Coquina Coast Area Guide



November 4, 2026

COQUINA COAST AREA OF NARCOTICS ANONYMOUS STATEMENT

PREAMBLE

"Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addicts who still suffer. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship: it prevents us from providing the services necessary for growth"

Page xvi, Narcotics Anonymous (Fifth Edition)

NATURE OF LEADERSHIP IN NARCOTICS ANONYMOUS

"The 2nd Tradition concerns the nature of leadership in NA. We have learned that for our fellowship, leadership by example and by selfless service works. Direction and manipulation fail. We choose not to have presidents, governors, or directors. Instead, we have secretaries, treasurers, and representatives. These titles imply service rather than control. Our experience shows that if a group becomes an extension of the personality of a leader or members, it loses its effectiveness. An atmosphere of recovery in our groups is one of our most valued assets, and we must guard it carefully, lest we lose it to politics and personalities."

Page 61, Narcotics Anonymous (Fifth Edition)

THE AREA SERVICE COMMITTEE (ASC) OF THE COQUINA COAST AREA. An area service committee (ASC) is made up of representatives from groups within a designated area which meets monthly for the express purpose of serving the specific needs of its members and groups.

The most important service that an ASC provides is that of its groups' support. Whenever a group has a specific situation, which it has not been able to handle on its own; it can come to ASC for help. These situations are almost limitless in scope. However, we have learned that we can get much accomplished if we work together.

In order to provide the services, the ASC needs the active participation of its group. A group supports its ASC both financially and emotionally. It takes money to provide the services. It's all of the group's responsibility to offer this support. However, as an area grows, the financial needs of the committee also grow.

In order to provide a full line of services an ASC requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate courses of financial support are helpful, but the bulk of the responsibility falls on the members of the group.

The active participation of each group service representative (GSR) is essential for a successful ASC. Each GSR must keep their own group informed and must represent that group's conscience and all committee decisions. Each GSR should evaluate each vote in terms of the needs of those they served and the needs of NA as a whole in the area they serve. In addition to this, a GSR participates in helping to carry out the specific functions of the ASC: the attracting of new members, planning and implementation of activities and the aid given to groups with specific situations and services which require much more effort than a monthly meeting.

In order to coordinate the services, each ASC elects officers yearly. Leadership and the ability to organize, give the committee direction and incentive, must come from its officers.

Upon election the officers, (chairperson, vice-chairperson, secretary, treasurer, assistant treasurer, RCM 1, RCM 2, and the sub-committee chairperson) shall resign as GSR of their group. Their group then elects a new GSR, thus ensuring all groups equality of representation.

THE COQUINA COAST AREA SERVICE COMMITTEE
Article I - Name

Article II - Purpose

Article III - Meetings

Article IV - Participants

Article V - Nominations/Elections of Officers

Article VI - Duties of Trusted Servants

Article VII - Financial Guidelines

Article VIII - Meeting Procedure

Article IX - Consensus Based Decision Making

Subcommittee guidelines to be established by their respective subcommittee and submitted at the earliest ASC

SUBCOMMITTEE GUIDELINES
Coquina Coast Area Public Information/Phoneline Guidelines

Coquina Coast Area Hospitals and Institutions Guidelines

Coquina Coast Area Activities Subcommittee Guidelines

Coquina Coast Area Fellowship Development Guidelines

Coquina Coast Area Literature Subcommittee Guidelines

ARTICLE I

NAME
The name of this committee shall be the Coquina Coast Area Service Committee of Narcotics Anonymous, hereto known as CCASC.

ARTICLE II

PURPOSE

1. The purpose of this committee shall be:
    a) To administer and coordinate the activities common to the welfare of all Narcotics Anonymous groups within the Coquina Coast Area.
    b) To support the needs of these groups, fostering unity.
    c) To serve as a link between the groups of the Coquina Coast Area of Narcotics Anonymous and FL Region and Narcotics Anonymous World Services (NAWS).

NOTE: For the purpose of these guidelines, the terms "Narcotics Anonymous Group" shall be defined as stated in the approved current service manual, A Guide to Local Service of Narcotics Anonymous.

ARTICLE III

MEETINGS
The CCASC meeting shall be held on the 2nd Sunday of each month at 1pm and shall continue until area business is completed.
Fellowship Development meeting on 2nd Sunday 11:30am at 1520 South Daytona Ave. Flagler Beach. In the lower room of the Church.

