

**Down East Area
Service Committee
Of
Narcotics Anonymous**

Policy and Procedures Manual

Revised in November 2021

1.) Function:

The function an area is to bring cohesiveness among groups in a geographical area. The NA groups have banded together to create an area to provide services that these groups could not provide by themselves. This area was formed to be directly responsible to its member groups. Its sole reason for existence is to be of service to these groups.

2.) Description:

An area is a geographical districts of NA groups. This area is called the DOWN EAST AREA of Narcotics Anonymous. The DOWN EAST AREA belongs to the North Carolina Region. The members of the area Service Committee (ASC) are:

- A. The Group Service Representative (GSR's) or GSR alternates in the absences of the GSR) from groups in the area. GSR's are encouraged to participate in an Area subcommittee. A GSR is perhaps the most important job in the service structure in that it is the link between the addict and the NA service structure.
- B. The following officers: Chairperson, Bice chairperson, ASR. ASR alternate, Secretary, Secretary alternate, Treasurer, Treasurer alternate, Convention Committee Representative. The ASC may create other offices from time to time as it sees fit. For additional information, see section III.
- C. The Chairpersons from the following standing subcommittees (or alternate Chairpersons in the absence of the Chair): Hospitals & Institutions (H&I), Public Relations (PR), Convention, Policy, Literature, Activities, and Outreach. The ASC may also create new subcommittees from time to time as it sees fit. For additional information, see section III.

3.) Term of office:

- A. The term of office for all ASC officers and subcommittee chairpersons is one year (except as noted below), runs from July 1 to June 30 of each year. Any officer or chair that is elected at any point during a term is elected to finish out only the rest of that term. The Vice Chairperson, Treasurer alternate, Secretary Alternate, and ASR alternate move up automatically, unless the ASC allows a challenge.

4.) Elections:

- A. Elections are held at the June ASC meeting.
- B. As noted above, the Vice Chair of the ASC, the Secretary alternate, the Treasurer alternate, and the ASR alternate move up automatically unless the ASC allows a challenge. The SSC may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- C. All the offers and subcommittee chairpersons (except as noted above) are elected by the ASC, with the exception of the Convention Subcommittee Chair. The Convention Subcommittee may elect its own chairperson unless such choice is vetoed by the ASC. The Vice Chairperson of ASC committees do not move up to the position of Chairperson.
- D. All nominees for ASC office (including subcommittee chairperson) must be present to be elected. The ASC may vote by a simple majority vote to allow a person who is not present to be nominated for office. The Chairperson of the Convention subcommittee

(who is elected by the ASC) must be present at the June ASC meeting when elections are held.

- E. All nominees for ASC office (including subcommittee chairpersons) must complete a service resume form. The resume will be read prior to any vote. The Chairperson of the Convention subcommittee (who is not elected by the ASC) must also submit a completed service resume that will be read at the June ASC meeting.

5.) Group Membership:

- A. A group becomes a member of the Down East Area by sending a representative to an ASC meeting and asking to join. A majority of GSR's and Trusted Servants is required to pass the motion.
- B. Regular participation is expected of member groups. This means a group is expected to send a GSR, ALT GSR, or proxy to every meeting, or show some other means that they support the area. "other means" include a financial contribution or a letter explaining their absence or a group report.
- C. A group that has not sent a representative or show support as defined in section B., for three (3) meetings in a row or for less than six (6) months in a year will be automatically dropped from Area membership. Inclusion of the Area meeting list is a separate issue and is governed in the section on the PR subcommittee.
- D. A group may apply for re-admission by sending a representative. As in (A.) above, this requires a majority vote.
- E. In order to be carried on the area meeting list, you must meet the requirements for area group membership

II. DESCRIPTION OF OFFICERS

- 1.) **Chairperson:** The Chairperson arranges an agenda for the presides over the monthly meeting. At committee meeting, they can vote only in case of a tie-on motions. A Chairperson must be capable of conducting a business meeting with a firm yet understanding hand. For this reason, it is required that they have a minimum of two (2) years continuous abstinence from all drugs.
- 2.) **Vice Chairperson:** The Vice Chairperson coordinates all subcommittee functions. In the absence of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. It is required that the Vice Chairperson should be abstinent from all drugs for at least one (1) year. In addition, the Vice Chairperson will conduct all nominations and election procedures.
- 3.) **Secretary:** A secretary keeps accurate minutes of each SSC business meeting, types, mails, or emails copies of these minutes to each GSR, ASR officer and ASC Subcommittee Chairperson as soon after each ASC meeting as possible. It is suggested that the sending occur within three (3) days of the ASC to afford home groups an opportunity to address ASC business at the individual group business meeting. It is required that the Secretary should be abstinent from all drugs for at least one (1) year. In addition, the DOWN EAST AREA secretary will develop a "Roll Call" system for each area meeting. The Secretary will prepare and keep current a directory of ASC officers, subcommittee chairs and group GSR's addresses an phone numbers, for distribution only within the ASC. The Secretary will ensure that the Treasurer's report

