

**Chesapeake & Potomac Region Policy  
as of October 2020**

**Chesapeake and Potomac Region of Narcotics Anonymous, Inc (CPRNA Inc)  
Board of Directors (BOD) Policy**

- Meets to approve the RSC, COC and when necessary CPRCNA budgets
- Meets to have annual election of officers and to provide a statement of affairs of the corporation before opening the August RSC meeting (see bylaws for requirements)
- Distributes the annual IRS 990 tax return at or before the October RSC meeting for review
- Special meetings may be called on an as needed basis (see bylaws for procedure)
- Verifies that the MD sales and use tax has been filed and paid prior to the July 15th deadline
- Verifies that the MD personal property tax has been filed and paid prior to the April 15th deadline
- Members of the BOD, including Area Representatives, must have minimum of 3 years clean to serve on the BOD
- Publishes notice of meetings on CPRNA.org

**RSC (Regional Service Committee) MEETING  
The Region's name is the Chesapeake & Potomac Region (CPR)**

The RSC meeting

- Will be held bimonthly in even months
- Rotates alphabetically through CPRSC member Areas
- Is held on the 2nd Saturday except when in conflict with MARLCNA or CPRCNA then it will be held on the 3rd Saturday
- Subcommittees meet from 10am-noon & the RSC meets from 12:30-6pm
- Follows the Standing Rules (Attachment 1) & Robert's Rules of Order Parliamentary Short Form (Attachment 2) unless in conflict with RSC Policy then RSC Policy will be followed
- Written reports will only be highlighted, NOT read in full, & should not exceed 4 minutes in length
- All elected RSC trusted servants are required to attend the full Regional meeting
- Only Subcommittee Chairs will report on their Subcommittee's activities except Vice Chairs will also report when they have additional information
- Motions should be referred to a Subcommittee for review prior to consideration by the RSC
  - Subcommittee(s) must report on referred motion(s) no later than 4 months following referral
- The CPRSC cannot suspend policy without returning the decision to the Groups

The Area responsible for hosting each RSC meeting will

- Submit the flyer to the Regional website & a soft copy to the RSC Secretary *no later than 2 weeks after the RSC meeting*
- Secure a meeting place that is ADA (Americans with Disabilities Act) compliant
- Ensure the meeting space is available from 10am until 6pm
- Contact the RSC Chair if the Area is unprepared to host the RSC, so other arrangements can be made

Area Forum

- Allows open discussion of any Area concerns, issues, or problems & provides feedback at the RSC meeting
- RSC Vice Chair will read the Area Roll, addressing each Area's concerns as it is called, then ask if anyone else with an Area concern desires to be recognized
- RSC Vice Chair should exercise the authority to keep the forum moving, focused on Area concerns & issues, not personalities

### RSC Voting

- Official Quorum of 2/3rds of the voting participation must be reached prior to RSC voting
- Any Area that is not represented for two (2) consecutive RSC meetings will not be part of the quorum until their RCM or those acting as RCM shows up
- Each Area has one vote through their RCM or those acting as RCM, but RSC Chair may vote in case of a tie
- Only RCMs or those acting as RCMs may make, second or amend motions except Subcommittee Chairs may make Subcommittee-approved motions directly affecting their Subcommittee if seconded by an RCM or those acting as RCM
- In all discussions on motions, the motion maker will be called on first, RCM or those acting as RCM second & then other members
- Motions of procedure or Subcommittee operation should be voted on when presented
- If an RCM or those acting as RCM, seconded by another RCM or those acting as RCM, believes a motion is something other than procedure, it goes back to Groups
- Any vote by RCMs or those acting as RCMs at an RSC meeting which has abstentions equal to or exceeding 1/3 of those voting will be sent back to Groups & will be voted on at the next RSC meeting
- A 2/3 majority vote is required to change Regional policy
- Any motion that either passes or fails cannot be resubmitted for a period of 6 months after the last vote. So long as the intention of the motion remains the same **(Added February 2014)**

