



# **CHINOOK AREA OF NARCOTICS ANONYMOUS**

Policies and Procedures

Approved May 2025

# Chinook Area NA Policies and Procedures

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# Chinook Area NA Policies and Procedures

## 1. Overall

### 1.1. Vision

Our message is hope and the promise is freedom; an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live.

### 1.2. Purpose and Scope

1.2.1. The purpose and scope of the Area Service Committee is to be supportive of its groups and members and their primary purpose – to link together groups within the area; to help groups deal with basic situations and needs; and to encourage unity and growth of the fellowship.

1.2.2. The purpose of the Chinook Area is to help carry the message of recovery to the addict who still suffers: to be supportive of its groups and to foster the growth and unity of the fellowship as a whole.

1.2.3. In all matters before the ASC, the Traditions of Narcotics Anonymous, the 12 Concepts, these Policies and Procedures, the Guide to Local Service, and the principles of consensus based decision-making (CBDM) will apply, in this order.

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## 2. Annual General Meeting Guidelines

- 2.1. Annual General Meeting (AGM) to be held in November of the calendar year.
- 2.2. ASC will announce Day, Place, and Time of the AGM as well as service positions open at least 3 months prior to the November AGM.
- 2.3. ALL MEMBERS in attendance are eligible to vote.
- 2.4. All members will hear nominations for elected positions, and nominees will have the opportunity to stand for the nomination immediately.
- 2.5. All nominees must be in attendance to accept nominations.
- 2.6. Following accepting a nomination, the candidate must provide a written or verbal service resume that is read to all voting members.
- 2.7. The nominee must answer the questions of the election questionnaire to the body.
- 2.8. In the event of a lack of opposition, the incumbent is considered elected by acclamation which is a form of unanimous consent.
- 2.9. Voting members will have an opportunity to ask the candidate questions related to the service position they are nominated for.
- 2.10. Voting will be cast by secret ballot.
- 2.11. In the event of multiple candidates and if no clear majority is returned, the balloting shall be repeated without the candidate with the least number of votes.
- 2.12. The role of the new trusted servant begins at the close of the Annual General Meeting (AGM), however the outgoing trusted servant will attend the following Area Service Committee (ASC) meeting to mentor and present the final report.
- 2.13. Any positions remaining open after closing of the Annual General Meeting (AGM) will go back to groups for nominations and election at any of the following Area Service Committee (ASC) meetings as per 8.0 ASC or Interim Elections.
- 2.14. All positions are limited to 2 terms of service, as terms are stated in 4.1.8 Terms of Service.

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## 3. Monthly Area Service Committee Meeting Guidelines

- 3.1. Area Service Committee (ASC) meetings are to be held 11 months per year, once each month, except December, and not to be held the same week as the Regional Service Committee Meeting.
- 3.2. The Area Service Committee (ASC) Admin Committee will meet 30 minutes prior to the ASC.
- 3.3. We abstain from ANY and ALL forms of abuse at ASC meetings.
- 3.4. Appropriate behaviour is decided by all members attending the ASC; expulsion is an option.
- 3.5. All business shall be conducted using the **Consensus Based Decision making (CBDM)** procedure as per Appendix 1 at the end of this document.
- 3.6. All items of business shall be presented as discussion items. Proposals may result from the discussion.
- 3.7. Proposals affecting the Policy and Procedure (**P&P**) document, shall be referred to the groups for discussion for at least one month; excluding housekeeping or formatting items required for the document to remain current.
  - 3.7.1. After the allotted time, the proposal shall return to the area table for discussion if required, and consensus.
- 3.8. The yearly budget, compiled by the Area Admin (which consists of each sub-committee's budgets), shall be referred to the groups for one month for discussion and approval.
- 3.9. The Area Service Committee (ASC) will ensure sufficient time for any group concerns to be heard at the ASC (outside of the standard written GSR reports submitted).
- 3.10. In order for a Consensus Based Decision Making (CBDM) block to be valid, a representative of the blocking group must be in attendance to speak to the reasons.
- 3.11. Business items from the AL-SASK Region, CANA, or World Service Organization (WSO), requiring consensus from ASC, are to be treated as discussion items.
- 3.12. Anyone in attendance may participate in discussion.
- 3.13. The Facilitator has the responsibility to ensure a balanced discussion occurs.
- 3.14. The Facilitator is responsible to ensure that the Meeting adheres to the Chinook Ground Rules, as per Appendix 3.

