



# **POLICY**

## **MONTGOMERY AREA SERVICE COMMITTEE (MASC)**

**PO Box 8214  
Gaithersburg, MD 20898-8214**

**OCTOBER 2023**

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# Policy Notes

## Numbering System

The key to codification or numbering system is based upon the minutes of the MASC meetings.

The first number corresponds to the specific MASC meeting (e.g., the second meeting of the MASC was June 1989; therefore, it was number '02').

The second number refers to the page of the minutes on which the reference appears.

The third number refers to the line number. **Note:** Headings and blank lines are not counted as lines.

Example: **04:04:09** refers to

**04** The fourth MASC meeting (August 1989)

**04** On the fourth page

**09** On the ninth line of print

## Abbreviations

The following abbreviations have been used for the purpose of simplicity and clarity:

**CPRCNA** Chesapeake and Potomac Regional Convention of Narcotics Anonymous

**CPRNA** Chesapeake and Potomac Region of Narcotics Anonymous

**MASC** Montgomery Area Service Committee

**ASC** Area Service Committee

**COC** Convention Oversight Committee

**GSR** Group Service Representative

**RCM** Regional Committee Member

**RSC** Regional Service Committee

# Montgomery Area Service Committee (MASC)

## History

The Montgomery Area Service Committee held its first meeting on May 2, 1989. There were 17 meetings that attended this meeting, having voted to be part of this new area. Meetings were held at the Silver Spring Presbyterian Church. And so, a new area began...

## General Information

### Contact Information

The address of the MASC PO Box is PO Box 8214, located in Gaithersburg, MD, 20898-8214.  
271:07:45

### Meeting Schedule

The MASC will meet on the first Tuesday of each month from 7:30 pm until 9:30 pm. 271:06:48  
There will be a pre-meeting for all administrative officers and subcommittee chairs at the discretion of the Chairperson. 04:04:30

The MASC is currently held on the Zoom platform: Meeting ID: 876 1298 6083; Password: 749698

## MASC Meeting Process

### How Meetings Run

#### Role of Group Service Representatives (GSRs) at the MASC Meeting

1. The GSR is the vital link between the group and the rest of NA. The primary responsibility of a GSR is to work for the good of NA, providing two-way communication between the group and the rest of NA.
2. A GSR is directly responsible to their group and its members. A GSR should keep the group informed of activities within NA (dances, workshops, conventions, etc.) and encourage the members to get involved in NA.
3. A GSR represents his/her group's conscience at the MASC. A GSR must be able to work for the common good, placing principles before personalities at all times. 405:09:08
4. A GSR is a trusted servant and does not govern. In presenting issues requiring group conscience, the GSR should give a non-biased recount of all information presented, including all pros and cons discussed at the Area level.
5. The suggested term for GSR service is one (1) year. Prior to serving, it is suggested that a GSR serve as an Alternate for a period of one (1) year, learning the duties of the position and taking over in case the GSR is unable to serve.
6. If the GSR cannot attend the MASC meeting, the GSR Alternate has the responsibility to carry the group's conscience in their absence. It is suggested that the GSR share some of the responsibilities with the GSR Alternate.
7. Suggested guidelines for the GSR are:
  - a. The willingness and desire to serve .
  - b. A minimum of one (1) year continuous abstinence from all drugs.
  - c. Active participation in the group to be served.
  - d. Knowledge of the Twelve Steps and the Twelve Traditions of NA.

- e. An understanding of the NA Service Structure and the responsibilities of a GSR. 11:05:02
- f. No individual may represent more than one (1) group as a GSR or GSR Alternate. 03:05:02

### **During the MASC Meeting**

1. The Twelve Traditions of Narcotics Anonymous and the next to the last paragraph from the Introduction of our Basic Text, (p. xvi, 5<sup>th</sup> Edition), will be read at the beginning of each MASC meeting. 25:07:05
2. The approval of last month's minutes is to be included in the agenda. 79:07:06
3. The Chair will call for introductions of new groups and GSRs after approval of the minutes. 335:08:06
4. The Vice Chairperson will read page seven (7) from "The Group," defining the GSR's responsibility, before roll call. 335:08:06
5. GSR reports, donations to the area, requests for literature, and all other new main motions must be submitted to designated areas before 8:00 pm at the MASC meeting. 17:09:30
6. GSRs will pay for their literature at the time the order is placed. 08:06:36
7. Unity Table All materials to be placed on the Unity Table will be the responsibility of the Vice Chairperson to ensure that they are NA related and consistent with our Traditions. 271:07:26
8. The MASC will use the "GSR Report Form" in order to keep an up-to-date record of meetings in the Area. 21:09:34
9. A basket will be passed at the MASC meeting to collect funds to help pay for coffee and refreshments. 271:07:38
10. Babysitting will be provided at the MASC meeting. 04:03:50

## **Decision Making**

### **Policies About Decision Making**

The MASC will use [Parliamentary Procedures at-a-Glance](#). 72:06:33

The MASC will use the "Guide to Local Service" as a reference. 161:06:38

### **Motion Guidelines**

1. GSRs, or their Alternate when a GSR is absent, may make, second, or amend any motion. Subcommittee Chairs may make subcommittee approved motions regarding their subcommittees or positions. Administrative Committee Officers may make motions regarding area service operations or their positions. Motions not made by a GSR or Alternate GSR must be seconded by a GSR or Alternate GSR in order to bring it to the floor of the MASC for discussion and vote. On these motions, subcommittee chairs and administrative officers may express pros or cons in an exception to item(s) of this same section. 09:05:39, 405:08:17
2. The Chairperson will direct all motion makers to include all pertinent information on all motions to be voted on. 75:04:29
3. All motions made by GSRs are to be in writing, given to the Chairperson, and addressed in the order received. 03:05:02

