

**Greater Smoky Mountain Area Service Committee of Narcotics Anonymous -
Guidelines for Service**
Revised on 21 June 2010

I. NAME, DESCRIPTION, AND BOUNDARIES

- A. This body shall be known as the Greater Smoky Mountain Area Service Committee of Narcotics Anonymous, hereinafter called GSMASC, or ASC, and shall serve the Greater Smoky Mountain Area of Narcotics Anonymous, called Area.
- B. The GSMASC is a service body of Narcotics Anonymous directly responsible to the groups who comprise it. It consists of Group Service Representatives (GSRs) from NA groups of the Area, along with elected officers, subcommittee chairpersons, and other participants who meet monthly in a general assembly to serve the common needs of the Area groups.
- C. The GSMASC shall serve the counties of Knox, Loudon, Blount, Anderson, Morgan, Roane, Jefferson, Hamblen, Monroe, and Sevier, and coordinate services with any other Narcotics Anonymous ASC(s) nearby.
- D. The Area shall have the option of including meetings located in neighboring areas, as spelled out in The 12 Traditions of Narcotics Anonymous.

II. PURPOSE, FUNCTION AND SCOPE OF GSMASC

- A. The purpose of the GSMASC is to be supportive of the NA Group and its primary purpose by associating the Group with other Groups and by helping the Group deal with its day-to-day problems and needs.
- B. Any business not covered by specific guidelines in this document will be covered by 12 Traditions, 12 Concepts, Guide to Local Service and Robert's Rules of Order.
- C. The GSMASC will create and maintain an active archive to be kept by the sitting Vice-Chair.
- D. All GSMASC subcommittees, ad hoc and elected, will be autonomous in carrying out their responsibilities with the exception of money expenditures.
- E. The Area is responsible for financially supporting its sub-committees.
- F. The GSMASC serves three basic functions:
 - 1. to unify the groups within its Area, and to provide help and support to individual groups.
 - 2. to carry the message of recovery through its various sub-committees.
 - 3. to contribute to the growth of, and enhance the quality of, Narcotics Anonymous as a whole, by helping to support the Regional and World Service Committees.
- G. The 7th tradition basket will not be passed at the Area Service Committee meetings. If a basket is passed for collection of funds for refreshments, etc. it will not be referred to as the "7th tradition basket."

III. AREA SERVICE COMMITTEE

- A. The GSMASC shall meet on the fourth Sunday of each month except in November and December, in which case it will be held on the third Sunday.

- B. Special meetings may be called for and arranged by the Chair as necessary, and the Chairperson must give reasonable notice of such meetings to all participants.
- C. All Area Service Committee meetings shall be open to any member of NA.
- D. The GSMASC shall remain in session until the end of business or until a motion to adjourn is approved.

IV. OFFICERS RESPONSIBILITIES AND QUALIFICATIONS

A. Chairperson

1. A Chairperson arranges an agenda for, and presides over, monthly meetings; along with overseeing correspondence. The Chairperson should be one of the co-signers of the ASC's bank account. At ASC committee meetings they can only vote in case of a tie. A Chairperson must be capable of conducting business meetings with a firm yet understanding hand. For this reason, it is suggested that they have a minimum of three (3) years continuous abstinence from all drugs.
2. One year commitment.
3. Service Experience recommended preferably as vice Chair, a GSR, sub-committee chair or administrative committee member.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Upon election he/she should resign as GSR or Alt., RCM or Alt. or sub-committee chairperson.
8. Should have organizational skills.

B. Vice Chair

1. A Vice Chairperson coordinates all Sub-committee functions. In the absence of an executive committee member, the Chair of the Area or any sub-committee, the Vice Chair shall perform the duties of that trusted servant. The Vice Chair will make any deposits in the absence of the Treasurer. The Vice Chair should be one of the co-signers on the ASC's bank account. It is suggested that Vice Chair have a minimum of three (3) year continuous abstinence from all drugs.
2. One year commitment with a willingness to accept nomination to become Chair at end of term.
3. Service experience recommended preferably as GSR, sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Upon election, he/she should resign as GSR or Alt., or Sub-committee Chairperson.
8. Utilizing secretary's log of policy changing motions, Vice chair will maintain an updated version of the official guidelines of the GSMASC that includes all policy changes that have been voted on to date. This updated version to be present at each Area meeting to aid the vice chair in the review of motions made at that meeting.

