

CAASC RULES OF ORDER

The Cape/Atlantic Area Service Conference uses the ASC Policy and refer to the CAASC *Rules of Order on a as need basis*. Discussion sessions are typically held before each business session. The time for dialogue and debate *is* in these discussion sessions. Once the conference enters into a formal business session discussion and debate are very limited. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the Cape/Atlantic Service Conference strives to base its decisions on a group conscience basis. These rules of order should be utilized in concert with the previous discussion on group conscience-based decision making.

In cases that are not adequately covered by these rules, the latest edition of *Robert's Rules of Order, Newly Revised* will be used. If there is a conflict or discrepancy, CAASC Policy takes precedence over Robert's. The conference uses a policy committee member to guide us in our efforts and to help us avoid getting into debates over process. The guiding principles of NA, including the *Twelve Traditions for NA Service*, are foundational in all our service efforts.

CAASC Rules

1. Each GSR has only one vote. GSR alternates are considered to be the same "member" as their respective GSR when acting as a participant.
2. No member may speak on a motion more than once until others who wish to speak have had a chance to do so.
3. Members may speak for a maximum of three minutes each time they are recognized by the CAASC Chairperson. The CAASC Chairperson may extend the time limit when they believe such action is warranted. Otherwise, a motion to extend debate must be adopted in order to extend time limits.
4. Debate is limited to no more than three speakers in favor of and no more than three speakers opposed to any motion. Debate only occurs if necessary. The discussions about a motion should have occurred before entering into the formal business session. The CAASC Chairperson may extend that number if they believe such action is warranted.
5. Every main motion must be presented in writing on a CAASC Motion Form. Motions and their intent should be stated in a clear and concise manner. The names of the members proposing and seconding the motion must be listed on the form. Motions presented by GSR'S representing a group conscience do not require a second. Motions must be submitted before the member speaks to the motion. When the motion has been introduced and seconded it will be displayed so that it is visible to all members. At that point, the motion belongs to the conference and must be disposed of in some manner.
6. Once a motion belongs to the conference, debate follows only if necessary and if the motion is debatable. Other motions, as appropriate, may be applied to the main motion and must be disposed of in some manner. Debate should focus on the merits of the motion and bring up points that were not made in the earlier discussion session. Members should speak to a motion only after being recognized by the CAASC Chairperson.
7. The conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the CAASC Chairperson may recognize any participant offering a replacement or amendment, or offer a suggestion to the conference. If supported by a majority of the conference, the replacement/amendment will be accepted. The CAASC Chairperson may interrupt this simplified process at any time they believe such action is warranted.

8. Adoption of Motions

- a. Unless otherwise stated *in* these rules, a majority present and voting *in* the affirmative is required to pass a motion.
- b. To pass a motion on matters of policy, such as approval, removal or change of previously-adopted policy, or change to CAASC Rules of Order (or subsequent service document), affirmative votes are required of two-thirds of the registered members present and voting.
- c. Regarding the addition of property of the CAASC Committees and BOD, deletion of property, or the revision of the contents or nature of Trust Properties, only CAASC groups through their GSR'S may vote. To adopt, affirmative votes are required of two-thirds of the GSR'S recorded as present at the most recent roll call.

9. A quorum (the number of voting members who must be present in order to conduct business) for the CAASC is a majority of all eligible voting members.

Voting

After debate on a motion has ended, and motions that needed a group conscience have gone back to the groups for conscience, the conference decides the issue by a vote. The following rules apply to voting at the CAASC business sessions:

1. Voting occurs in one of the following three ways:
 - a. Voice vote - The CAASC Chairperson first asks if there are any objections to the motion. If none are voiced, the CAASC Chairperson declares that the motion passes by unanimous consent. If there is any objection, the CAASC Chairperson asks those in favor of the motion to respond by saying "aye", then asks those opposed to the motion to respond by saying "no", and then asks those abstaining to respond by saying "abstain." The CAASC Chairperson then announces if the motion was approved or rejected. When the result is announced, any member can challenge the accuracy of the CAASC Chairperson determination and request a standing or roll call vote. The facilitator will ask the body if that is what they wish and then announce a decision.
 - b. Standing vote - The CAASC Chairperson asks those in favor of the motion to stand and remain standing while their numbers are counted. Those in favor are then asked to be seated and the process is repeated for those in opposition, and then for those abstaining. Upon completion of the vote, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
 - c. Roll call vote - The CAASC Chairperson calls the name of each participant registered at the most recent roll call. When called, the participant responds by stating either "yes", "no", or "abstain." Participants who do not wish to participate in the vote may answer as present to be reflected in the record but to not affect the vote. After all responses are tabulated, the CAASC Chairperson announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.
2. Voting generally takes place by voice, unless a request is made and approved by the conference for a standing or roll call vote. A majority of those present and voting is required to adopt a motion ordering a standing or roll call vote. The CAASC Chairperson may ask for a standing vote if a voice vote is unclear.
3. In a standing or roll call vote, participants may choose to not affect the decision at all by being present but not participating in the vote. This means that they will not be counted in the total of the vote for that motion and do not impact the decision. This differs from an

abstention. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion.

