

FORT WORTH AREA OF NARCOTICS ANONYMOUS



AREA SERVICE COMMITTEE POLICY AND GUIDELINES

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FORT WORTH AREA POLICY AND GUIDELINES

I. Introduction

A. Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority - a loving God as he may express Himself in our group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous, except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose - to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non-professional but our service centers may employ special workers.
9. NA, as such, ought to never be organized but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought to never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press radio and films.
12. Anonymity is the spiritual foundation of all our Traditions ever reminding us to place principles before personalities.

B. Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the groups have joined together to create a structure which develops, coordinates, and maintains services on the behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making process.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

II. Area Service Committee Policy

A. Purpose

The purpose of an Area Service Committee (ASC) is to be supportive of its groups and our primary purpose by providing a forum for them within the Area; by helping them with their situations and needs; and finally by encouraging the growth of the Fellowship. Tradition 2, Concept 9

B. Function

An ASC is a committee made up of the Group Service Representatives (GSR's) from all of the participating groups within the area, as well as the trusted servants elected to the Executive Committee, Area Subcommittee, and Area Service level positions. This committee is designed to serve the specific needs of the area and its member groups. Tradition 9, Concept 1

1. The primary function of the ASC is to unify the groups within its area to better fulfill our Primary Purpose. Tradition 5, Concept 1
2. A secondary function of the ASC is to carry the message of recovery through subcommittee actions. Basic Text p. xvi, Concept 1
3. Another function of the ASC is to contribute to the growth of Narcotics Anonymous by initiating or participating in much of the work to be finalized at the Regional Service Conference (RSC) and by helping our World Services through effective communication. Concept 8, GLS p. 46-64

C. Format

When facilitating our meetings we should use caution that this policy serves and does not govern. Tradition 2, GLS p. 57

This format is to remain flexible to fulfill the primary function of the ASC. Tradition 5

The Facilitator will arrange the agenda prior to each meeting. Breaks are taken as needed at the Facilitator's discretion. Concept 5

1. ALL ASC meetings are non-smoking.
2. The Facilitator opens the meeting with the Serenity Prayer followed by a reading of the Service Prayer contained in the Introduction of the Basic Text (substituting the word "work" or "act" for the word "write").
3. The Twelve Traditions are read
4. The Twelve Concepts are read
5. The Facilitator reads the "Purpose and Function of an ASC"
6. Recognize new groups
7. Roll call is taken, (ASC Trusted Servants, GSR's, GSR-Alternates, and Subcommittee Chairpersons or their representatives)
8. The Notes Taker will ask for any changes to the last ASC minutes. Minutes will not be read at ASC unless requested by any NA member. Concept 9
9. The Treasurer will give the report of the last month and ask for any changes
10. Facilitator's Report (optional)
11. Co-Facilitator Report
12. Peace Keeper Report
13. Regional Committee Member Team (RCM Team) Report
14. Open Forum
15. Subcommittee Reports
16. Old Business
17. New Business
18. Election of Trusted Servants
19. GSR Reports (If there are no changes from the previous monthly report, the GSR may state "No changes" and turn in a written report to be included in the minutes.)
20. Announcements
21. Setting of next ASC meeting time, location, and date
22. Close with Third Step Prayer

D. Code of Conduct

The Fort Worth Area Service Committee will operate under Consensus Based Decision-Making (CBD) as defined in this policy. See Appendix E.

E. Idea

1. An idea is a thought or concept in need of, or proposing, a change or solution. Concept 7
2. All ideas require an intent, a Tradition, a Concept, how the tradition or concept applies to the idea, and also the name of the individual (or Service Body) which is presenting the idea. Concept 8
3. All ideas affecting Policy should be turned in to the Executive Committee at least seven (7) days prior to the ASC. (Unless agreed upon unanimously by Group Reps to proceed with that idea then) Concept 9
4. Any member of Narcotics Anonymous in attendance at a Fort Worth ASC meeting has a voice on the floor. Concept 9
5. Any member from any Fort Worth Area Group can present an idea. (Although it is recommended that the idea go through Group Conscience or Service Body first) Concept 8
6. Participation on ideas shall follow the CBDM procedures and flow chart (see appendices E & F).
7. To enable the Facilitator to better facilitate the meeting, all members must be recognized by the Facilitator, by raising their hand. Concept 5

The following needs should be stated immediately to the Facilitator after raising your hand:

- a) Personal Privileges (Can't hear, don't want to miss vote, etc.)
- b) Question regarding policy
- c) Appeal the decision of Facilitator (see flow chart)
- d) Immediate question
- e) Return to business at hand.

F. Quorum Concepts 4 & 5

1. A quorum must be present in order to conduct business.
2. An official quorum is three (3) or more voting members present.
3. No **self-appointed** or individually appointed **proxy** representatives will be recognized as a voting member. Tradition 1, Concepts 6 & 9

NOTE: It is strongly suggested that all elected members of the Area Service Committee remain in attendance during the entire meeting, in order to provide experience and information about the topics of discussion. Traditions 2 & 9, Concept 4

G. Consensus (See Appendix E) Tradition 2, Concept 6

1. Consensus will be determined by voting members raising their hands. In the event that there are only 3 groups present, a simple majority will be used.

Any group that has missed three (3) consecutive ASC meetings will lose their voting privileges. Any group that has lost its voting privileges must have been present at the two (2) previous consecutive ASC meetings to have their right to vote reinstated. (April 4, 2010)

2. The following ASC members are eligible to vote:
 - a) Group Service Representatives (GSR's) or in their absence GSR-Alternates (GSRA's).
 - b) GSR's or in their absence GSRA's from new Groups, or existing groups moving from another area that have been recognized who have satisfied the requested "educational" period by attending two (2) prior consecutive ASC meetings.

