

GUIDELINES OF THE C.A.N AREA SERVICE COMMITTEE OF NARCOTICS ANONYMOUS

ARTICLE 1 NAME

The name of this committee shall be the C.A.N (California-Arizona-Nevada) Area Service Committee, and will be referred to as A.S.C in these guidelines.

ARTICLE 2 SERVICE AREA

The service area shall cover the cities / towns in which NA meetings are currently being held and participate at this A.S.C. As of this date, March 6th, 2011, towns / cites currently participating at the A.S.C are but not limited to Needles, Ca –Bullhead City, AZ –Lake Havasu City, As.–Laughlin, NV. All town/cities that connect to any of the above mentioned will be considered in PI/PR & Helpline efforts. Providing it does not duplicate efforts of another service body of NA.

ARTICLE 3 PURPOSE AND SCOPE

Section 1: Purpose

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the C.A.N Area, to support the needs of these groups, to serve as a link between these groups and NA as a whole. For the purpose of these guidelines, the term " Narcotics Anonymous Group " shall be defined as stated in the approved Literature such as the Guide to Local Service pg. 25 (What is an NA Group)

Section 2: Scope

This service committee exists primarily to help make NA groups more effective in carrying the recovery message to the still suffering addict. The A.S.C services include but not limited to:

1. Attracting addicts to meetings.
2. Provide materials for use in meetings. Such as approved NA Literature, Meeting Lists
3. Conduct activities designed to strengthen meetings.
4. Perform the administrative functions necessary to do these things.

The Twelve Traditions and the Twelve Concepts of Service are incorporated as part of these guidelines and shall be adhered to in all aspects and functions of the C.A.N Area Service Committee.

ARTICLE 4

PARTICIPANTS AND PARTICIPATION

Section 1: Voting Participants

Voting participants on this committee shall be G.S.R's,(or G.S.R ALT in the absence of the G.S.R) Vice Chair, Secretary, Treasurer, R.C.M, and Subcommittee Chairs. In these guidelines, unless otherwise specified, officer positions of Chair, Vice Chair, Secretary and Treasurer refer only to those positions on A.S.C. Whether specific participants vote on specific motions is determined by the nature of the issue.

If the motion is referred back to the groups through the G.S.R's, then only G.S.R's may vote on the motion. If the motion is not referred to the groups, all voting participants may vote on the motion.

Any voting participant may make or second a motion. The Chair is considered a voting participant, but subject to the limitations listed in Section 2 of this Article.

Section 2: Chair

The Chair is a voting participant, but may not make or second a motion and only votes to break a tie. The Chair participates in the discussion of motions. In the absence of the Chair at a particular meeting, the restrictions regarding making motions, seconding motions and voting apply to whomever is acting in the capacity of Chair.

If both the Chair and the Vice Chair are absent when a meeting should begin, the secretary conducts an election of a chairman *pro tem* to preside until the arrival of the Chair or Vice Chair or until the A.S.C elects another chairman *pro tem* or until the adjournment of the session, whichever occurs first.

Section 3: Alternate Secretary, Alternate Treasurer and Alternate RCM

Alternate Secretary, Alternate Treasurer and Alternate R.C.M are non-voting participants, except at the particular A.S.C meetings where they are acting in the capacity of an absent Secretary, Treasurer or R.C.M at that meeting. Beyond that, they are observers at A.S.C and subject to those restrictions.

Section 4: Ad Hoc Committee Chairs

Ad Hoc Committee Chairs are non-voting participants. They present reports and findings to A.S.C on their assigned task and discuss matters regarding their assignment with the participants of A.S.C. Beyond that, they are observers at A.S.C and subject to those restrictions.

Section 5: Observers

All other members of Narcotic Anonymous attending the A.S.C meeting are observers. Observers cannot make or second motions. Observers may participate on items that are in a discussion mode. Once a motion has been made and a second has been acknowledged it then goes from discussion mode to debate mode, and observers will not be allowed to participate.