4. For all motions, there will be a maximum of three (3) pros and three (3) cons, after which the Chairperson will call for a vote. 04:04:15
5. The Administrative Officers will not give any opinions (pro or con) during the ASC meeting. The Administrative Officers consist of Chairperson, Vice Chairperson, Secretary, Vice Secretary, Treasurer, Vice Treasurer, RCM, and RCM Alternate. 43:05:10
6. Matters of procedure or committee operation should be voted on when presented.
7. If any one or more GSRs suspect that an item is something other than procedure, and should be taken back to the groups, then a voice vote (yes/no) will be taken on whether or not the item goes back to the groups. 03:05:02
8. All new main motions will be referred back to the groups for group conscience before being voted on at the MASC meeting. 335:08:06
9. Motions affecting a group or NA as a whole should be considered by the appropriate subcommittee for recommendations or amendment where applicable, and then referred back to the groups for group conscience. 335:08:06
10. Any two (2) GSRs may request that a motion be taken back to the groups for group conscience. If time is a factor, an exception will be made only for a reasonably substantiated emergency, in which case a two-thirds (2/3) vote is required to call for immediate vote on the motion. 335:08:06
11. All motions that change Policy at the MASC have to go back to the groups. 188:09:39
12. The MASC cannot suspend policy without it first going back to the groups. 75:05:11
13. In the minutes for a given meeting, a list of motions introduced will appear under “New Business.” The actual text of the motions, with pros and cons, will be included directly in the “New Business” section, or if they are lengthy, at the end of the minutes. In the agenda for the following month, the motions to be voted on will be listed under “Old Business.” 335:08:06 Additionally, when a motion is voted on, it will be written verbatim under “Old Business” or “New Business” in the minutes for the meeting during which it was voted on with its tally. 414:09:10

## **Voting**

1. A quorum consists of all GSRs present at the MASC meeting, i.e., there is no minimum number of GSRs required to conduct MASC business. 335:08:06
2. The Chairperson may vote at the MASC meeting only in the case of a tie. 04:04:09

## **Other Policies Regarding the MASC**

### **NA World Service Conference (WSC)**

The MASC will distribute a copy of the WSC Conference Agenda Report (CAR) and the Conference Approval Track (CAT) biennially to groups and members who request a copy. MASC will take orders for copies of the CAR and CAT from groups and members prior to printing and print only as many copies as are requested. Groups will not be required to pay for their own copy, although the MASC may suggest that they do so. Members ordering a copy for personal use must pay cash in advance. 335:08:06

## **All MASC Trusted Servants**

This section applies to the following sections on all three (3) types of trusted servant:

1. MASC Administrative Officers

2. MASC Subcommittees
3. Other Trusted Servants unless otherwise noted.

One noted exception is the timing of the election of the CPRCNA Program Subcommittee Representative. For further information on the timing of the Program Representative elections, please see section "[CPRCNA Program Subcommittee Representative](#)" under section "Other Trusted Servants." 339:09:01

## Elections

1. It is suggested that all persons desiring positions in the MASC have a good working knowledge of the Twelve Steps and Twelve Traditions of NA and the willingness to give the time and resources necessary to fulfill the commitment. 04:04:09
2. Prior service and experience, such as GSR, group secretary, treasurer, and subcommittee member, are of value. 04:04:09
3. MASC administrative officers will not represent any groups and should not serve as officers or subcommittee chairs in more than one (1) area. 04:04:09
4. No GSR may simultaneously serve as a subcommittee chair. 66:05:17
5. For the purposes of election only, liaisons to other areas are officers of the MASC. 07:05:21
6. A vote will be required for election of all trusted servants. 335:08:06
7. No position will be given by acclamation. 35:02:26
8. Qualifications and requirements for each position will be read before nominations. 335:08:06
9. All MASC officers and subcommittee chairs may be succeeded by those in their Vice positions. 21:09:17
10. Nominations will be held one month prior to elections for all trusted servant positions. Nominees must be present at both meetings (nominations and elections). 78:05:05
11. Nominees will be required to leave the room to facilitate discussion. 335:08:06
12. Nominations for the annual election of all trusted servants will be held in June, with elections held in July, regardless of when the individual was voted into the position. 335:08:06
13. Annual elections will be held in July, and the elected people will begin their terms in August. This will give the new trusted servant one (1) month training before taking office. 335:08:06
14. Trusted servants who are elected outside of the normal annual cycle will serve alongside the current trusted servant for a one (1) month training period before taking office whenever possible. 335:08:06
15. Unlike all other trusted servant positions, election of the CPRCNA Program Subcommittee Representative position **does NOT** follow the customary MASC nomination and election schedule. It instead follows the CPRCNA Regional Convention election cycle. For further information on the timing of the Program Representative elections, please see section "[CPRCNA Program Subcommittee Representative](#)" under section "Other Trusted Servants." 339:09:01
16. [NA service manuals](#), where they exist, will be provided by the MASC to trusted servants at the beginning of their term in office. 335:08:06



17. Term in office is one (1) year. However, in keeping with the Ninth Tradition and the principle of rotating leadership, it is recommended that no trusted servant serve more than two (2) consecutive terms. 335:08:06

## Removal from Positions

1. Any MASC officer or subcommittee chair may be removed during their term by a majority vote of the MASC. In the event of the absence of an officer or subcommittee chair for two (2) consecutive MASC meetings, they will be asked to resign.
2. There will be an exception in the case of inclement weather, such as snow, ice, or flooding. This will be determined by Montgomery County Public School closings and/or County evening activity cancellations. 322:05:10

## MASC Administrative Officers

### Qualifications and Responsibilities

#### Chairperson

##### Description

1. The Chairperson must be capable of conducting the business meeting with a firm yet understanding hand; therefore, it is suggested that this person have a minimum of two (2) years continuous abstinence from all drugs. 04:04:09
2. The Chairperson is responsible for arranging an agenda for and presiding over the monthly MASC meetings. 04:04:09
3. The Chairperson is responsible for presenting a monthly report to the MASC. 04:04:09
4. The Chairperson will verify the minutes with the Secretary before copies are made. 04:04:09
5. The Chairperson is also responsible for correspondence 04:04:09
6. If a group is not represented at two (2) consecutive MASC meetings, the Chairperson will work in conjunction with the Meetings Subcommittee to contact the GSR. 104:06:21
7. The Chairperson is an authorized signer on the MASC bank account. 03:05:02
8. The Chairperson will have a key to the PO Box. 271:07:45
9. See additional Chairperson duties under “During the MASC Meeting,” in section “[How Meetings Run.](#)” 343:12:12

