



B.A.S.C.N.A.
BROOKLYN AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS

AREA POLICY
&
GUIDELINES

BROOKLYN AREA SERVICE COMMITTEE

TABLE OF CONTENTS

Preface 2

Name & Purpose..... 3

Functions & Responsibilities 3

Voting Participants..... 3

Non-Voting Participants..... 3

Requirements for Conducting Business..... 4

Committees Defined..... 4 – 5

BASC Committees Defined..... 5 – 6

Responsibilities of BASC Officers 6 – 9

Requirements for Elected Participants..... 9

Attendance..... 10

Election Procedures 10

Terms of Office 10

Voting Procedure 11

Financial Policy..... 11 – 13

Sessions Defined 13

Order of Business..... 14

Agenda Defined 14

Parliamentary Procedure..... 15 – 19

Map – Boundaries of Brooklyn Area 20

BASC MOTIONS CHRONOLOGY..... 21 – 41
(A Chronology of all motions passed or failed by the BASC)

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

PREFACE

The New York Fellowship of Narcotics Anonymous has grown rapidly since our first meetings in 1981. The increasing meetings and groups created the need for services and so, in June 1983, the New York Regional Service Conference (GNYSRSC) was formed. During that period, the groups of Manhattan joined Brooklyn and Staten Island to form one Area Conference (MBSI). By 1987, the groups of Brooklyn had tripled, and it became apparent that our needs required more specific attention. In the summer of that year, the Brooklyn Area Service Committee (BASC) was created.

Like many other newly formed service bodies throughout the Fellowship of NA, we have struggled and learned. In the beginning, the only guidelines instituted were those instructions from the Temporary Working Guide. Policies were written as the need arose, but there was no consistency to these policies. In July 1988, the Policy Committee was created to draft these policies, and keep the Area abreast of newly created policies.

The Policy Committee collected input from the Temporary Working Guide, the Handbook to the Service Structure, Regional Guidelines, and other service committee procedures and guidelines, as well as Robert's "Rules of Order." We borrowed liberally and literally from all these sources and added our own ideas to best suit the specific needs and conditions of the BASC, as well as the Fellowship of Narcotics Anonymous.

The BASC still remains committed to, and was created to serve, all the groups in the Borough of Brooklyn. The BASC currently meets at 12noon on the third Saturday of the month temporarily online via the (ZOOM) platform [ID# 933 2060 2931](#) / PW: [BASCNA](#)

We invite any member of NA to join us as we serve the Brooklyn Area.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

NAME AND PURPOSE

The official name for this body is the **Brooklyn Area Service Committee (BASC)**. For the purpose of these guidelines, an Area Service Committee is defined as a committee of service representatives representing groups within a designated Area, who meet monthly for the express purpose of serving the specific needs of its member groups.

FUNCTIONS AND RESPONSIBILITIES

The function and responsibility of the BASC shall be to provide, area-wide, those services required by the groups within the Brooklyn Area, and to further our primary purpose as these requirements are made known to BASC by the groups of the Brooklyn Area.

1. To promote unity within our fellowship.
2. To provide representation of the Brooklyn Area, and to express the needs, desires, and collective group conscience decisions of our Area at the Regional level through our trusted servants.
3. To be a source of cooperation between other Area, Region, and World Service Committees.

VOTING PARTICIPANTS

The voting participants of the BASC shall be as follows:

1. **GSR:** Group Service Representative, or the GSR Alternate in their absence. In a show of hands vote, it shall be one person, one vote. In a written ballot, all groups of the Brooklyn Area are entitled to representation, provided the vote was a result of a group conscience, and their ballot was submitted to the Area by a representative of the Group.
2. **BASC Chair:** Shall vote in the event of a tie.

Voting participants, after registering with the Secretary, and being recognized by the Chairperson, enjoy all the privileges allowed by these guidelines and Robert's Rules of Order.

NON-VOTING PARTICIPANTS

A non-voting participant shall be defined as a member of Narcotics Anonymous who, after registering with the Secretary, and being recognized by the Chair, is then permitted to debate, question, enter or second motions or nominations, present reports, present points of personal privilege, call for points of order and query the Chair.

Non-voting participants shall not be allowed to vote on motions, nominations or other such matters requiring a vote, nor shall they be permitted to appeal the decisions of the Chair. To question the body, the person must register with the Secretary first. In the matter of procedural motions, (i.e., time of meeting, orders of day) any Area participant may vote. The non-voting participants of BASC shall be as follows:

1. Standing Committee Chairpersons or, in their absence, the Vice Chairperson.
2. Administrative Committee (except Chairperson in the event of a tie.)
3. Any other participant not directly representing a Group.

Any non-voting, non-participant, member of Narcotics Anonymous wishing to address the BASC must put their request in writing and attend the Steering Committee prior to the BSAC meeting, which will then be put to the GSR's to vote on.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

REQUIREMENTS FOR CONDUCTING BUSINESS

A. **Quorum:** BASC may conduct business when 2/3 of the voting participants from the previously convened BASC session are present.

B. Voting Procedure:

1. **Regular Business:** A count of all group ballots returned to the Area meeting for the motion to pass requires 50% plus one of the voting participants of BASC, will be considered the conscience of this Area for all decisions other than policy changes, and motions governed by Robert's Rules of Order. Defeated motions cannot be brought back for six months.

2. **Policy Changes:** A count of all group ballots returned to the Area meeting, for the motion to pass required 2/3^{rd's} of the returned ballots and will be considered the conscience of this Area for all changes to existing policy and motions which create new policy for the BASC.

COMMITTEES DEFINED

1. **Administrative Committee:** Made up of elected Area Service Officers who serve the Area's administrative needs. The Administrative Committee is comprised of the following positions:

- | | |
|-----------------------|---|
| ◆ Chairperson | ◆ Treasurer |
| ◆ Vice Chairperson | ◆ Assistant Treasurer |
| ◆ Secretary | ◆ Regional Committee Member (RCM) |
| ◆ Assistant Secretary | ◆ Regional Committee Member/Alt. (RCM/Alt.) |
| ◆ Policy Editor | |

In the event that the Chairperson is not in attendance at the Area Subcommittee to conduct business, the chain of command for conducting the meeting will be in the order as it appears in the Administrative Committee listed above.

2. **Standing Committee:** A standing committee must meet at least once a month at a regularly scheduled time and place and must consist of a Chairperson and at least two or more members. The Standing Committees of the BASC are as follows:

◆ Hospitals & Institutions (H&I)	◆ Meeting List	
◆ Events & Activities (E&A)	◆ BCC Chair	BCC Treasurer
◆ Public Information (PI)	◆ Literature Sales	
◆ Literature Review	◆ Speaker Exchange	
◆ Newsletter	◆ Website	

The basic descriptions of these, and how they relate to the committee as a whole, are detailed elsewhere in the BASC Guidelines.

3. **Steering Committee:** Made up of the Administrative Committee, Chairpersons of each Standing Committee and the E&A Treasurer. This group meets monthly to prepare the agenda for the next BASC regular session, discuss new business and other items of importance to the Brooklyn Area.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

4. **Select Committee:** Appointed by the Administrative Committee to investigate a specific need. The committee is retired when the project is complete.
5. **Special (Ad-Hoc) Committee:** Sometimes a question or special project needs to be referred to a subcommittee, but the question does not fit in with the focus of any existing subcommittee. A motion to refer to a special committee should specify what the committee's purpose will be. The Chair of this committee is elected by the BASC this chair may then appoint an ad hoc committee in its entirety or have it voted in at a later time. These special committees are set up for specific purposes and they have limited lives--when they have finished their jobs and have reported back, they are disbanded.

BASC COMMITTEES DEFINED

Hospitals and Institutions: Responsible for carrying the message of Narcotics Anonymous to addicts in jails, institutions and hospitals who otherwise cannot attend our meetings.

Public Information: Opens and maintains line of communications between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.

Events and Activities: Responsible for providing Brooklyn Area with recovery-oriented entertainment, i.e., dances, dinners, fund-raisers, etc.

Literature Review and Development: Reviews proposed literature for our Fellowship and then brings our input to the regional or world literature committees. Attends all Area Service meetings on the Report's months and attends all Regional Literature Review meetings on all business months.

Policy Editor: Provides the service committees of BASC with practical procedures designed to help further the primary purpose of NA, while following the guiding principles expressed in our Twelve Traditions.

Newsletter Editor: Produces a monthly newsletter to serve and help unify the Brooklyn Area and NA through published communication. Must have access to a Desktop or Laptop Computer

Helpline: Supports the Greater New York Regional Helpline Committee in carrying the message of recovery to addicts by soliciting volunteers from Brooklyn Area to work with the Helpline at the GNYRSO.

Literature Sales Editor: Purchases literature and recovery-oriented items from the Greater New York Regional Service Office for sale to the groups of Brooklyn Area at the BASC regular session. Maintain inventory and provide a quarterly written inventory report.

Meeting List Editor: Responsible for having the meeting list printed, after collecting changes and new group information from the GSR's. Also responsible for Regional, World Services & Helpline meeting lists. Monitors and verifies the accuracy of meeting lists.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

Speaker Exchange: Supports Brooklyn Area meetings by providing speakers to travel and carry the message of NA to various meetings. Reaches out to isolated members by providing Homebound meeting and recovery by mail.

Website: The goal of the website is to provide information about Narcotics Anonymous Brooklyn Area Service Committee purpose and function; general information about work of the sub-committee and the groups while also listing resource information to the general public, professional and individuals outside of Narcotics Anonymous seeking recovery.

Standing committees are made up of any members of NA who have a desire to serve on that committee. Each committee has set guidelines that pertain to the specific needs of that committee. All standing committees, ad-hoc and select committees are accountable to BASC. Committee functions, workshops, funding, service material and guidelines are all subject to BASC approval.

RESPONSIBILITIES OF BROOKLYN AREA SERVICE COMMITTEE OFFICERS

All elected officers of BASC should be responsible and employed members, especially when their duties involve matters dealing with finances.