C. Secretary

1. A Secretary keeps accurate minutes of each ASC Business meeting, types and distributes minutes to each GSR no later than 10 days following each ASC meeting. The Chairperson should verify these minutes before copies are made. The Secretary must maintain a log of policy changing motions. It is suggested the Secretary have a minimum of one (1) year continuous abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferably GSR, sub-committee Chair, or administrative committee.
4. Understanding the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Will provide updated guidelines to all executive and sub-committee members at the June ASC meeting.

D. Alternate Secretary

1. Shall assist the Secretary in performing their duties while learning them. Shall perform those duties in the absence of the Secretary with the assistance of the vice Chair. It is suggested that an Alternate secretary have a minimum of six (6) continuous months abstinence from all drugs.
2. One year commitment.
3. Understanding the 12 Traditions and 12 Concepts of NA through application.
4. The willingness to give the time and resources necessary for the position.

E. Treasurer

1. A Treasurer shall make a report of contributions and expenditures at every regular ASC meeting, and an annual report at the June ASC meeting. The Treasurer shall be a cosigner of the ASC bank account. It is suggested that a Treasurer have a minimum of three (3) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as Alternate treasurer GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Should have organizational skills.

F. Alternate Treasurer

1. Shall assist the Treasurer in performing their duties while learning them. Shall perform those duties in the absence of the Treasurer with the assistance of the vice Chair. It is suggested that an Alternate Treasurer have a minimum of two (2) continuous years abstinence from all drugs.
2. One year commitment.
3. Service experience recommended preferable as GSR or Alt., sub-committee Chair or administrative committee.
4. Understanding of the 12 Traditions and 12 Concepts of NA through application.
5. The willingness to give the time and resources necessary for the position.
6. Should be financially stable.
7. Should have organizational skills.

G. Regional Committee Members (RCM 1 and 2)

1. A RCM is to an ASC what a GSR is to the group. As the representative to the area, the RCM's speak the Area Service Committee. The primary responsibilities of a RCM is to work for the good of NA by providing two-way communications between the Area and the rest of NA, particularly with neighboring ASCs. They represent the group conscience of an ASC at a Regional level and provide the Area with the agenda for the RSC at least ten (10) days before the RSC meets. An RCM attends all RSC meetings and takes part in any decisions, which affect the Region, speaking as the voice of the ASC's group conscience. A RCM may serve on one or more of its ASC and RSC sub-committees, but not as a chairperson. The office of the RCM is important as an RCM is the next link in expressing the will of the ASC group's conscience. A RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications for GSRs, it is recommended that the nominees to the post of RCM also have:
 2. Recent area service experience.
 3. The willingness and ability to give the time and resources necessary for the position.
 4. A suggested minim of three (3) years continuous abstinence from all drugs.

V. MOTIONS, ELECTIONS, AND VOTING PROCEDURES

- A. The ASC chairperson will advise the ASC that nominations are open for that position. The nominations of ASC officers and subcommittee chairpersons should come from active GSRs.
- B. Two months prior to the end of the term of any officer (May, November), nominations for that office will be solicited. An explanation of that position's duties and responsibilities will be provided. The nominee must be present at the ASC. A motion must be made at this time (May, November) to close nominations.
- C. At ASC (May, November), the nominees must be present to verbally express their willingness and provide their qualifications. They must also provide this information and willingness in writing to the ASC secretary. Attendance is mandatory, written qualifications will not be accepted from absent nominees. If a nominee fails to attend, the position will be reopened and a nominee will be chosen from persons from attendance.
- D. At the next ASC (June, December), the positions will be voted upon. Nominees should be present for the vote.
- E. Should an executive office position become vacant due to unforeseen circumstances, an interim officer can be appointed at that ASC meeting by the Chair until that office is filled at the next scheduled election time.
- F. Only GSR's or their alternates can vote on these nominations and elections.
- G. When there are more than two nominations for a given position, if no candidate gets a clear majority, the following will be done: a vote will be taken, the nominee will be dropped with the least amount of votes and another vote will be taken until there are only two nominees left.
- H. In case of only one nomination, a majority vote is required.
- I. No officer may serve more than two full consecutive terms in the same position.