#### Vice Chairperson

##### Description

1. In the absence of the Chairperson, the Vice Chairperson will perform the duties of the Chairperson. 04:04:09
2. It is suggested that the Vice Chairperson have a minimum of one (1) year continuous abstinence from all drugs. 04:04:09
3. The Vice Chairperson will present a monthly report to the MASC and conduct the MASC roll call. 04:04:09
4. The Vice Chairperson will coordinate all subcommittee functions. 04:04:09
5. All materials to be placed on the Unity Table will be the responsibility of the Vice Chairperson to ensure that they are NA related and consistent with our Traditions. 271:07:26

6. The Vice Chairperson is an authorized signer on the MASC bank account. 03:05:02
7. The Vice Chairperson will have a key to the PO Box. 271:07:45
8. See additional Vice Chairperson duties under “During the MASC Meeting,” in section [“How Meetings Run.”](#) 343:12:12

## **Treasurer**

### **Description**

1. It is suggested that the Treasurer have a minimum of two (2) years continuous abstinence from all drugs. 04:04:09
2. The suggested term for Treasurer is one (1) year. Prior to serving, it is suggested that a Treasurer serve as Vice Treasurer for a period of one (1) year, learning the duties of the position and taking over in case the Treasurer is unable to serve. 106:07:25
3. It is recommended that the Treasurer be financially stable and good at managing their personal finances. All nominees will be asked if they fulfill the above requirements. 106:07:25

### **Finances**

1. The Treasurer is an authorized signer on the MASC bank account. 04:04:09
2. The Treasurer will present a verbal estimated report of contributions and expenditures at every regular MASC meeting. 352:10:12
3. The treasurer will present a written report for the minutes each month of contributions and expenses, plus a bank reconciliation worksheet to verify that the ending balance shown in the Treasurer’s report matches that of the bank. 352:10:12
4. The Treasurer will provide a final report of contributions and expenditures at the end of their term. 352:10:12
5. The Treasurer is responsible for depositing all funds from the MASC meeting within three (3) working days following the MASC meeting. 04:04:09
6. Also see [“Fiscal Policy”](#) for additional Treasurer duties.

## **Vice Treasurer**

### **Description**

1. It is suggested that the Vice Treasurer have a minimum of two (2) years continuous abstinence from all drugs. 106:07:25
2. It is recommended that the Vice Treasurer be financially stable and good at managing their personal finances. All nominees will be asked if they fulfill the above requirements. 106:07:25
3. The Vice Treasurer is not an authorized signer on the MASC bank account. 106:07:25

## **Secretary**

### **Description**

1. It is suggested that the Secretary have a minimum of one (1) year continuous abstinence from all drugs. 04:04:09
2. The Area Secretary will maintain a mailing list of all GSRs, trusted servants, and others interested in receiving minutes. 61:04:07
3. The Secretary will keep accurate minutes of each MASC business meeting. 04:04:09
4. In the minutes for a given meeting, a list of motions introduced will appear under “New Business.” The actual text of the motions, with pros and cons, will be included directly in

the “New Business” section, or if they are lengthy, at the end of the minutes. In the agenda for the following month, the motions to be voted on will be listed under “Old Business.” 335:08:06 Additionally, when a motion is voted on, it will be written verbatim under “Old Business” or “New Business” in the minutes for the meeting during which it was voted on with its tally. 414:09:10

5. Monthly contributions from each group are listed in the minutes. 36:06:11
6. The Secretary will type and distribute copies of the minutes to each GSR, subcommittee, and officer of the MASC no later than two (2) weeks following each MASC meeting. 04:04:09
7. See section [Chairperson](#) above regarding distribution of the minutes.
- 8.

## **Vice Secretary**

### **Description**

1. It is suggested that the Vice Secretary have a minimum of six (6) months continuous abstinence from all drugs. 131:07:13
2. Assists the Secretary. 364:16:06
3. Performs the Secretary’s duties if the Secretary is absent. 364:16:06
4. Trains to assume the Secretary position if elected. 364:16:06

## **Regional Committee Member (RCM)**

### **Description**

1. It is suggested that the RCM have a minimum of three (3) years of continuous abstinence from all drugs. 343:12:12
2. The RCM is required to have the qualifications and experience of a GSR. 343:12:12
3. The RCM will attend all RSC meetings representing the group conscience of the MASC at the regional level. 343:12:12.
4. The RCM may serve on one (1) or more of Montgomery Area or Regional subcommittees, but not as a Chairperson. 04:04:09
5. The RCM will have the responsibility of welcoming all new GSRs, visitors, or substitute GSRs when neither GSR nor GSR Alternate is present. They will help familiarize the new person(s) with the workings of the Area Service meeting, (e.g., time deadlines for turning in money, buying literature, filling out forms, etc.). 176:08:22
6. The MASC will send the RCM or RCM Alternate to the Mid-Atlantic Regional Learning Conference (MARLCNA) each year. 46:05:13, 394:12:01

### **Finances**

1. For MARLCNA, the MASC will pay for two (2) nights lodging and basic registration. The MASC will further provide two (2) days per diem at \$30/day plus mileage in the amount consistent with the US Federal Government allowance for travel to and from MARLCNA. 286:05:09
2. The RCM will have a budget of \$150 per month for copying. 162:08:11

## RCM Alternate

### Description

1. The qualifications for election are the same as those for the RCM, with one exception. The RCM Alternate position has a suggested two (2) year continuous abstinence from all drugs. 09:09:04
2. The RCM Alternate will spend one (1) year of service becoming familiar with the role of the RCM. 09:04:04
3. They will attend all ASC and RSC meetings and fill in for the RCM if they are absent at the RSC or MASC meeting. 09:04:04
4. The RCM Alternate will condense information for upcoming events from the RSC and provide the information to the MASC Secretary to be sent out with the minutes. 343:12:12

## MASC Subcommittees

### All Subcommittees

This section applies to all subcommittees in section [Individual Subcommittees](#) below unless otherwise specified for the particular subcommittee.