ARTICLE 5

MOTIONS AND VOTING

Section 1: Motions

Those attending the A.S.C meeting whom are eligible to make and second motions are described in Article 4. A motion must be seconded or it dies. Motions must be made in writing. Once seconded, the Chair polls the voting participants at A.S.C for a group conscience regarding whether or not the motion is to be sent back to the groups through the G.S.R's, if so, then a discussion is held and the motion is then tabled until the next regularly scheduled A.S.C meeting. At that time, the motion is read and only G.S.R's vote, without further discussion on the A.S.C floor. If the motion is not to be sent back to the groups, then a discussion is held and a vote taken with all voting participants at A.S.C eligible to vote. This process is shown by illustration 1. A sequential log of all motions will be prepared and maintained by the Policy Committee. The complete log will be available at each meeting of A.S.C for reference. The motion log format is shown by illustration 2. The motion format is changed in the same manner as any other change to these A.S.C Guidelines.

Section 2: Discussion of Motions

The discussion of a motion is limited by a calling of a question by a voting participant. The Chair cannot call the question, but can suggest that further discussion is not productive and that the question to be called.

Section 3: Policy Log

Passed motions, which establish a policy or procedure to be followed from that point forward, are added to the Policy Log maintained by the Policy Committee. The Policy Log format is shown by illustration 3 and can be changed to improve clarity and if subcommittees are added or eliminated. The Policy Log format is changed in the same manner as any other change to these A.S.C Guidelines.

**Illustration 1
FLOW CHART FOR MAKING**

MOTION
(CAN BE MADE BY ANY
VOTING PARTICIPANT)

AND VOTING ON MOTIONS

SECOND
(CAN BE MADE BY ANY
VOTING PARTICIPANT)

**CHAIR POLLS FOR
GROUP CONSCIENCE
ON REFERRING THE
MOTION**

REFER TO GROUPS
(MOTION IS DISCUSSED, THEN
TABLED UNTIL THE NEXT
REGULAR ASC MEETING)

ONLY GSR's VOTE

**DO NOT REFER TO
GROUPS**
(MOTION IS DISCUSSED,
THEN VOTED ON)

**ALL VOTING
PARTICIPANTS VOTE**

ILLUSTRATION 3

**CAN AREA SERVICE COMMITTEE
POLICY LOG**

ASC GENERAL POLICY

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
A-1			

ASC FINANCIAL POLICY

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
F-1			

LITERATURE SUBCOMMITTEE

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
L-1			

PUBLIC INFORMATION / PUBLIC RELATIONS / PHONELINE SUBCOMMITTEE

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
PI-1			

CONVENTION SUBCOMMITTEE

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
C-1			

ACTIVITIES SUBCOMMITTEE

POLICY NUMBER	DATE APPROVED	DATE REVOKED	POLICY
AC-1			

Policy numbers are sequential and begin with a letter that indicates the area of A.S.C operation to which it applies.

ARTICLE 6
ELECTION OF OFFICERS
AND
SUBCOMMITTEE CHAIR POSITIONS

Section 1: Officers and Subcommittee Chairs

The offices of A.S.C shall be Chair, Vice-Chair, Secretary, Treasurer and Regional Committee Member (R.C.M) and those holding these positions shall be the officers. Subcommittee Chair positions are described in Article 10, Standing Subcommittees. These are elected positions.

Section 2: Alternates

Alternate Secretary, Alternate Treasurer, Alternate R.C.M are normally observers and are elected positions. They are training positions and act as Secretary, Treasurer and R.C.M in that officer's absence at an A.S.C meeting. Such are subject to simple majority approval by secret ballot of the voting participants of A.S.C.

Section 3: Ad Hoc Committees

Ad Hoc Committee Chairs are limited in their participation at A.S.C and are not elected positions. They are appointed by the Chair for the duration of their need by A.S.C. When the task is complete or the service is no longer needed, the Chair dissolves the Ad Hoc Committee and dismisses the Ad Hoc Committee Chair.

Section 4: Nominations, Election and Term of Office

A.S.C officer and Subcommittee Chairs in the position of Chair, Vice Chair, Treasurer, Public Information, Hospitals & Institutions, Phone Line and Activities shall be nominated and elected at the regular meeting in the month of August and take office in September. The positions of Secretary, R.C.M, Policy and Literature shall be nominated in December and take office in January. Any nominations for the following year's Convention Administrative Committee will be made at the April CANAC Committee meeting. Nominations shall be submitted to the A.S.C to be elected by this body. The Convention Administrative Committee will be elected at the June A.S.C meeting. Members duties shall begin with the August Convention Committee meeting. The term for Officers and Subcommittee Chairs is one (1) year.

Nominations for each Officer and Subcommittee Chair are opened and closed by the Chair. Prior to opening nominations for each Office or Subcommittee Chair, the Policy Chair shall read the duties and qualifications for that Office or Subcommittee Chair.