- J. With the exception of the ASC chairperson who may vote only to break a tie, only GSRs carry votes at the ASC.

VI. TERMS OF OFFICE

- A. Position Expiration in the month of June:
 - 1. ASC Chair
 - 2. ASC Vice-Chair
 - 3. ASC Secretary
 - 4. Alternate ASC Secretary
 - 5. ASC Treasurer
 - 6. Alternate ASC Treasurer
 - 7. RCM
 - 8. Alternate RCM
- B. Sub-committee chairs ending in December:
 - 1. Public Information
 - 2. Hospitals & Institutions
 - 3. Literature
 - 4. Activities
 - 5. Outreach
 - 6. ROR

VII. REPORTS

All verbal reports should be limited to ten minutes per report, all reports are to be printed or typed.

- A. Yearly reports (end of elected term):
 - 1. Treasurer
 - a. Compiles a report consisting of the past year's activities, including an up-to-date financial statement.
 - 2. Sub-committee Chairperson:
 - a. Compiles a report consisting of the past year's activities, accomplishments, specific problems, situations, financial expenses and plans for the coming year.

VIII. PROCEDURE FOR RESIGNATION OR REMOVAL OF OFFICE HOLDERS

- A. Resignation:
 - 1. If resigning before the end of your term, please inform the ASC in writing as soon as possible.
- B. Involuntary:
 - 1. Any executive committee member or subcommittee chair missing two (2) consecutive GSMASC meetings will contact them directly by the chairperson or acting chair. After a third (3rd) meeting missed consecutively, resignation is considered automatic.
 - 2. Relapse during term of office is considered as an automatic resignation.

3. Removal of office holders may occur due to:
 - a. Failure to perform duties and responsibilities;
 - b. Breach of Traditions, malicious misuse of terms and conditions or unethical conduct inconsistent with role of trusted servants.
4. Procedures for removal:
 - a. These above grounds represent prerequisite for removal. They are not meant to imply that removal is necessary in every case these exist. They are simply intended as a guide to the group conscience when removal proceedings are instigated.
 - b. Present the motion in writing to the Chairperson stating due cause seven (7) days prior to the ASC meeting.
 - c. The respondent is given a rebuttal (if so desired, not to exceed ten (10) minutes).
 - d. A closed ballot is taken.
 - e. A two-thirds (2/3) majority is required for removal.

IX. STANDING COMMITTEES/SUBCOMMITTEES

In order to minimize time spent debating in ASC meetings, a committee system is used by the GSMASC. Standing committees and sub-committees are formed to assume responsibility for fulfilling our primary purpose in specific ways. Finalization of these projects occurs at the ASC meetings by the voting bodies. Each committee chairperson should establish lines of communication with the appropriate Regional and /or World Conference Committee chairperson. Each committee is delegated the authority by the Area to exercise its best judgment in fulfilling its duties, and is accountable to the Area. In order to better serve the Area, a committee may elect officers and open a bank account.

A. Executive Committee

1. The Executive Committee shall consist of all the duly elected GSMASC officers and standing subcommittee Chairpersons.
2. Prior to submission to the Area Service Committee, the Executive Committee shall review guidelines and proposed budgets and suggest modifications, if needed.
3. The Executive Committee shall function under the GSMASC Guidelines in lieu of publishing their own.

B. Hospital and Institutions

1. The GSMASC H&I sub-committee acts as a resource to groups and individual members in their efforts to carry the message into institutions such as jails, hospital, detoxification centers and recovery houses. Its goal is to help avoid tradition violations while carrying our message to those who cannot come to us.

C. Public Information

1. The GSMASC PI sub-committee deals with how NA interfaces with society (e.g. telephone, other media). Its purpose is to inform the public that NA exists and offers recovery from the disease of addiction.
2. The PI sub-committee shall maintain the GSMANA website and phonenumber, and update and produce the Area meeting schedule bi-monthly.

D. Activities

1. The GSMASC Activities sub-committee deals with creating activities for recovering addicts and others to enjoy while clean. The Activities sub-committee may help organize or hold events such as picnics, camp outs, dances, and raft trips in order to promote unity.