ARTICLE IV

PARTICIPANTS

1. The CCASC shall meet once a month. There are 4 types of participants at the CCASC meetings:
    a) General Members will only have a voice during open forum or during the meeting at the Facilitator's discretion.
    b) Group Service Representatives (GSR) and Alternate GSRs in the GSR's absence: These are voting participants at the CCASC meeting. See informational pamphlet (IP) #2, The Group, for a full description of a GSR's responsibilities.
    c) Administrative Trusted Servants:
        I. Facilitator
        II. Co-Facilitator
        III. Secretary & Alternate in the Secretary's absence.
        IV. Treasurer & Alternate in the Treasurer's absence.
        V. Fellowship Development Facilitator & Alternate in FDF absence.
        VI. Regional Committee Member #1 - (RCM 1)
        VII. Regional Committee Member #2 - (RCM 2)
        VIII. Regional Committee Member #3 - (RCM 3)
        IX. Information Technology and Communications Coordinator and Alternate IT.
    d) Subcommittee Facilitators:
        I. Activities

II. Hospitals and Institutions
III. Fellowship Development/ The Guide
IV. Public Relations/ Phone Line

ARTICLE V

GENERAL ELECTIONS

a) Any member of the Coquina Coast Area Fellowship may nominate an individual for a CCASC position. A substantial amount of clean time, personal maturity and effective leadership should be the first consideration for electing an individual.
b) The voting participants of the committee shall be all GSRs or their alternates or designated voters, with only one vote per group representative. The Facilitator will deliver the final vote to resolve a tie.
c) Nominations for area positions are submitted for the October meeting of the ASC.
d) ASC elections will be held in December; responsibilities will begin at the January ASC.
e) No trusted servant shall serve more than two consecutive terms in the same elected position.

ELECTION PROCESS

a) The position is announced, and an explanation of the office is read from the Area Service Guide to establish each.
b) The Facilitator reads the Fourth Concept of NA Service: "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."
c) Nominations are accepted.
d) After accepting nominations, the Facilitator will ask the floor if there are any further nominations.
e) Before the actual elections, each nominee must be present to state their qualifications for serving the Fellowship. They should state their clean time, past service experience, if they have the time and resources to serve in the position, and motives to serve. They are to submit a resume at the time of nomination.
f) Questions for the nominees will be accepted by the Facilitator, if appropriate.
g) Voting is done anonymously, individual votes will not be reflected on the tally sheet, only totals.
h) A simple majority of the current roll call of the ASC is necessary for all ASC positions to vote in a subcommittee or ASC position; this process can be accepted at the ASC body by the GSRs.
i) If a position is vacant due to lack of nomination, resignation or removal then we as the ASC will take nominations after the vacancy and take back to the groups for a vote. A Facilitator may appoint a member to the position until the vote occurs.

CLEAN TIME REQUIREMENTS

a) Facilitator - recommended clean time 3 years.
b) Co-Facilitator - recommended clean time 2 years.
c) Secretary - recommended clean time 1 year.
d) Alternate Secretary - recommended clean time 1 year.
e) Treasurer - recommended clean time 5 years.
f) Alternate Treasurer - recommended clean time 5 years.
g) Fellowship Development Facilitator - recommended clean time 3 years.
h) Regional Committee Member #1 (RCM 1) - recommended clean time 5 years.
i) Regional Committee Member #2 (RCM 2) - recommended clean time 3 years.
j) Regional Committee Member #3 (RCM 3) - recommended clean time 2 years.
k) Information Technology Coordinator and Alternate - recommended clean time 2 years.
l) Subcommittee Chairpersons - recommended clean time 2 years.

NOTE: Trusted servants may not:

a) Be a GSR or Alternate GSR (excluding Alternate ASC Trusted Servants)
b) Hold two positions on area level.

REMOVAL OF ASC TRUSTED SERVANTS
Any Area Service Member may be removed from their position for non-compliance. A ⅔ (two thirds) vote is required for removal. Non-compliance includes, but is not limited to:

a) Loss of abstinence.
b) Non-fulfillment of the duties of their positions as stated in ASC Guide, Article VI, excluding GSRs.

NOTE: Any person may raise the issue of non-performance of duties of any elected official. This will prompt an open forum review by the ASC where the issue can be discussed. If the issue is not resolved during open forum, a proposal for remedy can be submitted and presented under new business.

c) An Officer or Facilitator of this committee may resign by providing written notice to the Facilitator, at which time nominations will be opened and the election process will begin.