Only voting participants of A.S.C may make a nomination of or second a nomination. Additionally, any member of Narcotics Anonymous may submit a nomination through the G.S.R, which represents his/ her group at A.S.C. An N.A member must be present at the meeting to be nominated.

When nominations are closed for the position being filled, nominated candidates state their willingness and qualifications for the Office or Subcommittee Chair. Questions may be posed to each candidate by participating members of A.S.C. The candidates then leave the room within the intent of the Fourth Concept for NA Service. Elections shall be by secret ballot. Ballots are tallied and the results announced by the secretary.

Section 5: Special Elections

If a position becomes vacant for whatever reason, a special election will be held at the A.S.C meeting following the vacancy.

Section 6: Limitation of Individuals to One Voting Position

No NA member shall hold more than one voting position at a time at A.S.C. Alternates are included in this as those individuals would be a voting participant at meetings where the Secretary or Treasurer is absent. Upon election as an A.S.C Officer or Subcommittee Chair, the NA member need immediately resign from any other elected ASC service position, including G.S.R. They may act as alternate G.S.R, which includes voting on behalf of their group, until their group elects a new G.S.R. No NA member shall be eligible to serve more than two (2) terms consecutively in the same Office or Subcommittee Chair.

ARTICLE 7 REMOVAL OF OFFICERS AND SUNCOMMITTEE CHAIRS

Section 1: ASC Officers and Subcommittee Chairs

An A.S.C Officer or Subcommittee Chair may be removed from their position for non-performance. Any voting participant can recommend removal. A 2/3 vote is required for removal. Voting for removal is by secret ballot and is tallied and read by the Secretary. Non-performance includes, but not limited to:

1. Loss of abstinence
2. Non-fulfillment of the duties of their position.
3. Absence at three (3) regular meetings of the A.S.C without prior notification to the A.S.C Chair.

Section 2: Alternates

An Alternate Secretary, Alternate Treasurer and Alternate R.C.M may be removed from their position in the same manner and for the same reason as an Officer or Subcommittee Chair. However, a simple majority vote is required for removal.

Section 3: Ad Hoc Committee Chairs

An Ad Hoc Committee Chair may be removed by the Chair for non-performance or other substantial reason and requires no vote by A.S.C.

Section 4: Resignations

An Officer, Subcommittee Chair, Alternates or Ad Hoc Committee Chair may resign by providing written notice to the A.S.C at a regular scheduled meeting. Effective date of the resignation will be no sooner than the next regularly scheduled meeting.

ARTICLE 8 QUALIFICATIONS AND DUTIES OF OFFICERS

CHAIR

Qualifications:

1. A minimum of three (3) years clean time is suggested.
2. Active in service at the ASC level for two (2) years.
3. Have a working knowledge of the Steps, Traditions, Concepts and Service Structure of NA.

Duties:

1. To open and preside over the monthly A.S.C Meeting, using the Sample Rules of Order from the NA Guide to Local Services.
2. To arrange the agenda for each meeting.
3. To be a co-signer of the A.S.C bank account.
4. Helps resolve conflicts during A.S.C Meetings.
5. Prevents questions from being decided prematurely in order to foster understanding by the entire committee by authority to delay the vote.
6. Will be holder of the Area P.O Box key.

VICE CHAIR

Qualifications:

1. A minimum of two (2) years clean time suggested.
2. Active in service at the A.S.C level for one (1) year.
3. Have a working knowledge of the Steps, Traditions, Concepts and Service Structure of NA.

Duties:

1. Serves as Chair in the absence of the Chair.
2. Maintains monthly communication with all Subcommittees. When a concern arises with a Subcommittee, attends the next meeting of that Subcommittee.
3. To be a co-signer of the Committee's bank account
4. To assume the duties of the Secretary or Treasurer if the need arises.

TREASURER

Qualifications:

1. A minimum of three (3) years clean time is suggested.
2. Active two (2) in service of NA, one (1) of which was at the A.S.C level.
3. Have a working knowledge of the Steps, Traditions, Concepts and Service Structure of NA.

Duties:

1. To be a custodian of the Committee's bank account.
2. To make a written report of receipts and disbursements for each regular A.S.C meeting.
3. To disburse funds in accordance with Committee decisions.
4. To maintain a filing system, on a monthly basis, that contains all Treasurer's report's, receipts, financial documents and bank statements. These files will be up to date and available for audit at any time.
5. To deposit all Area funds into the bank account in a prompt manner.
6. Will be a holder of the Area PO Box key.