### Subcommittee Chairs - Roles and Responsibilities

#### Description

1. It is suggested that subcommittee chairs have a minimum of one (1) year continuous abstinence from all drugs. 04:04:09
2. They will be aligned with NA's Ninth Tradition, which states that the subcommittees will be directly responsible to those they serve, i.e., MASC, whose primary purpose is to carry the message to the still suffering addicts. 04:04:09
3. Chairpersons are responsible for developing and maintaining guidelines and policies for their subcommittees. 04:04:09
4. Subcommittee chairs will delegate responsibility to subcommittee members. 348:13:18
5. Subcommittee chairs will hold regularly scheduled monthly meetings. 120:07:11
6. All subcommittee chairs will submit a monthly report and a budget report to the MASC Administrative Officers. 04:04:09
7. The subcommittee chair will also announce their report, including budget, to the MASC. 04:04:09
8. All MASC subcommittee chairs will include in their monthly report a detailed listing of all the subcommittee's expenditures and donations in the following format: 66:05:24
  - Beginning Balance = \$
  - Donations = \$
  - Rent = \$
  - Deposits on Supplies = \$
  - Closing Balance = \$
9. All subcommittee chairs, or a representative of the subcommittee, will be present for the entire duration of the MASC meeting. 129:06:08
10. Subcommittee chairpersons will attend and provide a written report for the appropriate Regional Subcommittee meeting. 04:04:09

## Finances

1. For budget and finance information for individual subcommittees, see their sections in [Individual Subcommittees](#) below.

## Individual Subcommittees

The Subcommittees will be Hospitals and Institutions, Literature, Meetings, Newsletter, Policy, Public Relations, and Special Events. 03:05:02

### Hospitals and Institutions Subcommittee (H&I)

#### Description

1. The "[Hospitals and Institutions Guidelines Handbook](#)" (the Handbook) from NAWS will be the reference source for guidelines for the Hospitals and Institutions Subcommittee.
2. The monthly meeting will follow the agenda outlined in the Handbook.
3. The "Panel System" as outlined in the Handbook will be used.
4. The Panel Coordinator or one of the Panel Leaders must attend the monthly Area H&I Subcommittee meeting. The Vice Chair will notify all Panel Coordinators one week prior to the Subcommittee meeting as a reminder. All Panel Coordinators are required to call or contact in person each Panel Leader within their panel, to remind them of their commitment.
5. Absence of either a Panel Leader or Coordinator at two (2) or more consecutive monthly Area H&I Subcommittee meetings will result in a request for the person(s) in that position to step down.
6. Each Panel and/or meeting will have only one (1) vote for issues or business at the monthly Subcommittee meeting. Each standing member will have one (1) vote as well.
7. A Panel Coordinator who misses two (2) or more consecutive Subcommittee meetings will lose their privilege to vote until they have attended two (2) consecutive meetings.
8. New members who wish to join an H&I Panel, as a Panel Leader or Panel Coordinator, must attend the monthly Area H&I Subcommittee meeting before they may assume the desired service position.
9. All Panel Coordinators, Leaders, and members must have a minimum of six (6) months clean.
10. Anybody wishing to start a Montgomery Area H&I Meeting must meet the following requirements in order to be recognized by the subcommittee:
  - a. Complete the Montgomery Area H&I Group Registration Form
  - b. Have a Panel Leader to fulfill the responsibility
  - c. Make arrangements with the H&I Subcommittee Chairperson to verify the accuracy of the registration form and confirm any additional details with the facility desiring the meeting
11. Prior to closing an H&I meeting, a 30-day advanced notice, with explanation, is to be given in writing.
12. Starter Kits will be provided, along with a copy of the Handbook and other literature as needed, to all new H&I meetings in the Area.
13. Only NA approved literature, which has also been approved by the Montgomery Area H&I Subcommittee, is permissible for reading or discussion at H&I meetings.
14. The Subcommittee Secretary must receive a written progress report from each panel at the monthly H&I Subcommittee meeting.

15. All motions to be made under new business must be submitted in writing to the Secretary, prior to consideration.
16. A Panel sponsoring a men's facility will consist of men only. A Panel sponsoring a women's facility will consist of women only.
17. Once a format is established at an H&I facility meeting, this format will be used consistently.
18. Panel members are not permitted to sign court or any type of attendance slips for anyone attending the H&I facility meeting.
19. Previously incarcerated individuals are required to conform to all state guidelines which apply to each institution and are encouraged to join the H&I Subcommittee 90 days after their final release from incarceration.
20. All Panels are to follow the "Do's and Don'ts" as written in the conclusion of the H&I Handbook, as well as the guidelines for the institution which they are serving.
21. Any and all exceptions to the Handbook as noted in the Operational Policies breakdown will supersede the H&I Handbook, 1997 edition. 348:13:01

### **Finances**

The H&I budget for the Montgomery Area is \$350/month. 197:04:52

## **Literature Subcommittee**

### **Description**

1. The primary purpose of the Literature Subcommittee is to carry the message of recovery, in written form, to the still suffering addict. The purpose and functions of the Literature Subcommittee are as follows:
  - a. Provide literature for all NA groups in the Montgomery Area
  - b. Elect officers to better serve the MASC and the groups. 271:05:25
2. It is necessary to maintain a stockpile of approved literature for the Area and its groups. 271:05:25
3. No deliveries or sales outside the MASC meeting will be made. 16:09:04
4. All exchanges of literature between the GSRs and the Literature Subcommittee will take place during the MASC meeting hours. 43:05:16
5. The only item to be distributed outside the MASC is the Eternity Medallion. 68:06:35
6. The newly revised edition of the IP "The Group" will not be stocked or sold. (Use only the original 1988 edition.) 16:08:18