(including the Convention and Literature, Activities financial reports) will appear in the minutes of the ASC. A copy of the minutes of the ASC will go to the Policy subcommittee to appear in the Archives. Flyers for DEA related activities will be attached to the back of the monthly minutes.

4. **Treasurer:** The Treasurer shall make a report of contributions of expenditures at every regular ASC meeting (copies of this report will be given to the GSR's at the ASC meeting), as well as an annual report at the end of the fiscal year. The Treasurer (or Treasure alternate) must sign all ASC checks. The Treasurer can also be made responsible for bulk purchases of literature for the groups. In addition, the Treasurer will make a monthly donation to the meeting place of the ASC. The donations shall be set at \$25. The Treasurer shall ensure that a copy of the ASC financial report (including copies of the Convention and Literature financial reports) goes to the Secretary for inclusion in in the ASC minutes. Note: The Treasurer is also responsible for all the functions listed under the section of the Financial Subcommittee and in section of ASC Policy. Clean time requirement is a minimum of five (5) years continuous abstinence.

5.) **Area Service Representative (ASR):** An area service representative (ASR) is to an ASC what a GSR is to a group. The ASR's speak for the members and groups within the ASC as the representative of the area. The primary responsibility of an ASR is to work for the good of NA, providing two-way communication between the Area and the rest of NA, particularly with neighboring ASC's. They represent the group conscience of an ASC at ta regional level and provide the area with agenda for RSC at least ten (10) days before RSC meets. An ASR attends all RSC meetings and takes part in any decisions, which affect the region, speaking as the voice of the ASC and RSC subcommittees, but not as a chairperson. The office of ASR is immensely important, for an ASR is the next link in expressing the will of a loving God. Therefore, in addition to regular qualifications for GSR's, it is recommended that nominees to the post of ASR also have 1) Service experience, 2) The willingness to give the time and resources necessary for the job, 3) clean time requirement is a minimum of three (3) continuous abstinence from all drugs.

6.) **Alternate ASR:** This is a Two-year commitment. The first year of service is spent becoming familiar with the job of ASR, attending all ASR and RSC meetings, and filling in for the ASR if he or she is absent or for any reason is unable to complete the term of office. Clean time requirement is a minimum of two (2) years continuous abstinence from all drugs. All other requirements are the same as the ASR.

7.) **Other ASC Officers:** The ASC may create other officers (such as Secretary alternate or Treasurer alternate) from time to time by a majority vote.

8.) **Attendance Policy for ASC Officers:** All ASC officers are required to attend all ASC meetings Failure to attend two consecutive meetings or total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the ASC Chairperson and to submit a normal written report. The ASC may excuse an absence if it so desires. An ASR or an ASR alternate may be removed for missing two Regional Service Committee meetings.

9.) **Removal of ASC Officers:** Any ASC officers may be removed by a two-thirds (2/3) majority vote of the ASC. Grounds for removal can include (but are not limited to): Failure to perform duties as indicated in the manual (or as assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASF funds, or relapse. A motion to remove an ASC officer shall be handled in accordance with normal ASC procedure. It is recommended that such a step not be taken lightly. The ASC should determine the validity of any charges before voting on a motion to remove any officer. Note: An official NA letterhead shall be available to be copied for use by officers. All officers must submit a written report at the area business meeting.

III. DESCRIPTION OF SUBCOMMITTEES

1.) Hospitals and Institution:

Function and Purposes: In general, the function of the H&I subcommittee is to carry the NA message of recovery to addicts who are in various institutions, such as hospitals, treatment centers, jails, and prisons. Usually, this message is carried to addicts who do not have the ability to attend regular NA meetings. In order to understand the function and purpose of the H&I Subcommittee, it is recommended that you refer to the Temporary Working Guide to Our Service Structure (TwiGS), World, Regional, and ASC H&I guidelines when available. The required clean time for Chairperson is two (2) years of continuous abstinence from all drugs.