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## 4. Administrative Positions

### 4.1. General

- 4.1.1. Sub-committee Chairs and Area Positions are to provide written reports at all Area Service Committee Meetings (ASCs).
- 4.1.2. When a Sub-Committee Chair or Area Position holder misses: 2 consecutive ASCs without written reports, or 3 consecutive ASCs, regardless of reporting, a proposal shall be brought forward in the discussion period to remove the individual from the position.
- 4.1.3. A person shall be considered absent if they are not present for more than 50% of the ASC meeting.
- 4.1.4. Copies of the minutes to be kept on a drive accessible to the fellowships members and chinookna.org website. A contact list be updated and distributed at each ASC that lists ASC positions, holders, election date, and term.
- 4.1.5. A policy of Commercial General Liability Insurance will be in place and held in the Google Drive to cover the meetings, functions, and activities of the Area including coverage for the literature depot's stock and equipment.
- 4.1.6. In the event of known theft or misappropriation of Area funds, the following procedure will be implemented:
  - 4.1.6.1. The individual involved will be invited to meet with this body for the purpose of discussing the matter and clarifying the issues.
  - 4.1.6.2. The Area body will also discuss its part in enabling the misappropriation of the funds (ie. lack of procedure, dual signature, or prudent accounting practices, etc).
  - 4.1.6.3. A Payment Plan will be developed between the individual and this body or a delegate of this body.
  - 4.1.6.4. If payment is not received according to the terms of the Payment Plan a letter requesting payment will be sent to the individual.
  - 4.1.6.5. If payment is not received according to the timelines specified in the letter a registered letter will be sent to the individual requesting payment.
  - 4.1.6.6. If payment is still not forthcoming legal action will be implemented at the ASC's discretion.
  - 4.1.6.7. If the individual member is a member of the ASC administration, they shall automatically be removed from office.

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4.1.7. The suggested minimum clean time for nominees standing for ASC positions are:

*ASC Chair: 3 years*

*Vice Chair: 2 years*

*Treasurer: 3 years*

*Secretary: 2 years*

*RCM: 5 years*

*RCM Alt: 4 years*

*Sub-Committee Chairs: 2 Years*

*Literature Committee Chair: 5 years*

*Convention Chair: 5 years*

*Ad-Hoc Committee Chair: 1 year*

4.1.8. The terms of service for these positions are as follows. All terms require the outgoing service member to mentor the incoming member until the end of the following ASC.

*ASC Chair: 1 Year*

*Vice Chair: 1 Year*

*Treasurer: 2 years*

*Secretary: 1 Year*

*RCM: 2 years*

*RCM Alt: 2 years*

*Sub-Committee Chairs: 1 year*

*Literature Committee Chair: 1 year*

*Convention Chair: 1.5 years*

*Ad-Hoc Committee Chair: TBD*

4.1.8.1. The Chinook Area Admin Committee, in conjunction with all operating Sub-Committee Chairs, will present for the approval of the Area body, a yearly expense projection for the upcoming fiscal year, at the January ASC

4.1.8.2. All positions have a two-term limit and no one will hold more than one Admin position at a time.

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## 4.2. Chair

4.2.1. The Chair is to set a written agenda for every ASC and will provide copies for attendees.

4.2.2. The Chair may appoint a willing member to any open service position within the ASC until the position is fulfilled by election; to be reviewed by the ASC monthly

## 4.3. Vice Chair

4.3.1. Vice Chair will create and maintain a Proposal Log

4.3.2. Vice Chair is responsible for continuity and inconsistencies present in the Policies and Procedures manual (P&P). The Vice Chair is to present these inconsistencies to the Admin committee as required; the admin committee will suggest further action (proposals, etc.) impacting the P&P.