### RSC Voting – Group Tally

- All votes taken at the Group level will be by Group Tally
- RSC Secretary will provide Group Tally forms to be used by RCMs or those acting as RCMs to tabulate Group votes at the Area level
- RCMs or those acting as RCMs will give completed Group Tally forms to the RSC Secretary during the first Roll Call
- RSC Secretary counts the votes & RSC Vice Chair confirms
- RSC Secretary will announce the Group totals during Old Business & include a breakdown of the vote in the RSC minutes
- Any motion presented for inclusion in the CAR (Conference Agenda Report) will be sent to Groups before being submitted to NAWS (Narcotics Anonymous World Services)
- Group Tally will be used to decide the CPRSC vote at the WSC (World Service Conference)  
**Passed April 2012**

## **MONEY MATTERS**

### A. The CPR fiscal year runs **July 1 until June 30**

- B. (1) Budgeting is done on an annual basis with Subcommittees & Regional trusted servants submitting the following year's budget to the Regional Treasurer prior to the **April** RSC
- The Treasurer compiles the requested budget & the Administrative Subcommittee holds a meeting with Subcommittee Chairs & Regional trusted servants prior to the April RSC
  - The purpose of the meeting is to formulate a comprehensive service plan with a realistic budget for the upcoming year
  - At the **April** RSC, the proposed budgets are distributed to the BOD for discussion and/or revision to be voted on in June by the BOD
- (2) The budget is fully funded annually &, once the budget is fully funded, excess funds are passed on to NAWS.
- Request Policy be suspended from June 2020 through June 2021 which is through the end of the upcoming fiscal year. **(Passed June 2020)**

- (3) Should the CPR have fiscal difficulty, fixed expenses are paid first, i.e., phonenumber, web service, & the RSC determines how additional funding is distributed
- (4) The CPR shall maintain a prudent reserve of \$5,000 above the annual budget figure

C. The Regional Delegate administers & approves funding disbursements from the delegate team's budget line items. The delegates follow NAWS travel reimbursement policy.

D. CPR Areas in financial difficulty requesting funds from the CPR must provide:

- Explanation of financial difficulty
- Purpose of requested funds

Requests under \$250 may be approved by the RCMs. Requests over \$250 must be returned to the Groups for a Group tally.

E. The CPRSC will not disburse monetary funds above Policy defined amounts or beyond the aggregate (combined) totals for subcommittees that were approved by the BOD.

**(Updated/passed December 2019)**

F. Any Subcommittee or individual requesting funds from the RSC, which has not submitted all receipts for previous expenditures, be denied any or all funds until such receipts have been submitted

G. Only Regional Subcommittee Chairs and or Vice Chairs are eligible to be sent to multi-Regional learning days, e.g., MARLCNA, using Regional funds following approval of their respective Subcommittee and funds must be available in Subcommittee budgets

**Revised/passed/updated December 2019/February 2019**

**• ELECTIONS**

RSC elections

- Elected positions are nominated in **April** & elected in **June**, except CPRCNA positions
- If a position is filled mid-term, the term still ends in August
- The CPRSC elects Subcommittee Vice Chairs, not Co-Chairs
- RSC Chair will open the floor for nominations after Old Business
- Position requirements will be read prior to taking nominations for the position
- Nominees will qualify themselves for the position
- Nominees must be present for both nomination & election
- Subcommittees have first nominating rights for the Chair & Vice Chair of their respective Subcommittee, after which the floor will be open for nominations
- Administrative Subcommittee nominations will come from the CPRSC floor
- Newly elected trusted servants will take office immediately after the RSC meeting to avoid interruption

**Passed April 2012 – Updated February 2019**

**REGIONAL COMMITTEE MEMBERS**

- Attends each Regional meeting
- Represents, speaks & votes for the members of their respective Area
- Provides two-way communication, written & verbal, between their respective Area, other Areas & the CPRSC
- Gives oral reports no longer than 4 minutes in length & supplies RSC Secretary with a written & electronic copy of that report
- May announce that a donation is being made but refrains from providing the dollar amount
- Can be members of RSC Subcommittees but cannot serve as Chair or Vice Chair
- May not serve on the Administrative Subcommittee while an RCM
- RCM Alternate performs RCM's duties & responsibilities in the RCM's absence

**Passed February 2013**

## ELECTED TRUSTED SERVANTS

### *General*

#### RSC elected trusted servants

- Will automatically vacate their position if absent for two (2) consecutive meetings
- May only hold one (1) elected position at a time
- Can serve two consecutive full terms per position