- c) Any representative appointed by a group's Group Conscience process will be allowed to vote and their presence shall be counted towards the reinstatement of any voting rights. Tradition 1, Concepts 6 & 9
- d) Any NA member in attendance may request a roll call vote or paper ballot vote with results of the individual Group votes reported in the ASC minutes.

H. Reports Tradition 9, Concepts 1 & 8

1. The minutes of each ASC shall be written by the Notes Taker and submitted to the Facilitator within seven days following each ASC. The Facilitator shall either make any necessary changes, or approve them as is, and then return them to the Notes Taker within 9 days following each ASC. The approved minutes shall be Postal mailed or e-mailed within 10 days following each ASC.
2. All reports are to be printed or typed and given to the Notes Taker.
3. The following reports are presented monthly at each ASC:
 - a) Treasurer's Report - a detailed report of the income and expenditures for all ASC accounts. In addition, the Treasurer's Report may include a financial forecast based on the current Subcommittee budgets/expenditures versus projected income from ASC contributions and any concerns which may need to be addressed at the Group or Area level.
 - b) Facilitator Report - a report detailing any activity conducted during the month on the behalf of the A.S.C. This report would also include any information and / or ideas coming from the Executive Committee.
 - c) Co-Facilitator Report - a report detailing any activity conducted during the month on the behalf of the A.S.C.
 - d) Peace Keeper Report - a report detailing any activity conducted during the month on the behalf of the A.S.C. This report would also include any ideas which were previously deferred to the Peace Keeper for further study, proper wording, and impact to other sections of the policy, and/or other recommendations as necessary.
 - e) RCM Team Report - a report which provides the Groups of the Area any information or activities being conducted on a Regional or World level.
 - f) ASC Subcommittee Reports - a detailed report given by the Subcommittee Chairpersons (or their representative) addressing the accomplishments, current activities, problems or needs, progress and forthcoming plans of the subcommittee in meeting their primary function and goals.
 - g) GSR Reports - a report giving information as to the number, size, and/or change in meetings, Public Information activity, or other activities, major accomplishments, specific problems or situations and forthcoming plans. If there are no changes from the previous monthly report, the GSR (or GSRA) may state as such and turn in a written report to be included in the minutes.

I. Election of Trusted Servants Tradition 9, Concepts 4 & 5

1. Executive Committee
 - a) Election of executive committee servants shall take place at the May ASC. Newly elected Trusted Servants will attend all meetings, and work closely with the incumbent to learn the duties of the position.
 - b) All elected positions become effective at the beginning of the July ASC business day.
 - c) The following cycle shall be used for the Executive Committee election process. March ASC – Open positions are announced. No nominations will be accepted during this ASC. April ASC – Nominations are accepted. Nominations are closed. All nominees are sent back to the groups for group vote. May ASC – Nominees are elected. June ASC – Incumbent works closely with newly elected servants. July ASC – Newly elected trusted servants take their new position.

d) The Executive Committee will have three (3) automatic nominations at each election cycle. They are Facilitator, Treasurer, and RCM.

e) In addition to automatic nominations, for the position to be filled, the Facilitator will also accept nominations from the floor for the same position.

2. Subcommittees Tradition 9

a) Election of all ASC subcommittee chairs shall take place at the November ASC. Newly elected Trusted Servants will attend all meetings, and work closely with the incumbent to learn the duties of the position.

b) All elected positions become effective at the beginning of the January ASC business day.

c) The following cycle shall be used for the Sub-Committee election process. September ASC – Open positions are announced. No nominations will be accepted during this ASC. October ASC – Nominations are accepted. Nominations are closed. All nominees are sent back to the groups for group vote. November ASC – Nominees are elected. December ASC – Incumbent works closely with newly elected servants. January ASC – Newly elected trusted servants take their new position

3. Prior to nominations being presented, the qualifications, responsibilities and requirements for the position to be filled are given to the voting body. This information is generally taken from the "Guide to Local Services in Narcotics Anonymous" except where amended by the specific requirements of this policy. The qualifications and responsibilities for the Executive Committee positions are given in Section III. GLS p 47-57

All members, once elected on the floor of the Fort Worth ASC (executive committee, subcommittees, and ASOBOD), should attend at least one of two CBD workshops to be held once in February and once in August of each year; to coincide with newly elected members taking office. This is to include even those returning to the area floor; who have previously attended a CBD workshop. It is recommended that all group GSR's and GSRA's attend as well. Any member of Narcotics Anonymous is welcome to attend. Tradition 9, Concept 3, passed ASC Feb. 2011

4. Nominations Concept 4

a) The Facilitator will accept nominations from the Groups, the Floor, and then ask for any volunteers. Then the Facilitator will ask to close nominations.

b) Nominees must be present during nominations to be nominated, and elections to be elected. This includes automatic nominees.

c) Nominees are given the opportunity to either accept or decline the nomination. If the nominee accepts, they shall fill out and read the Trusted Servant Nomination Form. This includes automatic nominees.

d) Any discussion or questions of the nominees shall be held at this time, while the nominee is in the room. Discussion concerning the character or qualifications of the nominee shall not take place without the nominee being present. Tradition 12

Note: If any nominee has misappropriated or stolen funds from the Fellowship, they shall not be considered for election to a Trusted Servant's position which handles NA funds for a period of at least two (2) years following full financial amends. Concepts 4 & 10

5. Elections (See Section II, Article G, Item 2) Tradition 12, Concept 4

a) The C.B.D. process is not used during the elections process.

b) Voting is conducted by a show of hands after the nominees have left the room. If the vote is not unanimous a roll call vote will be taken.

c) Any NA member in attendance may request a roll call vote or paper ballot vote. Vote counts are to be recorded in the minutes.