## 4.4. Treasurer

4.4.1. The Prudent reserve is set at \$3000.00

4.4.2. The monthly operational budget will be determined by the Area Treasurer at each ASC meeting.

4.4.3. On a quarterly basis, the Treasurer is asked to make a recommendation for discussion and approval to the Area Body, concerning the contribution amount the Chinook Area can pass along to the AL-SASK Region. This will take place prior to each AL-SASK Regional Committee Meeting. Dates determined by Region and communicated by the RCM and/or RCM Alt.

4.4.4. Treasurer will take into account the expected Regional Committee Member and Regional Committee Member-Alt travel expenses prior to sending funds to Region, to ensure sufficient funds are in the account for disbursement.

4.4.5. Area Bank Account signing authorities are named as Area Chairperson, Area Vice Chairperson, Area Treasurer, Area Secretary and Area RCM or RCM-Alt. As the position holders rotate, signing authority will automatically transfer to new position holders and will be entered into the minutes for bank authorization to change/update signing authorities.

4.4.6. Any subcommittee with a bank account will have signers from their respective committees on their accounts, in addition to one signer from the Area Admin committee.

4.4.7. The annual area budget shall be proposed in January for the current year.

4.4.8. The Chinook Area audits the General account for the prior year ending October 31st. The audit day/time/participants will be set at the November ASC and presented at the January ASC. The treasurer should be available, and the audit committee is made up of one member of the Admin team and a GSR.

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## 4.5. Secretary

- 4.5.1. A list must circulate at each ASC with contact and/or email information for members of the ASC.
- 4.5.2. That all elected administrative officers and subcommittee chairpersons of the Chinook Area be given upon request and in trust, the most current copy of the contact list providing it is used only for:
  - Distribution of information
  - Enhance communications with groups through their GSR's
  - To communicate with other elected chairpersons and administration committees.
- 4.5.3. A budget for copying, printing, and distribution of the minutes is set as \$50.00 per ASC.
- 4.5.4. ASC minutes posted on the web site and distributed to groups via email two weeks after each ASC.
- 4.5.5. The Secretary will maintain a "mentor" log – a book to record all administrative and sub-committee chair holders' names, for the previous 4 years and current year in order to better serve the connection between members with experience in any given area of service.
- 4.5.6. Maintain an updated group contact list in the Chinook Area so all groups can receive ASC Minutes.

## 4.6. RCM (Regional Committee Member)

- 4.6.1. Reimbursement for RCM and/or RCM Alt travel expense to the AL-SASK Regional Service Committee (RSC) meeting will be as follows: ½ shared accommodation at the host Hotel, \$75 per day maximum for meals, and full cost of ground transportation (carpooling is encouraged). All items must be receipted in order to receive reimbursement.
- 4.6.2. Area will provide RCM and RCM Alt with a float (not a budget) of \$500 each prior to each in person RSC, to ensure they are able to attend in person. This \$500 is an estimated spend, but any reasonable excess expenses will be reviewed, discussed, and approved/denied by the Area Admin. The RCM and the RCM Alt are to bring receipts and reconcile with the Treasurer at the ASC following the Regional.

## 4.7. Administration Committee

- 4.7.1. The Administration Committee meets 30 min prior to each ASC meeting.
- 4.7.2. The Administration Committee is defined as the following positions: Area Chair, Vice Chair, Treasurer, Secretary, RCM, RCM Alt, and Sub-Committee Chairs.

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## 5. Sub-Committees General

- 5.1. Sub-Committees will provide a written report to receive reimbursement of funds.
- 5.2. All Sub-Committee Chairs are responsible for creating an annual budget for their committee and present it to the Area body for discussion at the January ASC, enabling the Area Treasurer to finalize the Annual budget for Area approval.
- 5.3. Area Sub-committee Chairs are to deliver a written report to their Regional Committee Member (RCM or RCM Alt) 3 weeks prior to each Regional meeting.
- 5.4. When a sub-committee has no elected chair the decisions concerning that committee can be made by the committee members, in the case of conflicts arising the ASC will have final authority.
- 5.5. Any sub-committee with more than \$500.00 on hand shall have a treasurer and bank account with 2 of 3 signatures required for withdrawal, or funds will be held by the ASC Treasurer.
- 5.6. Each sub-committee is to provide a written detailed financial report annually to the November ASC and bring a statement of account to each ASC.
- 5.7. Sub-committee chairs are responsible for keeping a copy of their own receipts in their files for possible audit purposes.
- 5.8. The Activities sub-committee will have a prudent reserve of \$1,200.00 intended to cover deposits and expenditures related to activities.