- A. Chairperson:** Chairs BASC regular and special sessions and Steering Committee meetings. Acts as spokesperson for the area to the rest of the Fellowship. They cosign on all letters and authorized signer on Area bank account. Attends the monthly BASC meeting, the monthly Steering Committee meeting and the quarterly Policy Committee meeting.
- B. Vice-Chairperson:** Chairs BASC regular and special sessions and Steering Committee meetings in the absence of the Chairperson. Acts as a liaison between the Steering Committee and the standing committees. A co-signer of all letters and authorized signer on Area bank account. The Vice-Chair must attend various subcommittee meetings on a rotating basis. Attends the monthly BASC meeting, the monthly Steering Committee meeting and the quarterly Policy Committee meeting. May be acting Chair of a Subcommittee in the absence of a Chair.
- C. Secretary:** Records and types the minutes of the BASC meetings. They maintain an updated list of all mailing information including phone numbers of officers. Give monthly minutes report at BASC meeting. Responsible for all aspects of the packaging and mailing of the minutes to the GSR's. All written or typed motions made during the Area meeting are to be included in the minute package. Intent: To ensure that all motions made at the Area meeting appear in the minute package exactly as written or typed. Minute package emailed to all GSR's who submit a Group Report Form at the Area meeting. This serves as a back-up set of minutes in the event the mailed minute's package is not received by the GSR's for the group's business meeting. Must have access to a Desktop or Laptop Computer. Attends the monthly Steering Committee and BASC meetings.
- D. Assistant Secretary:** Assist the Secretary in all aspects of recording and typing the minutes of the BASC meeting. Performs Secretary duties in the absence of the Secretary. Records and types monthly anniversary lists. Responsible for taking and typing of minutes taken at Steering Committee meeting. Must have access to a Desktop or Laptop Computer. Attends the monthly Steering and BASC meetings.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

- E. Treasurer:** Maintains checkbook in his or her possession at all times. Responsible for the writing and signing of all checks he or she may issue. Responsible for securing the second signature on all checks written prior to distribution. Maintain Monthly Financial Records and presents the BASC monthly meeting with an oral presentation outlining the current Revenues and Expenses. Provides the BASC Secretary with a detailed Financial Activity Report to be included with the mailing of the monthly minutes. Be prepared to accept check request forms and issue checks at both the Steering Committee and BASC meetings. In the event he or she is unable to carry out their duties, the Assistant Treasurer must be advised in a timely manner so that he or she can step in to fulfill the duties. Authorized signer on the Area bank account. Attends the monthly Steering Committee meeting and the monthly BASC meeting. At no time will the Treasurer be in total control of the Checkbook, Money Orders, Cash and Bank Statements. All cash and money orders collected by the BASC will be deposited in the Area bank account within 3 business days of receipt of funds. Must have access to a Desktop or Laptop Computer
- F. Assistant Treasurer:** Must serve as a primary backup for the Treasurer in the event he or she is unable to fulfill the responsibilities. Must be the sole person responsible for collecting cash and money orders during the BASC meeting for bank depositing. All cash and money orders collected by the BASC will be deposited in the Area bank account within 3 business days of receipt of funds. Responsible for collecting all proceeds from the E&A Subcommittee fundraisers within seven days after any event. In his or her absence, the BASC Chairperson will be responsible for collecting all funds and turning them over to the Assistant Treasurer for deposit. Must provide the Treasurer with the monthly deposit total, along with the Brooklyn Area order forms. Responsible for receiving and checking the monthly Bank Statement and providing a copy to the Treasurer. Attends the monthly BASC meeting and the monthly Steering Committee meeting. Serve as backup for E&A Treasurer commitment when commitment is open. Must have access to a Desktop or Laptop Computer
- G. Events & Activities (E&A) Treasurer:** Maintain financial records for the E&A Committee. Accountable for the E&A revolving fund and all revenue from E&A functions. Gives monthly oral and written report at the BASC regular session and Steering Committee meeting. That the E&A Committee submits a budget for any event that requires funding from the Brooklyn Area Service Committee. Serve as backup for the Assistant Treasurer commitment when commitment is open. All cash and money orders collected by the BASC will be deposited in the Area bank account within 3 business days of receipt of funds. Must have access to a Desktop or Laptop Computer
- H. Policy Editor:** Records and maintains all BASC Policy. Keep BASC Chairperson informed of policies and procedures during the BASC meeting. Maintain and update policy changes. The changes are then to be handed out to the GSR's and the Steering Committee members (Chairperson, Vice Chair, and standing committee Chairpersons, etc.) as the policy is changed during the year. Must have access to a Desktop or Laptop Computer
- I. Regional Committee Member (RCM):** Serves as the communications link between BASC, the GNYRSC and the WSC. Keeps BASC informed on all regional and world issues (functions, activities, conferences, policies, etc.). Responsible for carrying the Area Conscience of BASC to the GNYRSC. Attends the Mid-Atlantic Regional Learning Conference (MARLCNA) and coordinates the Conference Agenda Report (CAR) Workshop at BASC following MARLCNA. Attends the monthly Steering Committee meeting, the monthly BASC meeting and all GNYRSC sessions. They present the monthly oral and written reports to the BASC. **Suggestion:** Should have Brooklyn Area service experience.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

- J. Regional Committee Member/Alternate (RCM/ALT):** Assists the RCM in the fulfillment of his/her responsibilities. This person stands in for the RCM in the event of his/her absence. They also attend the Mid-Atlantic Regional Learning Conference (MARLCNA). Attends the monthly Steering Committee meeting, the monthly BASC meeting and all GNYRSC sessions. They can represent the BASC along with or in lieu of the RCM at the GNYRSC. To coordinate the CAR workshop at BASC following the MARLCNA Conference. **Suggestion:** Should have Brooklyn Area service experience.
- K. Standing Committee Chairperson:** Chairs the committee meetings and performs such duties and functions as necessary in the operation of the committee. Provides a monthly written and oral report to BASC. Attends the monthly BASC meeting and the monthly Steering Committee meeting, as well as the corresponding Regional Committee meeting (if applicable) and the quarterly Policy Committee meeting.
- L. Literature Sales Editor:** Coordinates purchasing literature and recovery-oriented items from the Greater New York Regional Service Office for sale to the groups of Brooklyn Area at the BASC regular session. Authorized signer on Area bank account. Attends the monthly Steering and BASC meetings.
- M. Assistant Literature Sales Editor:** Assists Literature Sales Editor in his/her duties. Performs the duties of Literature Sales Editor in the event of his/her absence. Authorized signer on Area bank account. Attends the monthly Steering and BASC meetings.
- N. Helpline Liaison:** Shall attend all BASC and Steering Committee meetings and required to attend the Regional Helpline Meeting held on the 1st Monday of each month @ 7:00 pm located at Greater New York Regional Service Office, 154 Christopher Street, New York. Training as follows: Receive phone call orientation and answer 5 phone calls in the presence of the Orientation Coordinator. Go over a 20-item checklist. Bring information from the Area to the Region.
- O. Convention Chairperson (5 Years Clean):**
- Responsible for overall function of the Convention and Convention Committee.
 - Arranges and attends on-site visits and contract negotiations.
 - Arranges meeting time and place for Admin Committee and Full Body meetings.
 - Acts as Chairperson for Admin Committee and Full Body meetings.
 - Prepares agenda for Admin Committee and Full Body meetings.
 - Gathers reports from Admin Committee members and Sub-Committee Chairpersons and arranges them into a monthly report.
 - Copies and distributes all convention related materials.
 - Attends the monthly Steering Committee meeting and the monthly BASC meeting and gives an oral and written report.
 - Returns to Admin Committee with BASC concerns, comments, and suggestions.
 - Coordinates ongoing communication with Convention sites throughout the convention registration and pre-registration activities.
 - Acts as a liaison between the BASC and Convention Committee.
 - Shall hold no other BASC office, including GSR and GSR/Alternate.
 - Have a history of NA service and a working knowledge of BASC Guidelines, our Twelve Traditions and Robert's Rules of Order.
 - Term of Office: For the length of the convention cycle and shall serve no more than two consecutive terms in the same position.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

P. Convention Treasurer (5 Years Clean):

- Legal form of income, bank account.
- General bookkeeping knowledge.
- Attends all Admin and Full Body meetings.
- Administrates the bank account and is the principal signatory account.
- Coordinates funding for Convention sub-committees, including issuance of checks, collection of receipts and preparation of written reports.
- Attends the monthly BASC Steering Committee meeting and monthly BASC meeting.
- Gives an oral and written report.
- Shall hold no other BASC office, including GSR and GSR/Alternate.
- Have a history of NA service and working knowledge of BASC Guidelines, our Twelve Traditions and Robert's Rules of Order.
- Term of Office: For the length of the convention cycle and shall serve no more than two consecutive terms in the same position.

REQUIREMENTS FOR ELECTED PARTICIPANTS

A. Administrative Committee Officers, Regional Committee Member/RCM Alternate/Helpline Liaison:

1. NA clean time: two (2) years.
2. Shall hold no other BASC office, including GSR and GSR/Alt.
3. Shall attend all BASC and Steering Committee meetings as required, and the quarterly Policy Committee meeting.
4. Have a history of NA service and a working knowledge of BASC Guidelines, Robert's Rules of Order, and our Twelve Traditions.
5. Term of Office: 1 year - No person shall serve more than two consecutive terms in the same position.

B. Standing Committee Chairperson:

1. NA clean time: (2) years.
2. Shall hold no other BASC office, including GSR and GSR/Alt.
3. Shall hold regular meetings of such committees and give prior notice of these meetings to BASC.
4. Shall attend all BASC and Steering Committee meetings as required, as well as the corresponding Regional Committee meeting (if applicable). and the quarterly Policy Committee meeting.
5. Should have a history of NA service and a working knowledge of BASC Guidelines, Robert's Rules of Order, and our Twelve Traditions.

C. Term of Office: 1 year - No person shall serve more than two consecutive terms in the same position.

D. Conduct Clause: That all elected participants voted in by the groups will conduct themselves in a manner conducive of our 12 Steps, 12 Traditions and 12 Concepts remembering to place "principles before personalities". Character assassinations, acts of aggression and verbal abuse will result in the removal of that elected participant. That elected participant will be given the opportunity to redress the removal at the BASC steering committee meeting and brought back to the BASC subcommittee meeting for a final vote by the GSRs.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

ATTENDANCE:

Trusted servants who miss two (2) consecutive service commitments in a row during their term will be subject to removal. Any trusted servant in violation of this guideline, based on Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken.