ARTICLE VI

DUTIES OF TRUSTED SERVANTS
The Administrative Trusted Servants:

1. **FACILITATOR**

a) A minimum of three (3) years continuous abstinence from all drugs is suggested for a member seeking this position.
b) The CCASC Facilitator is responsible for conducting CCASC meetings, preparing the agenda and handling various administrative duties. Is a cosigner of the CCASC bank account.
c) Oversees the audit of all treasury records, bank accounts and the CCASC inventory.
d) Can vote only in the case of a tie.
e) Service experience as the Co-Facilitator is recommended.
f) Listed as President on the exempt filing status, bylaws and LLC.
g) Be a member of the CCASC auditing committee.
h) Cosigner of the CCASC bank account.
i) IT, Alternate IT, area Secretary and hosting vendor MUST have administrative access to the web site and all usernames/passwords. Anytime the IT Coordinator or Alternate are replaced or reassigned all passwords will be changed.
j) Contact any absent elected servant and report the following month.

2. **CO-FACILITATOR**

a) A minimum of two (2) years continuous abstinence from all drugs is suggested.
b) Primary responsibility is the coordination of the area subcommittees. The Area Co-Facilitator keeps in regular touch with the Chairpersons of each subcommittee to stay informed of their projects and problems. Attending subcommittee meetings whenever possible (at least once per quarter). If disputes arise within a subcommittee or between subcommittees, the ASC Co-Facilitator helps find solutions to them. The Co-Facilitator works closely with subcommittee chairs when they prepare their annual reports and budget proposals.
c) Responsible to assist the ASC Facilitator in conducting area committee meetings and to conduct ASC meetings him or herself in the Facilitator's absence.
d) The CCASC Co-Facilitator must contact groups not represented at the CCASC for three consecutive months.
e) Participates in the audit of all treasuries and bank accounts (member of the auditing committee).
f) Responsible for orienting all new GSRs in how ASC business is conducted (including CBDM).

g) Listed as President on exempt filing status and bylaws in the absence of an Area Chair or when a conflict arises (nepotism).
h) Cosigner on the CCASC bank account except when conflict arises (nepotism).
i) Attends all ASC meetings for the duration of the meeting.

3. **TREASURER**
a) A minimum of five (5) years continuous abstinence from all drugs is suggested.
b) The CCASC Treasurer receives contributions from the groups, administers the CCASC checking account, pays CCASC bills, reimburses officers/subcommittees for their budgeted expenses and keeps careful records of all transactions and make reports on the financial condition of the ASC at each of its meetings.
c) Makes reports to be included in the minutes of all receipts and disbursements at each regular CCASC meeting.
d) Make a full financial report at the annual meeting (January CCASC).
e) Disburse funds in accordance with the CCASC conscience.
f) Adhere to Article VII, Financial Guidelines, of these CCASC guidelines.
g) Be one member of the CCASC auditing committee.
h) Treasurer must have an independent source of income.
i) Listed as Treasurer on the exempt filing status and bylaws.
j) Answers “Financial Questionnaire" to the satisfaction of the ASC body.
k) Within 14 calendar days of the ASC, the Treasurer and/or Alternate Treasurer, will submit the Treasurer’s report to the Secretary. The Treasurer will deposit monies collected at the ASC within 14 business days.
l) Files taxes at the end of January and teach incoming Treasurer how to find a CPA and or an FA and prices of three CPA or an FA to file taxes.
m) Treasurer needs to update Sunbiz business account before May 1st of each year.
n) Hold key for PO Box and check for mail to be brought prior to CC Area assembly for creating a single point of accountability to the PO Box the “Treasury Team”.

4. **ALTERNATE TREASURER**
a) At least four (4) years of continuous clean time.
b) Previous service experience preferred.
c) Familiarity of financial accounting procedures.
d) In the absence of a Treasurer, fills any responsibilities until that position is filled.
e) Alternate Treasurer must have an independent source of income.
f) Be a member of the CCASC auditing committee.
g) Answers “Financial Questionnaire” to the satisfaction of the ASC body.