- d) In case of only one (1) nominee, a two-thirds (2/3) majority shall be required to elect.
- e) In the event that a position cannot be expediently filled, the Trusted Servant could, if willing, continue to serve on a month-to-month basis. Each month nominations will be solicited until the position can be filled on a permanent basis.

J. RESIGNATIONS Traditions 1, 9, &12, Concepts 5 & 10

1. Voluntary Resignations

- a) Voluntary resignations shall be given in writing to the ASC Facilitator prior to the next ASC meeting.
- b) The Fort Worth Area will not support or endorse voluntary resignations for the purpose of a change in any service position.

2. Involuntary resignations Concepts 5 & 10

Any of the following conditions are considered grounds for involuntary resignation:

- a) Relapse during term of office
- b) Absence (without explanation) from two (2) consecutive ASC meetings or from any four (4) ASC meetings during the year. In this event, the ASC will draft and approve a letter to be sent to the Trusted Servant. The Trusted Servant shall be allowed an opportunity for rebuttal upon receipt of the letter at the next ASC in accordance with the Twelve Concepts. In the event the Trusted Servant chooses not to voice a rebuttal, they will be involuntarily resigned.

K. Impeachment Tradition 12, Concepts 4 & 10

1. The following are grounds that represent the prerequisite for impeachment. They are not meant to imply that impeachment is necessary in every case, but are simply intended as a guide to the Group Conscience when impeachment proceedings are being considered or are instigated. Concept 9

- a) Failure to perform responsibilities and duties as outlined by this policy.
- b) Malicious misuse of terms and conditions including misappropriation or theft of funds.
- c) Unethical conduct, inconsistent with the role of a Trusted Servant.

2. Impeachment proceedings will not be considered without written notice to the Executive Committee at least seven (7) days prior to the ASC stating due cause.

Tradition 12, Concept 10

- a) In keeping with anonymity if an idea to impeach is not justified it will be reported to the body and recorded in the minutes. However the respondent's name and / or position will not be recorded. Neither will the petitioners name and / or position. The petitioner will receive their original request returned with a written explanation of the Executive Committee's decision.
- b) Upon the decision of the Executive Committee to proceed with the impeachment process the Facilitator shall notify the respondent. The respondent is permitted to give a rebuttal to the voting body if desired (not to exceed ten (10) minutes).
- c) In the event an impeachment is justified a consensus must be reached by closed ballot. Individual group votes will not be recorded in the minutes.

L. Policy Amendment Procedure Concepts 7, 8, & 9

1. In the event that a change or amendment to this policy is required such changes shall be presented to the ASC in the form of an Idea (see Section: E "Idea") with specific reference to the section, current wording, and suggested changes or additions to the existing policy. Issues or ideas affecting policy will not be adopted by the voting body during the ASC meeting in which the idea is presented, but will be included in the minutes for group approval.

2. Policy issues or proposed changes will be referred to the Peace Keeper for proper wording, impact to other sections of the policy, and/or other recommendations as necessary
3. Ideas affecting policy shall require a consensus of the voting body for adoption.
4. Amendments to the policy become effective at the first ASC following approval of the amendment, unless otherwise stated in the idea.
5. After adoption by the ASC, ideas which amend policy, including their intent, will be typed on a separate page (or pages) with the heading, "Amendment to the Fort Worth Area Policy and Guidelines" and distributed to the ASC members either with the minutes or at the next ASC. Each idea or group of ideas shall include the date adopted or passed and the date the idea becomes effective.
6. Amendments should be provided to the notes taker and web servant, and also placed at the end of policy for reference until such time as they are incorporated by revision to the policy. Policy revisions should be made annually. Copies of the policy with incorporated revisions shall also be provided annually to each group. Tradition 9, Concepts 7, 8, & 12

M. Fund Flow and Financial Responsibility Tradition 7, Concept 11, GLS p.62

1. As prescribed in the "A Guide to Local Services in Narcotics Anonymous", the Fort Worth ASC is funded by its member groups who forward Seventh Tradition Basket proceeds to the next level of the service structure. This money is used to further our primary purpose through the support of various area subcommittees who carry the message of recovery to jails, institutions and hospitals, public/professional agencies and the media, as well as through helpline services and twelve step referrals. The ASC set up a local office for the sale and distribution of literature to the groups and which also provides information on area meetings and fellowship activities. The various subcommittees and their specific functions are detailed in Section III and the Appendices. In keeping with our Ninth Tradition, each subcommittee is directly responsible to the Fellowship through the ASC. This includes responsibility for the actions of the subcommittee and its members, as well as financial responsibility for their expenditures. In order to best serve the Fellowship, and to ensure that the money placed in the basket goes to further our primary purpose, the Trusted Servants elected by the ASC shall follow the financial guidelines below. Tradition 9
2. The ASC Treasurer will maintain a prudent reserve of \$1200 to be adjusted, if needed at the first ASC following budget approval. The amount of the reserve will be reflected on the treasurer's report, but will not be included in the balance of the account for the purpose of disbursement. This prudent reserve shall be used in the case of emergency and shall require a consensus of the voting body for disbursement. In the event advance money is needed for budgeted expenses Trusted Servants must present request at the Area preceding need. Trusted servants must have reconciled receipts with Treasurer before receiving any further advance money. Tradition 2, Concept 5
3. Executive Committee, RCM and RCM-Alternate Budget
 - a) At the November ASC, The Executive Committee shall request a budget to cover administrative expenses associated with the performance of their duties, such as copies, stamps, long distance phone calls, etc. Tradition 7, Concept 11
4. The RCM team budget for travel and/or lodging expenses to attend quarterly Regional Service Conferences and other expenses, as necessary, shall be requested at this time as well. Concept 4
5. Budgets shall be submitted in the form of an idea and approved by the ASC. Concept 3
6. Each individual must maintain and present receipts for actual expenses or the approved reimbursement form (see form Appendix F) for copying charges reimbursed at seven (7) cents per copy and present to the ASC Treasurer. Concept 5