4. A majority vote is more than half of the total *voting* body, and a two-thirds vote is at least two-thirds of the total voting body.
5. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.
6. Motions included in *last months minutes*, and any amendments to those motions, are considered in the Old Business session. All other items are considered in the New Business session. An adopted amendment that significantly alters an Old Business motion could move the amended motion to the New Business session.
7. Only GSR'S are eligible to vote all motions.

Motions Commonly Used by the CAASC

The following is an alphabetized list of the most commonly used motions and some of their characteristics, along with an alphabetized chart of those motions further describing their use and characteristics. In order to allow Consensus Based Decision Making to be used as the basis for conference decisions, it is important to remember that these motions and rules are here only to help the body. The facilitator should be allowed to help the conference get through its business without the conference trying to use the following motions to complicate the proceedings.

A. Adjourn - The motion to adjourn ends the conference immediately upon approval. The motion would only be appropriate when the body is ready to end the conference.

B. Amend - This motion modifies the wording of a pending motion before that motion is acted upon. The motion to amend is not amendable and must be resolved before another amendment can be considered. In the spirit of consensus building, the facilitator may choose to allow other ideas to be discussed before the conference decides what they wish to act on.

C. Appeal the CAASC Chairperson - A motion to appeal, when seconded, directs the conference to make a decision regarding a ruling made by the facilitator. When this motion is seconded, the facilitator explains the rationale of the ruling and the maker of the motion explains the reason for the appeal. No further discussion is allowed. The motion is then stated so those voting in the affirmative uphold the *CAASC Chairperson* ruling and those voting in the negative uphold the appeal.

D. Commit or Refer to Committee - The motion to refer to committee allows the conference to ask for further study of a motion in lieu of a decision. Such matters would be referred to the World Board unless otherwise directed. Any further instructions, such as a deadline date for reporting back to the conference, must be included in the motion to commit.

E. Division of Question - Motions sometimes contains more than one part, and members may wish to vote separately on the various parts of a motion. A motion to divide the question should state how the original motion should be divided. If approved by majority vote, the various parts of the original motion are then acted upon individually.

F. Limit or Extend Debate - This motion means the conference can exercise special control over the total time of debate, the time each member will be allowed to speak, or the number of speakers allowed on any pending motion. This motion must indicate the manner in which debate is limited or extended.

G. Main Motion - This motion brings new business before the conference. Main motions may only be introduced when no other motions are pending.

H. Parliamentary Inquiry - This motion allows a member to ask the facilitator a question about parliamentary procedure or the rules of order. The facilitator's answer disposes of the motion.

I. Point of Information - A member may ask the facilitator, or another member through the facilitator, for information about the business under consideration. The information sought should be unrelated to parliamentary procedure or rules of order, but should be necessary or helpful to reaching a decision regarding the topic under consideration.

J. Point of Order - When a member believes the rules of the conference are being violated, a point of order can be raised. Normally, this is to call the facilitator's attention to an error that has occurred, usually inadvertently, and the matter is resolved by the facilitator's response. If the member disagrees with the facilitator's response, they may move to appeal the facilitator.

K. Postpone - If a member wishes to delay the decision of a motion before the conference to a later time, they may offer this motion. Reasons may include, for example: the motion needs more study before a vote, the conference is tired after a long day, or many concerned members are currently absent. The motion should specify a time to take the motion up again.

L. Previous Question or Close Debate - This motion is used to close debate and bring the pending motion to an immediate vote. If this motion is approved by a two-thirds vote, the motion before the conference must be put to an immediate vote without further discussion.

M. Point of Privilege - This motion is used to gain the CAASC Chairperson attention if, for example, a member cannot hear the speakers, or if the room is uncomfortably warm or cold, or for any other reason unrelated to the merits of the motion. The issue is usually resolved by a response from the CAASC Chairperson. If not, members may move to appeal the CAASC Chairperson.

N. Recess - This motion allows for a short intermission in the conference's proceedings. This does not close the session. After the recess, business will be resumed where it was interrupted.

O. Reconsider - Sometimes information becomes available after a motion has been decided and a member believes that the new information would have affected their vote. The motion to reconsider permits the reintroduction of a motion previously disposed of, but only under certain circumstances. The person making the motion must have voted on the prevailing side, any action indicated in the approved motion must not have been implemented, and the motion must be introduced on the same or the next day as the original vote. If the motion is approved by a two-thirds majority, the original motion comes before the conference in the same form as before the original vote and is handled as though the vote had never been taken.

P. Suspend the Rules - When the conference wishes to do something during a meeting that would violate one or more of its own regular rules, it can adopt a motion to suspend the rules. The proposed action cannot be in conflict with any of NA'S guiding principles. Any suspension of the rules requires a two-thirds vote for approval.