5. **SECRETARY**
a) A minimum of one (1) year of continuous abstinence from all drugs is suggested.
b) The Secretary (and Alternate Secretary) is responsible for handling all ASC paperwork, correspondence and communication.
c) Take accurate and detailed minutes of all CCASC meetings.
d) CCASC minutes will be made available to all members by posting on the CoquinaCoastNA.org website in the section marked “for members”.
e) Maintains an updated list of all participants.
f) Participates in the audit of all Treasury records and bank accounts.
g) Listed as Secretary on the exempt filing status and bylaws.
h) Be a member of the CCASC auditing committee.

i) To call the facility where CCASC is held 1 week prior to the date of area to confirm that the meeting place will be available and notify the Facilitator if alternative accommodations need to be secured.
j) IT, Alternate IT, Area Facilitator, Area Secretary and hosting vendor MUST have administrative access to the web site and all usernames/passwords. Anytime the IT Coordinator or Alternate are replaced or reassigned all passwords will be changed.

6. **ALTERNATE SECRETARY**

a) At least one (1) year continuous clean time.
b) Suggested skills as listed for Secretary.
c) In the absence of a Secretary, fills any responsibilities until that position is filled.
d) Be a member of the CCASC auditing committee.

7. **REGIONAL COMMITTEE MEMBER 1 (RCM 1)**

An RCM is to the CCASC what a GSR is to a group.

a) A minimum of five (5) years clean time is required.
b) This is a two-year commitment with previously having 4 years spent becoming familiar with the duties of RCM by having the successful completion of the commitment to RCM 3 and RCM 2 and all listed obligations of that commitment. Represent the CCASC by carrying its conscience to the Regional Service Committee Meeting and exercising their judgment in the best interest of NA as a whole.
c) Attend all CCASC and RSC meetings.
d) Notify the Regional Committee Member #2 if attendance is not possible at a CCASC or RSC meeting. If the RCM 2 can also not attend RSC, the Facilitator must be notified and he/she will attend the RSC.
e) Submit a report at each CCASC meeting.
f) Act as Facilitator if the Chairperson and Co-Facilitator are absent from the ASC.
g) Be a member of the CCASC auditing committee.
h) Be a co-signer of the CCASC bank account except when conflict arises (nepotism).

8. **REGIONAL COMMITTEE MEMBER 2 (RCM 2)**

a) A minimum of four (4) years clean time required.
b) This is a two-year commitment with the first year becoming familiar with the duties of RCM while attending all CCASC and RSC meetings and the second year spent as RCM 1. A minimum of two years of continuous abstinence from all drugs is suggested.
c) Attend all CCASC and RSC meetings.
d) In the absence of the RCM 1, exercise all duties as described in Section VI above for the RCM 1.
e) Be a member of the CCASC auditing committee.
f) Be a co-signer of the CCASC bank account except when a conflict arises (nepotism).

9. **REGIONAL COMMITTEE MEMBER 3 (RCM 3)**

a) A minimum of three (3) years clean time is required.
b) This is a two-year commitment with the first year spent becoming familiar with the duties of RCM 3 while attending all CCASC and RSC meetings. A minimum of two years continuous abstinence from all drugs is suggested.
c) Attend all CCASC and RSC meetings.
d) In the absence of the RCM 2, exercise all duties as described in Section VI above for the RCM 2.
e) Be a co-signer of the CCASC bank account except when a conflict arises (nepotism).
f) Visit group conscience meetings of all area groups once per term, to learn the area mindset.
g) Take over area responsibilities for organizing GSR Assembly.
h) Yearly organize the area inventory.

i) Organize the area audit twice yearly.

10. **INFORMATION TECHNOLOGY AND COMMUNICATIONS COORDINATOR**

a) Suggested clean time is two (2) years and knowledge of the programs necessary to fulfill this position.
b) Also needs a working knowledge of Public Information Guide and NAWS web site guide.
c) Updates will be posted on the web site within 3 days of receiving the update.
d) ASC must approve any major changes to the web site.
e) Only IT, Area Facilitator, Secretary and hosting vendor will have administrative access to the web site and passwords. Anytime the web servant or alternate are replaced or reassigned all passwords will be changed.
f) Web site will follow PR Guide and NAWS web site guide.
g) Any NA group, NA Area, NA Region or NAWS will be allowed to have their workshops, functions or conventions posted on the "Events" page of the web site.
h) Individuals' first name and last initial with clean date may be posted.
i) Maintains updates to online meeting schedules.
j) Registers all new groups with Narcotics Anonymous World Service (NAWS) and verifies that existing groups are registered using the ASC address (Coquina Coast ASC, PO Box 351283, Palm Coast, FL. 32135).
k) Maintains ASC email and phone contact sheet and updates the email forwarder on the website server.
l) Be a member of the CCASC auditing committee.
m) Must be a co-signer on the CCASC bank account except when conflict arises (nepotism).