Missed meeting will be defined as follows:

- A) Two Area meetings in a row.
- B) Two Steering Committee meetings in a row.
- C) Two Regional meeting in a row.
- D) Area meeting followed by the next Steering Committee meeting.
- E) Steering Committee meeting followed by the next Area meeting.
- F) Regional meeting followed by the next Area meeting.
- G) Regional meeting followed by the next Steering Committee meeting.
- H) Quarterly Policy meeting followed by next Steering Committee meeting.
- I) Quarterly Policy meeting followed by the next Area meeting.
- J) Sub-Committee meeting followed by the next Steering Committee meeting; and
- K) Sub-Committee meeting followed by the next Area meeting.

Trusted servants who miss any four (4) service commitments during their term will be subject to removal. Any trusted servants in violation of this guideline, based on Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken.

ELECTION PROCEDURES

A. Nominations: Nominations for BASC officers will come from the groups. Nominations for the standing committee chairpersons will come from either the respective committee or the groups. **If no nomination from either source is made**, then nominations from the floor will be accepted. **All nominees must be present at the Area Service meeting to be nominated.** Also, that once nominations are closed and go out, they cannot be reopened.

B. Elections: The Secretary must announce the coming of regular elections three (3) months prior to the election. Nominees must be presented to the BASC regular session one month prior to elections and must be present at the election. The Chairperson will announce the election results based on the Group ballots. **No Area officer can be elected by acclamation.**

Commitments Begin January 1ST		Commitments Begin July 1ST	
Area Chair	Vice Chair	Speaker's Exchange Chair	
Literature Sales Editor	Asst. Lit. Sales Editor	Public Information Chair	
Secretary	Assistant Secretary	Events & Activities Chair	
Treasurer	Asst. Treasurer	Hospitals & Institutions Chair	
E&A Treasurer	Policy Editor	Literature Review & Development Chair	
RCM	RCM Alternate	Helpline Liaison	Newsletter Editor
		Website Editor	Meeting List Editor

Brooklyn Convention Committee Commitment (BCC)

*** The BCC Chair and BCC Treasurer commitments starts at the beginning of a Convention cycle. The commitment is over at the end of the Convention *****

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

TERMS OF OFFICE

- A. Regular Term:** All BASC elected officers will serve one (1) year terms to be elected in March to begin term on July 1st and to be elected in September to begin the term on January 1st.
- B. Incomplete Terms:** In the event of a vacancy due to recall, removal or resignation, incomplete terms may be filled in accordance with the above nomination and election procedures or, with the consent of BASC, by appointment from the Chair. If a position is filled by appointment, the appointee will then be nominated for a complete term in accordance with regular election procedures. ***Note: Once a nominee has been elected to a commitment which has already begun, that will be deemed as a term.***
- C. Recall, Removal or Resignation:** Officers may be recalled or removed from office due to interruption of abstinence, gross negligence, incapacitation, or violation of Area policies that call for removal. **All Area officers who miss two consecutive Area Service commitments or any four meetings during their term will be subject to removal.** Any Area officer in violation of this policy, according to Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken.
- D. Re-election:** All BASC members and officers may succeed themselves in office. To run for re- election to an area level position your commitment must be up on the day your next commitment starts. In keeping with the spirit of the Ninth Tradition and the principle of rotating leadership, BASC Policy is that no officers serve more than two consecutive terms.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

VOTING PROCEDURES

There are several ways that votes can be taken. Seven of them are described here.

- 1. Written Ballot:** In the Brooklyn Area, it is policy that all motions and nominations that have gone to the Groups shall be voted by written ballot at the next regular session of the BASC.
- 2. Show of hands:** This is the most used method. Votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.
- 3. Roll call vote.** Sometimes when a vote is taken on a controversial issue, or a particularly important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show-of-hands vote was already taken. The secretary calls out the group or position titles of all the voting members and asks for their voice vote, yes or no. Each person's vote is then recorded in the minutes by position title or group.
- 4. Motions:** Once a motion or nomination is put on the Area floor for consideration by the Groups, and it is seconded, the motion is up for discussion, in the form of two pros and two cons. Need for further discussion shall be determined by the Chair and subject to appeal. If the motion is deemed in order, it will be placed in the minutes for voting by the Groups. This is with the exception of time frame or procedural motions (i.e., environment, time of meeting, noise, etc.) that only affects the members attending the Area meeting. All motions regarding Regional & World service issues should be referred to policies and procedures of regional committee by the Chair of the Area or the RCM/ RCM Alt. for RSC & Corporation issues.
- 5. Regular Voting:** All motions and nominations that have gone to the Groups shall be voted by written ballot at the next regular session of the BASC.
- 6. Time Frame Voting:** All procedural, time frame motions or elections not sent out to the groups shall be voted on by show of hands unless a roll call vote is requested.
- 7. Vote of Confidence:** That any group member, coming before BASC to ask for the Area's conscience to serve in regional commitments have at least one year of prior elected service and BASC experience. All those seeking the Area's conscience must be presented to the Area by their Home Group GSR. All Area Conscience/Vote of Confidence be sent out to the groups to be voted on.

FINANCIAL POLICY

- A. Revolving Funds:** A revolving fund is an impressed fund; a set amount is put-aside for normal administrative costs for a set period, herein described as from session to session. Revolving funds are assigned to Standing Committees and to the Secretary of BASC. A standing committee must meet at least once a month at regularly scheduled time and place, must consist of a chairperson and at least two or more members, and must submit written receipts to be eligible for reimbursement. Questionable items for reimbursement will be decided upon at the discretion of the Steering Committee and may be appealed before the full body of BASC. Such appeals will be settled by a simple majority vote.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

- B. Designated (or Ear-Marked) Funds:** All groups are autonomous in their allocation of money. However, BASC does not break down funding. There is one treasury and BASC accepts all funds under one treasury name: BASC. Although BASC cannot dictate financial policy to the groups, the Treasurer will not accept any designated funds. This is in accordance with regional and world service guidelines and in the spirit of our tradition of unity.
- C. Refreshments for the Area:** That the Brooklyn Area Sub-Committee provides the body with coffee and refreshments during monthly Area meeting. The amount will be \$75.00 per month.
- D. Prudent Reserve:** The Area Treasury must keep a reserve in an amount equal to all set expenses and revolving funds for subcommittees.
- E. Disbursements:** In the event there is not enough money in the Treasury for the monthly expenses, after set expenses have been paid, the balance of funds available will be disbursed to the H&I, PI & E&A Committees in amounts equal to their current percentage of the revolving funds as stated in this policy. Should one of the committees' revolving fund not require complete replacement, the extra funds will be applied to the other committees in the same manner. Should funds still be available after all other committees have received their required amounts, the balance will be applied to the H&I committee, until such time as that committee has received funds in the amount reflected in the current Policy for Area. Funds above this amount will be distributed in accordance with a group conscience vote taken at the next Area Service meeting.

F. Revolving funds for Brooklyn Area Subcommittees:

Secretary \$200	H&I \$500	Policy Editor \$ 0	H&I Secretary \$25
E&A \$300	Literature Rev. \$25	Speaker Exchange \$25	Lifeline \$0
Public Info. \$150	Website Editor \$0	Literature Sales \$1500	BASC Hospitality \$100

- G. Group Donations and Literature Purchases:** BASC will accept only certified checks or money orders for group donations and literature purchases. Cash or personal checks will not be accepted.
- H. Starter Kits:** BASC will advance a "Starter Kit" of Literature in the amount of \$54 to new Groups at their request. GSR's give approval for "Starter Kit" based on the following:
- A)** Starter's kit includes pamphlets, key tags, the readings, basic text.
 - B)** Only new Groups that have had a PI presentation will be advanced literature in this fashion. The request for a starter kit will be decided by vote at the Area meeting by the GSR's in attendance.
 - C) The Group is responsible for reimbursing the Area for the cost of the Starter Kit.**

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

- I. **Fiscal Year:** That the fiscal year of BASC be from January 1 – December 31.
- J. **C.A.R. Report:** That BASC will purchase and distribute the C.A.R. at no cost to the groups.
- K. **MARLCNA:** That BASC will provide funding for the registration, transportation and two days lodging for the RCM and RCM/Alt. to attend MARLCNA Conference.
- L. **Procedure For Sponsoring Group Events:** Group Rep. must come to Brooklyn Area Steering Committee to request funds. Steering Committee will notify GSR at next Brooklyn Area Meeting. Each group will be given no more than \$75.00. Brooklyn Area requests that any money left after group pays their expenses be donated back to the Brooklyn Area Treasurer.
- M. **Donation:** That Brooklyn Area Service Committee donate to the Greater NY Regional Service Committee (GNYRSC) a 10% donation from BASC funds from ending balance after bills and business is taken care of on a quarterly basis - March, June, September, and December.
- N. **Policy Package:** That BASC will furnish each group with an updated policy package once a year. Any group needing another package before the year is up will be given one at the cost of \$3 (including binder).
- O. **Theft of NA Funds:** In the spirit of unit and protection of NA as a whole, to further fulfill the 4th Concept when taking a position dealing with monies in large quantity, members sign a theft policy stating they understand the commitments and accept responsibility for the finances as well as duties that go with the job this is a written safeguard that person serving say they thought or didn't know and walk away from responsibility and play dumb.
- P. **Distribution of Funds for E&A Subcommittee events:** Funds are to be distributed as follows:
- Payment of any outstanding balance, if any, owed on the rental space for the event;
 - Payment of the DJ if one is used for the event.
 - Remaining funds after the above distribution are to be turned over to the Assistant Treasurer within seven (7) days after the event. Proceeds are to be distributed to the Assistant Treasurer at the E&A Subcommittee meeting only; and
 - No funds are to be used for future events without the approval of the GSRs at the next Brooklyn Area Subcommittee meeting.