## 6. Literature Sub-Committee

- 6.1. Cost of starter kits for new NA groups is to be paid for by the Area.  
Chinook NA Starter kit will consist of a NAWS Starter Kit, a Group Readings set of 7, a Basic Text Hardcover, a Just for Today Soft Cover, and a GSR Orientation package. The GSR Orientation package shall consist of digital copies of GSR Basics, CBDM Basics, the Group Booklet, a current copy of the P&P, a copy of the Area Admin Contact list and the Guide to local service in NA.
- 6.2. In order to receive a starter kit from the Area, 2 contact names if possible, and an address for the new group must be provided.
- 6.3. Written and financial reports will be provided at all ASCs.
- 6.4. A literature bank account will be maintained and managed, with a minimum of two signing authorities for the account.
- 6.5. Literature will be supplied to the H&I, PR and Outreach subcommittees to a maximum combined total of \$3,000 per year, and will be reimbursed by Area.

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- 6.6. The literature committee inventory valuation combined with the bank balance can exceed \$25,000 throughout the year, however any valuation above \$25,000 at the end of the calendar year shall be handed off to the ASC Treasurer after next years' rent for the literature locker has been taken into account. The Literature Bank balance should not fall below \$4,000 during this handover to the ASC as a rule.
- 6.7. The Chinook Area audits the Literature Committee Financials for the prior year ending October 31st. The financial audit will take place before the November Annual General Meeting. The Literature Committee Chair should be available, and the audit committee is made up of one member of the admin team and a GSR, selected by the Area. The auditors will present the audit at the November ASC.
- 6.8. The Chinook Area Literature Committee will do an Inventory audit for the prior year ending October 31st, and have it completed to present at the November ASC

## 7. Convention Sub-Committee

- 7.1. All profits made from each Convention Committee remain in the Convention account until the seed money amount reaches \$6,000.00.
- 7.2. The Convention Committee is responsible to present to the Area Body ideas about their fundraising efforts and/or requests around reaching or exceeding the \$6000 seed money amount.
- 7.3. Fundraising for Conventions is the responsibility of the Convention Committee, it is highly suggested that cooperation with all sub-committees is utilized to foster a spirit of unity.
- 7.4. All conventions have 2 Treasurers with a minimum recommended clean time as per convention guidelines.
- 7.5. A final written report will be verbally delivered by no later than the November Area Service Committee Meeting, the Treasurer and Chair of the convention committee are required to attend, to address any questions of the body.

## 8. Area Service Committee or Interim Elections

- 8.1. Candidate(s) must be present to be nominated
- 8.2. Sub-Committee Chairs and Administrative officers shall be elected at the Annual General Meeting in November, should a position remain open, nominations and election can take place at an ASC meeting.
- 8.3. In the event of multiple candidates and no clear majority is returned, the balloting shall be repeated without the candidate with the least number of votes.
- 8.4. The Service Questionnaire will be asked to the candidate(s) by the Area Chairperson; followed by a period of discussion or questions from the body if desired.

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- 8.5. The ASC body will request GSR's take the candidate information back to their homegroups for consensus and the voting will take place at the next available ASC meeting.
- 8.6. Voting to be done by secret ballots.
- 8.7. Proxy votes will be accepted by the ASC Admin Committee up to 24 hours before an election is held, by email. A hand delivered letter may be accepted at the beginning of the monthly ASC meeting.
- 8.8. Only group representatives shall vote.