E. Literature

1. The GSMASC Literature sub-committee deals with our primary purpose as it is achieved in printed material. This committee seeks the input of the fellowship, compiles this input and presents it to the ASC. This committee also maintains an inventory of NA approved literature and makes such Literature available for sale at cost to all groups at the monthly meeting of the GSMASC.

F. Recovery on the Ridge

1. The GSMASC Recovery on the Ridge sub-committee deals with preparing for and delivering a yearly campvention. Recovery on the Ridge is to be self supporting by using the proceeds from the previous year's event to fund the current year's event – no longer will these funds be donated to the Volunteer Region Convention.

G. Outreach

1. The GSMASC Outreach subcommittee serves as the outstretched hand of the Area community to isolated groups and addicts.

X. AD HOC COMMITTEES

- A. Temporary Subcommittees are created by either the GSMASC Chairperson or a simple majority vote of the Area.
- B. Ad hoc chairs are selected by the Area, or the ASC Chair, before that committee's first meeting.
- C. Ad hoc chairs should have a working knowledge of NA's Twelve Steps and Traditions, as well as be knowledgeable of the current GSMASC guidelines.
- D. Ad hoc Chairpersons may make motions regarding their Subcommittee, but cannot vote or second motions.
- E. The ad hoc committee will be dissolved when their task is completed or at the discretion of the GSMASC or Area Chair.

XI. GUIDELINES FOR MOTIONS, VOTING, OPERATIONS, AND FINANCES

- A. All ASC meetings are open to ALL NA members and any member has a voice on the floor. The ASC Chair will recognize a member by a raised hand.
- B. Operations:
 1. The GSMASC will meet at a designated location on the 4th Sunday of each month except in November & December; it meets on the third Sunday. The schedule meeting time is 2:30 pm and must end by 5 pm (may be extended by majority vote and availability of meeting place).
 2. Rent must be paid to for the use of the designated meeting facility as agreed upon by the management and Area.
 3. The Operating Budget of the ASC is established to provide a two month window

of possible financial responsibilities and/or needs of the ASC and is defined as follows:

- a. The Operating Expenses of the ASC for the fiscal year 2009 includes, but is not limited to the following:

	<u>Monthly</u>	<u>Reserve</u>
• Rent	\$50.00	\$100.00
• Area Meeting Schedules for distribution to the groups	\$37.50	\$75.00
• General Supplies for Executive Members needs including copying and distribution of the Area Minutes	\$65.00	\$130.00
• Emergency fund	-----	\$200.00

- b. The allocations for the Area Sub-committees for fiscal year 2009 are as follows:

	Monthly	Reserve
• Hospitals & Institutions	\$250.00	\$500.00
• Public Information	\$215.07	\$430.14
• Activities	\$100.00	\$200.00
• Outreach	\$8.33	\$16.67

4. Making, seconding, or amending motions:

- a. GSR, or a Group's designated alternate in their absence, may make, second and amend motions.
- b. Area Subcommittee chairs may only make motions that arises from their committee.

5. Quorum

- a. Official Quorum is one more than half of the voting participation (number of eligible voting groups).
- b. Official Quorum must be reached prior to any votes being held. If not, the ASC must be rescheduled.
- c. There is no paper proxy representation for quorum or voting.
- d. If any group is not represented at two consecutive ASC meetings, the group will be dropped from the roll call and lose voting privileges. At the second attendance at the ASC, the group will be restored. New groups enter the roll call at their first ASC and have voting privileges at their second ASC.

6. All motions must be written on a motion form and are submitted to the Vice Chair.

- a. The motion and its intent are read to the Area by the Chair.
- b. A second to the motion is then asked for by the Chair.
- c. After a motion is seconded, the Chair will ask if there is opposition to the motion.

If there is no opposition:

- The Chair will ask for a voice vote of all those in favor, and the motion carries.

If there is opposition:

- The Chair will determine if it's a housekeeping motion or other.
- The maker of the motion is given an opportunity to answer questions regarding the motion's clarity.