SESSIONS DEFINED

- A. **Regular Session:** Defined as the monthly meeting of the general assembly of BASC for the purpose of routine business, to serve and support the Brooklyn Area and Narcotics Anonymous as a whole.
- B. **Special Session:** Defined as an unscheduled meeting of BASC for the purpose of resolving a particular issue or question of significant importance, or to adopt resolutions pertaining to the conference body and NA as a whole. Special sessions may be called by any voting member of BASC on appeal to the Administrative Committee and subject to majority vote of the Steering Committee. Proper notification of all voting members is required, this being defined as a reasonable attempt to contact all voting members. A two-thirds (2/3) majority of all voting members must be present at a special session to establish quorum.
- C. **Registration Required:** All participants are required to register with the Secretary at the beginning of the session.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

ORDER OF BUSINESS

A. Agenda: Required for the necessary introduction of business at hand (old and new), an agenda must be made available prior to the regular session. All principal or main motions, that is, debatable motions, must be made in writing. Non-debatable motions (e.g., privileged, incidental, subsidiary, amendments, and friendly amendments) may, after being recognized by the Chair, be made from the floor.

AGENDA DEFINED

Serenity Prayer
Twelve Traditions Read
Twelve Concepts Read
Opening Statement
Committee Attendance
Secretary's Report
Roll Call/Quorum Call Taken
Introduction of new GSR's
Group Problems
Treasurer's Report
RCM's Report
E&A Treasurer's Report

The rest of the agenda depends upon whether it is a Reports Session or Business Session.

Reports Session

Standing Committee Reports
Conclusion of Old Business
Entertainment of Motions
Close of Session
Notice of Next Meeting
Serenity Prayer and Adjournment

Business Session

Conclusion of Old Business
Resolution of Motions (Call to Vote)
Introduction of New Business
Mini Workshop
Close of Session
Notice of Next Meeting
Serenity Prayer and Adjournment

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

PARLIAMENTARY PROCEDURE

All the business of BASC shall be conducted in accordance with the TWELVE TRADITIONS OF NARCOTICS ANONYMOUS, the TWELVE CONCEPTS, and within the boundaries set by these guidelines. Parliamentary procedure shall be assisted by Robert's Rules of Order as they apply to our guidelines. (See next section)

On the following pages you'll find a simple set of "rules of order". They have been adapted from Robert's Rules of Order, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences as defined by our service structure. We have not made the decision to accept these rules as authoritative, but as guidelines to assist us in running our Area meeting. Therefore, they have been adapted to conform to our service structure, our Traditions and our Concepts. However, we must be mindful that the ultimate authority is a loving and caring god that we seek through group conscience.

Decorum statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions based on principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the **process** of this meeting, so that you can have maximum benefit of its content.

Debate Limits

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

Motions

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are **main motions and parliamentary motions**.

Main motions

A **motion** is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he feels the idea is important--this is called **speaking to the intent of a motion**. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions.

Every motion requires a second--the backing of another person who also wants the idea to put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second. The person in question simply raises his hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Concepts for N.A. Service or Twelve Traditions or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

Parliamentary motions

Parliamentary motions can be best understood as "sub-motions" that are made during debate on a main motion, which affect in some way the main motion. There are many more of these than space and practicality permit us to include here, but a few that seem to be the most practical are discussed here.

1. Motion to AMEND
Simple majority required
DEBATABLE.

This is perhaps the most used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, they can say, "I move to amend the motion..." and suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended if the amendment carried). When debate is exhausted on the merits of the main motion itself, it is transcribed in the minutes as such, and the body moves on to the next item of business.

2. Motion to call the PREVIOUS QUESTION
TWO-THIRDS majority required.
NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "I move to the previous question." It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to -vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because he knows you will stop it soon enough.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

- 3. Motion to TABLE**
SIMPLE majority required.
NOT DEBATABLE

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, 'I move we table this motion until such-and-such a date or meeting. "This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

- 4. Motion to REMOVE FROM THE TABLE**
SIMPLE majority required
DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

- 5. Motion to REFER.**
SIMPLE majority required.
NOT DEBATABLE

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special or ad hoc committee. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

- 6. Motions to RECONSIDER or RESCIND**
TWO-THIRDS majority required
DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

- The motion must have been passed in either the last business meeting or the current meeting.
- The member making the motion must have information on the issue that was not available in the original debate on the motion.
- The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

7. Request to WITHDRAW A MOTION
UNANIMOUS CONSENT required
NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a SUBSTITUTE MOTION
SIMPLE majority required
DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.
TWO-THIRDS majority required.
NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

Other procedures

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Orders of the day. If a committee member feels that business is going too far astray from the original agenda, he can help get things back on track. He says, "I call for the orders of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

Point of order. If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but may simply say out loud, 'Point of order. "The chairperson then says, "What 'is your point of order?" The member then states how she feels the rules of order are being violated. If the chair agrees with her judgment, he says, "Your point is well taken," and the situation is cleared up. If he does not agree, he says, "Overruled." This decision, as all others, can be appealed.

Point of appeal. Any time the chair decides that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." The chair then says, "On what grounds?" The member states his reasons. The chairperson then speaks briefly to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the chair.

BROOKLYN AREA SERVICE COMMITTEE GUIDELINES

Parliamentary inquiry. If a committee member wants to do something but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize him, so that he may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

Point of personal privilege. If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State the situation and ask that it be corrected. The chair will request that whatever needs to be done, and is reasonable, be done to help make you comfortable.

These are only brief notes on rules of order for business meetings.
For further information, see Robert's Rules of Order--Newly Revised.

NOTES:



Brooklyn Area Service Committee Motions Chronology

BASCNA MOTION

Date: January 16, 2021

Motion: To change the terms of the following commitments to run, together, from January 1st to December 31st:

- Area Chair and Vice Chair
- Area Treasurer and Assistant Treasurer
- Area Secretary and Assistant Secretary
- RCM and RCM Alternate
- Literature Sales Editor and Literature Sales Assistant Editor

Intent: To allow persons the ability to be nominated and elected to serve in any one of these commitments, when vacant, at the same time.

Motion Maker: Living On Livonia

Seconded By: Claver Clean & Alive

Passed Feb. 2021 BASCNA

BASCNA MOTION

MOTION

Date: February 20, 2021

Motion: To pay \$250 (to Peter) for the use of the Zoom platform (for the year), for all subcommittees to use for their meetings and functions (learning days, speaker jams, dances, etc.).

Intent: To be prudent in our use of the Areas funds.

Motion Maker: Living On Livonia

Seconded By: Tuesday Nite Topics

PASSED March 2021 BASCNA

BASC MOTION CHRONOLOGY

(From July 2021 through April 1987)

(Date indicates month motion passed, failed or ruled Out of Order)

<u>TYPE OF MOTION</u>	<u>DATE</u>	<u>MOTION</u>	<u>RESULTS</u>
BASC Policy Change Attendance	April 2014	<p>Motion: Trusted servants who miss two (2) consecutive service commitments in a row during their term will be subject to removal. Any trusted servant in violation of this guideline, based on Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken.</p> <p>Missed meeting will be defined as follows:</p> <ul style="list-style-type: none"> L) Two Area meetings in a row. M) Two Steering Committee meetings in a row. N) Two Regional meeting in a row. O) Area meeting followed by the next Steering Committee meeting. P) Steering Committee meeting followed by the next Area meeting. Q) Regional meeting followed by the next Area meeting. R) Regional meeting followed by the next Steering Committee meeting. S) Quarterly Policy meeting followed by next Steering Committee meeting. T) Quarterly Policy meeting followed by the next Area meeting. U) Sub-Committee meeting followed by the next Steering Committee meeting; and V) Sub-Committee meeting followed by the next Area Meeting. <p>Trusted servants who miss any four (4) service commitments doing their term will be subject to removal. Any trusted servants in violation of this guideline, based on Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken.</p> <p>Intent: To clearly define the attendance requirements for trusted servants of Brooklyn Area.</p>	Passed
BASC Policy Change	April 2014	<p>Motion: To change BASC Policy on page 6 under "Responsibilities of Brooklyn Area Service Committee Officers." Current policy states "All elected officers of BASC should be responsible and employed members, especially when their duties involve matters of finance." The motion is to replace this with "All BASC officers must be responsible members of Narcotics Anonymous. When a servant's duties include matters of finance, the servant must have a legal source of income."</p> <p>Intent: To allow members who may be retired or disable but with legal income, to participate in the BASC which is in line with the 7th & 11th concepts of NA Service. Also, it would give more clarification to the policy.</p>	Passed

		NO MOTION MADE IN MARCH 2014 SESSION	
		NO MOTION MADE IN FEBRUARY 2014 SESSION	
BASC Policy Change	January 2014	Motion: A group made a motion to change the word “employed” in the Policy Handbook on page 6 because it may imply that those who receive any other form of income may not be able to hold a position when duties involve matters dealing with finances. A motion was made to change it to “Regular income”. After a discussion the motion was found to be out-of-order because “regular” for one may not be for others. This motion cannot be brought back for 6 months.	Out-of-Order by the Area Chair
Financial	December 2013	Time Frame Motion was presented by RCM Kenneth B. asking for \$400 to attend the CAR WORKSHOP on February 7, 8 and 9 2014. The BASC Vice Chair will also attend the C.A.R. WORKSHOP with the RCM.	Passed
		NO MOTION MADE IN NOVEMBER 2013 SESSION	
Financial	October 2013	Time Frame Motion presented by the Literature Review Chair Jerry W. to request funds in the amount of \$100 for a tradition’s workbook workshop on 11/9/13. The money will cover hall donation, hospitality, flies and hangouts at the workshop.	Passed
	September 2013	NO MOTION MADE IN SEPTEMBER 2013 SESSION	
Policy Change Commitment Added	August 2013	<p>Motion: To add the following service commitment duties and responsibilities to the BASC Policy and Guidelines for Convention Chair as follows:</p> <p><u>Convention Chair (5 Years Clean time)</u></p> <ul style="list-style-type: none"> • Responsible for overall function of the Convention and Convention Committee. • Arranges and attends on-site visits and contract negotiations. • Arranges meeting time and place for Admin Committee and Full Body meetings. • Acts as Chairperson for Admin Committee and Full Body meetings. • Prepares agenda for Admin Committee and Full Body meetings. • Gathers reports from Admin Committee members and Sub-Committee Chairpersons and arranges them into a monthly report. • Copies and distributes all convention related materials. • Attends the monthly Steering Committee meeting and the monthly BASC meeting and gives an oral and written report. • Returns to Admin Committee with BASC concerns, comments and suggestions. • Coordinates ongoing communication with Convention sites throughout the convention registration and pre-registration activities. • Acts as a liaison between the BASC and Convention Committee. • Shall hold no other BASC office, including GSR and GSR/Alternate. • Have a history of NA service and a working knowledge of BASC Guidelines, our Twelve Traditions and Robert’s Rules of Order. 	Passed