2.) Public Relations:

Function and purpose: In general, the purpose of the PR subcommittee is to coordinate and provide the information services for NA, such as meeting directories and Helpline. Usually, this message of recovery in NA is carried to the general public. In order to better understand the function and purpose of PR subcommittee, it is recommended that you refer to the Guide to Local Service and The World, Regional, and ASC PR guidelines when available. The required clean time for Chairperson is two (2) years of continuous abstinence from all drugs.

a.) The DOWN EAST AREA PR subcommittee will publish updated quarterly meeting directories (1/1, 4/1, 7/1, 10/1)). The subcommittee Chairperson may suspend the updates or require a more frequent update as sufficient changes warrant it. The directories will be printed on a least cost basis. It is recommended that each group make copies of the directories for their group or request copies from the PR subcommittee. Any group who wants to be included on the DOWN EAST AREA Meeting Directory and wants meeting information to be given out on Helpline calls shall meet Area Group Membership Requirements.

- 1.) Participation on a quarterly basis is defined as having a representative and a written report at one ASC meeting per quarter.
- 2.) Representatives are defined as a GSR or person appointed by a group at a business meeting to represent it. Hearsay reports are not acceptable.
- 3.) Quarters are defined as three-month periods, which begin January 1, April 1, July 1 and October 1.
- 4.) Report is defined as a written document containing group name, address, schedule (night), time (am or pm), type of meeting (open, closed, etc.), and officers (names,

- positions, addresses, phone numbers), It is also expected that the report will include current status and the health of the group.
- 5.) For the unity and accountability, only DOWN EAST AREA groups should be listed in the DOWN EAST AREA Meeting Directory. Any regional or Area Helpline number may be published in the directory at the discretion of the PR subcommittee.
 - 6.) PR has self-sustaining funds held and distributed by ASC treasurer.

- b.) The DOWN EAST AREA PR subcommittee will administer a “Helpline”. The main purpose of the Helpline is to get an addict to a meeting safely. It is recommended that:
 - 1.) The answering service does not give out NA member’s phone numbers, but takes the caller’s number for a return call
 - 2.) Volunteers should have at least one year of recovery. Lists of volunteers should be brought to the area meeting monthly.
 - 3.) Twelve step calls should only be responded to by two persons; One person should be the same sex as the caller, and at least one person needs to have one year of clean time.
- c.) It is requested that each GSR go back to their group and find a PR representative to attend PR meetings. If one cannot be found, the GSR is encouraged to attend until one can be found.

3.) Convention:

Function and Purpose: The DOWN EAST AREA Convention subcommittee is charged with planning and putting on the Convention/Celebration of recovery that is known as the DOWN EAST INNER COASTAL CROSSROADS CONVENTION OF NARCOTICS ANONYMOUS. In order to better understand the function and purpose of the Convention Subcommittee, it is recommended that you refer to the Guidelines for Local Service, World, Regional, and ASC guidelines when available.

- A. The convention subcommittee shall have funds separate from the area.
- B. The convention subcommittee shall be allowed to hold functions, fund-raisers and events directed at raising money for the convention.
- C. The Convention subcommittee shall put aside seed money from each convention toward the next convention. All funds above this seed amount are to be passed on to the NC Region
- D. The Convention subcommittee shall submit, with its monthly written report, a monthly financial statement to the DOWN EAST AREA Treasurer. This statement shall include a copy of that month’s bank statement if applicable.

4.) Policy and Procedures:

Function and purpose: The Policy subcommittee is charged with helping the ASC better conduct its business. It does this by maintaining, organizing, and explaining the policies that have been

voted on by the ASC. The Policies are generally concerned with how the ASC conducts the monthly business meeting and how its subcommittees are run. In order to better understand the function and purpose of the Policy subcommittee, it is recommended that you refer to the Guideline to Local Services, World, Regional and ASC policy guidelines when available.

- A. The Policy and Procedures subcommittee shall be responsible for the upkeep of this policy guideline manual, with updates and revisions published, as necessary.
- B. If, in the course of normal business proceedings, a policy is deemed outdated by the ASC, the Policy and Procedures Subcommittee shall write a proposed change or alteration in the form of a motion to be voted on by the ASC. This policy change must be approved by a majority vote (2/3).
- C. The Policy and Procedures subcommittee shall also be responsible for providing the Area Archivist. The Area Archivist shall be responsible for maintain copies of all ASC minutes.
- D. A revision of the DEA Policy will be presented every six (6) months to all Area groups and trusted servants (January and July)

5.) Outreach:

Function and Purpose: to assist in carrying the NA message to the still suffering addict, thus supporting the continuing growth and unity of the fellowship. It is recommended that additional information about the Outreach Subcommittee may be found in applicable World Service and Regional Service documents. This Subcommittee will carry out its function and purpose by:

- A. Acting as a resource and coordinator in reaching out to the loners & isolated groups in institutions and struggling groups.
- B. To locate isolated members, groups, or meeting and to provide these members, groups, and meeting with information about NA and its service structure
- C. To reach out to groups that has not been attending ASC meetings on a regular basis and to encourage participation through education.
- D. To provide orientation for new GSR's.