REGIONAL COMMITTEE MEMBER (R.C.M)

Qualifications:

1. A minimum of two (2) years clean time is suggested.
2. Active in service at the A.S.C level for one (1) year.
3. Have a working knowledge of the Steps, Traditions, Concepts and Service Structure of NA.

Duties:

1. Attends Arizona Regional Service Committee (R.S.C) Meetings on behalf of the C.A.N Area.
2. Represents C.A.N Area at R.S.C Meetings.
3. Reports to the A.S.C on Regional issues, decisions and events.
4. Bring issues from R.S.C to A.S.C for discussion and group conscience.

SECRETARY

Qualifications:

1. A minimum of one (1) year clean time is suggested.
2. Posses basic note taking skills.

Duties:

1. To record all proceedings of the meetings in the minutes.
2. To prepare and distribute copies of the minutes by mail or e-mail to all Area participants prior to the following A.S.C meeting.
3. Maintains a list of names, addresses and phone numbers of Committee members for Committee use.
4. When they introduce themselves at the A.S.C meeting, presents the new G.S.R's of Alternate G.S.R's with a packet that includes a copy of the Area Guidelines, G.S.R orientation Sheet, G.S.R Meeting Report Sample, Treasurer's Worksheet and a copy of Parliamentary Procedures.

ARTICLE 9 MEETINGS

Section 1: Regular Meetings

The regular meetings of the committee shall be held on the first Sunday of each month, unless otherwise ordered by the committee. All A.S.C meetings are non-smoking and a break shall be provided for smokers should be desired.

Section 2: Special Meetings

Special meetings may be called by the Chair following receipt of a written request by a voting participant and at the discretion of the Chair. The Chair may also call a special meeting without such written request if the Chair is aware of a matter that requires immediate attention and needs A.S.C approval for resolution. The purpose of the special meeting shall be stated at the beginning of the meeting. No business, other than the stated purpose of the special meeting, will be conducted. At least two (2) days notice shall be given. All reasonable effort shall be made to hold the special meeting at a time and place that will allow maximum attendance by voting participants.

Section 3: Quorum

Quorum is required to accomplish the business of A.S.C which requires a vote. That means that 2/3 of G.S.R's must be present for a G.S.R-only vote and ½ of all voting participants must be present for an all participants vote. It is possible for a quorum to be present for voting on one (1) type of motion such as a G.S.R-only, while a quorum is not present for voting on another type of motion, such as all participants.

If no quorum is present, then the A.S.C may only pay monthly bills and previously approved expenses, accept and table new motions, table existing motions and discuss issues that do not require a vote.

"Suspend the Rules" may not be invoked to vote when quorum is present.

Quorum requirements apply to Special Meeting called by the Chair.

There are no proxies and quorum may not be established through "representation" of voting members who are present. G.S.R's and other voting participants may deliver a report, purchase literature and perform other service for an absent G.S.R or other voting participant but may not do A.S.C business on behalf of the absent member.

For the purpose of determining a quorum, a group is dropped from the voting quorum after missing three (3) consecutive A.S.C meetings. A group becomes part of the voting quorum after three (3) consecutive A.S.C meetings.

ARTICLE 10

OPERATIONS

Section 1: Funding

Area funding shall be achieved through group contributions and other A.S.C approved activities. Once Prudent Reserve and all budgets are fully funded, the remaining balance will be distributed as follows: 60% to A.S.C contingency fund, 30% to Region and 10% to World. The level of the contingency fund will be reviewed in November as part of the A.S.C budget process.

Section 2: Prudent Reserve

A prudent reserve will be established and maintained by A.S.C in the A.S.C checking account. It will be based upon the needs of A.S.C in the event of a period of time when group support from the seventh tradition is inadequate to pay for the expenses of A.S.C. It should be an amount sufficient to allow the A.S.C to re-evaluate the necessity and level of current expenses and whether financial changes and A.S.C service changes need to be made or of it simply a period of " Hard Times" to be weathered.

Section 3: Budget

A one (1) year budget for A.S.C, including all Subcommittees, will be prepared in November and completed by the first meeting of each calendar year. Due to the special schedule needs of the Convention Subcommittee, the budget for the Convention Subcommittee will be prepared in August and completed by October. After approval by A.S.C the Convention Subcommittee budget will be incorporated into the A.S.C budget in November.