#### Qualifications

- Willingness & time to serve
- Knowledge of the 12 Steps & 12 Traditions
- Ability to set an agenda, follow the agenda & run an orderly meeting
- Not schedule Subcommittee meetings that conflict with any Area ASC meetings, excluding Convention Host Committee when meeting weekly
- RCM or RCMA cannot hold Subcommittee Chair or Vice Chair position or any Administrative Subcommittee position

#### Continuous clean time requirements

- RSC Chair, RSC Treasurer – Four (4) years
- RSC Vice Chair, RSC Secretary, **RSC Vice Treasurer** – Four (4) years **Added Aug 2016**
- RSC Vice Secretary, RSC Subcommittee Chair & **Vice Chair**– Two (2) years **Added Aug 2016**
- Regional Delegate (RD), Regional Delegate Alternate (RDA) Five (5) years
- Freestate Regional Service Office (FSRSO) Rep, Convention Oversight Committee (COC) Rep 1 & Rep 2 – Four (4) years **Updated Oct. 2018**

#### RSC report format

- Report of activities since last report
  - Current activities
  - Item(s) needing RSC approval
  - Upcoming activities with dates, times & locations
- Passed August 2012**

## ADMINISTRATIVE COMMITTEE

### *Chairperson*

- Arranges an agenda for & presides over RSC meeting
- Arranges for Vice Chair to fill in if unable to attend an RSC meeting
- Opens meeting at appointed time
- Recognizes members who are entitled to the floor
- Ascertains that a quorum is present
- Familiar with Standing Rules & Roberts Rules (per Attachments 1 & 2 of CPRSC Policy)
- States & puts to vote all questions that legitimately come before the RSC
- Remains opinionless while facilitating RSC meeting
- May surrender position for the duration of that meeting to the Vice Chair to give their opinion
- Decides all questions of order unless appealed or chooses to put question before assembly
- Answers questions about parliamentary procedure or factual information
- Protects the assembly from obviously frivolous motions
- Announces the result of each vote (unless otherwise noted)
- Examines RSC minutes for accuracy before Secretary publishes
- Responsible for communications between RSC meetings
- Signatory on RSC checking account
- Turns over all relevant records to incoming Chair

### ***Vice Chairperson***

- Performs Chair's duties & responsibilities in Chair's absence
- Attends Subcommittee meetings on an alternating basis at the RSC & any held between RSCs
- Begins Subcommittee meeting on schedule & presides if Subcommittee Chair & Vice Chair are not present
- Reports on all activities of Subcommittees attended since last RSC
- Signatory on RSC checking account
- Familiar with Standing Rules & Roberts Rules (per Attachments 1 & 2 of CPRSC Policy)
- Serves as parliamentarian
- Supplies containers for each Area for distribution of flyers, reports, announcements, etc.
- Provides a written report of Regional treasury funds in the absence of Treasurer to be included in the minutes
- Turns over all relevant records to incoming Vice Chair
- Reconciles bank statements & reports any discrepancies

### ***Regional Delegates***

- Serves for a two (2) year term
- Acts as delegate team leader, mentors & trains Alternate Delegates, coordinates activities/tasks within the team
- Represents, speaks & votes for the members of the Areas that always comprise the CPRSC
- Serves in a respectable manner & in accordance with the Twelve Traditions
- Attends all RSC meetings & attends each Area's ASC meeting at least once per term
- Meets with the RDs of surrounding Regions on a regular basis, e.g., Zonal Forum, NAWS workshops, etc.
- Presents verbal & typed report to RSC, which includes activities participated in, highlights of WSC, WSB & NAWS material, plus any correspondence with surrounding Regions
- Prepares bi-annual Regional report for the WSC & submits a copy to the RSC
- Attends the World Service Conference (WSC) & carries the Regional conscience
- Votes in the best interests of the Region concerning items that have been amended or presented on the floor of the WSC
- Determines what information is pertinent to copy & distribute to RSC Secretary