### **Finances**

1. The literature will be purchased in bulk and distributed to the groups and/or Area at a price slightly above cost. The margin of proceeds will be used to cover the costs of shipping and to increase the literature inventory. Therefore, the Literature Subcommittee will be funded through the sale of literature. 271:05:25
2. Funds may be required to carry out the primary purpose. The MASC may fund the Subcommittee on an as-needed basis. The Literature Subcommittee is not a fundraising committee. Fundraising could easily divert the Literature Subcommittee from its primary purpose. 271:05:25
3. The Subcommittee Treasurer (or the Subcommittee Chair in the absence of a Treasurer) will work with the MASC Treasurer to maintain a prudent reserve. Funds collected that exceed the prudent reserve will be donated to the MASC. 271:05:25

4. A prudent reserve of \$2,400 is established for the MASC Literature Subcommittee. All funds after the Subcommittee's monthly expenses over the \$2,400 will be donated to the Area each month. 185:09:03
5. No checks will be accepted. 18:08:10
6. The Literature Subcommittee will retain all purchase and sales records for three (3) years. 163:07:18

## **Meetings Subcommittee**

### **Description**

1. The Meetings Subcommittee will adhere to the Twelve Traditions at all times, in all affairs. The Subcommittee Chair will promote autonomy in the growth of each individual problem-solving process. 271:08:03
2. The Meetings Subcommittee's purpose is to maintain an up-to-date list of current meeting places and contact persons at those facilities, i.e., recreational centers, park and planning locations, and public schools. 03:02:24
3. The Subcommittee will supply, upon request, contacts for various meeting lists in our Region, information on how to start a meeting, and information on registering with the Region and World Services Office. 03:02:24
4. Three (3) New Meeting Kits, (a.k.a. "Starter Kits"), will be kept at all times. The Starter Kits will consist of:
  - a. One (1) copy of the Guide to Local Service 161:06:38
  - b. One (1) Basic Text
  - c. All required ASC forms
  - d. Five (5) Meetings Lists
  - e. Three (3) Phone Books
  - f. Three (3) White Books
  - g. Two (2) of each IP
  - h. One (1) Group Starter IP
  - i. One (1) set of Readings
5. If a group is not represented at two (2) consecutive MASC meetings, the MASC Chairperson will work in conjunction with the Meetings Subcommittee to contact the GSR. 104:06:21
6. Absence of group representation at two (2) or more consecutive MASC meetings will result in a firm but understanding call from the Meetings Subcommittee to the GSR.
7. Follow-up is possible by Subcommittee members visiting the group. Visits to groups will be conducted as follows:
  - a. Contact the group GSR at least one (1) week in advance so they may notify the group.
  - b. Bring copies of and provide explanation for all of the following:
    - i. GSR Reports
    - ii. Motion Forms
    - iii. Literature Request Forms
    - iv. Service Structure
    - v. Fund Flow Chart
    - vi. Group Information Form
    - vii. Change Form

- viii. Group Treasurer Record Form
- ix. Copy of The Guide to Local Service
- c. Leave all but the Treasurer Record and the Guide to Local Service.
- d. Have at least two (2) members of the subcommittee present at the group conscience. Keep notes during the group conscience. Explain that note taking is merely to gather information, not to destroy anonymity. Confidentiality between the group and the subcommittee will be respected.
- e. Open the meeting with explanation of intent: to supply information, including an explanation of the service structure and the importance of the group's trusted servants, especially the GSR and the GSR Alternate.
- f. Ask the group if there are any problems. Make note of any response. Refer the group to the proper channels within the Area if necessary.
- g. Verify registration within the Area, Region, and World. If necessary, help the group to fill out a meeting list change form, contact the Helpline Liaison with the new information, and submit the form at the next MASC meeting.
- h. While talking with the groups, ask questions and try to get members involved. This is done in an effort to inspire interest in the Subcommittee's mission so the group members will open up. If the members are not interested, do not attempt to force the issue. Get the information required, say "Thank you," then leave.

## **Newsletter Subcommittee**

### **Description**

1. The purpose of the "Straight Hope" Newsletter Subcommittee is to carry the message of recovery to the addicts in and out of the program and to offer a forum for the Area's members to express their views and opinions on recovery and matters affecting NA as a whole. The Subcommittee believes that free and open discussion promotes unity through understanding. 17:11:06
2. The Newsletter Subcommittee will adhere to the Twelve Traditions of NA when choosing its articles. 19:10:06
3. The MASC will produce 500 copies of the newsletter each month. 341:10:10

### **Officer Duties**

- **Chairperson and/or Executive Editor**  
Presides over the Subcommittee meetings and accepts input from the GSRs at the MASC. Term is one (1) year.
- **Vice Chairperson/Editor**  
Fills in when the Chairperson is unable to attend to duties. Term is one (1) year.
- **Secretary**  
Takes the minutes of the meetings and assists with the editing and layout of the Newsletter. Checks correspondence for the subcommittee. 348:13:04
- **Treasurer**  
Is responsible for tracking printing costs and other expenses. 348:13:09

### **Finances**

The MASC will budget \$50 per month for newsletter printing. 341:10:10



## Policy Subcommittee

### Description

1. The purpose of the Policy Subcommittee is to:
  - a. Organize the MASC Policy in a coherent manner.
  - b. Report to the MASC any conflicts or lack of clarity in the policy as stated or proposed.
  - c. Upon request of the MASC, provide explanation, analysis, or recommendations regarding current or proposed policy.
  - d. Provide updated copies of MASC Policy to the MASC every four (4) months e) Maintain an archive of all minutes of the MASC. 07:05:19
2. The Policy Subcommittee and the Treasurer will work together to establish a realistic fiscal policy and prudent reserve based on actual monthly expenditures. 11:05:29 .