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## Appendix 1 - CBDM Rules of Order

- 1.1. Introduction of topic - Topics shall be presented as issues for discussion; the topic now belongs to the body.
- 1.2. Test for interest – Topics must be prioritized for discussion.
- 1.3. Discuss topic – Focus on the issue that needs to be solved. The body achieves a thorough and common understanding of the issue.
- 1.4. Brainstorm solutions - Ideas are presented and developed into proposals. 1.5. Clarify proposal - The Facilitator restates the proposal for clarity and the minutes 1.6. Test for Consensus - 100% proceed with implementation. Less than 100% proceed to next step.
- 1.5. Clarify proposal - The Facilitator restates the proposal for clarity and the minutes.
- 1.6. Test for Consensus - 100% proceed with implementation. Less than 100% proceed to next step.
- 1.7. Hear dissent – Dissenters present their viewpoints. Body discusses the dissent, seeking understanding and solutions. Small group discussion, or a break may be necessary.
- 1.8. Test for Consensus - 100% proceed with implementation. Less than 100% proceed to next step.
- 1.9. Delay – Consult – Inform - If possible delay the decision to the next meeting or later. Refer to the groups for consideration of the topic (not just the proposal). Form a workgroup. Seek more information.
- 1.10. Test for Consensus – 85% support shall be considered consensus. 16% or greater dissent, consensus will not have been achieved.
- 1.11. In the case of a block, only 1 member is needed to halt the proposal, however, they must meet the requirements of Appendix 2 “Block” description.

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## Appendix 2 - Degrees of Dissent

### **Assent with Reservations**

*“I think this may be a mistake, but I can live with it.”*

Going along with the group so that we can move forward, but not fully on board - not stopping what the group wants to do.

### **Stand Aside**

*“I personally cannot do this, but I will not stop others from doing this”*

Basically, taking yourself out of the equation - You do not agree, but will allow the group to move forward. (A sizeable number of stand asides may indicate that support for a proposal is too weak.) The content of the dissent is noted in the minutes.

### **Block**

*“I cannot support this or allow the group to support this, it is against our principles.”*

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental moral position would be violated.

A participant who blocks must be able to articulate which and how a tradition, concept, policy or spiritual principle fundamental to NA is being violated. A block must be based on a generally recognized principle, not a personal preference. Before a concern is considered to be a “valid” block, the group must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

### **Consider:**

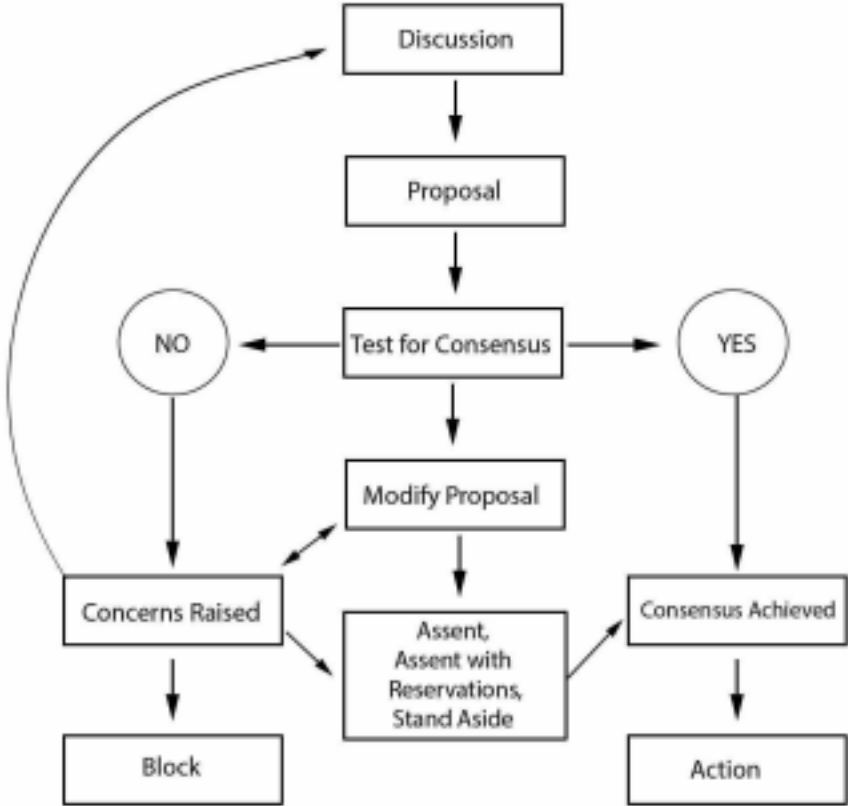
Blocking a proposal is a last resort and only done in rare and extreme cases.