Section 4: Checking Account

The checking account will require two (2) signatures for a check to be valid. No two (2) signers on the account will live in the same household.

A copy of the Employee Identification Number shall be kept by the Treasurer and also in archives.

Section 5: Accounting Review and Taxes

At the time of each calendar year, all A.S.C and Subcommittee financial records will be taken to a reliable bookkeeping and tax preparation business to determine tax liability and prepare income tax forms for filing.

Immediately following the organized sale of merchandise, appropriate sales tax forms will be prepared and filed by A.S.C of the Subcommittee involved.

ARTICLE 11

STANDING SUBCOMMITTEES

Section 1: Establishment of Subcommittees

The A.S.C may establish Subcommittees as necessary to perform certain duties. These standing Subcommittees shall be formed upon approval by the voting members of the A.S.C. Standing Subcommittees may include, but not limited to Administrative, Public Information, Hospitals & Institutions, Literature, Activities and any other standing Subcommittee which shall be deemed necessary to carry on the work of the A.S.C. At the inception of these standing Subcommittees, A Chairperson will be elected by the voting members of the A.S.C. Subsequent officers of each standing Subcommittee will be elected by the Subcommittee membership.

Section 2: Existing Standing Subcommittees

As of the date of Ratification of these guidelines, the following are standing Subcommittees

- Public Information
- Literature
- Phone line
- Activities
- Convention
- Policy

Section 3: Public Information

The Public Information Subcommittee shall adhere to the purpose and functions as outlined in “ A Guide to Local Services in Narcotics Anonymous “ and “ Public Relations Handbook “, as currently approved and may be subsequently modified by World Service Conference.

Section 4: Literature Subcommittee

The Literature Subcommittee shall adhere to the purpose and functions as outlined in “ A Guide to Local Services in Narcotics Anonymous “ and “ Handbook for Narcotics Anonymous Literature Committees “, as currently approved and may be subsequently modified by World Service Conference.

Section 5: Phone Line Subcommittee

The Phone Line Subcommittee shall adhere to the purpose and functions as outlined in “ A Guide to Local Services in Narcotics Anonymous “ and “ A Guide to Phone line Service “, as currently approved and may be subsequently modified by World Service Conference.

Section 6: Activities Subcommittee

The Activities Subcommittee shall adhere to the purpose and functions as outlined in “ A Guide to Local Services in Narcotics Anonymous “ and “ Internal Use of NA Intellectual Property “, as currently approved and may be subsequently modified by World Service Conference.

Section 7: Convention Subcommittee

The Convention Subcommittee shall adhere to the purpose and functions as outlined in “ A Guide to Local Services in Narcotics Anonymous “ as currently approved and may be subsequently modified by World Service Conference. Convention logos and themes must have approval by the A.S.C before becoming final.

Section 8: Policy

The Policy Subcommittee shall adhere to the purpose and functions as outlined in " A Guide to Local Services in Narcotics Anonymous "

Section 9: Standing Subcommittee Guidelines

When A.S.C deems necessary, a standing Subcommittee shall create and adopt Guidelines which are consistent with the Guidelines for C.A.N A.S.C.

Section 10: Dissolution of a Standing Subcommittee

Any standing Subcommittee may be dissolved by a 2/3 majority of the voting participants of A.S.C. The motion to dissolve may be made by any voting participant.

Section 11: Approval of Standing Subcommittee Guidelines

The Guidelines and any subsequent changes of each Subcommittee shall be subject to approval and review by the A.S.C as a whole.

ARTICLE 12

RATIFICATION AND CHANGE

Section 1: Ratification and Changing ASC Guidelines

These Guidelines shall be initially ratified by a 2/3 majority of votes from G.S.R's currently participating in the C.A.N A.S.C. Subsequent changes to these Guidelines shall be by 2/3 majority of votes from G.S.R's present at a regular A.S.C meeting with a verified quorum. Policies adopted and included on the Policy Log may augment, but will not change or be contrary to these guidelines.

CAN AREA SERVICE COMMITTEE PARLIMENTARY PROCEDURES

MAIN MOTION:

A main motion is a motion whose introduction brings business before the A.S.C. Such a motion can only be made in writing.