7. The Fort Worth Area will reimburse the following for each person which is required to travel to quarterly RSC meetings: *Concept 3*
- a) Half of one room night per RSC.
 - b) Fuel to and from the RSC.
 - c) The room reimbursement and fuel reimbursement combined will not exceed \$100.00.
 - d) RSC travel expenses will be reimbursed on a per-person basis, not on a per-position basis (i.e. If you hold two area elect positions which require RSC travel you would receive the same reimbursement amount, per RSC, as if you held only one position). *Concept 11*
8. Subcommittee Budgets and Records *Concept 3*
- a) At the November ASC, each Area subcommittee shall prepare an annual budget broken down by expected monthly or quarterly requirements. Budgets should be based on the actual expenses incurred during the previous year along with any newly planned projects (i.e., workshops, Regional conferences, new commitments, etc.) *Concept 5*
 - b) Budgets shall provide details as to the types of expenditures for which the money is intended, such as copying charges, literature costs, rent, travel expenses, etc. *Concept 11*
 - c) Subcommittee budgets shall be submitted in the form of an idea and approved by the ASC. *Concept 3*
 - d) All subcommittee budgets shall be recorded in area policy as an addendum to the back of policy. *Concept 11*
 - e) Subcommittees must maintain and present receipts for actual expenses or the approved reimbursement form (see form Appendix F) for copying charges reimbursed at seven (7) cents per copy and present to the ASC Treasurer. All photocopy receipts must be approved by the ASC Body and turned in within 60 days of expense. *Concept 3*
9. If necessary, subcommittees may request a monthly budget as an "emergency idea" if submittal and approval of the annual budget is pending. All budgets shall be approved at the December ASC. *Concept 7*
10. Unforeseen expenditures over and above subcommittees approved budget and/or expenditures that do not occur with the intent of the budget shall be brought to the ASC body for approval. The unforeseen expenditure, if approved, would in effect increase that subcommittee's current year budget by the amount approved. *Concept 4*
11. The treasurer shall maintain a \$500.00 balance at the ASO Office to be renewed immediately following each monthly ASC meeting. This account at ASO will be maintained to be drawn upon by the area subcommittees based upon their individual budgets. *Tradition 9, Concept 11- passed ASC Jan, 2011*
12. Each month the Treasurer shall determine the method of dispersing the moneys. In the event of low fund flow, the following order shall be used to determine disbursement of funds: *Concept 4*
- a) Outside enterprises
 - b) Trusted Servant out of pocket expenses.
 - c) Subcommittees, with guidance from the Executive Committee.
 - d) RSC and World Services donations.
13. Contributions to the Regional Service Conference and World Services. *GLS p. 62*
 The Area contribution to the RSC will be twenty (20) percent of the total monthly income. The Area contribution to World Services will be ten (10) percent of the total monthly income. These amounts are to be paid monthly to the RSC and World Services and will be paid by the ASC Treasurer. *Traditions 5 & 7, Concepts 1 & 2*

14. All ASC check signers, including Assistant Treasurer, must not have any outstanding bank, IRS, child support, or other financial liens or judgments that would result in Fort Worth Area funds being garnished as a result of that person's name being on the ASC bank account. Traditions 1 & 7, Concepts 5 & 11, Approved January, 2010

III. Responsibilities and Qualifications of Trusted Servants Tradition 2, Concept 1

A. Executive Committee Concept 1

The Executive Committee shall include ASC Facilitator, ASC Co-Facilitator, Treasurer, Asst. Treasurer, *Notes Taker, Peace Keeper, RCM, and RCMA. The Executive Committee shall be responsible for coordinating all ASC's.

*The position of Notes Taker shall serve under the Executive Committee.

1. A willingness and desire to serve
2. One (1) year commitment
3. A minimum of three (3) years clean time. Except for the position of Notes Taker, which shall be a minimum of one (1) year clean time.
4. A minimum of one (1) year active NA involvement serving any area (for the purpose of experience).
5. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous
6. The time and resources necessary to be an active participant
7. Nominee can not be a GSR, GSR-Alternate, or area level subcommittee chair at the time they take office.
8. All Executive Committee members shall attend all ASC's.

B. ASC FACILITATOR Tradition 2, Concept 4

A Facilitator arranges an agenda for, and presides over the monthly ASC meetings. They are also responsible for correspondence (to include notifying groups of non-representation at ASC) and maintaining Area files and archives. The Facilitator shall be one (1) of the cosigners of the ASC bank accounts. A Facilitator must be capable of conducting a meeting with a firm, yet understanding hand. The ASC Facilitator may, upon ASC body approval, temporarily fill a position by appointment until such a time that the position can be filled through the ASC election process. Appointees shall not be cosigners on any ASC bank accounts. Traditions 2 & 9, Concepts 5 & 7

C. ASC CO-FACILITATOR Tradition 2, Concept 4

A Co-Facilitator coordinates all Subcommittee functions. In the absence of the Facilitator, the Co-Facilitator shall perform the duties of the Facilitator. The Co-Facilitator shall be one (1) of the cosigners of the ASC bank accounts.