11. **INFORMATION TECHNOLOGY AND COMMUNICATIONS ALTERNATE COORDINATOR**

a) 2-year commitment. Suggested clean time is one (1) year and knowledge of the programs necessary to fulfill this position.
b) Needs a working knowledge of Public Information Guide and NAWS website guide.
c) Assist IT Coordinator with adding updates to the website.
d) ASC must approve any major changes to the website.
e) IT, Alternate IT, Area Facilitator, Area Secretary and hosting vendor MUST have administrative access to the website and all usernames/passwords. Anytime the IT Coordinator or Alternate are replaced or reassigned all passwords will be changed.
f) Website will follow PR Guide and NAWS website guide.
g) Any NA group, NA Area, NA Region or NAWS will be allowed to have their workshops, functions or conventions posted on the "Events" page of the website.
h) Any individuals' first name and last initial with clean date may be posted.
i) Assist IT Coordinator with maintaining updates to online meeting schedules.
j) Assists IT Coordinator registering all new groups with Narcotics Anonymous World Service (NAWS) and verifies that existing groups are registered using the ASC address (Coquina Coast ASC, PO Box 351283, Palm Coast, FL. 32135).
k) Assists in maintaining ASC email and phone contact sheet and updates the email forwarder on the website server.

12. AD HOC SUBCOMMITTEE

When the CCASC Facilitator perceives a need for performance of specific duties outside the responsibilities of the existing Trusted Servant positions. The Facilitator may establish an ADHOC Subcommittee and appoint a Facilitator for that committee.

DUTIES: Such may include but are not limited to:

a) Fact-finding missions.
b) Research special needs or commitments being considered by the ASC.

THE APPOINTMENT PROCESS

a) ASC Facilitator shall address the floor to outline their intent to establish an ADHOC Subcommittee.
b) The ASC Facilitator may request volunteers and/or they may offer the qualifications of a member of CCASC whom they believe will fulfill the duties and assume the responsibilities of the ADHOC Facilitator position and ask that individual if they are willing to serve in the appointed position.

TERM

The term for each ADHOC Subcommittee shall expire when the assigned task has been completed. At that point, the Area Facilitator will disband the ADHOC.

SUBCOMMITTEES:

1 **Public Relations (PR) Facilitator/Phone Line**

a) Suggested clean time is two (2) years.
b) Attend the monthly ASC meeting and RSC Fellowship Development.
c) Maintain contact with Regional PR Facilitator.
d) Keep informed and follow the NAWS approved PR Guidelines.
e) Maintain updates to meeting schedules and have schedules printed for distribution at each ASC.

2. **HOSPITALS AND INSTITUTIONS (H&I) FACILITATOR**

a) Suggested clean time is two (2) years.
b) Attend the monthly ASC meeting and RSC Fellowship Development.
c) Maintain contact with Regional H&I Facilitator.
d) Follow NAWS approved guidelines for H&I.
e) Maintain contact with H&I Panel Coordinator.
f) Maintains an updated list of H&I locations and approved members.
g) Maintains adequate H&I literature for distribution as needed.

3. **ACTIVITIES FACILITATOR**

a) Suggested clean time is two (2) years.
b) Coordinates no less than 4 area wide functions per year.
c) Immediately after any area function, will verify all monies with Activities Co-Facilitator and give any monies to Treasurer or any member of administrative committee. All monies are to be counted and receipts to be signed by both parties.
d) Follows financial policy (VII) of these guidelines.
e) Follows guidelines to local service.

4. **FELLOWSHIP DEVELOPMENT/THE GUIDE FACILITATOR**

a) Suggested clean time is two (2) years for this two (2) year commitment.
b) Maintain a complete guide for distribution at the ASC and will provide a complete updated copy to new groups of CCASC.
c) Will act as a guide resource at the ASC and will have a working knowledge of current CCASC Guide and oversee Fellowship Development decisions.
d) Follows Guide to Local Services.
e) Orient new Trusted Servants to CBDM when elected.
f) Present, in coordination with activities, an annual CBDM orientation.

5. **LITERATURE DISTRIBUTION COMMITTEE (CCASCLDC)**
Written by members of Narcotics Anonymous. Offers identification and a message of hope to the still suffering addict. NA literature, made available at home groups and through subcommittees, is an invaluable source of help for members, potential members and those who want to help addicts.