- The floor is open for debate with a discussion limit of two pros and two cons.
- d. Once a motion has been passed it must remain in force for at least six months unless overruled by a 2/3 Quorum majority.
7. Voting:
- a. Each eligible voting group within the Area will have one vote which must be cast by their recognized elected GSR (or alternate in their absence).
 - b. In case of a tie the Chair has a compulsory vote. A tie occurs when the number of yes votes equals the number of no votes and the Chair's vote could cause the motion to either pass or fail.
 - c. Policy changing motions must be taken back to the groups for a group conscience voting decision.
 - These motions taken back to the groups will be voted upon at the next Area meeting in which a quorum is established.
 - Any motion which if passed would require a change to these guidelines is to be considered a policy changing motion.
 - A non-policy changing motion is any motion, (including but not limited to Region and World motions that the Area must vote on), that will not require any changes be made to these guidelines if it is passed.
 - A policy changing motion that receives a yes vote from 2/3 or more of the present eligible voting groups passes.
 - A policy changing motion that receives a no vote from more than 1/3 of the present eligible voting groups fails.
 - Should any motion neither pass nor fail due to abstentions, then the motion is again sent back to the groups and another vote will be taken at the next Area meeting in which a quorum is established; and then only yes and no votes will be counted.
 - Should a non-policy changing motion neither pass nor fail due to abstentions, and there are an equal number of yes and no votes such that one more vote would cause the motion to either pass or fail, then:
 - the Chair has a compulsory vote; if a motion fails to either pass or fail after two votes have been taken, then that motion fails.
 - d. Non-policy changing motions may be voted on at that ASC meeting.
 - A non-policy changing motion that receives a yes vote from more than 1/2 of the present eligible voting groups passes.
 - A non-policy changing motion that receives a no vote from more than 1/2 of the present eligible voting groups fails.
 - Regional motions that are voted on at the ASC meeting that do not receive a clear majority vote are to be treated as abstentions by the RCM at the RSC meeting.
 - e. Voting will be made by a show of hands or roll call at the discretion of the Chair.
8. Procedures:
- a. No funds will be dispersed on Area level without prior consent of the ASC. If EMERGENCIES do arise, it will require notifying three members of the Executive Committee.

- b. The ASC will take up to 1/3 (33%) of our month end balance and set aside to give on a bimonthly basis with our RCM to the Regional Service Committee meeting, so that this will not bring our balance below our prudent reserve.
- c. The ASC will supply all Sub-committees with what they need, on ASC approval.
- d. The ASC Treasurer will be provided with two checks with the Chairs' signature for emergency purposes and may be used in accordance with item XI B 6a.
- e. All ASC Sub-committee Chairs or Vice Chairs, Administrative Officers, and the RCM or Alternate must attend the entire ASC meeting once they are present, excluding emergencies.
- f. The ASC Secretary will be provided funds before the end of the ASC for mailing minutes.
- g. The ASC will maintain Archives and not use any current Archives for raffles, fundraisers etc.
- h. The ASC Chair will maintain a booklet containing a reading of the 12 Traditions, the 12 Concepts, the ASC format, a copy of the Guide to Local Service, the GSMANA By-Laws, GSMANA Sub-committee guidelines, and all of the current year's minutes. Last year's minutes will be placed in the archives.

9. Misappropriation/Misuse of Funds

The Eleventh Concept of NA Service establishes the sole priority for the use of NA funds to carry the message to the addict who still suffers. The Twelfth Concept of NA Service gives the AREA a mandate from the NA groups that call for total fiscal accountability.

With this in mind, any misappropriation or misuse of funds by any Area trusted servant(s) or NA member(s) cannot and will not be tolerated.

The definition of "misappropriation of funds" includes but is not limited to, theft, embezzlement, or use of NA funds for purposes not expressly authorized by an Area Committee, Subcommittee, or Ad hoc. This includes the theft of cash, check, any financial instrument (i.e., refunds, royalties, or rebates from vendors to the NA Fellowship), or asset (i.e., equipment, supplies, or physical inventory).

Restitution

A member removed from office for the misappropriation or misuse of AREA funds might be subject to criminal and/or civil legal proceedings.

Members removed from office for the misappropriation or misuse of AREA funds may, at the discretion of the AREA, be asked to sign a promissory note and make restitution in full of all misappropriated or misused AREA funds in lieu of filing charges.