### ***Regional Delegate Alternate (RDA)***

- RDA performs RD duties & responsibilities in RD's absence
- Carries out activities/tasks assigned within the delegate team
- Serves in a respectable manner & in accordance with the Twelve Traditions
- Provides two-way communication, both written & verbal, between all levels of service, including other Regions, & keeps the RSC informed of all communication
- Attends all RSC meetings & attends each Area's ASC meeting at least once per term
- Meets with the RDs of surrounding Regions on a regular basis, e.g., Zonal Forum, NAWS workshops, etc.
- RDA serves for a two-year term & assumes position of RD
- Attends the World Service Conference (WSC)
- **RDA2 was removed in August 2013**

***Secretary***

- Keeps accurate minutes of RSC to include
  1. Area, trusted servant & Subcommittee reports
  2. RCM & trusted servant attendance
  3. Old business, Elections, New business
  4. An appendix of contact information
  5. Provides group tally forms
- Types copies of minutes, has Chair examine for accuracy, distributes within three (3) weeks after the RSC
- Makes minutes available to all interested NA members
- Prepares agenda for next RSC meeting to be included in minutes (Chair affirms)
- Will resign all relevant records to incoming Secretary

***Vice Secretary***

- Performs Secretary's duties in Secretary's absence
- Trains to assume Secretary position if elected

***Treasurer***

- Makes verbal & written report with itemization of all income & expenses
- Distributes Treasurer's Report at each RSC meeting & makes additional copies available upon request
- Issues checks in accordance with the approved budget
- Works with Administrative/Subcommittees to compile budget for RSC approval
- Tri-signer of checking account
- Signatory on all accounts using the RSC Tax ID Number
- Upon request, an RCM/RCM Alternate shall be entitled to inspect any & all financial records pertaining to the RSC by the following RSC meeting
- Turns in an annual report showing all income & expenses at the end of the fiscal year

***Vice Treasurer***

- Performs Treasurer's duties in Treasurer's absence
- Trains to assume Treasurer position if elected

**Passed February 2013**

## COMMITTEES/SUBCOMMITTEES

### ***Convention Oversight***

#### Convention Oversight Committee (COC) Policy

The Convention Oversight Committee's function is to oversee and manage the annual convention held in Ocean City every spring.

- Meets monthly or more often if necessary
- Prepares budgets for submission to the Region according to regional policy except in the case of the Convention Host Subcommittee it should be for the following year, i.e. in April 2014 should submit budget for FY2015/2016
- Ensures that approved budgets are adhered to while always looking to save wherever possible
- Reviews and approves, if appropriate all contracts presented by the Convention Host Subcommittee and the Convention Oversight Committee Chair signs on behalf of the BOD
- Ensures that there are no conflicts of interest in awarding contracts
- Administers designated bank accounts to fulfill the financial obligations of the convention
- All bank accounts administered by the COC will have the Board President/Regional Chair and Board/Regional Treasurer as signers
- All convention related accounts shall have the COC Chair, Vice-Chair, and Treasurer as signers. In addition, the host operating account shall have the Host Subcommittee Chair, 1st Vice-Chair, and Treasurer as signers
- Regularly provides reports on convention planning and financial activities to the RSC, which should include financial activities of both the Oversight Committee and Host subcommittee
- Works with the BOD accountant to ensure all convention monies are accounted for properly and all MD tax filings are done in a timely manner
- The COC shall consist of Chair, Vice-Chair, Treasurer, Vice-Treasurer, Secretary, Vice-Secretary, two Regional at-large seats, one seat for each Area in the CPR and the current and incoming Host Chair(s) will have one seat each when elected by the CPR. The COC Chair shall also serve on the BOD
- All members of the COC are eligible to vote
- The term for the outgoing Host Subcommittee Chair ends at the close of the June meeting
- The COC will bring nominees for Chair and Vice-Chair to the June RSC to be elected at the June RSC
- There must be a minimum of 51% of voting members present to conduct business

**Passed December 2017, updated to reflect name change April 2019**

Convention Policy Manual - see attachment #3 (**Passed April 2016**)

- Merchandise sales should generate an expected revenue of 175% of costs of goods sold (**Passed December 2019**)