### Finances

The Policy Subcommittee will request reimbursement for copying costs and any needed supplies as costs are incurred. 07:05:19

## Public Relations Subcommittee (PR)

### Description

1. The purpose of the Public Relations Subcommittee is to develop and maintain relationships in the community. 291:05:15
2. The PR Subcommittee will implement techniques to inform the public that NA offers recovery from the disease of addiction. All activities will be carried out in accordance with the Twelve Steps and the Twelve Traditions of NA. 33:07:19
3. The PR Subcommittee will take responsibility for the meeting lists. 09:05:31

### Voting Procedures

1. Any NA member attending their second consecutive PR Subcommittee meeting may vote there.
2. Any previously voting member who misses two (2) or more consecutive meetings may not vote until their second consecutive meeting.
3. The Vice Chair may vote.
4. The Chair may vote only in the case of a tie.
5. A quorum consists of the number of members present.

### Trusted Servants

- **Chairperson**  
Arranges an agenda and presides over Subcommittee meetings. Responsible for PR correspondence to and from MASC and attends all MASC and RSC meetings. Tends to all archives. Suggested clean time is two (2) years.
- **Vice Chairperson**  
Works with task committees within the Subcommittee to coordinate their activities. Assumes the role of the Chairperson in case of their absence. Attends both the MASC and the RSC subcommittee meetings. Suggested clean time is one (1) year.
- **Secretary**  
Records minutes of Subcommittee meeting and gives a Secretary's report. Suggested clean time is six (6) months.

- **Treasurer**  
Responsible for control and flow of all literature passed out at presentations. Accounts for money for literature orders, Seventh Tradition, and rent.
- **Phoneline Liaison**
  1. The Phoneline Liaison will be a member of the Public Relations Subcommittee. 365:11:19
  2. It is suggested that the Phoneline Liaison have a minimum of six (6) months clean time.
  3. The Phoneline Liaison has the MASC's vote of confidence on all Phoneline matters that do not cause an increase in Phoneline costs. 365:11:19

### **Removal of Trusted Servants**

Removal due to relapse, voluntary resignation, motion to remove, and/or absence from two (2) or more meetings (without reasonable cause) requires a 2/3 majority, closed ballot vote. The Chairperson may only be removed by the MASC; however, the Subcommittee may present a written request for dismissal to the MASC.

### **Task Committees**

Formed for all tasks to be worked on, in accordance with "[PR Basics](#)" and the "[PR Handbook](#)." The PR Subcommittee must approve final projects completed by the task committees. Task committees may be dissolved when the task is completed.

### **Funding**

The MASC will fund all projects for the PR Subcommittee. A Seventh Tradition collection pays the rent for the meeting space.

### **Policy**

All policy of the MASC applies to the PR Subcommittee.

### **Finances**

The MASC will budget \$100 per month for printing meeting lists. 367:09:23

The PR Subcommittee monthly administrative budget is \$170. This is for postage, literature, and copies. 158:08:08, 367:09:23

The MASC will fund all projects for the PR Subcommittee.

## **Special Events Subcommittee**

### **Description**

1. The primary purpose of the Special Events Subcommittee is to carry the message that recovery can be fun.
2. The Special Events Subcommittee will adhere to the Twelve Traditions of NA.
3. There will be no gambling at events, with the exception of the 50/50 raffle.
4. Events will be held in places conducive to recovery.

### **Trusted Servants**

- **Chairperson**  
Responsible for organizing and running the Subcommittee. Suggested clean time is one (1) year.
- **Vice Chairperson**  
Shares responsibilities with the Chairperson and fills in when they're absent. Suggested clean time is one (1) year.
- **Secretary**

Keeps the minutes of each meeting and provides them to the Chairperson. Suggested clean time is six (6) months.

- **Treasurer**

Keeps and maintains records of the Subcommittee's bank account. Suggested clean time is two (2) years.

## **Finances**

1. The Special Events Subcommittee will remain responsible for its own financial obligations. 327:06:08
2. The amount of admission to each event is left to the discretion of the Subcommittee, whether specific prices, (e.g., "Tickets \$8 / \$10 at the door"), suggested donations, or free. 327:06:08
3. If the Subcommittee cannot cover the expenses for a given event, they may ask MASC for funds in advance of the event. If the request is for \$350 or less, the amount may be approved by MASC alone. If the request is greater than \$350, the request shall go back to the groups for group conscience. 327:06:08, 406:10:25
4. For MASC requested events, such as Thanksgiving and Christmas marathons, MASC is required to help fund the event. The Subcommittee shall determine the funds needed and make a request to the Area. 327:06:08
5. Any Subcommittee funds in excess of \$1,000 will be donated back to the ASC. 327:06:08
6. An itemized accounting statement for all functions/events shall be provided for review at each MASC monthly meeting. 327:06:08

## **Other Trusted Servants**

### **Area Liaisons**

#### **Description**

1. A Liaison will attend the ASC meetings to which they are liaisons. They will promote unity and communication between the Areas of the Region by reporting the activities of other Areas to the MASC. Such reporting should include the exchange of flyers, newsletters, or other written announcements.
2. The Liaisons will submit a written report to the Secretary at every MASC meeting and announce their report. 18:18:01
3. The Liaison will carry any donations made by the MASC to other areas. (Refer to 17:10:18) 18:18:01

### **Phoneline Liaison**

#### **Description**

1. The Phoneline Liaison will be a member of the Public Relations Subcommittee. 365:11:19
2. It is suggested that the Phoneline Liaison have a minimum of six (6) months clean time.
3. The Phoneline Liaison has the MASC's vote of confidence on all Phoneline matters that do not cause an increase in Phoneline costs. 365:11:19