D. ASC NOTES TAKER Tradition 2, Concept 4

A Notes Taker keeps accurate minutes of each ASC business meeting, types and distributes copies of the minutes to each GSR, ASC Trusted Servant and Subcommittee Chairpersons no later than ten (10) calendar days following each ASC meeting. These minutes should be verified by the ASC Facilitator before copies are made. The Notes Taker is also responsible for maintaining Area files and archives. The Notes Taker shall not be a cosigner on any ASC bank accounts and; therefore, serves under and answers to the ASC Executive Committee. As such, clean time requirements are a minimum of one (1) year. Traditions 2 & 9; Concepts 5 & 8

NOTE: Minutes will be mailed to groups outside Tarrant Co. unless otherwise requested. Groups inside Tarrant Co. may have minutes mailed with a suggested donation of \$3 per month/\$26 a year.

E. ASC TREASURER Tradition 2, Concept 4

The Treasurer shall be responsible to the ASC for the following:

1. Monthly report of contributions and expenditures.
2. Quarterly and Annual reports.
3. Cosigner of ASC bank accounts.
4. Reconcile of the ASC bank accounts against the check stubs, ledger, and bank statements.
5. Tracking budget expenditures.
6. Insure budget expenditures concur with intent of the budgeted items.
7. Notify sub-committee chairs and ASC body of a possibility of any future budget overage or doubt of budget expenditures concurring with intent of budget.

Note: for further information see Fund Flow and Financial Responsibility under section II, article M.

F. ASC ASSISTANT TREASURER Tradition 2, Concept 4

An Assistant Treasurer shall work closely with the ASC Treasurer and shall do a monthly audit of the Treasurer's books in order to help find any mistakes. The Assistant Treasurer will be a part of the Executive Committee, but will not be one of the co-signers of the ASC bank accounts. In the absence of the Treasurer, the Assistant Treasurer shall perform the duties of the Treasurer. The Assistant Treasurer shall also be a cosigner on the FWACNA bank account.

Traditions 2& 9, Concepts 1, 8, & 11

G. RCM (Regional Committee Member) Tradition 2, Concept 4

An RCM is to an ASC what a GSR is to a Group. As the representative of the Area, the RCM speaks for the members and Groups within the ASC at the Regional Service level. The primary responsibility of an RCM is to work for the good of NA, providing two-way communication between their Area and the rest of NA, particularly with neighboring ASC's. They represent the Group Conscience of an ASC at a Regional level. An RCM attends all RSC meetings and takes part in any discussions that affect the Region, speaking as the voice of their ASC's Group Conscience. The RCM is responsible for supplying to the Area Service Conference (ASC) a copy of all Regional reports, minutes and agendas for the Area Archives. An RCM may serve on one (1) or more of the ASC Subcommittees, but not as a Chairperson.

The position of RCM must be carefully considered in accordance with the second Tradition. An RCM must be able to work for the common good, placing principles before personalities, at all times. Because the RCM is a part of the Executive Committee the qualifications are the same except:

Nominee must have a minimum of two (2) years active NA service work involvement in any ASC, RSC, or WSC to include one of the following positions of experience: GSR, RCMA, RCM, RD, RDA, RD2A, OR Executive Committee member/Subcommittee Chair at the Area, Region, or World levels.

H. RCM-Alternate Tradition 2, Concept 4

The position of RCMA also parallels that of a GSRA in that it is a two (2) year commitment. The first year of service is spent as RCM-Alternate, becoming familiar with the job, attending all ASC and RSC meetings and filling in for RCM in their absence or if the RCM is unable to complete their term. Qualifications are the same as for the RCM with the following exception: Nominee must have a minimum of one (1) year active NA service work involvement in any ASC, RSC, or WSC to include one of the following positions of experience: GSR, RCMA, RCM, RD, RDA, RD2A, OR Executive Committee member/Subcommittee Chair at the Area, Region, or World levels.

I. PEACE KEEPER Tradition 2, Concept 4

This position deals with issues that represent the Policy of the Area. The general policies of NA are expressly stated in the Traditions and the Concepts. However, the application of these Traditions and Concepts is the concern of this Trusted Servant position. Because the Peace Keeper is a part of the Executive Committee the qualifications are the same with the following exceptions:

1. Peace Keeper will act as parliamentarian at ALL ASC meetings.
2. Once ideas which amend Policy have been adopted by the ASC, the Peace Keeper is responsible for typing those ideas, including their intent, on a separate page (or pages) with the heading, "Amendment to the Fort Worth Area Policy and Guidelines" and distributed to the ASC members either with the minutes or at the next ASC. Each idea or group of ideas shall include the date adopted or passed and the date the idea becomes effective. The Peace Keeper shall also provide or have provided updates to the Notes Taker and Web Servant to keep our policy amendments current. The Peace Keeper is also responsible for providing an annual copy with incorporated revisions to each group; with the cost of policy copies to be reimbursed by FWASC. Tradition 9, Concepts 7, 8, & 12
3. The Peace Keeper shall hold one (1) workshop per year to acquaint newly elected Trusted Servants with Fort Worth Area Policy. This workshop is to be recorded so that it can be made available to anyone unable to attend.

Must have a minimum of two (2) years active NA ASC Service work.