Literature Distribution Facilitator

a) Two (2) year position nominated by the CCASCLDC and voted on at ASC. Three (3) years clean time required.
b) A working knowledge of the Twelve Steps, Twelve Traditions and Concepts of Narcotics Anonymous.
c) Knowledge of purchasing and inventory control.
d) Should be acquainted with the CCASC guide.
e) Answers the "Financial Questionnaire" in the CCASC Guide.
f) Responsible for purchasing inventory, maintaining records and filling literature orders.
g) Attends all ASC meetings.

Literature Distribution Co-Faciliator

a) Two (2) year position, nominated and elected by the CCASCLDC from its members. Two (2) years clean time required.
b) A working knowledge of the Twelve Steps, Twelve Traditions, Concepts of Narcotics Anonymous.
c) Knowledge of purchasing and inventory control.
d) Should be acquainted with the CCASC Guide.
e) Answers the "Financial Questionnaire" in the ASC Guide.
f) Maintains purchasing inventory spreadsheet records.
g) Attends all ASC meetings.
h) In the absence of the Literature Facilitator, assumes all duties of that position.

PROCEDURE

a) Purchase literature and related items ordered by home groups, subcommittees and individuals from the Florida Regional Service Office and distribute them.
Ordering and distribution is done at the monthly Area Service Meeting (ASC).
b) Literature Distribution Committee is fully accountable to the CCASC.
c) No budget is required for this committee.
d) Maintain records, fill literature orders, prepare a spreadsheet report and submit it to the administrative committee at each ASC.
e) All orders must be filled out on the Literature order form. The cost of literature and applicable tax must be accompanied by a separate money order at the time of order at the monthly ASC. No cash will be accepted for payments.
f) After compiling and balancing the entire monthly literature distribution order (at the ASC) all money orders collected will be turned over to Area Treasurer.
g) Orders must be placed with the Florida RSO within 5 days after ASC. CCASCLDC will be set up with a 45-day net account (as is customary for areas in the region by the FLRSO). When the order arrives, the invoice will be submitted to the ASC Treasurer for immediate payment with a paper check to avoid credit card fees.
h) The CCASCLDC will inventory the incoming order for accuracy and divide it into appropriate groups, subcommittees or individual orders for pick up at the next ASC. NO EXCEPTIONS! THIS MEANS YOU!
i) All literature will be stored securely at the CCASC area location.
j) A backup key will be given to the ASC Treasurer.

ARTICLE VII

AREA FINANCES

ASC Finances

a) No cash is to be accepted at the ASC meeting. Money orders will be the only accepted negotiable instrument.

The Prudent Reserve will consist of:

a) 3 month operating expenses.
b) 1 month subcommittee expenses.

NOTE: All donations from our area service structure over prudent reserve will be made to the FLRSC.

ADHOC Committee consisting of the outgoing and newly elected administrative committees and interested GSRs may be created at the time of election for the purposes of:

a) Evaluation of the Area's finances.
b) Updating the list of signers on the CCASC bank account and the exemption and bylaw paperwork
c) Area Treasury will be audited two (2) times per year by at least 3 members of the CCASC auditing committee. These persons will be any Area Trusted Servant not being a subcommittee chair and any signer on the bank account. These audits will take place in June and December.

NOTE: If the Treasury position is filled outside of these months, an audit will be conducted before the position is filled.

Disbursements

All disbursements will be made through CCASC bank checking account which requires two (2) signatures for each check.

ASC Officers who are designated signers on checks drawn through CCASC bank account, without exceptions (except in event of nepotism conflict) or alternates are:

a) Area Facilitator
b) Area Co-Facilitator
c) RCM 1
d) RCM 2
e) Fellowship Development and Alternate
f) IT Coordinator and Alternate

NEPOTISM CLAUSE:

Individuals who share the same living residence or who do not share the same residence but are related shall be allowed to serve as officers of the CCASC however this arrangement would not allow both to be signers of any CCASC checking account. In this case the Secretary or RCM would be granted signing duties unless the same condition would apply. No two members of an "immediate family" will have signing authority of the same bank or checking account. For purposes of this provision "immediate family" is to mean; spouse, parent, child, brother, sister, grandparent or grandchild and include step and half siblings, in-law or those living in the same household relationships.

THE PRIORITY LIST FOR ASC EXPENDITURES IS AS FOLLOWS:

a) ASC hall rental
b) Helpline expenses
c) Meeting lists
d) ASC minutes (printing and distribution of)
e) Subcommittees/ADHOC

f) RSC expenditures: Area is to secure and/or provide finances for up to two (2) room nights when the Regional Service Committee is held.