## **CPRNA Convention Oversight Committee (COC) Representative**

### **Description**

1. It is suggested that the COC Representative have a minimum of three (3) years of continuous abstinence from all drugs. 365:12:18
2. The COC Representative should have experience as a trusted servant and a working knowledge of the Twelve Steps and Twelve Traditions of NA. 365:12:18
3. It is suggested that the COC Representative have a general knowledge of business concepts, to include dealing with contracts and budgets. 365:12:18
4. The COC Representative cannot hold a GSR position in the Montgomery Area or any other area. 365:12:18
5. The COC Representative attends the monthly Convention Oversight Committee meeting at its designated time and location. 365:12:18
6. If the COC Representative misses two (2) consecutive COC meetings or MASC meetings, that person may no longer serve as the COC Representative unless reelected. 365:12:18
7. COC Representatives are voting members of the CPRNA COC and represent the MASC. They should solicit input from the MASC groups and other NA members for voting. 365:12:18
8. The COC Representative attends all MASC meetings, providing a written report to the MASC Administrative Officers. 365:12:18

## **CPRCNA Program Subcommittee Representative(s)**

### **Description**

1. It is suggested that a Program Rep have a minimum of one (1) year continuous abstinence from all drugs.
2. A Program Rep should have experience as a trusted servant and a working knowledge of the Twelve Steps and Twelve Traditions of NA.
3. The Program Rep cannot hold a GSR position in the Montgomery Area or in any other area.
4. A Program Rep attends the CPRCNA Program Subcommittee meetings at its designated location and time.
5. If the Program Rep misses two (2) consecutive CPRCNA Program Subcommittee meetings or two (2) consecutive monthly MASC meetings, that person may no longer serve as Program Rep unless reelected. 352:10:05
6. longer serve as Program Rep unless reelected. 352:10:05
7. Program Reps are voting members of the CPRCNA Program Subcommittee and represent the MASC. They should solicit input from the MASC groups and other NA members for voting.
8. A Program Rep makes recommendations for and votes for main meeting
9. speakers, workshop speakers, and marathon meeting speakers.
10. The Program Rep attends all MASC meetings, providing a written report on all CPRCNA Program Subcommittee information to the MASC.

### **Elections**

1. Generally, only one (1) MASC Program Representative will be elected for a given Regional Convention. However, if the Montgomery Area is hosting that convention, two (2) Program Representatives will be elected.

2. The election schedule for Program Representatives is not consistent with that of other Area Trusted Servants due to the nature of the convention schedule.
3. A Program Representative will be nominated in January, elected in February, and begin serving in March of the year preceding the convention year.
4. Other policy relating to the election of a Program Representative is consistent with the election of all other trusted servants in section "[Elections](#)".

## **Coffee Maker**

### **Description**

1. The Coffee Maker is responsible for setting up and breaking down the meeting place, obtaining and preparing refreshments for the MASC meeting, and maintenance of the refreshment area and equipment. 3.5:01:18
2. It is suggested that the Coffee Maker has a minimum of six (6) months complete abstinence from all drugs, as well as experience as a group Coffee Maker. 57:05:17 and 77:05:44

### **Finances**

1. A basket will be passed at the MASC meeting to collect funds to help pay for coffee and refreshments. 271:07:34
2. Upon presentation of receipts or other documentation, the Coffee Maker will be reimbursed for all costs incurred by the MASC. 02:03:23 and 07:05:23
3. All monies in the coffee fund over \$35 will be donated to the MASC general fund. 156:06:14

## **Babysitter**

### **Description**

A babysitting "watchdog" will be appointed by the MASC to provide a babysitter for the MASC, whether children are present or not. 17:09:24

### **Finances**

The babysitter will be paid \$10.00 even if no children show, plus \$2.00 per child, up to \$20.00 total. The babysitter will be available for three (3) hours. 19:27:28

## **MASC Financial Matters**

While the content below is repeated from its original location in this document, this section provides a central reference for MASC financial matters.

### **Fiscal Policy**

1. The Policy Subcommittee and the Treasurer will work together to establish a realistic fiscal policy and prudent reserve based on actual monthly expenditures. 11:05:29
2. The MASC's prudent reserve is to be reviewed and updated quarterly. 05:03:01
3. MASC's prudent reserve will be raised to \$975. 351:07:15
4. All money in excess of the prudent reserve and such expenses will be donated to the RSC every other month. Donations to the RSC shall be made in the even number months when the RSC meets. 352:10:06
5. All MASC funds will be held in a single bank account. The account will have 3 authorized signers, the Treasurer, the MASC Chair, and MASC Vice Chair. 382:14:03

6. The MASC and each subcommittee's income and expenses will be tracked on a check register sheet as described in the [Treasurer's Handbook \(Revised\)](#). 382:14:03

## MASC Finances

### MASC Income

MASC income is primarily from Group donations. However, funds in excess of certain operating caps contribute to income as follows:

1. **Literature** – A prudent reserve of \$2,400 is established for the MASC Literature Subcommittee. All funds after the Subcommittee's monthly expenses over the \$2,400 will be donated to the Area each month. 185:09:03
2. **Special Events** – Any Subcommittee funds in excess of \$1,000 will be donated back to the ASC. 327:06:08
3. **Coffee Fund** – All monies in the coffee fund over \$35 will be donated to the MASC general fund. 156:06:14

### MASC Budgets and Expenses

#### MASC General

1. The MASC will pay annually for the MASC PO Box. 271:07:45
2. Other Policies Regarding the MASC: NA WSC – The MASC will distribute a copy of the WSC Conference Agenda Report (CAR) and the Conference Approval Track (CAT) biennially to groups and members who request a copy. MASC will take orders for copies of the CAR and CAT from groups and members prior to printing and print only as many copies as are requested. Groups will not be required to pay for their own copy, although the MASC may suggest that they do so. Members ordering a copy for personal use must pay cash in advance. 335:08:06

#### RCM

1. The MASC will send the RCM or RCM Alternate to the Mid-Atlantic Regional Learning Conference (MARLCNA) each year. 46:05:13, 394:12:01
2. For MARLCNA, the MASC will pay for two (2) nights lodging and basic registration. The MASC will further provide two (2) days per diem at \$30/day plus mileage in the amount consistent with the US Federal Government allowance for travel to and from MARLCNA. 286:05:09
3. The RCM will have a budget of \$150 per month for copying. 162:08:11

#### H&I

1. The H&I budget for the Montgomery Area is \$350/month. 197:04:52

#### Newsletter

1. The MASC will produce 500 copies of the newsletter each month. 341:10:10
2. The MASC will budget \$50 per month for newsletter printing. 341:10:10

#### Policy

1. The Policy Subcommittee will request reimbursement for copying costs and any needed supplies as costs are incurred. 07:05:19

#### Public Relations

1. The MASC will budget \$100 per month for meeting lists. 367:09:23

2. The PR Subcommittee monthly administrative budget is \$170. This is for postage, literature, and copies. 158:08:08, 367:09:23
3. The MASC will fund all projects for the PR Subcommittee.