IV. ASC SUBCOMMITTEES Tradition 2, Concepts 3 & 4

A. Guidelines

In order to minimize the time spent debating in ASC meetings, a subcommittee system is used by the Fort Worth Area. The subcommittees perform the actual work needed to implement ASC directives. The following are guidelines that apply to Fort Worth ASC Subcommittees in general. Specific Guidelines and policies for each subcommittee are included in following sections:

1. A subcommittee normally deals with a single service, such as Public Information, Hospitals and Institutions, Literature, etc. (Refer to Section II. A. 7 below for a listing of subcommittees which may be formed at an Area level.)
2. Subcommittees meet at scheduled times during the month as their work is needed. The subcommittees shall also organize and attend a multi-subcommittee meeting once each quarter at a location in the Area prior to each RSC. Tradition 1, Concept 8
3. Subcommittees 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 body.
4. Each Area subcommittee shall establish a line of communication with the corresponding Regional Service Committee (RSC) chairperson. The subcommittees shall also attend the Regional Multi-committee Learning Day to be held twice a year. Gas expense only to be reimbursed as presented through each subcommittee's budget request. Traditions 7 & 9, Concept 8 & 11
5. Each subcommittee is not autonomous but responsible to the ASC. In order to better serve, a subcommittee may choose to elect trusted servants within the subcommittee, (i.e., vice-chairperson, secretary, etc.). Concept 1
6. All subcommittee positions elected at the Area level entail a one-year commitment. Sub Committee chairs can not be a GSR or GSR-Alternate at the time they take office.
7. Sections **B-L** address the general purpose or function of each subcommittee and the chairperson qualifications for each. Tradition 9, Concepts 3 & 4

B. Area Subcommittee Policy Concept 3

1. The Chairperson shall be elected by the Fort Worth Area.
2. The Chairperson or a designated representative shall attend and report to all ASC meetings. Concept 5
3. The Chairperson or appointed representative of the Subcommittee is responsible for establishing and maintaining contact with the corresponding Regional and World level representatives. Each subcommittee shall submit their reports and other information to the RCM Team who would then present this to the Regional Subcommittee Chairs.
GLS pg. 97, Tradition 9, Concept 8
4. Any Subcommittee position or office (excluding Chairperson) that needs to be appointed or elected should be done within the Subcommittee: this does not include the other executive positions in FWACNA (listed under the FWACNA qualifications in article D of this section). Such positions and their qualifications should be as prescribed by the World guidelines and further detailed by an individual Area Subcommittee policy and guideline. Refer to the "List of Appendices" for applicable Fort Worth Area Subcommittee policies or guidelines.

C. ASC Subcommittee Chairperson Qualifications Concept 3, 4, & 5

1. A willingness and desire to serve
2. Two (2) years clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous
4. The time and resources necessary to serve and be an active participant
5. One (1) year active NA involvement including a suggested minimum of six (6) months service in the subcommittee.

D. Area Convention Subcommittee Concept 3

The chairperson, one or more Vice-chairperson(s), Treasurer, and Assistant Treasurer shall be elected by the Fort Worth ASC. Nominees must have completed a service commitment at the Area level in the Fort Worth area (including GSR or GSRA) within the last five (5) years or served as a previous FWACNA chair, vice-chair, treasurer, or FWACNA subcommittee chair. It is highly recommended that the Chairperson should have also demonstrated an ability to deal with and work with individuals outside the Fellowship, including hotel and convention center professionals. Previous convention experience is recommended and should be seriously considered when filling this position. \$3000.00 shall remain in the FWACNA bank account as seed money for the next convention. Refer to the FWACNA 5 policy for complete Convention Committee and FWACNA Guidelines. The Area Assistant Treasurer shall also be a cosigner on the FWACNA bank account. Traditions 2& 9, Concepts 1, 8, &11

Area Convention Subcommittee Executive qualifications: (to be voted in by ASC)

1. Area Convention Subcommittee Chair qualifications are the same as article C (1-5) except:
 - a) Five (5) years clean time.
 - b) One (1) year prior convention experience, as well as Area, Regional or World service experience.
2. Area Convention Subcommittee Vice-Chair (two positions) qualifications are the same as article C (1-5) except:
 - a) Three (3) years clean time.
 - b) One (1) year prior convention experience, as well as Area, Regional or World service experience.
3. Area Convention Subcommittee Treasurer qualifications are the same as article C (1-5) except:
 - a) Five (5) years clean time
 - b) One (1) year prior convention experience, as well as Area, Regional or World service experience
 - c) Extensive cash handling experience.

4. Area Convention Subcommittee Assistant Treasurer qualifications are the same as article C (1-5) except:

- a) Five (5) years clean time
- b) One (1) year prior convention experience, as well as Area, Regional or World service experience
- c) Extensive cash handling experience.

E. Helpline Subcommittee Traditions 5 & 11, Concepts 3-5

Our primary purpose is to carry the message of recovery to the addict who still suffers. One of the best ways to make this message available to those who need help is by providing a phone line service where someone can call and talk anonymously with a recovering addict. The purpose of this Subcommittee is to provide such a service which operates in accordance with the Twelve Traditions of Narcotics Anonymous.

F. Hospitals & Institutions Subcommittee Traditions 5 & 11, Concepts 3-5

This Subcommittee acts as a resource to Groups and individual members in their efforts to carry the message into institutions such as jails, hospitals, detoxification centers and recovery houses. Its goal is to avoid tradition violations while carrying our message to those who cannot freely come to us.

G. Literature Subcommittee Traditions 5 & 11, Concepts 3-5

This Subcommittee deals with all aspects of NA related printed materials. The Subcommittee arranges for the review and input, by the Fellowship, of any non-approved review literature, compiles this input and presents it to the ASC (or to the Regional Literature Subcommittee, as required). It may also deal with the actual ordering and disbursement of literature within the Area.

H. Newsletter Subcommittee Traditions 5 & 11, Concepts 3-5

To carry the message of recovery to the addict who still suffers by combining information and ideas from sources in our Area as well as across the country and providing a format for sharing experience, strength and hope.

I. Outreach Subcommittee Traditions 5 & 11, Concepts 3-5

The purpose of the Fort Worth Area Outreach subcommittee is to provide a forum for communication, coordination, training and problem solving for groups and meetings or any addict wishing to be a part of NA. Outreach services are intended to compliment rather than duplicate the activities of any existing service committee. This subcommittee should be a liaison between the ASC Chair and Area Groups without representation, to insure current and correct meeting information. This will then be provided to Public Information for inclusion on the Meeting Schedule distribution.