Any contract which deals with funds over $500 must be submitted to the most appropriate Florida Regional Service Board before signing.

FINANCIAL QUESTIONNAIRE:

Signers/co-signers of the CCASC checking account should be able to answer the following questions to the satisfaction of the ASC body.

1. Have you ever misappropriated funds from the fellowship?
2. Are your personal finances stable enough to allow you to handle funds without an issue?
3. Do you have any banking or personal issues that would preclude you from being a signer on the ASC bank account?
4. Do you have or are you willing to learn the skill necessary to effectively manage a bank account?

ARTICLE VIII

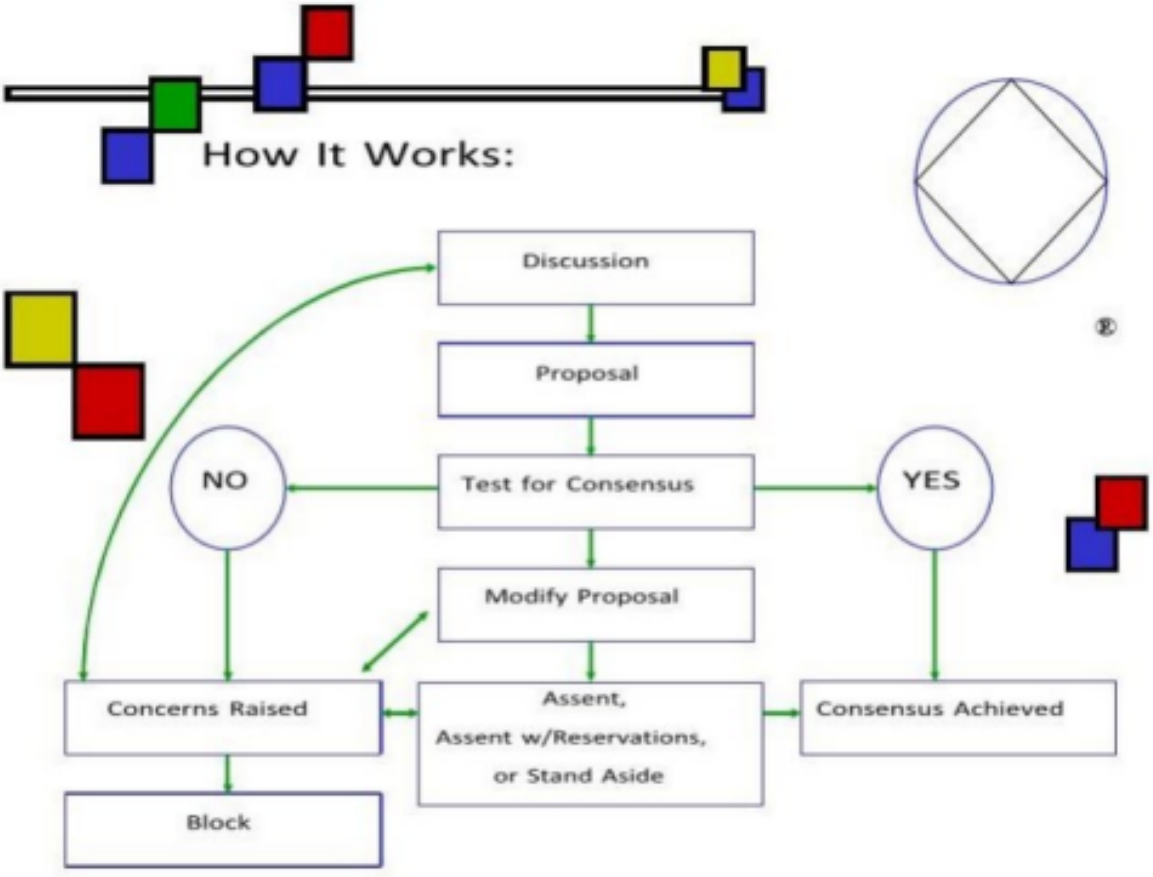
MEETING PROCEDURE-BUSINESS PROCEDURES

QUORUM

1. A quorum is more than half the current ASC membership.
2. A quorum must be established to deal with proposals at ASC.
3. Quorum may be established at roll call or by request from the floor.
4. Any group missing its second consecutive ASC will be removed from roll call and will not be counted for quorum.
5. Any new group may be added to roll call by declaring its willingness to become a new member of ASC.
6. Any new group(s) will be added to quorum and receive voting privileges at ASC attendances.
7. Once quorum has been established, no subsequent roll call can cause quorum to be lost.
8. Starter Pack for new groups made available by the area body of CCANA.