AMENDMENTS:

An amendment is a motion to modify the wording and within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable.

MOTION TO TABLE:

A motion to table may be applied only to a main motion that is pending. At the time a motion is made, an intent is to be given. The motion to table is in order for: A) To get further information or B) More pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the A.S.C by a motion to do so, at a specified time stated in the motion to table, or during unfinished business at the next A.S.C. This motion is not intended to kill a main or suppress debate on it.

MOTION TO REFER TO COMMITTEE:

When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected persons or a committee, so that a question may be carefully investigated and put into better condition for the A.S.C to consider. Unless specified, the issue will be brought up at the next A.S.C meeting by the committee. Debates on a motion referred to the committee will be limited to one (1) pro and one (1) con and the debate will pertain only to the merits of the main motion. If passed, there will be two (2) pro's and two (2) con's on the original motion so as to obtain information to give direction to the committee.

MOTION TO RECONSIDER:

A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by a voting participant who voted on the prevailing side of the motion. After the end of the next A.S.C meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

UNANIMOUS CONSENT:

This is a motion that allows the A.S.C to move quickly through routine business of questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she may state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect unanimous consent.

WITHDRAW OR MODIFY:

A request to withdraw or modify may be made by the maker of the original motion upon his acceptance of a suggestion from another member. After the motion is made it belongs to the A.S.C as a whole and the maker must request the A.S.C's permission. The Chairperson will treat this as an unanimous consent matter, that is, if there is no objection permission is granted. If there is an objection the Chairperson automatically puts the request to a vote which is not debatable.

MOTION TO CALL THE VOTE:

A motion to call a vote must be seconded and allows for only one (1) pro and one (1) con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

POINT OF ORDER:

When a member feels that the rules, policy or guidelines of the A.S.C are not being adhered to, he/she can make a " Point of Order " which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated.

A point of order is not a method in which to dispute the accuracy or validity of another member's remark but instead is to bring the attention of the Chairperson that a member feels that proper procedure is not being followed.

SUSPEND THE RULES:

A motion to suspend the rules is made when a member of the A.S.C would like to waive a certain A.S.C procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority (if it's a Policy matter).

APPEAL THE DECISION OF THE CHAIRPERSON:

By electing the A.S.C Chairperson, the A.S.C delegates to him/her the authority and duty to make necessary ruling on questions of Parliamentary procedure. But any two (2) members have the right to appeal from his/her decision on such a question, by one (1) member making the appeal and another seconding it, the question is taken from the Chairperson and given to the A.S.C for final decision. The Chairperson shall speak to the motion and the maker of the appeal shall speak pro the appeal not to exceed one (1) minute each.

ADJOURN:

Motion to adjourn is made by a voting member when business of A.S.C is completed for that meeting. It may be requested by the Chairperson, but the Chairperson may not make or second the motion. Simple majority vote in favor of adjournment closes the meeting.

PARLIMENTARY RULES OF ORDER

MOTION	2ND REQUIRED	DEBATABLE	AMENDABLE	VOTE
MAIN MOTION	YES	YES	YES	SIMPLE MAJORITY
AMENDMENT	YES	ONLY IF MOTION IS DEBATABLE	NO	SIMPLE MAJORITY
TABLE	YES	1/PRO, 1/CON	NO	SIMPLE MAJORITY
TAKE FROM TABLE	YES	1/PRO, 1/CON	NO	SIMPLE MAJORITY
REFER TO COMMITTEE	YES	1/PRO, 1/CON	YES	SIMPLE MAJORITY
RECONSIDER	YES	YES	NO	SIMPLE MAJORITY
UNANIMOUS CONSENT: NO OBJECTION	NO	NO	NO	NONE
WITHDRAW OR MODIFY: NO OBJECTION	NO	NO	NO	NONE
WITHDRAW OR MODIFY: OBJECTION	NO	NO	NO	SIMPLE MAJORITY
CALL TO VOTE	YES	1/PRO, 1/CON	NO	SIMPLE MAJORITY
POINT OF INFORMATION	NO	NO	NO	NONE
POINT OF ORDER	NO	NO	NO	NONE
SUSPEND RULES	YES	NO	YES	2/3
APPEAL CHAIR'S DECISION	YES	1/PRO(MAKER), 1/CON (CHAIR)	NO	SIMPLE MAJORITY
ADJOURN	YES	NO	NO	SIMPLE MAJORITY