J. Public Information Subcommittee Traditions 5 & 11, Concepts 3-5

This Subcommittee works in close contact with the Hospitals and Institutions Subcommittee. They also provide an Additional Needs Liaison to help the Fort Worth Area address the needs of impaired addicts. Primarily this Subcommittee's purpose is to communication. The Subcommittee offers information about recovery from addiction and about how and where to find it.

K. Ad-Hoc Subcommittee Traditions 5 & 11, Concepts 3-5

At the discretion of the voting body, ideas shall be referred to an Ad-Hoc committee appointed by the ASC Chairperson for further study and recommendation.

L. Activities Subcommittee Traditions 5 & 11, Concepts 3-5

The Activities Chair shall act in a spirit of cooperation with all Area Groups and Subcommittees to coordinate functions within the Fort Worth Area and to help prevent scheduling conflicts. Also, Activities Chair shall be responsible for holding at least one (1) area-wide activity per year. The budget for Activities Subcommittee shall be based upon an as-needed basis as approved by the ASC Body. Traditions 2 & 9, Concepts 2 & 7

1. The Activity Chair shall act as a liaison between the various area groups and also subcommittees to help schedule functions in a cooperative manner. Tradition 4, Concept 5
2. The Activity Chair can only work with information as provided by the various groups and subcommittees. The Activity Chair shall not be responsible for information that is not provided in a timely manner. Also, it is not the responsibility of the Activity Chair to prevent the overlapping of events, the chair may only suggest open alternative dates and cannot dictate to any group whether they can go ahead and schedule or not. Tradition 2, Concept 2
3. The Activity Chair shall coordinate a calendar to be presented at each ASC showing all events that have been scheduled, with copies to be made available to each GSR. Reimbursement of copies to be provided to chair by the ASC with appropriate receipt(s). The chair is also responsible for ensuring that the schedule makes it to the FW Area web servant. Tradition 2, Concept 1

M. Web Service Subcommittee Traditions 5 & 11, Concepts 3-5 – passed ASC, Nov2010

The purpose of the Web Service Subcommittee is to support the Fort Worth area by providing and maintaining electronic communications and presentations. This includes both communications within NA and communications to the public. The Web Service Subcommittee shall maintain the area website and the electronic area meeting schedule. The subcommittee shall also provide electronic services in support of the area and other subcommittees. For any information that is regularly updated, the web service subcommittee shall provide a process for requesting and tracking updates. The Web Service Subcommittee Chair shall have the necessary technical abilities to complete this task and shall also meet the other subcommittee requirements as listed under ASC Subcommittee Chairperson Qualifications as listed on page 15 of the FWASC policy. The Web Service Subcommittee shall meet monthly.

Traditions 1,11 Concept 8 – passed ASC Jan 2011

V. Area Service Office Tradition 8, Concepts 11

To provide a local office for the sale and distribution of literature to the Groups and which also provides information on Area meetings and Fellowship activities. This office is no longer a part of the service structure of Narcotics Anonymous with the exception that three of its governing body members are elected directly by the Area Service Conference Body. The office is incorporated and is governed by a Board of Directors who are bound by their Articles of Incorporation and the Twelve Traditions of Narcotics Anonymous.

A. Policy

1. Each year three board positions are elected directly by the Area Service Conference body. Nominees or volunteers are brought to the ASC from the Groups and / or individual members.
2. The Chairperson or a designated representative shall attend and report to all ASC meetings.
3. Any board position or office that needs to be appointed or elected should be done within the Board of Directors for the terms as outlined by their Articles of Incorporation. This Board maintains four in-house positions.

B. Qualifications

1. A willingness and desire to serve
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous
4. The time and resources necessary to serve and be an active participant
5. Active NA involvement including a minimum of two (2) years active service, suggested corporate or non-profit and business experience, secretarial and/or accounting experience.

VI. Appendices

Appendix A: Glossary

ACC - Area Convention Committee
AD-HOC - for a certain purpose; special
ASC - a) Area Service Committee, b) Area Service Conference
ASO - Area Service Office
BOD - Board of Directors
FW - Fort Worth
FWACNA - Ft. Worth Area Convention Narcotics Anonymous
GLS - A Guide to Local Services
GSR - Group Service Representative
GSRA - Group Service Representative Alternate
H & I - Hospitals & Institutions
HCC - Hosting Convention Committee
HHT - Hotels, Hospitality, and Transportation
LSR - Lone Star Region
LSRCNA - Lone Star Regional Convention Narcotics Anonymous
LSRSCNA - Lone Star Regional Service Conference Narcotics Anonymous
LSRSO - Lone Star Regional Service Office
PI - Public Information
QUORUM - The number of members that must be present for an ASC
RCM - Regional Committee Member
RCMA - Regional Committee Member Alternate
RSC - Regional Service Conference
RSO - Regional Service Office
RD - Regional Delegate
RDA - Regional Delegate Alternate
RD2A – Regional Delegate Second Alternate
TDC - Texas Department of Corrections
TDCJID - Texas Department of Criminal Justice Institutional Division
WCNA - World Convention Narcotics Anonymous
WSC - World Service Conference
WSO - World Service Office

Appendix B: List of Appendices

| <u>DESCRIPTION</u> | <u>APPENDIX</u> |
|---|-----------------|
| Area Convention Subcommittee | 2 |
| Helpline Subcommittee Guidelines | 5 |
| Hospitals & Institutions Subcommittee Guidelines | 6 |
| Literature Subcommittee Guidelines | 7 |
| Newsletter Subcommittee Guidelines | 8 |
| Outreach Subcommittee Guidelines | 9 |
| Public Information Subcommittee Guidelines & Contingency Plan | 11 |

DISCLAIMER: It was noted by this body that the appendices for each of the above noted subcommittees are extensive and so were not included in this document. Individual subcommittee appendices are available at the local Area service Office.