19;08;08	Feb-86	That the C&P Region has an annual convention, to be hosted by a member area. And that the hosting area be responsible to the RSC and ultimately to those we serve, the groups
31;07;09	Feb-88	That the current Convention Committee allocate \$1000.00 at the February Regional for the Bid Committee of CPRCNA to pay for flyers, registration, and t-shirts for the next convention
33;09;13	Jun-88 Updated Apr-19	That the Convention Oversight Committee develops guidelines for CPRCNA
45;07;06	Jun-90	That the C&P Regional Convention become self-supporting by the sale of registrations, banquets and dance tickets, and merchandise at the convention

46;08;05	Aug-90	That the CPRCNAs be permanently held in Ocean City at the Convention Center
48;06;06	Dec-90 Updated Apr-19	To request a member from the C&P Regional Convention Oversight Committee be at all Convention Executive Committee Meetings and remain for the duration of the meeting
52;03;05	Aug-91	The Convention Subcommittee shall follow the 1987 WSC motion that passed: "NARANON is an outside issue." [See 51;06;05: for body of motion]
58;07;08	Aug-92	That the Regional Convention be called "CPRCNA"
91;08;11	Feb-98 Updated Oct-18	That the COC of CPRCNA include a copy of the preceding month's bank statement of all bank accounts in its monthly report
146;06;06	Apr-07	To direct the BOD to take ownership of the Regional and CPRCNA website domains (cprna.org and cprcna.org)
126;07;01	Dec-03	The seed money for the C&P Region annual convention shall be increased from \$35,000 to \$45,000
	Dec-17	To allow special interest meetings to be added to the CPRCNA program (for example, men's rap, women's rap, LGBTQ, young people, and Spanish language)
<p>The Program Subcommittee is comprised of these voting members</p> <ol style="list-style-type: none"> <li>1. Chair elected at the regular Bid Committee meeting</li> <li>2. Two members elected from the host area</li> <li>3. One member elected from each other area in the Chesapeake &amp; Potomac Region</li> <li>4. One member elected from the region <ul style="list-style-type: none"> <li>• These will be the only voting members and officers will be selected from these members</li> <li>• Voting members are encouraged to solicit input from other NA members and the goal is diversity and inclusion in both workshop topics and speakers</li> <li>• Speakers will not be asked to speak more than once every other year although workshop speakers can be asked as main speakers <b>(added February 2015)</b></li> <li>• To define a main speaker as the Friday night, Saturday night, and Sunday morning speakers to be included in the revised Convention policy and procedures. <b>(Passed December 2019)</b></li> </ul> </li> </ol> <p>To post our archival convention audio files online as free content</p> <ul style="list-style-type: none"> <li>• Hold back the last 2 years of files to promote participation from recording providers</li> <li>• Any person may request that their recording not be posted by e-mailing <a href="mailto:webservant@cprna.org">webservant@cprna.org</a> <b>(added June 2014)</b></li> </ul>		
<b><i>Hospitals &amp; Institutions</i></b>		
<ul style="list-style-type: none"> <li>• Acts as a communication forum for Area H&amp;I Subcommittees</li> <li>• Responds to Area Subcommittee concerns</li> <li>• Compiles &amp; updates the number of H&amp;I meetings &amp; number of facilities served</li> <li>• Hosts an annual Learning Day &amp;/or participates with Area Learning Days</li> <li>• Can respond to temporary area requests for financial aid for H&amp;I literature</li> </ul> <p><b>Passed December 2013</b></p>		
<b><i>Literature</i></b>		
<ul style="list-style-type: none"> <li>• Acts as a communication forum for Area Literature Subcommittees</li> <li>• May hold workshops to inform the Fellowship when new or revised literature is out for input/review</li> </ul> <p><b>Passed December 2013</b></p>		



## ***Public Relations***

The Public Relations (PR) Subcommittee provides information about Narcotics Anonymous (NA) to the public. The PR Subcommittee supports CPRNA Area PR Subcommittees in fulfilling our primary purpose as stated in the Fifth Tradition, "...to carry the message to the addict who still suffers." (Narcotics Anonymous, Basic Text, 5th Edition, p. 64)

### **Duties & Responsibilities**

- Raise awareness about NA within the C&P Region through PR presentations panels as described in the PR Handbook, Public Service Announcements (PSAs), Direct Outreach (Mailings, Emails)
- Maintaining an NA digital media presence for the Region
- Other media & channels as appropriate

