept in the ASC account when the activities subcommittee is active. (5/31)
2. This money will be available for future activities.
3. This money will be used by a vote of the ASC.
4. Additional funds raised by the Activities Committee will be turned over to the ASC.

D. H&I Subcommittee:

1. Approval of up to \$200 per month (\$2400 per year) for purchasing NA approved literature for use on commitments. This money will be paid by the treasurer

- directly to World Service when the area is invoiced for the purchases. (11/11)
2. Approval of up to \$50 per month (\$600 per year) for purchasing Regional Meeting Lists for use on commitments. (11/11)
 3. All other H&I spending will be approved by the GSR's on a per case basis. (11/11)

E. PR Subcommittee:

1. Approval for expenses up to \$50 for all PR activities that have been previously approved by the ASC. (5/17)
2. Approval of literature expenses for the Literature Rack Program for groups that cannot afford to fund the rack themselves but are willing to serve the racks. (5/17)

VII. Other Policies Affecting the ASC

1. The concept relating to the month the ASC is held will be read in its entirety at each ASC meeting just after roll call, and will be made part of the agenda the Chairperson sets each month. Discussion is to follow and is limited to twenty minutes.
2. The 12 Concepts of NA service will be read along with the 12 Traditions at each ASC.
3. The area will recognize an open forum as part of its agenda.
4. In the event the Chairperson and the Vice Chairperson are unable to attend the ASC meeting, the RCM, RCM Alternate or other office of the Administrative Committee will conduct the ASC meeting in the order mentioned.
5. As is feasible, all Metro West Area motions that are to be carried to the Regional Service Committee, and may affect a Subcommittee's responsibility, should be delivered to that Subcommittee for discussion during that Subcommittee's meeting.
6. All updates made to the policy should be indicated with the date (Month/Year) at the end of the change. (5/17)

VIII. Motions and Voting Procedures

A. Motions

1. All ASC meetings are open to NA members and they do have a voice on the floor.
2. Only those listed below can make, second or amend motions:
 - a. GSR's, Alternate GSR's, or other duly chosen *group* member (Only one vote per group per ASC meeting).
 - b. The RCM or the Alternate RCM in their absence.
 - c. Subcommittee chairs or the Vice Chairs in their absence, but only when it applies to their respective Subcommittee.
 - d. Officers when it pertains to their position.
3. All motions must be seconded with the exception of group or Subcommittee

- motions which need no second.
4. To be recognized on the floor a raise of the hand is necessary.
 5. Quorum:
 - a. Official quorum is a simple majority of the voting members present.
 - b. Any duly chosen representative of a group may vote in the place of the GSR or alternate GSR.
 - c. Voting members will notify the secretary on their departure in order to keep quorum established.
 6. All motions must be submitted to the Vice Chair in writing before the start of New Business.
 7. The Chairperson reads all the motions submitted by voting members.
 8. Makers of motions are given the opportunity to speak on the intent of their motions. If the maker of the motion is not present the motion is ruled out of order.
 9. The chairperson then asks for questions and/or opposition.
 - a. If there is no opposition to a motion, a voice vote is taken and the motion carries.
 - b. If there is opposition, the floor is open for debate (refer to parliamentary procedures).
 10. The chairperson may accept motions from the floor of the ASC in order to facilitate business.

B. Voting

1. Any elected GSR within the Area, Alternate GSR in their absence, or duly chosen group member may vote for their group (one voter per group per ASC meeting).
2. The Chairperson has a vote only in the case of a tie at his/her discretion.
3. Voting will be done by a show of hands.
 - a. Majority vote: One more than half of the vote cast
 - b. 2/3 Majority Vote: A percentage equal to or greater than 2/3 of quorum.
 - c. 2/3 majority vote is needed for policy change, amendments to policy or forming new policy.
 - d. Abstentions are excluded from the vote count.
 - e. Plurality: The largest number of votes any nominee or proposal receives will carry the vote when there are more than two choices.
 - f. Refer to the Area rules of order for further guidelines.
4. Only one vote per group. No person shall represent more than one group.

IX. Parliamentary Procedures

A. MAIN MOTION:

A main motion is a motion whose introduction brings business before the ASC. Such a

motion can only be made when no other motion is pending.

B. AMENDMENTS:

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

C. MOTIONS TO TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the close of the next ASC meeting. This motion is not intended to kill a main motion or suppress debate on it.

D. MOTIONS TO REFER TO COMMITTEE:

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. The debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion.

E. MOTIONS TO REFER TO GROUPS:

When a motion to refer to groups is made it is to send an item of business to the groups for their consideration. If passed, the issue would then be voted on at the next ASC meeting. The debate will pertain only to the desirability of committing the motion.

F. MOTIONS TO RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

G. UNANIMOUS CONSENT:

That is a method that allows the ASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for a motion.

H. WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is an objection the Chairperson automatically puts the request to a vote, which is not debatable.

I. MOTION TO CALL THE VOTE:

A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

J. POINT OF INFORMATION:

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows a member to ask a question and it is not to make a statement or give information.

K. POINT OF ORDER:

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he can make a "Point of Order", which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

L. SUSPEND THE RULES:

A motion to Suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to suspend and length of time it shall be suspended. The motion requires a second and a 2/3 majority.

M. APPEAL THE DECISION OF THE CHAIR:

By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. But any two members

have the right to Appeal from his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

X. METRO WEST AREA PARLIMENTARY PROCEDURES QUICK GLANCE CHART

MOTION	2 nd REQUIRED	DEBATABLE	AMENDABLE	VOTE
Main Motion	Yes	Yes	Yes	Majority
Amendment	Yes	Yes	No	Majority
Refer To committee	Yes	Yes	Yes	Majority
Refer To Groups	Yes	Yes	Yes	Majority
Call The Vote	Yes	Yes	No	2/3
Table	Yes	Yes	No	Majority
Recess	Yes	No	No	Majority
Adjourn	Yes	Yes	No	Majority
Point Of Order	No	No	No	Majority
Appeal Chair's Decision	Yes	Yes	No	Majority
Suspend The Rules	Yes	No	Yes	2/3
Point of Information	No	No	No	Majority
Reconsider	Yes	Yes	No	Majority
Take From The Table	Yes	Yes	No	Majority