6.) Activities:

Function and Purpose: To further our primary purpose by putting on events and functions.

- A. Committee Chairperson Requirements: 1) Clean time of at least two-year (Vice Chairperson: Clean time of at least one (1) year. 2) Experience in NA activities. 3) A willingness to serve.
- B. The subcommittee has a self-sustaining treasury and should be held accountable for these funds
- C. The subcommittee retains responsibility for flyers for its events.

7.) Literature Subcommittee: CURRENTLY NO LONGER FUNCTIONING

Function and purpose: The literature Subcommittee maintains a supply of NA conference-approved literature and other materials for sale to groups within the DOWN EAST AREA. It serves as a communications link between the Area and Literature Committees on other levels, Such as Region or World. It provides a forum where members may contribute to the development of NA Literature.

- A. A stockpile of NA conference-approved literature and other merchandise will be maintained for sale to groups within the DEANA. The initial purpose will be based on estimates from GSR's as to how much literature they order on a regular basis. Subsequent purposes will be sufficient to maintain this stockpile. The stockpile may be increased if the demands calls for it. Sales of literature will be held only at ASC meetings. GSR's may submit orders on a form provided by the committee, along with their payment, before the beginning of subcommittee meetings. Orders will be assembled during subcommittee meeting, along with a numbered receipt for each order. GSR's may pick up their order and receipts before leaving the ASC. The Literature Subcommittee Chairperson will give all funds received to the Area Treasurer before the end of ASC and receive a check from Treasurer to replenish the stockpile. A small profit may be charged to cover shipping and occasional growth of the stockpile. The Literature Subcommittee Chairperson will give all funds received to the Area Treasurer before the end of ASC and receive a check from Treasurer to replenish the stockpile. A small profit may be charged to cover shipping and occasional growth of the stockpile. The Literature Subcommittee Chairperson will maintain records of transactions including an inventory and a record of receipts and disbursements.
- B. The Literature Subcommittee will serve as a communications link between ASC and literature committees on the Regional and World Level. Information such as new or discontinued items and proposed changes in conference approved literature will be given to the DEA. ASC responses to changes will be forwarded to the appropriate body.
- C. The Literature Subcommittee will provide a forum where members can contribute to the development of NA literature. Critical analysis and creative writing will be discussed and approved.
- D. Clean time requirement for the Literature Subcommittee Chairperson five years of continuous abstinence from all drugs. Clean time requirement for Literature Subcommittee Alternate Chairperson is four years.

8.) Convention Committee Representative:

- A. DEASCNA will elect a Convention Committee Representative to represent the Area at DEICCNA Committee meetings.
- B. The Convention Committee representative will have three (3) years abstinence from all drugs and will have at least one (1) year experience on the DEICCNA Committee.
- C. In the absence of a representative, any members of the Down East Area who works on the DEICCNA Committee may carry information back and forth between the convention committee and DEASCNA but will not officially represent DEASCNA.

9.) Clean Time Requirements for Subcommittee Chairpersons:

It is required that all Chairpersons and Alternate Chairpersons of ASC subcommittees have a minimum of one (1) year of continuous abstinence from all drugs (or more if recommended by individual guidelines).

10.) Attendance Policy for Subcommittee Chairperson:

All subcommittee Chairpersons are required to attend all ASC meetings. Failure to attend two (2) consecutive meetings or a total of four (4) meetings during a term of office is considered grounds for removal. Chairpersons who are going to be absent must notify the ASC Chairperson and submit normal written reports. The ASC may excuse an absence if it so desires.

11.) Removal of Subcommittee Chairpersons:

Any subcommittee Chairperson may be removed by a two-thirds (2/3) majority vote of the ASC. Grounds for removal can include (but not limited to) : failure to perform duties as indicated in the manual (or assigned by ASC), failure to follow ASC attendance policy, misappropriation or embezzlement of ASC funds, or relapse.