		<ul style="list-style-type: none"> • Term of Office: For the length of the convention cycle and shall serve no more than two consecutive terms in the same position. <p>Intent: To create a new BASC position establish guidelines for the BASC Convention.</p> <p>Motion: To add the following service commitment duties and responsibilities to BASC Policy & Guidelines for Convention Treasurer as follows:</p>	Passed
Policy Change Commitment Added	August 2013	<p><u>Convention Treasurer (5 Years Clean time)</u></p> <ul style="list-style-type: none"> • Legal form of income, bank account. • General bookkeeping knowledge. • Attends all Admin and Full Body meetings. • Administrates the bank account and is the principal signatory account. • Coordinates funding for Convention sub-committees, including issuance of checks, collection of receipts and preparation of written reports. • Attends the monthly BASC Steering Committee meeting and monthly BASC meeting. • Gives an oral and written report. • Shall hold no other BASC office, including GSR and GSR/Alternate. • Have a history of NA service and working knowledge of BASC Guidelines, our Twelve Traditions and Robert's Rules of Order. • Term of Office: For the length of the convention cycle and shall serve no more than two consecutive terms in the same position. <p>Intent: To create a new BASC position and establish guidelines for BASC Convention Treasurer's commitment.</p>	
Financial	July 2013	<p>Time Frame Motion to give a new group Living Clean the Journey Continues a Starters Kit from the BASCNA.</p> <p>Intent: So that the group can start its first meeting on time.</p>	Passed
Vote of Confidence	July 2013	<p>Motion to give John B. the vote of confidence to serve as the Brooklyn Convention Committee Chairperson.</p> <p>Intent: To ensure representation from Brooklyn Area and to ensure Brooklyn Area inclusion/participation in the Brooklyn Convention. Also to promote unity among the fellowship of Narcotics Anonymous.</p>	Passed
Financial	June 2013	<p>Time Frame Motion to give \$1,000 to the E&A Chair for the BASC Annual Cookout that will be held on 8/3/13.</p> <p>NO MOTIONS MADE IN MAY 2013 SESSION</p>	Passed
Financial	April 2013	<p>Time Frame Motion to let Brooklyn Convention sell merchandise at the Brooklyn Area meeting and functions.</p>	Passed
Financial	March 2013	<p>Motion was made to give Men & Women Clean & Serene a Starter Kit with the knowledge that BASC has to be reimbursed for the Starter Kit.</p>	Passed
Financial	March 2013	<p>Motion was made to reimburse the Policy Chair for funds spent. on literature policies copies and ink.</p>	Passed

Financial	March 2013	Time Frame Motion: To give the E&A Committee \$200 from ticket sales from their upcoming event in order for the Committee to secure the hall for the next event.	Passed
		NO MOTIONS MADE IN FEBRUARY 2013 SESSION	
		NO MOTIONS MADE IN JANUARY 2013 SESSION	
Financial	December 2012	Literature Sales would like to purchase Living Clean the Journey Continues to be sold at Brooklyn Area at a price of \$12.00. Intent: To provide WSO approved recovery literature for the groups.	Passed
Policy Change Commitment Revision	December 2012	The goal of the website is to provide information about Narcotics Anonymous Brooklyn Area Service Committee purpose and function; general information about work of the sub-committee and the groups while also listing resource information to the general public, professional and individuals outside of Narcotics Anonymous seeking recovery. Intent: Establish BASC guidelines for the Website Editor.	Passed
		NO MOTIONS MADE IN SEPTEMBER 2012 SESSION	
Time Frame Financial	August 2012	Time frame motion for the Website for one (1) year for the Web Hosting of \$120.50 and these current website charges are due on August 24, 2012. Intent: To continue Website for one (1) year.	Passed
Policy Change Area Guidelines and E&A Subcommittee Guidelines	August 2012	Distribution of Funds for E&A Subcommittee events: Funds are to be distributed as follows: <ul style="list-style-type: none"> ● Payment of any outstanding balance, if any, owed on the rental space for the event. ● Payment of the DJ if one is used for the event. ● Remaining funds after the above distribution are to be turned over to the Assistant Treasurer within seven (7) days after the event. Proceeds are to be distributed to the Assistant Treasurer at the E&A Subcommittee meeting only; and ● No funds are to be used for future events without the approval of the GSRs at the next Brooklyn Area Subcommittee meeting. INTENT: To clearly define the distribution of funds after any E&A Subcommittee event.	Passed

Term of Office: Removal of Area Chairperson	July 2012	<p>To remove the current Brooklyn Area Chairperson Chip G. from his duties and responsibilities due to the following Area Policy & Guidelines violations:</p> <ul style="list-style-type: none"> • Twelve Traditions: 2nd Tradition "For our group purpose there is one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern"; • Twelve Concepts: 2nd Concept "The final responsibility and authority for NA services rests with the NA groups"; • Parliamentary Procedures: Point of Appeal of the Chairperson's decision; and • Parliamentary Procedures: No Motion to Adjourn - Abruptly adjourning the meeting before the Area's business was finished. • <p>INTENT: To select through the nomination process an experienced member of Narcotics Anonymous capable of performing and carrying out the duties and responsibilities of the Brooklyn Area Chairperson's commitment.</p>	<p>Ruled Out of Order by Area Chairperson</p> <p>At August 2012 Session is was determined motion was not out or order</p>
Point of Appeal	July 2012	<p>A group brought a motion to the BASC floor during motions month (see attach for motion and intent); before motion received a second, the motion was ruled "Out of Order" by the BASC Chair, in response (a group) appealed the BASC Chair's decision. BASC Chair gave his reason for ruling the motion "Out of Order" and a vote was taken 2/3 of voting members (40) were needed to appeal the Chair's ruling, 26 votes were needed. When the vote was taken it was 16 against the appeal, 16 for the appeal and 5 abstentions. The Appeal failed. Said motion was ruled "Out of Order".</p>	<p>Ruled out of order by Area Chair</p>
Procedural	June 2012	<p>The GSR representing Gratitude and Change in ENY made a motion to resume the Orders of the Day. The vote was taken 23 oppose the Orders of the Day and 23 for resuming the Orders of the Day and the Area Chair needed to break the tie by voting for the Orders of the Day to be restored. However, there was still a lot of controversy between the GSRs about taking the Red Bull issue to a time frame vote which caused the Chair Chip G. to adjourn the Area meeting without completing the Orders of the Day.</p>	<p>Chair Chip G. to adjourn the Area meeting without completing the Orders of the Day</p>

		<p>Policy Addition 2012</p> <p>motion was put on the Area floor regarding the Brooklyn. Convention Committee Chairperson and Treasurer by the GSR representing Alive in Bed/Stuy. However, the GSR representing Here We Live Today asked that the motion be tabled until next month's Area meeting</p>	<p>May A</p>	<p>Motion Tabled Passed</p>
Financial	April 2012	<p>so the requirements can be more informative. It was voted on by the GSRs and it passed.</p> <p>The E&A Committee is requesting an advance check in the amount of \$1,500.00 in order to secure The Saunders Studio (525 Waverly Ave.) for our Friday, July 6, 2012 "Bringing on the Heat."</p>		<p>Failed</p>
Point of Appeal	April 2012	<p>Intent: To secure the date.</p> <p>The GSR representing Here We Live Today requested a Point of Appeal found on (page 15) of the Area Policy and Guidelines read by Policy Editor Alan T.</p> <p>The GSR for Here We Live Today appealed the Area Chair Chip G. decision to move on with the nomination for the Brooklyn</p>		<p>Passed: The reason the decision has been overruled is because the GSR's stated that there is no Brooklyn Area Policy for said commitment.</p>
Regional Motion Financial		<p>Convention Chairperson and decision was overruled. The reason the decision has been overruled is because the GSR's stated that there is no Brooklyn Area Policy for said commitment.</p> <p>Date: 3/11/2012 Author: Tana Policy Chair Second: Mike Kings Bay Motion: To rescind motion #4 of May 15, 2011, and to amend Treasurer Policy #4 to be capped at \$250.00.</p>		<p>No results in April 2012 Minutes</p>
Regional Motion Financial		<p>Intent: To rescind an unclear policy and to put a financial cap on what was the original policy that would allow up to \$250.00 reimbursement for "any trusted servant of the RSC" for reasonable travel expenses including hotel, tax and gasoline.</p> <p>Date: 3/11/2012 Author: PI Committee Second: Dan Open Arms Motions: To allocate \$468.00 from RSC funds for an annual subscription to a video conferencing service (Go To Meeting/WebEx).</p>		<p>No results in April 2012 Minutes</p>
Regional Motion Policy Change		<p>Intent: To provide the means for Regional Committees to use video conferencing technologies to conduct business, hopefully improving participation and reducing costs associated with travelling to meet in person.</p> <p>Date: 3/11/2012 Author: Tana Policy Chair Second: Mike Kings Bay RCM See Attached</p>		<p>No results in April 2012 Minutes</p>
		<p>Intent: To clarify how and when revolving funds are reconciled at the end of a subcommittee Chairperson's term.</p>		