Serves as external point of contact for CPRNA by

- Opening & maintaining lines of communication between NA & the media
- Responding to requests for information of NA from the press & news media
- Maintaining lines of communication with organizations & professionals that serve addicts
- Responding to addicts & members of the public seeking meetings & information about NA

Helps NA members & groups learn how we communicate the NA message to those outside of NA by

- Facilitating at least two (2) workshops annually on PR functions & topics
- Participating in area service workshops when possible

Raises awareness within NA about events, activities & service matters relevant to CPRNA by

- Opening & maintaining lines of communication between NA & the public & between the CPRNA ASCs & CPRSC PR Subcommittee
- Maintaining an email contact list of regional trusted servants
- Maintaining a calendar of events within our region and within our zone
- Posting minutes (excluding the Appendix I/Contact Information page of the RSC minutes), meeting lists, service announcements & Regional Policy
- Coordinates administration of CPRNA website, phonenumber & meeting list

### **Website**

- CPRNA shall have a website that makes information about NA accessible to the public, including information about what NA is, what it offers & the locations of our meetings
- The CPRNA website address is [www.cprna.org](http://www.cprna.org)
- Areas maintaining their own web pages will be linked to the CPRSC web page
- The CPRNA web hosting system will also host the Autonomy Zone web pages

### **Phonenumber**

- Establishes, maintains & coordinates the CPRSC phonenumber
- Facilitates at least two (2) workshops annually to train volunteers for CPRSC phonenumber service

### **Meeting List**

- Maintains the CPRSC meeting list database & printable meeting list
- Updates NAWS meetings database for all CPRNA meetings
- Prints & distributes meeting list copies at RSC meeting  
**(Passed June 2013)**
- Remove the term "Beginner" from the Regional Meeting List Key and replace with the term "Newcomer." **(Passed December 2019)**

## ***Policy***

- Coordinates, compiles & maintains RSC policies for the Region
- Keeps an archive of past policy documents
- Keeps a copy of the current policy & makes it available upon request
- Ensures that our Regional policies are not in conflict with the Traditions
- Reviews policy motions that are brought before the RSC for conflicts with existing policies & reports any such conflicts back to the Region
- Distributes updated copies of Policy at the August RSC
- Develops policy recommendations on an as needed basis

**Passed August 2013**

### ***Special Events***

- Acts as a communication forum for Area Special Events Subcommittees
- Aids in coordination of Area special events, maintains a calendar of upcoming events & encourages Areas to plan ahead so we have fewer conflicting events
- Will sponsor a minimum of one event annually
- Special Events Chair will solicit aid from Area Special Event Subcommittees
- Each Area brings flyers to both the CPR Special Events Subcommittee meeting & the Regional meeting to share information with each other & the Region as a whole
- Submits flyers to the [events@CPRNA.org](mailto:events@CPRNA.org) for posting on the regional website calendar

**Passed December 2013**

## **Twelve Concepts for NA Service**

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

## KEY TO NUMBERING SYSTEM

**Explanation of numbering system:** First set of numbers represents the # of the RSC meeting in chronological order or sequence meeting held in, numbering from 01 to 164. Second set of numbers represents the page # in the RSC minutes where the motion has come from. Third set of numbers represents the "block" of text where the motion was found in the minutes. Ex: 99;10;07 would be meeting ninety-nine, page ten, paragraph seven.

**NOTE:** Items represented in brackets [] have been re-worded by the Policy Subcommittee to provide clarity.

### ATTACHMENT 1 Standing Rules

The following four (4) rules of procedure are proposed for adoption by the RSC to be standing rules by which the RSC will be governed in the conduction of business. The procedures were adopted together at one (1) time.

- 1) There shall be a limit on debate by any member. No individual shall speak longer than three (3) minutes on a motion for each time he or she is recognized by the chair to speak. No member may speak on a motion more than once unless all others desiring to speak on the motion have exercised their opportunity.
- 2) There shall be a limit on debate the number of speakers on any motion. There shall be no more than three (3) members to speak in favor of any motion and no more than three (3) members to speak in opposition of any motion.
- 3) Every main motion must be presented in writing on the appropriate form and contain the name of the individual proposing the motion and the name of the individual seconding the motion. Every amendment to a main motion must be presented in writing and contain the name of the individual proposing the amendment and the name of the individual seconding the amendment.
- 4) The attached Parliamentary Short Form of "Robert's Rules of Order" shall be adopted and provide the basis for procedures that are not otherwise detailed in the "Temporary Working Guide to the Service Structure [TWGSS]."