12.) Participation of ASC Subcommittee Chairpersons on RSC Subcommittees:

All subcommittees with corresponding RSC subcommittees (H&I, PR, and Policy), are required to participate on those regional subcommittees. Participation shall be defined as being a voting member of the RSC subcommittee and will require attendance of RSC subcommittee meetings. Failure to fulfill this requirement is grounds for removal from office. Note: An official NA letterhead shall be available to be copied for use by subcommittee Chairpersons who must submit written reports at the area business meeting.

IV. DOWN EAST AREA FINANCIAL POLICIES:

- A. The area shall place all funds in a non-interest earning account, in-keeping with our seventh tradition.
- B. There shall be two signatures required on all checks. One must be the Treasurer (or treasurer alternate if one exists). The other must be that of the members of the Administration committee (Chairperson, Vice Chairperson, Secretary, Secretary Alternate, ASR, or ASR alternate).
- C. All disbursements require receipts.
- D. Disbursements of funds shall be made by check.
- E. The Treasurer should allocate a yearly stipend for each subcommittee chair for the functioning year in the following amounts: \$200 (ASR/RCM), \$420 (Secretary), \$300 (P&P), \$300 (PR), \$300 (Activities), \$300 (Outreach), \$750 (H&I). In the case that any subcommittee chair should exhaust their allocated funds, they must fill out a check request form which includes showing intent. If the Treasurer provides an advance; receipts must be received to cover that advance before the Treasurer will pay any additional funds to that person or subcommittee.
- F. The ASC fiscal year shall run from July 1st to June 30th.

G. Funding Travel to RSC Meeting:

- 1.) Treasurer may either reimburse for these expenses (on basis of receipts) or may advance the Funds (on basis of a check request). Whenever an advance is made, the Treasurer must receive the receipts to cover that advance before advancing any further funds. All receipts must be submitted to the Treasurer at the next ASC meeting after the funds are spend. All persons traveling on DEA business are urged to be prudent with ASC funds.
- 2.) All travel expenditures are tied to the availability of funds and may be limited or reduced based on such availability.

H. The area shall have a prudent reserve of \$1,250

The ASC treasury shall not be allowed to fall below this amount without a two-thirds (2/3) majority vote of the ASC. The ASC Treasurer is authorized to reduce or limit pre-authorized budget expenses if such expenses would bring the ASC treasury below the Prudent Reserve. In the event of a financial emergency (when the treasury falls below the prudent reserve), the Treasurer should attempt to provide funds for critical ASC services such as (not in order of priority), printing requirements, Helpline expenses, H&I expenses, ASC meeting rent, ASR travel and ASC administration expenses. The Treasurer shall use good judgement if limitation in funds is required and is encouraged to consult with other trusted servants (ASC and Regional). In such matters, funds above prudent reserve shall go to Higher Level of Service.

- I. It is suggested that a percentage of each group's income. To be determined by the group shall be donated to the area.
- J. Each group is responsible for its own tax liability.
- K. The Treasurer shall submit, with their monthly written report, a monthly financial statement to the DEASC. This statement shall include a copy of that month's bank statement.

V. CONDUCTING BUSINESS AT THE ASC:

1. General:

- A.) The Voting members of ASC are GSR's (GSR Alternate), ASR and ASR alternate, ASC officers and subcommittee chairpersons, it is suggested that the GSR's should vote according to his/her group's conscience.
- B.) The order of business shall be as follows (the ASC Chairperson may change the order of business as needed):
 1. Opening prayer
 2. Reading of the Twelve Traditions

3. Reading of the Twelve Concepts
 4. Roll Call of groups and trusted servants
 5. Minutes of previous month's meeting
 6. Treasurer's report
 7. Subcommittee reports
 8. Group reports
 9. Open forum
 10. Old business
 11. Ending Treasurer's Report
 12. New business
 13. Announcements
 14. Closing prayer
- C.) All ASC meetings shall be closed.
- D.) The ASC meeting shall meet the third Sunday of each month (or on any date set by the ASC).
- E.) The ASC meeting shall not be listed in the meeting directories
- F.) Area should meet at a centralized location decided by the groups. A home group may host an ASC meeting by volunteering at the proceeding meeting (e.g., the current area in session). The ASC would vote whether or not to accept the offer. Subcommittee meetings start at 1:00p.m. with the ASC starting promptly at 2:00p.m. Business will continue until all business is concluded (or tabled).
1. ASC meeting must return to the centralized location after being hosted at a different location. At centralized location, a GSR can put a motion on the floor to host the ASC meeting the following month.
- G.) Password to website shall be placed on monthly business meeting report.