Regional Motion Policy Change for PI Subcommittee	April 2012	Date: 3/11/2012 Author: PI Committee Second: Lauren Suffolk RCM Motion: To change the clean time requirements for Public Information Committee Chair from 3 years to 5 years. Intent: Attempt ensure adequate experience and recovery stability for this position due to its importance in N/A's reputation in the region.	No results in April 2012 Minutes
Procedural	March 2012	There was a motion put on the Area floor to the voting GSR's by the Area Chair Chip G. for the new group Steps to Recovery to receive a Starters Kit and the motion was passed by the GSR's.	Out of Order
Time Frame Financial	February 2012	Website Editor Shawn W. to receive \$88.00 to purchase a calendar form for online group collaboration for one year.	Passed
Time Frame Financial	February 2012	To increase the rent, we pay to Holy Rosary which is due to the mandatory meeting that was held at St Peter Claver on January 21, 2012 that the rent be double at said facility. E&A and Steering Committee from \$50.00 to \$100.00, Literature Review from \$15.00 to \$30.00 Speaker Exchange from \$15.00 to \$30.00. In addition, the rent we pay for the use of St. Vincent Ferrer for our Area and H&I meetings be increased from \$100.00 to \$200.00.	Passed
Vote of Confidence	December 2011	To Run for GNYRSC Commitment: Regional H&I Chairperson – Jay M.	Yes
Vote of Confidence	December 2011	To Run for GNYRSC Commitments: Board of Director GNY RSO Jeff F. Regional H&I Secretary Melissa R.	Yes Yes
Policy Change and Procedural	December 2011	All written or typed motions made during the Area meeting are to be included in the minute package. Intent: To ensure that all motions made at the Area meeting appear in the minute package exactly as written or typed.	Passed
Policy Change: Addition to Secretary's requirements	December 2011	To have the minute package emailed to all GSR's who submit a Group Report Form at the Area meeting. Intent: To serve as a back-up set of minutes in the event the mailed minute's package is not received by the GSR's for the group's business meeting.	Passed
Procedural/Financial	December 2011	To take all procedures and motions from 1987-2007 out of the Area Policy and have it archived and stored at E.37 th St and Glenwood Rd. The Area policy should be updated from 2007 to the present. Intent: To save on expenses of making policy packages.	Passed

Financial	December 2011	<p>Motion: That BASC be responsible for paying \$20.00 monthly, towards the rental space where the Bklyn NY Convention Committee meets. The rent is \$40.00 a month. Currently, Kings Bay has assumed full responsibility of the rent.</p> <p>Intent: To share the cost of the rental space, because this will be a Convention giving by the Kings Bay Area and the Bklyn Area.</p>	Passed
		NO MOTIONS MADE FOR NOVEMBER 2011 SESSION	
Policy Change	October 2011	<p>Motion: When information is typed in Area minutes names of individual representatives be omitted and the Group concerns or Area business.</p> <p>Intent: To avoid personal conflicts with individual members when carrying its group conscious.</p>	Passed
		NO MOTIONS MADE FOR SEPTEMBER 2011 SESSION	
Policy Change	August 2011	<p>Time Frame Motion: To rule the election that was voted on for the nominees for the Brooklyn Convention out-of-order. Please rescind nominations.</p> <p>Intent: Because we used Area Policies. We must wait until Convention policies are created and finalized.</p> <p>Time Frame Motion 2: To reimburse Charlene C. \$55.77 due to her purchases through her credit card for the Annual Cookout.</p>	<p>Passed</p> <p>Passed</p>
Financial Regional Motion	July 2011	<p>Motion maker: Elwood K, Chair history book committee.</p> <p>To have the RSC (regional Service Committee) include a \$100 revolving fund for the Greater New York Region ad hoc-committee (history book).</p> <p>Intent: To be used as operating expenses.</p>	Failed
Policy Change H&I Subcommittee	July 2011	<p>On page 2 of our Policy and Guideline under DESCRIPTION, remove statement #4. "To preserve the continuity of the H&I sub-committee and allow for a smooth transition when newly elected trusted servants are chosen there are alternate terms for Vice-Chair (every 2 years at odd years) and for Secretary, Literature Coordinator, Presentation Coordinator and Panel Coordinator (every 2 years at even years) for elections.</p> <p>Intent: To remove misleading and incorrect information from our policy.</p>	Passed

Policy Change H&I Subcommittee	July 2011	The Brooklyn Area H&I sub-committee will recognize the service qualification of members from other area, except in the position of Chairperson and Vice Chairperson. The member must attend a Brooklyn H&I Learning day and 1 month training (2 H&I meetings) before getting a commitment. Intent: To acknowledge the H & I experience and service of members from other areas. In addition, it would service to familiarize the member with the Brooklyn Area H&I Policy and Guidelines.	Passed
Time Frame Financial	July 2011	E&A Chair and Treasurer made time frame motion to request. \$1,000 to purchase food, supplies and transportation for the Area Cookout to be held at Prospect Park on August 6, 2011.	Passed
Procedural	June 2011	To permit the BASC to join the Kings Bay Area in creating the Brooklyn-Kings Bay Convention Committee. Intent: To allow the BASC to participate in the administrative body of this convention committee, in order to advance the traditions of unity & carrying the message across our fellowship.	Passed
Regional Motion Financial Policy Change	June 2011	To increase the Prudent Reserve amount from \$5200 to \$5750. Intent: To accurately reflect the GNRYSK's monthly expense.	Passed
Financial Policy Change Regional Motion	June 2011	To amend policy under Treasure Item A to read - \$250 expenses limited to hotel and travel. The current policy does not have a dollar (\$) amount attached. Intent: To clearly define expenses currently incurred by the RCM traveling more than 60 miles.	Passed
Time Frame Financial	May 2011	E&A Speaker Jam to be held at 520 Clinton Ave. on June 11. The church is asking for a \$200 donation. Motion passed and fliers were distributed.	Passed
Procedural	March 2011	To avoid having duplication of services, Brooklyn Area request groups to meet with the E&A committee before giving a Speaker Jam and/or Fundraising Dance. According to the 5 th Concept page 11 it states, "When we decide a certain service task should be done and clearly say which trusted servants, service board or committee has the authority to accomplish the task we avoid unnecessary confusion." According to the 7 th Tradition in It works How and Why page 179 it states "Before engaging in such activities however, the group might want to ask itself some questions. First of course is the question of need. For what purpose does the group seek these funds? Intent: To safeguard Brooklyn Area members and NA as a whole from misuse, abuse and theft of funds.	No results in March 2011 Minutes

Procedural	March 2011	To put a moratorium on the floor not to open any new meetings for the next 6 months. Intent: Bklyn Area has at least 25 meeting in dying need of support, instead of opening new meetings we as a area need to support the meetings that are in dying need	Passed
Financial Policy Change	March 2011	All cash and money orders collected by the BASC will be deposited in the Area bank account within 3 business days of receipt of funds. Intent: accessibility as quickly as possible to cover BASC financial obligations, all set expenses and revolving funds for sub-committees.	Passed
Procedural Motion to the Region	February 2011	We want accountability of the monies from the recording committee at every session. Intent: To regulate and track expenditures, sales, and inventory	Passed

NO MOTIONS MADE IN JANUARY 2011 SESSION

Regional Commitments	December 2010	<p>Regional Chair: John S. – Suffolk Area, Clean Date: 8/21/2003 has 5 years of group level service, has prior regional service and is currently the Regional Vice Chair. Have a sponsor and willingness to serve.</p> <p>Regional Vice Chair: Lynne V. - NYC Area, Clean Date: 1/28/183 has held all group service positions, has prior regional service is currently the Regional Secretary. Have a sponsor and willingness to serve.</p> <p>Secretary: Liz R. - Suffolk Area, Clean Date: 6/27/2007 has held all group service positions, is currently the Regional Helpline Vice Chair Have a sponsor and willingness to serve.</p> <p>Regional Delegate (RD) David S. – Lower Hudson Valley, Clean Date: 12/11/1989 has held all group service positions has prior regional service and is currently the Lower Hudson Valley RCM. Have a sponsor and willingness to serve.</p> <p>Regional Delegate Alt. (RDA) James F. – Manhattan Area, Clean Date: 5/30/1999 has 6 years of regional service and currently GSR for his home group. Have a sponsor and willingness to serve.</p> <p>Regional Delegate Alt. (RDA) Elwood K – Staten Island Area, Clean Date: 6/29/2004 has held all group service positions has prior regional service and is currently the Regional Delegate Alt. Have a sponsor and willingness to serve.</p> <p>Policy Person: John F. –NYC Area, Clean Date: 2/13/1975 has 16 years of service has prior regional service and is currently the Regional Policy Person. Have a sponsor and willingness to serve.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
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		<p>Regional E&A Chair: Trena G. – Suffolk Area, Clean Date: 10/19/1993 has 5 years area service has prior regional service and is currently the Regional E&A Chair. Have a sponsor and willingness to serve.</p> <p>Regional H&I Chair Larry A. – Manhattan Area, Clean Date: 2/22/1994 has 16 years area service has prior regional service and is currently the Regional H&I Chair. Have a sponsor and willingness to service.</p> <p>Regional Literature Review Chair: Lawrence J – Brooklyn Area, Clean Date: 4/14/1995 has prior regional service and is currently the Regional Literature Review Chair. Have a sponsor and willingness to service.</p> <p>Helpline Chair: Beverly A. – Bronx, Clean Date: 7/1/1993 has held all group service positions and is currently the Helpline Chair. Have a sponsor and willingness to service.</p> <p>Regional Meeting List web site Chair: Chris M. – Hudson Area, Clean Date: 9/11/1980 has held all group service positions has prior regional service and is currently the Regional Meeting List web site Chair. Have a sponsor and willingness to serve.</p> <p>GNYSO Board of Directors (BOD): Ben C. – Staten Island, Clean Date: 9/17/1983 has prior regional service. Have a sponsor and willingness to service.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>
Procedural Regional Motion	December 2010	<p>To explore the possibly of including the in the ABCD Region, The Western New York Region and the Northern New York Region in the GNYR Meeting list Database. We have already included the Eastern New York Region meetings in our database, and that has worked out exceptionally well.</p> <p>Intent: To improve the service provided by our Web site to the members, groups and trusted servants in the GNYR (by having all New York in one meeting search), and to improve and promote NA Service Unity at the regional level.</p>	Passed
Procedural Regional Motion Meeting List/Website Policy Change	December 2010	<p>To accept the revised GNYR Privacy Policy as stated in the version 2 web site:</p> <p>http://newyorkna.org/servicebodies/gnyr/v2/information/privacy/ This policy would not come into effect until/if the Version 2 Web site is approved and implemented as the official GNYR Web Site.</p> <p>Intent: To allow the privacy policy to adapt to the new mechanism used for the web site, and to allow the Newsletter and Secretary some ability to provide anonymous names.</p>	Passed