Can I put aside my personal opinion to allow the rest of the group to move forward?

Am I able to pass on making a point, when someone else has already made it?

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## How It Flows



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## Appendix 3 – Chinook ASC Ground Rules

1. We strive to achieve consensus whenever possible. When possible, decisions (not elections) are reached by asking if there are any objections.
2. We will focus on establishing unity, mutual respect, and trust at each meeting.
3. We will strive to achieve our stated objectives for each meeting. In order to use our time effectively, we will follow our agenda and support the facilitator in moving us through discussions. If in the course of discussion, other issues or tangents arise, they can be identified for future discussion.
4. Our meetings and breaks will start and stop on time.
5. We will be critical of ideas, not people, focusing on opportunities, options, and solutions.
6. We will discuss issues openly at ASC meetings. Individual members may have conversations about Area issues to seek clarity or information; however, if one of us has a concern or an issue, we will bring it to the full body. We agree to address our issues through facilitated dialog and group discussion.
7. We will make every effort not to limit ourselves by expressing negative thinking. While it is the body's responsibility to discuss problems and difficulties, we will stay solution-oriented.
8. During each ASC meeting, any member can request a session to alleviate a burden or conflict and to refocus on trust and mutual support.
9. We affirm that deliberation will be balanced, with no one person or perspective dominating the discussion and every member contributing in some fashion.
10. We agree that only one person should speak at a time and should have the full attention and focus of the body. There will be no sidebar conversations or other distractions not related to the meeting activity.
11. We agree not to gossip or to let conflict fester, but to face disagreement in a direct and respectful manner.

# Chinook Area NA Policies and Procedures

## Revision Table

Update as required (responsibility of Vice Chair or other trusted servant as requested by the Chair of ASC)

WHAT ITEM	PREVIOUS VERSION	REVISION	REASON/JUSTIFICATION	DATE
EXAMPLE: Appendix 1 point 11	We agree not to gossip respectful manner	We are now allowed to gossip no matter the reason...	for shits and giggles... and the area voted on it. Just kidding... this is an example, don't be silly.	March 21, 2025
6.6 (Literature Sub-committee )	The literature committee inventory valuation combined with the bank balance can exceed \$20,000 throughout the year, however any valuation above \$20,000 at the end of the calendar year shall be handed off to the ASC Treasurer after next years' rent for the literature locker has been taken into account.	The literature committee inventory valuation combined with the bank balance can exceed <b>\$25,000</b> throughout the year, however any valuation above <b>\$25,000</b> at the end of the calendar year shall be handed off to the ASC Treasurer after next years' rent for the literature locker has been taken into account.	<ul style="list-style-type: none"> <li>● 15% cost increase from World Services</li> <li>● Additional 5% increase from no longer ordering through BC</li> <li>● Total 20% increase translates current \$20,000 to \$24,000</li> <li>● Anticipation of further shipping cost increases in 2026</li> <li>● Higher cash reserves allow bulk ordering to hit NA discount thresholds</li> <li>● Improves efficiency and reduces frequency of orders</li> </ul>	February 16, 2026
4.4.3	The Treasurer will send 100% excess of our Operating budget quarterly, prior to each Regional Committee Meeting of the AL-SASK Region. Dates determined by Region and communicated by the RCM and/or RCM Alt.	On a quarterly basis, the Treasurer is asked to make a recommendation for the discussion and approval to the Area Body, concerning the contribution amount the Chinook Area can pass along to the AL-SASK Region. This will take place prior to each AL-SASK Regional Committee Meeting. Dates determined by Region and communicated by the RCM and/or RCM Alt.	Contributions to the Region will now be discussed and approved by the Area on a quarterly basis.	March 15, 2026