ARTICLE IX

CONSENSUS BASED DECISION MAKING



Consensus is a process by which a common mind of the meeting is sought concerning the wisest way to move forward on a particular issue at the time.

It is the responsibility of all GSRs and area body members to be oriented to CBDM by the Fellowship Development Facilitator.

CONSENSUS BASED DECISION MAKING IS:

- A cooperative process for making decisions in which at least 80% consent to the decisions of the group.
- Decisions should reflect the integrated will of the whole group.
- Preserve the interests and integrity of all participants.
- A problem-solving orientation for people who wish to work together.
- Not a process for determining whose ideas are best, but searching together for the best solution for the group.
- A questioning process, not the "Okey-doke".
- The decision is in the room - our job is to find it.
- Have respect and enjoy creative conflict.
- Attached is a diagram of the flow of conversation and decision making.

Discussion takes place here as well as in your home groups over coffee. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

FORMATION OF A PROPOSAL: Based on the discussion, a formal decision proposal on the issue is presented to the group. It should be written down and projected so we are clear on what is being discussed.

TEST FOR CONSENSUS/STRAW POLL: Thumbs up or down - to find degree of support and concerns of those opposed.

IDENTIFICATION AND ADDRESSING OF CONCERNS: If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.

MODIFICATION OF THE PROPOSAL: The proposal is amended, re-phrased to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made. If consensus cannot be reached within 10 minutes, an ADHOC committee will be formed.

CALL FOR CONSENSUS: The Facilitator of the decision-making body calls for consensus on the proposal. Each member of the group usually must actively state their agreement with the proposal, often by using a hand gesture or raising a colored card, to avoid the group from interpreting silence or inaction as agreement. The decision reached by consensus considers the insights of all members. The process ensures that issues are fully aired and that all members feel they have been adequately heard. Decisions are taken not simply because one more than 50% of members are in favor of a proposal, but because all agree to a way forward. Some may feel that it is not necessarily their first option, but ALL can support it and commit themselves not to undermine the decision. True consensus is not the same as unanimity. We must be careful to recognize that real consensus arises out of real community, and yet with respect for really hearing others' points of view.

- Concerns and reservations will be identified and addressed through the consensus based decision making process.
- When the call for consensus on a proposal is made, you should ASSENT if you support the proposal, all things considered.
- Assent does not indicate that you may agree with every aspect of a proposal, but that you "have heard the discussion".
- Have had a chance to participate in the process of finalizing the proposal.
- Are prepared to support the final proposal.

ASSENT: This means that you support the proposal, all things considered. It may not mean that you are in agreement with every aspect, but that you have heard the discussion, have had a chance to participate in the

process of finalizing the proposal and are prepared to support the final proposal. Assent is signified by raising your area's table card and remaining silent.

THERE ARE THREE DEGREES OF DISSENT:

- Assent with reservations - I have some concerns that need to be heard.
- Stand aside - I have concerns but will not stop the group from moving forward.
- Block - I have a serious issue with the proposal based on traditions or concepts and will not give my consent.

Assent with reservations: Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "assent with reservations". If there are significant reservations about a motion, the decision-making body may choose to modify or reword the proposal. This option is not materially different from the assent option but is a way of giving addicts a place to stand when they do not need to object more strongly, but they want to note that they have reservations. Assent by reservations by raising your hand and when called on by the Facilitator, simply saying "Assent with reservations". The assumption is that the reservations have been heard already and you are simply noting that you can support the proposal and continue to have these reservations.

Stand aside: A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal but is willing to let the proposal pass. Although stand asides do not halt a proposal, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal. Should there be a sizable number of stand asides (20% of the group present), this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an ADHOC committee for reworking.

Block: Given that a proposal can be defeated by a sufficient number of stand asides, the block should be an extremely rare step taken only when a participant honestly believes that one of the traditions or concepts is directly violated by this proposal or that some very fundamental moral position of the participant is violated. An addict who blocks must be able to articulate which tradition or concept or spiritual principle fundamental to NA is violated by the proposal. Unanimity minus 20% gives the ability of RCMs to actively block a decision.