### ATTACHMENT 2 Roberts Rules of Order Parliamentary Short Form

**POINT OF ORDER:** When a member thinks that the rules of the RSC are being violated, he can make a "Point of Order" which is simply to obtain recognition from the chair and ask from the chair a determination as to whether or not the procedure that the member feels is pertinent is being violated. A "point of order" is not a method or procedure to dispute the accuracy of something that another member has stated. The "point of order" is a tool used only to keep the RSC working on the subject that the RSC is supposed to be working on at that time and in accordance with the guidelines.

**CALL FOR VOTE:** This is not made while another member is speaking or has the floor, it does require a second, is not debatable and requires a 2/3rds vote in order to end debate and force an immediate vote on the matter.

**PARLIAMENTARY INQUIRY:** This is a question directed to the chairperson to obtain information on a matter of parliamentary procedure or the guidelines as they apply to the business being considered. It is the duty of the chair to answer such a question when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation or effect of a motion. The chair is not obligated to answer hypothetical questions.

**POINT OF INFORMATION:** This is a request directed to the chair for the chairs to respond to, or have another member respond to, a point [one (1) point] that would provide additional information on the subject being considered, but is not a matter related to parliamentary procedure. If the point is raised while another member has the floor and is speaking, the chair will ask the member who correctly has the floor if he will yield to a "point of information;" the member has the right not to yield. If the member does yield, the member raising the point is required to raise the issue in the form of a question directed at the chairperson, but the chairperson usually allows the member who correctly has the floor to

answer. A "point of information" is not used to create a discussion between two (2) members. After the question is stated, the member raising the matter is obliged to remain silent and allow the member who has the floor to continue.

**POINT OF PERSONAL PRIVILEGE:** This is a device that permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for immediate consideration because of its urgency. This is a manner of correcting problems affecting the privileges of all the members (it's too noisy and we can't hear) or affecting an individual (I have to use the restroom and don't want to miss the vote while I'm gone). It is not a device to interrupt a speaker or obtain the floor to give an opinion, extend debate, debate in general or argue a point made by the current speaker or previous speaker. There are motions that arise from the statement and acceptance of a "point of personal privilege," but these are acceptable only after the chair has accepted the member's personal privilege point as having merit on the discussion at hand.

Motion	2nd Required	Debatable	Interrupt Speaker	Amendable	Vote Required
Main Motion	Yes	Yes	No	Yes	Majority (10)*
Recess (1)	Yes	No (2)	No (8)	Yes	Majority
Point of Personal Privilege	No	No	Yes	No	Chair
Appeal the Chair (3)	Yes	1 Pro/Con	Yes	No	Majority*
Point of Information	No	No	Yes	No	Chair
Withdraw of Motion (4)	Yes (5)	No	No	No	Majority*
Suspension of Rules	Yes	No	No	No	2/3**
Change the Orders of the Day	Yes	No	No	No	2/3**
Motion to Table (6)	Yes	No	No	No	Majority*
Call for Vote	Yes	No	No	No	2/3**
Postpone to a Definite Time (6)	Yes	Yes	No	Yes	Majority*
Amendment	Yes	Yes	No	Yes	Majority*
Take from the Table	Yes	No	No	No	Majority*
Reconsider (7)	Yes	Yes (9)	No	No	2/3**
Adjourn	Yes	No	No	No	Majority*

\* Majority of those voting yes or no

\*\* 2/3rds of those voting yes or no

#### KEY TO MOTIONS CHART

- (1) Time must be stated with the motion.
- (2) Motion is debatable, if amended.
- (3) Must be made immediately following decision.
- (4) Must be made by the maker of the motion.
- (5) Must be made by the seconder of the original motion.
- (6) Applies to the entire motion pending.
- (7) Must be made by a member who voted on the prevailing side of the original vote.
- (8) No, if other motion is pending. Yes, if no other motion is pending.
- (9) Yes, if original motion was debatable.
- (10) To amend the Standing Rules requires 2/3rds of those voting yes or no.