### **Special Events**

1. The Special Events Subcommittee will remain responsible for its own financial obligations. 327:06:08
2. If the Subcommittee cannot cover the expenses for a given event, they may ask MASC for funds in advance of the event. If the request is for \$300 or less, the amount may be approved by MASC alone. If the request is greater than \$300, the request shall go back to the groups for group conscience. 327:06:08
3. For MASC requested events, such as Thanksgiving and Christmas marathons, MASC is required to help fund the event. The Subcommittee shall determine the funds needed and make a request to the Area. 327:06:08
4. Coffee Maker donations will be collected at the MASC meeting to help pay for coffee and refreshments. 271:07:34
5. Upon presentation of receipts or other documentation, the Coffee Maker will be reimbursed for all costs incurred by the MASC. 02:03:23 and 07:05:23

### **Babysitter**

1. The babysitter will be paid \$10.00 even if no children show, plus \$2.00 per child, up to \$20.00 total. The babysitter will be available for three (3) hours. 19:27:28

### **Other Policies and Information Regarding Financial Matters**

#### **Other Policies and Procedures**

1. MASC will conduct an area inventory annually, in February. 345:09:25

# Parliamentary Procedures at-a-Glance

*Parliamentary Procedure Pocket Reference (adopted from Robert's Rules of Order, Newly Revised, 10<sup>th</sup> Edition)*

## Motions listed in the order of preference

| To do this...   | You say this...                               | Interrupt Others? | Requires Second? | Debatable? | Amenable? | Vote Required     |
|---|---|-------------------|------------------|------------|-----------|-------------------|
| Adjourn meeting   | "I move to adjourn"                           | No                | Yes              | No         | No        | M                 |
| Call an intermission  | "I move to recess"                            | No                | Yes              | Yes (R)    | Yes (R)   | M                 |
| Complaining about noise, etc.   | "Point of privilege"                          | Yes               | No               | No         | No        | None <sup>1</sup> |
| Temporarily suspend consideration                                     | "I move that the motion be tabled"            | No                | Yes              | No         | No        | M                 |
| Close debate  | "I move the previous question"                | No                | Yes              | No         | No        | 2/3               |
| Limit (or extend) debate  | "I move to limit (extend) debate until ..."   | No                | Yes              | Yes (R)    | Yes (R)   | 2/3               |
| Postpone discussion to specific time                                  | "I'm going to postpone this matter until ..." | No                | Yes              | Yes (R)    | Yes (R)   | M                 |
| Have something further studied  | "I move to refer this to committee"           | No                | Yes              | Yes (R)    | Yes (R)   | M                 |
| Amend a motion  | "I move to amend by (deleting, etc.)"         | No                | Yes              | Yes        | Yes       | M                 |
| Suppress business of the day, or prevent further discussion on motion | "I move to postpone indefinitely"             | No                | Yes              | Yes        | No        | M                 |
| Introduce business (main motion)                                      | "I move that ..."                             | No                | Yes              | Yes        | Yes       | M                 |

### Vote Required Legend:

**R** Restricted discussion or amendment, confined to a few specifics such as time or length **1** Chair decides and may be appealed

**2** Chair decides if motion has not been stated, or if no objection. If objection, majority vote is required **3** Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day

**4** A motion that required more than a majority vote can be rescinded only by the same vote that was required to approve it



## Motions with no established order of preference

| To do this...   | You say this...   | Interrupt Others? | Requires Second? | Debatable? | Amendable? | Vote Required     |
|---|---|-------------------|------------------|------------|------------|-------------------|
| Challenge ruling of Chair   | "I appeal from the Chair's decision"                                | Yes               | Yes              | Yes        | No         | M                 |
| Ask vote to be counted instead of y/n                                     | "I request division of the assembly"                                | Yes               | No               | No         | No         | None              |
| Divide a pending question into parts                                      | "I request that the motion be divided as ..."                       | No                | No               | No         | No         | None <sup>1</sup> |
| Request information about procedure, meaning, or effect of pending motion | "I rise to a point of parliamentary inquiry" (Point of Information) | Yes               | No               | No         | No         | None <sup>1</sup> |
| Avoid discussion of unnecessary or embarrassing matter                    | "I object to consideration of this matter"                          | Yes               | Yes              | No         | No         | 2/3               |
| Object to procedure   | "I rise to a point of order"  | Yes               | No               | No         | No         | None <sup>1</sup> |
| Withdraw a motion   | "I wish to withdraw my motion"                                      | Yes               | No               | No         | No         | None <sup>2</sup> |
| Suspend the rules temporarily   | "I move to suspend the rule on..."                                  | No                | Yes              | No         | No         | 2/3               |
| Reconsider a vote   | "I move to reconsider the vote on ..."                              | Yes               | Yes              | Yes        | No         | M <sup>3</sup>    |
| Rescind a vote  | "I move to rescind the vote on ..."                                 | No                | Yes              | Yes        | No         | M <sup>4</sup>    |
| Return to a "tabled" matter   | "I move to take from the table the motion ..."                      | No                | Yes              | No         | No         | M                 |

### Vote Required Legend:

- 1** Restricted discussion or amendment, confined to a few specifics such as time or length **1** Chair decides and may be appealed
- 2** Chair decides if motion has not been stated, or if no objection. If objection, majority vote is required **3** Can be made only by one who voted on the prevailing side and must be made on the same day or next succeeding day
- 4** A motion that required more than a majority vote can be rescinded only by the same vote that was required to approve it