2.) Voting Procedures:

- A. Each voting member of the ASC shall have only one vote no matter how many offices held, subcommittees chaired, or groups represented.
- B. That group's GSR (or GSR alternate is in the absence of the GSR), casts a group's vote at the ASC. In situations when the GSR or GSR alternate is not able to attend the ASC meeting, another person may represent and vote for the group and is said to be carrying the proxy vote for the group. There are couple of cases in which proxy votes are appropriate. One would be when the GSR and GSR alternate of a group are prevented from attending the ASC due to incarceration or commitment. Another case would be

when the GSR and GSR alternate are both unable to attend the ASC by circumstances beyond their control. A proxy vote should never be used because of the distance of a group from the ASC meeting. Any person carrying a group's proxy should attend that group on a regular basis and should have asked to act as a proxy (a person should not decide to represent a group). A proxy should consist of a written document; in order to prevent confusion, but such a written statement is not absolutely required. If there is a question about the validity of a proxy, the GSR's of the ASC will decide whether or not to allow the proxy or may be validated at a later date.

C. The Chairperson shall decide whether a motion affects the ASC or Narcotics Anonymous as a whole.

1. If the voting topic affects only the ASC, then GSR's, ASC officers and subcommittee chairpersons can vote.
2. If the voting topic affects NA as a whole or NA funds, only GSR's can vote.
3. The ASC may decide by a majority vote, for the GSR's to take a motion back to their groups for a vote. The motion will then be voted on at the next ASC meeting.

D. Motion Rules:

1. All motions must be submitted in writing prior to new business. If not, they must be carried over to the next ASC meeting.
2. Motions may be amended on the floor (with the consent of the maker). Amendments must be added in writing and read back to the ASC.
3. The Chairperson may table a motion, submit it to a committee for review, or suspend the rules under certain circumstances when there is a need to act immediately.

E. Quorum = if 5 or more GSR's are in attendance, this will be a quorum and business can be conducted.

3.) Rule of Order:

A. Obtaining the floor:

1. Raise your hand after the floor has been yielded.
2. Identify yourself after the Chair recognizes you.
3. You now have the floor, direct your business to the Chairperson.
4. Any member except the Chairperson cannot interrupt a member after obtaining the floor.

B. Making a Motion:

1. Have your motion written down
2. The Chairperson will read the motion after it has been recorded by the Secretary.

C. After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairperson's options are:

1. Ask for a second, (if not already seconded). If it is not seconded, the motion dies.
2. Table the motion.
3. Refer the motion to a committee.

4. If the motion is out of order or it refers to an outside issue, the motion dies.

D. Debate:

1. Obtain the floor.
2. State pro or con to the motion or amendment.
3. Debate on divided issues may be limited at any time by the Chairperson, i.e. 2 pros and 2 cons of 3-5 minutes each
4. “order of the Day” (getting the meeting back on track), “Point of information” (explaining the intent), “Point of Order” (violation of Policy or Traditions), and “Point of Appeal” (over rule a Chairperson’s decision) are other parliamentary motions and can be made from the floor.

E. Amendments:

1. Amendments may be made at any time after the motion has been made and seconded by requesting and receiving permission of the maker of the motion.
2. Amendments must be seconded.
3. The amended motion must be stated aloud by the Chairperson or Secretary.

F. Call for Vote:

1. Call for a vote.
2. Only a member of the voting body may call for a vote.
3. Voting must take place immediately without further debate.

G. Voting:

1. Each member has but one vote.
2. Voting will be by a show of hands.
3. Vote either yes, no, or abstain.
4. When motions have been amended in proper order, amendments will be voted on first.
5. After amendments have been voted on, the motion is then voted on. If the motion dies, amendments associated with it also dies.
6. Motions, except where noted in the body of this manual, are carried by simply majority. Simply majority is half (1/2) the voting body plus one and cover most votes. Those votes that effect eh Policy of the DEA will be two-thirds (2/3) majority vote.
7. “All votes” are those motions that effect policy two-thirds (2/3) majority vote or general business of the Area.
8. “GSR’s only vote” for monies. The groups of DEA decide how monies are to be spend.
9. In case of a question of voting policy, The Chairperson shall make the determination.
10. The Chairperson can be overruled by a simple majority vote on any decision by the Chair the body chooses, and any member of the voting body can make a verbal motion with a second to overrule the Chairperson.