Procedural Regional Motion Meeting List/Website Policy Change	December 2010	To accept the revised GNYR Site Operating Policy as stated in the version 2 web site: http://newyorkna.org /service bodies/gnyr v2/information/site-policy/ This policy would not come into effect until/if the Version 2 Web site is approved and implemented as the official GNYR Web Site. Intent: To allow the site policy to adapt to the new mechanism used for the web site.	Passed
Procedural Regional Motion Meeting List/Website Policy Change	December 2010	To accept the new version Web site as shown here; http://v2.newyorkna.org To be the GNYR official Web Site. Intent: To create a new platform for future improvement of the service provided by the GNYR web site to its members, groups and trusted servants.	Passed
Financial/Policy Change Regional Motion	December 2010	That GNY Regional workshops be funded at \$150.00 per workshop with a maximum of two workshops per subcommittee per year. Any GNYR joint learning days/workshops will be given \$ 200.00 in funding. Intent: To provide adequate funding for all GNYR learning days /Workshops.	Passed
Financial/Policy Change Regional Motion	December 2010	The RSC will provide \$ 250.00 to each of the following persons to attend the Mid-Atlantic Regional Learning Conference of NA (MARLCNA), The Chair or Vice Chair of each standing committee that is represented at (MARLCNA) Intent: To provide adequate funding for those attending M.A.R.L.C.N.A.	Passed
Financial Regional Motion	December 2010	To raise the prudent reserve from \$ 3500.00 to \$5200.00 Intent: To ensure that the prudent reserve cover one month's operating expenses including the GNYRSC's share of the rent.	Passed
Procedural Vote of Confidence (Regional Commitment)	December 2010	Regional Delegate: Lawrence J.	Passed
Time Frame Financial	November 2010	Due to current financial conditions of the Area and are operating out of the Prudent Reserve, the Steering Committee request that the New Year's Eve Event be a paid event at a cost of \$10.00 per person at the door and \$3.00 per child under 18 years of age at the door. Intent: To assist the Area is raising funds to pay for the space and the DJ.	Passed
Procedural	November 2010	We Qualify Group receiving a starter's kit	Passed

Procedural Vote of Confidence (Regional Commitment)	November 2010	Regional Treasurer: FitzGerald V. Regional Assistant Treasurer: Donald M.	Passed Passed
		NO MOTIONS DURING SEPTEMBER 2010 SESSION	
Procedural	September 2010	Starter's kit include: pamphlets, key tags, the readings, basic text. GRS's Voted & Approved: Realizing it Works Group receiving a starter's kit Wednesday Wake Up Group receiving a starter's kit	Passed Passed
Time Frame Regional Motion	August 2010	To have elections for the RD positions (Regional Delegates and Regional Delegate Atl.) changed to November to coincide with the general elections of the GNYRSC. Intent: To be in line with the rest of the elections at the GNYR to streamline them.	Passed – To be able to vote at Regional Session 2 nd Weekend in September
Procedural for the Groups	July 2010	Using all meeting place facility electricity for personal use such as charging cell phones, laptops Intent: To avoid problems that may be caused by using the facilities electricity without their permission.	This motion was ruled out of order. 4 th Concept violation
Time Frame Financial	May 2010	Request \$500.00 for the Home Group Learning Day \$150.00 for the custodian \$100.00 for copies \$250.00 to provide lunch. Intent: To cover the cost of paying the custodian and for copies.	Passed
Time Frame Financial	May 2010	To give \$75.00 to Policy Editor to print 25 copies of our policy. This is a one-time disbursement, and any unused funds will be returned to Area Treasurer. Intent: To restock a supplies of Brooklyn Area policies so we can give them to groups that don't have them and therefore allow them to fully participate in all the decision-making process.	Passed
		NO MOTIONS DURING MARCH 2010 SESSION	

Regional Motion	February 2010	<p>To dissolve the Meeting List/Website subcommittee as a standing GNYR subcommittee and create a new RSC position of “web servant”. This position would report directly to the Admin Body and would be responsible for administering the website and consulting with the RSO in the production of printed the meeting list.</p> <p>Intent: To streamline and optimize the important task of maintaining the GNYR website, make it more attractive for ASCs to participate in GNYR service by removing the requirement to meet regularly at the GNYRSO, and to ensure that the GNYR admin body has a very direct and efficient control of the GNYR website.</p>	Passed
Policy Change Public Information	February 2010	<p>To have Public Information add to their Policy: Before a group moves to a new location with the help of Public Information, PI must first bring the information before the GSR’s for their input.</p> <p><u>Intent:</u> To have the GSR’s give approval of existing groups already listed in the Brooklyn Area meeting list making sure the new location will not be in conflict with other meetings in the same area because too many meetings are opening near each other, and other meetings are struggling to stay open.</p>	Passed
Policy Change Public Information	February 2010	<p>To have Public Information add to their Policy: To have the GSR’s present at the Area meeting vote on any new meetings starting in Brooklyn Area first.</p> <p><u>Intent:</u> To have the GSR’s give approval of all new meetings starting in our Area.</p>	Passed
Time-Frame Regional Motion	February 2010	<p>To postpone the nominations for the BOD position because we did not get the qualifications in time for the groups to vote.</p> <p>Intent: So that the groups have all the information they need to make an informed decision.</p>	Passed
Time Frame-Financial	February 2010	<p>To move BASC’s storage facility to Public Storage, located on Rockaway Avenue & Foster at an increase of \$3.00 per month – Total cost \$103.00.</p> <p><u>Intent:</u> To safeguard Brooklyn Area’s property.</p>	Passed
Procedural Policy change for the subcommittee	December-09	<p>Speaker Exchange would like to make a motion to allow us to add to our policy the following positions: H&I liaison, PI liaison, Literature Review Liaison, E&A Liaison.</p> <p>Clean time requirements for each (PI, Literature Review, E&A) 90 days. Responsibilities for each to attend each committee mtg and bring back information.</p> <p>Intent: To promote unity, and to allow a more intimate level of service.</p>	Passed

Policy	December-09	<p>To revise the Starter’s Kit description as written on Page10, item H in the current Brooklyn Area Policy & Guidelines dated January 2009:</p> <p>Starter Kit: BASC will advance a “starter Kit” of literature in the amount of \$54 to new Groups at their request. The Group is responsible for reimbursing the Area. Only new Groups that have had a PI presentation will be advanced literature in this manner. The request for a starter kit will be decided by vote at the Area meeting by the GSR’s in attendance.</p> <p>Intent: To keep the GSR’s decide by vote which keeps them involved in the decision-making process.</p>	Passed
Financial/Procedural	December-09	<p>That the E&A Committee charge \$5.00 all night for the 2009 New Year’s Eve dance.</p> <p>Intent: This will offset the cost of the rental of space, DJ & food.</p>	Passed
Procedural Policy change for subcommittee	December-09	<p>From H&I Subcommittee:</p> <p>Re-Training Motion: If you have been away from BASC H&I service for more than 2 years or more, you are required to re-train for 1 month before taking a Panel Leader commitment.</p> <p>Intent: For persons with previous BASC H&I experience, willing to do H&I service to quickly return to service by attending a brief training.</p>	Passed
Policy	December-09	<p>That Brooklyn Area Service Committee donate to the Greater NY Regional Service Committee (GNYRSC) a 10% donation from BASC funds from ending balance after bills and business is taken care of on a quarterly basis.</p> <p>Intent: To fulfill the Brooklyn Area Service Committee policy to donate to region on a quarterly basis in March, June, September and December.</p>	Passed
Procedural	December-09	<p>To have Brooklyn Area discuss having a Brooklyn Area convention.</p> <p>Intent: To promote unity within the fellowship since there is no regional convention inclusive of our first tradition.</p>	Passed
Policy	November-09	<p>That Brooklyn Area Service Committee donate to the Greater NY Regional Service Committee (GNYRSC) a 10% donation from BASC funds on a quarterly basis in March, June, September and December.</p> <p>Intent: To fulfill the Brooklyn Area Service Committee policy to make a donation to the Greater New York Regional Service Committee (GNYRSC) on a quarterly basis in March, June, September and December.</p>	Duplicate motion. Same motion submitted by another group during the November 09 session.

Procedural	November-09	<p>To have the GSR or the groups to take a vote on any new group, or reopening groups that are moving to any new location that has any groups on that area at the same time and area before Public Information makes their presentation.</p> <p>Intent: To make sure meeting are not close to each other and at the same so it will not conflict with each other due to many meetings that are struggling.</p>	Out of Order
Procedural Policy change for subcommittee	October-09	<p>For PI to have liaisons with the following subcommittees, Speaker Exchange, H&I, E&A, Literature Review and Policy. That these positions be add to our policy. These positions will be a one-year commitment. Requirements: Ninety days or more, attend the subcommittee meetings they are the liaison to and inform PI of their concerns.</p> <p><u>Intent:</u> To maintain open lines of communication between PI and the above-mentioned subcommittees as stated in BASC NA subcommittee Guidelines (Function/Responsibilities to maintain a close working relationship with other committees throughout the area. Thereby insuring that all request for information are referred to and carried out by the appropriate area subcommittee in accordance with 12 Traditions and Concept 8 of our service structure depends on the integrity and effectiveness of our communication, Concept 9 all elements of our service structure have a responsibility to carefully consider all view point in the decision making process and the 12 Concept In keeping with spiritual nature of Narcotics Anonymous, our structure should be always be one of service, never of government.</p>	Passed
Procedural	October-09	<p>To bar all 2008 Convention Corporation members from regional service in any capacity until the financial disclosures are resolved.</p> <p>Intent: To insure accountability to the NA Fellowship.</p>	Passed
Policy	October-09	<p>Any donation made to the Region be sent out to the Groups to be voted on at their business meetings.</p> <p>Intent: So Brooklyn Area can receive a true group conscience from all groups before the donation is sent.</p>	Passed
Financial	October-09	<p>To upgrade Brooklyn Areas website plan from '<u>Limited</u>' to '<u>Pro Plus</u>' plan at \$9.95 per year I am requesting payment of \$99.95 for this service plan.</p> <p>Intent: To be able to create unlimited pages to the Brooklyn Area website.</p>	Passed