Trusted Servant Nomination Form

Name: _____ Clean Date: _____ Home Group: _____

Nominated By: _____ For Position Of: _____

Positions Currently Held _____

Willingness To Serve And Why: _____

Do You Have A NA Sponsor: _____ Do You Sponsor: _____

Do You Have A Working Knowledge Of The 12 / 12 / 12: _____

Have You Ever Misappropriated Any NA Funds: _____

If Yes Explain: _____

When Was Restitution Made: _____

Experience Related To Position Nominated For: _____

Any Commitments That Would Conflict With This One: _____

Have You Ever Not Fulfilled Any Service Commitments: _____

Are You Willing To Fulfill This Commitment Before Accepting A Position At Another Service Level:

Do You Regularly Attend NA Meetings: _____

Do You Base Your Recovery On NA: _____

Do You Have The Time And Resources to Fulfill This Commitment: _____

For position of Facilitator, co-facilitator, treasurer, assistant treasurer: Do you have any outstanding bank, IRS, child support, or other financial liens or judgments that would result in Fort Worth Area funds being garnished as a result of your name being on the ASC bank account?

Please realize that this form is not intended to exclude anyone from service. It is merely a tool for our groups to make better-qualified decisions with the information provided on this form.

Appendix D: Public Information Contingency Plan

Tradition 5, 10, & 11, Concept 5, 8, & 12

Fort Worth Area Public Information Contingency Plan

In order to handle all requests for public information in the Fort Worth area, we have setup a contingency plan which will be outlined below. If this plan is followed as closely as possible, all requests will be filled and the fellowship will not suffer any Tradition compromises. We hope that this plan will serve the proper function, which is to promote the common welfare of our members and Narcotics Anonymous as a whole.

1. When a member is approached by someone outside the Narcotics Anonymous program, any request shall be turned over to the PI subcommittee through the Fort Worth Area Service Office.
2. When a request for information, a presentation, or a media interview is received, a decision will be made whether to handle the request or turn it over to the Region or World Committee.
3. If the determination is made that a committee other than the Fort Worth Area PI Subcommittee should handle the request, that committee will be contacted.
4. If the determination is made at the Fort Worth Area PI subcommittee will handle the request, the PI Chair or PI Vice-chair should respond to the contact as soon as possible, preferably within the working day, or within an eight hour period, to inform them that their request is under consideration and will be dealt with promptly. One of the following plans of action should be carried out according to the deadline schedule.
 - a. If the deadline is before the next Fort Worth Area PI Subcommittee meeting, an emergency meeting will be held and all members of the subcommittee will be contacted.
 - b. If the deadline is after the next Fort Worth area PI Subcommittee meeting, plans will be made at the next meeting.

Under no circumstances should any addict respond to the request on their own, because no one individual can represent Narcotics Anonymous as a whole. Tradition 10, Concept 5

APPENDIX E: CBD PROCEDURES

1. Idea is presented with a statement of support corresponding to at least one of the 12 Traditions of NA and/or one of the 12 Concepts of NA. The facilitator asks the group representatives if there is any opposition to the idea. Tradition 2, Concept 2
2. Does idea receive 100% approval or rejection? If 100% approval idea passes (go to #9), if 100% rejection idea fails (go to #10), if idea does not receive 100% in either go to #3. Concepts 5 & 8
3. The facilitator asks the maker to fully express the intent and what is hoped to be accomplished with the idea. If the maker is not present to address the intent of the idea, then the idea is tabled until the following ASC. If the maker is still not present at the following ASC, then the idea dies. Traditions 2&9, Concept 5 – passed ASC Jan. 2011 The facilitator asks if additional information has changed anyone’s opinion. If anyone’s opinion has changed, is there now 100% approval? If so idea passes (go to #9). If no one’s opinion has changed (or some opinions have changed, but the idea does not receive 100% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to #4. Concept 9
4. The maker is asked if the compromise (if any) is acceptable. If so, the facilitator asks if there is any further discussion needed. If not, the facilitator asks if there is any opposition. If 100% approval idea passes (go to # 9), if not go to #5. Traditions 1 & 9, Concept 1
5. If the originator cannot live with the compromise (or idea did not receive 100% approval from #4), the individual is asked to express concerns and what it might take to reach a compromise. If compromise is reached go to # 6. If compromise is not reached go to #7. Concepts 8 & 9
6. Does idea receive 100% approval? If yes idea passes (go to #9), if not go to #7.
7. If a compromise cannot be reached (or idea does not receive 100% approval from #6), and 30% or less of the GSR’s are opposed, the Facilitator asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside the idea passes (go to #9). If the opposition does not stand aside, or the idea was opposed by more than 30% of the GSR’s, the idea needs to be acted on by parliamentary procedure and called to a vote (go to #8). Tradition 2, Concept 6, 8, & 9
up-dated from 2 GSR’s to 30% of GSR’s at 04/03/11 ASC
8. Idea is voted on using paper ballots (after any discussion). If idea receives 2/3rds, or more, of participating votes it passes (go to #9), if it receives less than 2/3rds it fails. Abstaining votes count as participating votes in parliamentary procedure. For a vote not to count it should not be cast. Traditions 2&4, Concepts 7, 8, & 12
9. Idea has passed, record results in minutes and move on.
10. Idea has failed, record results in minutes and move on.

Appendix F: CBD Flow Chart