10. GREATER SMOKY MOUNTAIN AREA SERVICE COMMITTEE MEETING FORMAT

- a. Open with a moment of silence followed with the Serenity Prayer
- b. Have someone read from the 12 Traditions & the 12 Concepts
- c. Read, "Purpose and Definition of an ASC".
- d. Welcome to Visitors and New Members
- e. Roll Call and establishment of quorum (Administrative Committee, Sub-Committee Chairs, GSR's and/or Alternates, Ad-Hoc and/or Convention Chairs [if applicable], Regional Representative).
- f. Secretary Report (the secretary will read the minutes [unless moved to suspend the reading] and then move to 1 } accept the minutes as is or 2 } accept the report with said changes).
- g. Administration Reports:
 - Chairperson
 - Vice chair
 - RCM
 - Treasurer's Report (they will give their report and move to accept as is or move to accept with changes).
- h. Sub-Committee Reports
- i. Open Forum (not to exceed 10 minutes)
- j. Old Business
- k. Break (unless the ASC wishes to suspend and end earlier)
- l. Group Reports
- m. Nominations
- n. New Business
- o. Announcements / Set Meeting for Next Month
- p. Close with a moment of silence followed by the Serenity Prayer

A PARLIAMENTARY SHORT FORM

The basic concept of parliamentary procedure, especially as codified in Robert's Rules of Order, is that a discussion can occur in a large meeting with a great number of participants and that each can be treated fairly. The process of discussion and decision making should follow rules of order that are observed by all, known to each member and equally enforced.

The following pages contain short summaries of key points of procedure that are most commonly misunderstood or misused. A chart of motions is also attached, for easy reference. This condensation of procedures is accurate only to the point of general use. There are special circumstances wherein some of the information on the attached chart of motions is used differently than is indicated. A complete copy of Robert's Rules of Order should be used in those circumstances in order to correctly apply the common rules of procedure.

1. Point of Order:

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

2. Point of Information:

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

3. Parliamentary Inquiry:

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

4. Point of Personal Privilege:

This is a device that permits a request or main motion relating to the rights and

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

5. **“Call for the Question”** or as properly known in rules of order, as **“Move the Previous question.”**

This item is one wherein common usage is changing through popular misuse, the rules of order. In proper usage, a member raising to “call for the question” means that he, as an individual, is finished listening and is personally ready to vote and wanted everyone to know it. This has most commonly been misunderstood to mean that the member is making a motion that an immediate vote be taken on the matter under discussion. Many times presiding officers accept this improperly used device and either immediately close debate or ask if there is a second, take a quick vote and then close debate. Frequently the members using this as a tactic by “calling for question” interrupt speakers in an effort to immediately stop debate. When correctly used the parliamentary tool, to “Move the previous Question” is not made while another member is speaking or has the floor, it does require a second, is NOT debatable, and requires a 2/3 vote in order to end debate and force an immediate vote on the matter.

6. **Amend the By-Laws**, or in the instance of WSC, **“Amend the Guidelines or Service Structure”**

In this matter the existing governing document should provide details about the manner and vote required to approve amendments or adopt revisions. There the governing document is vague, Robert's Rules of Order may be used as the guide or final authority, or prior action of the assembly, in this case the conference, may set other rules.

The existing Service Structure specifies 2/3 vote is required for adoption of amendments. The question is raised each year on the matter of what constitutes as 2/3 vote. There are two different interpretations and the conference has, over the years, used both. In 1982, the conference used this interpretation: that a 2/3 vote of those voting yes or no on the question was all that was required. In 1983, the conference utilized the alternative approach of requiring an approval of 2/3 of all those eligible to vote. This was one cause for the constant roll calls to establish the base number of members eligible to vote. In the second case, those who abstain or simply fail to vote are actually counted as votes against adoption of the charge. For example, in the first interpretation if there were 40 voting members and there were 15 who voted for a change and 6 voted against, while the rest either abstained or failed to vote, the amendment would be adopted. However, in the second interpretation, if there were 40 voting members, 27 would have to vote in favor in order for the matter to be adopted. If the governing documents fail to specify which is used, the conference makes that decision either by motion or acceptance of the

interpretation used by the chair if it is not challenged at the time of the vote.