Procedural	September-09	<p>Motion to Remove from the Table:</p> <p>For PI to have liaisons with the following subcommittees, Speaker Exchange, H&I, E&A, Literature Review and Policy. That these positions be add to our policy. These positions will be a one-year commitment. Requirements: Ninety days or more, attend the subcommittee meetings they are the liaison to and inform PI of their concerns.</p> <p><u>Intent</u>: To maintain open lines of communication between PI and the above-mentioned subcommittees as stated in BASC NA subcommittee Guidelines (Function/Responsibilities to maintain a close working relationship with other committees throughout the area. Thereby insuring that all request for information are referred to and carried out by the appropriate area subcommittee in accordance with 12 Traditions and Concept 8 of our service structure depends on the integrity and effectiveness of our communication, Concept 9 all elements of our service structure have a responsibility to carefully consider all view point in the decision making process and the 12 Concept In keeping with spiritual nature of Narcotics Anonymous, our structure should be always be one of service, never of government.</p>	Passed
Time Frame/Procedural	August-09	That we can vote on Nominee, Jeff K. as Regional Delegate. RCM, Vanessa S.S. will take back the Area's conscience. We voted YES for Jeff K.	Passed
Time Frame /Procedural	August-09	That we reopen nominations for Area Chair.	Passed
Financial	August-09	<p>Request funding for the Brooklyn Area Website as follows:</p> <p>Option 1: 71.40 – hosting service 1st year <u>0.00</u> – domain name registration free for the 1st year 71.40 = Total cost for 1 year</p> <p style="text-align: center;">OR</p> <p>Option 2: 214.20 – hosting cost (maximum 3 years allowed by host server) <u>19.90</u> – domain name registration (maximum 3 years with domain registration free for the 1st year)</p> <p>\$234.10 = Total cost for 3 years</p>	Passed – Option 2 was chosen by the groups
Procedural	August-09	<p><u>Intent</u>: To get our website up and running.</p> <p>To name our website Brooklynareaofna.org.</p> <p><u>Intent</u>: To select a name that is familiar to our members.</p>	Passed

Policy/Financial	August-09	To increase the Literature Review committee revolving funds from \$25.00 to \$75.00. <u>Intent:</u> To cover the cost of supplies, copying, for workshops, committee meetings and learning days.	Passed
Procedural	July-09	For PI to have liaison with the following subcommittees: Speaker Exchange, H&I, E&A, Literature Review and Policy. These positions will be added to our policy. <u>Intent:</u> To maintain open lines of communication between P/I and the above-mentioned subcommittees as stated in BASCNA Sub-committee Guidelines (Functional Responsibility, No. 2. To maintain a close working relationship with other committees throughout the Area thereby insuring and carried out by the appropriate Area Sub-committee with Concept 8: Our service structure depends on the integrity and effectiveness of our communication., Concept 9: All elements of our service structure have a responsibility to carefully consider all new points in decision making processes and the 12 Concept: In keeping with spiritual natures of Narcotics Anonymous our structure should be always be one of service, never of government.	**NOTE: THIS MOTION WAS TABLED BY AREA VICE CHAIR NEIL S. NO VOTE IS REQUIRED BY GSRs. Motion will be addressed at 9/09 Meeting.
Procedural	June-09	That B.A.S.C. do a six (6) month moratorium on opening new meetings. <u>Intent:</u> To support meetings in Brooklyn Area that are struggling and need support.	Passed
Policy	June-09	To have in writing at the beginning of the business day a report in writing of all business transactions that have transpired since the close of the business day of the previous month. <u>Intent:</u> To have more accountability of operating funds. To make clearer how funds are used.	Out of Order
Procedural	June-09	That E&A committee incorporate the Brooklyn Area's attendance policy into the Brooklyn E&A policy as follows. Any E&A coordinator that misses two consecutive meeting or six throughout the year meet to redress the E&A body before removal. <u>Intent:</u> This will ensure the E&A Coordinator fulfill their commitment accordingly as it is stated as part of their responsibility to attend all E&A committee meetings.	Passed
Procedural	June-09	The Brooklyn E&A committee would like to know what park will we have our annual picnic? Fort Greene Park or Prospect Park? <u>Intent:</u> So that the groups can decide what park we will have the annual picnic.	Prospect Park was selected
Procedural	May-09	To terminate the Website Editor, Darnell R., from his commitment because of multiple attendance violations of steering committee meetings. <u>Intent:</u> Because he did not come to the steering committee meeting, we had to waste almost ½- hour at Area discussing the issues that his absence caused.	Passed

Policy	April-09	To revise the quorum count procedure as follows: Regular Motions – A count of all group ballots returned to the Area meeting. For the motion to pass requires 50% plus one (1). Policy Changes – A count of all group ballots returned to the Area meeting. For the motion to pass requires 2/3 rd s of the returned ballots. Intent: To ensure that the total number of group ballots returned to the BASC meeting be reflected as the quorum count for all motions. This motion will revise the current policy in place under the voting procedures.	Passed
Policy	April-09	Trusted servants who miss two (2) consecutive service commitments in a row or any four (4) during their term will be subject to removal. Any trusted servant in violation of this guideline, based on Area and Regional minutes, must be allowed to orally answer said allegations before any action is taken. Intent: to maintain a level of accountability to those we serve the group.	Passed
Policy/Financial	April-09	That the hospitality dollar amount be increased is increased from \$50 to \$75 for the monthly BASC meeting. Intent: Based on increase of price from when motion originally made until today; to be able to continue to supply the same quality and quantity of refreshment.	Passed
NO MOTIONS DURING JANUARY 2009 SESSION			
Policy/Financial	December-08	To create a revolving fund of \$75.00 for the Website Editor commitment.	Passed
Policy/Procedural		That the BASC create a new domain name and become the owner of that domain name and the server account.	Passed
Financial/Policy	December-08	To make the New Year's Event an annual paid event at a minimum cost of \$5.00 per person at the door.	Failed
Policy	December-08	To put a 90-day moratorium on starting new meetings in Brooklyn Area.	Passed
Procedural	December-08	In the spirit of unity and protection of NA as a whole, to further fulfill the 4 th Concept when taking a position dealing with monies in large quantity; members sign a theft policy stating they understand the commitments and accept responsibility for the finances as well as duties that go with the job this is a written safeguard that no person serving say they thought or didn't know and walk away from responsibility and play dumb.	Passed

Financial	December-08	To increase the literature prices purchased from Brooklyn Area.	Passed
Financial	December-08	E&A be allowed to charge \$5.00 at the door this year for the New Year's Eve Event.	Passed
Time Frame Motion/Procedural	November-08	To approve joint venture on February 14, 2009, with Manhattan Area and obtain a written agreement	Passed
NO MOTIONS DURING OCTOBER 2008 SESSION			
NO MOTIONS DURING SEPTEMBER 2008 SESSION			
Financial	July-08	E&A is requesting \$1,500.00 for Brooklyn Area Picnic on Saturday, August 2, 2008.	Passed
Regional/ Procedural	June-08	To instruct the Regional Delegates to carry the true tallied votes of their Regions to the Conference floor.	Passed
Regional /Procedural	June-08	To instruct the World Board to reflect in Conference minutes the true votes of groups in the Narcotics Anonymous regions.	Passed
Policy/Procedural	June-08	Those minutes contain only the following: Sub-Committee Chair Report, E&A Treasurer's Report, Area Treasurer's Report, Mock Literature Form, Motion Form, Group Report Form, BASC Announcements (Flyers) and that this be made a part of Brooklyn Area Policy	Failed
Policy/Procedural	May-08	To add to the Area Assistant Treasurer and E&A Treasurer's commitment as follows: Serve as backup for each other's commitment when either commitment is open.	Passed
NO MOTIONS FOR APRIL 2008			
NO MOTIONS FOR MARCH 2008			
NO MOTIONS FOR FEBRUARY 2008			
Time Frame Motion/Financial	January-08	To purchase the PA system that the area has been utilizing.	Passed
Time Frame Motion/Financial	December-07	To charge at the door \$5.00 for the New Year's Eve event and sell soda and water for \$1.00 during the annual New Year's Eve event.	Passed
NO MOTIONS FOR NOVEMBER 2007			
NO MOTIONS FOR OCTOBER 2007			
Time Frame Motion/Policy	September-07	That Literature Review Chairperson attends all Area Service meetings on the Report's months and attends all Regional Literature Review meetings on all business months.	Passed
Policy/Financial	August-07	To increase the "Starters Kit" price from \$54.00 to \$55.75.	Failed
Policy/Procedural	August-07	That we take a 6-month moratorium for opening new meetings.	Failed
Time Frame Motion/Procedural	August-07	To give the former Website Editor Lawrence J., permission to maintain the Brooklyn Area website.	Passed
NO MOTIONS FOR JULY 2007			
NO MOTIONS FOR JUNE 2007			
NO MOTIONS FOR MAY 2007			

Policy/Procedural	April-07	In event of no Assistant Treasurer of area, committee member must be appointed to fulfill commitment until an Assistant Treasurer is voted in.	Failed
Procedural	April-07	Brooklyn Area should only keep checks and check stubs for (5) years only.	Failed
Policy/Financial	April-07	Brooklyn Area assign is someone from the Administrative body to do a full financial accounting/audit of 2005's books for any in discrepancy.	Failed
Procedural	April-07	To amend policy on the responsibilities/duties of the Area. Treasurer and Assistant. NA Bulletin #30 Theft of NA Funds p.2 "To paraphrase one of our sayings, an addict alone with NA money is in bad company".	
Procedural	April-07	To create an Ad hoc Committee to create policy for safe guarding funds.	Failed
NO MOTIONS FOR MARCH 2007			
Policy/Financial	February-07	To Increase Events & Activities revolving funds from \$250.00 to \$500.00	Failed
Financial	February-07	That the E&A committee does not sell any food at any. upcoming events until it is run by the GSR.	Failed
NO MOTIONS FOR JANUARY 2007			