

Stroud Soldiers NA Group
Service Policy and Procedure
(Adapted from Roberts rules of order)
(Revised February 2021)

(ALL ROLE TERMS AND SERVICE COMMITTEE RESTRICTIONS WILL START FROM THE DATE THIS POLICY IS APPROVED, ALL MEMBERS WHO CURRENTLY HAVE A VOTE WILL KEEP IT)

(THIS POLICY ONCE APPROVED WILL BE REVISITED ON A 6 MONTHLY BASIS IN ORDER FOR IT TO HAVE AN OPPORTUNITY TO WORK, EMERGENCY AMENDMENTS CAN BE MADE VIA A CONCENSUS VOTE IN NEW BUSINESS AT A BUSINESS MEETING)

(1) Meeting Information:-

(A) The Stroud Soldiers group run 15 weekly meetings, at 10am and 10pm (UK time) everyday and in addition to this an 8pm newcomers group on Mondays. The 10am and 10pm meetings are 1hr 15 mins long with variable formats, and the 8pm Monday newcomers meeting is 1hr long and the format of the meeting is a share.

(2) Roles, responsibilities, and rotation.

(A) The following roles are considered fixed term except for the role of 'greeter' which is a more fluid role designed for newcomers and those who have more experience, but are new to our service committee.

Secretary- (1 Year term) (90 day clean time requirement) Runs the meeting from the script provided by the group, will mute/un-mute, and screen share if required, is responsible for finding shares for speaker meetings (shares must be working an NA program, have an NA sponsor, and be capable of sharing an NA message of recovery). Also, It is the hosts responsibility to ensure that the time immediately after the meeting is reserved for newcomers to reach out and exchange numbers if they wish, and also to make it clear when the room is no longer an NA meeting and a social space. The host must ensure an atmosphere of recovery is maintained throughout the time the room is open, before, during and after the meeting

Screen Sharer - (6 Months Term) (30 day clean time requirement) Screen shares all the reading cards and does the timing and cards as required

Troll Patrol - (6 Months Term) (30 day clean time requirement) Manages the waiting room for the meeting, ensures people unknown to the group are aware that they need to show video for 30 secs, and asks them to do so. Removes people from the meeting if they fail to comply without explanation, or if they abuse the chat or video functions.

Greeter – (Fluid) Generally welcomes people to the meeting, either using voice or text via the chat function. Posts all welcome messages and other information to the chat including the 7th tradition and literature posts.

Treasurer - (1 Year Term) Responsible for handling the groups finances. Provides reports to the business meeting and is responsible for making sure the zoom bill is refunded to the payee, and placing literature orders.

Committee Chairperson - (6 Months Term) Runs the group business meeting as per the guidelines below, remains impartial during voting matters.

Committee Secretary - (6 Months Term) Records minutes for the business meeting, keeps the rota and script updated as per any changes discussed at the business meeting.

GSR - (1 Year Term) – Carries our message to the local ASC, where we can ask anything we wish them to do for us.

All other roles are filled on an ad-hoc basis so to provide fluidity and flexibility to suit needs as they arise using the online format.

People may fulfil more than one role if the person is comfortable with it and the conscience agrees it is for the benefit of the group.

(B) As per 'The Group' booklet, although roles are fixed term, if the conscience deems it beneficial to the group, a member may be voted in to serve a second term.

(C) Although there may be a list of people who have been trained and are ready to do further service, It is down to the person already holding a post to step aside if they wish to to. Otherwise, people will gain service posts as they become available in the rota section of the business meeting.

(D) If a person goes through relapse, they immediately lose their service positions within the group, and cannot take a post until they reach 30 days clean time. The posts will also be filled, and not held in trust for the person who relapsed.

(E) The role of greeter can be filled within the conscience group as long as there are no objections, all other roles will voted on in the rota section of the business meeting.

(F) If a service member chooses to no longer do service within the meetings, they also rescind the right to make motions or vote in group business matters.

(G) It is expected that people in the roles of Host, Co-host, Troll Patrol and Greeter are all Present at the meeting they are serving in by 9.40 AM/PM at the absolute latest, preferably 9.30 AM/PM, in order to allow for discussion and clarity about how the meeting is going to run that night.

(H) It is an expectation of all people in roles to not air any grievances before, during, or after the meeting. This detracts from the unity of the group and should be dealt with either on a personal basis or in the WhatsApp groups.

(J) If a serving member misses 3 consecutive meetings where they hold a position and they do not arrange cover for their posts, their posts and position on the service committee are automatically forfeited, however, if the member is regularly getting cover rather than committing to the posts, the group can approach the member and ask if the posts are still suitable, if no change after that, a motion of no-confidence should be made.

(K) If you are in service on the meeting, you are there to serve. Can those in service please refrain from doing reading cards. A member should only read in emergent circumstances and surrender their reading if someone else would like to read. This is to keep the meeting safe and to allow visiting members a chance to pick a reading to help them feel part of.

The Service Committee

(3) Guiding Principles:-

- (A)** Everyone in service has the right to participate in the discussion if they wish, before anyone may speak a second time.
- (B)** Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- (C)** Only one thing (motion) can be discussed at a time.
- (D)** Non-Service members are considered observers, and cannot bring motions or take the floor until group health check at the end of the meeting.
- (E)** New committee members (In Service to the group) DO NOT automatically get a vote. New members must attend 3 consecutive service committees (Apologies can be accepted once to not break the chain of 3), and on the 4th they get a vote, although they may speak on a proposal (as outlined below), they may not bring new business or vote on matters until their 4th committee.
- (F)** The 'Group Health Check' section of the business committee is what could be considered the 'conscience' portion, where we will check on how the group as a whole feel about how we are 'carrying the message' and whether the atmosphere is conducive to recovery. There will be no proposals brought, or votes made during this section.
- (G)** The WhatsApp group 'Steering committee' is for business matters only and voting members of the committee can there discuss items of new business to be brought to the next committee, or discuss any tabled motions that will be voted on in the following committee.
- (H)** Voting members not present at the business meeting are counted automatically as an abstention vote in any voting matter, allowing the group to do business.
- (I)** If an item is raised in the group health check that is considered to be vital to to group in nature, an emergency vote can be made to implement the change needed.
- (J)** A minimum of 5 voting members must be present in order to bring proposals and conduct business, otherwise the business meeting will consist of reports only.
- (K)** If a voting member misses 3 consecutive business meetings they give up their right to a vote, this can be assessed on a person to person, and situation to situation basis, if the voting member returns after a long period of absence, they have to attend 2 consecutive business meetings before their vote is restored.

(4) Committee Structure:-

(A) The Chairperson of the committee should remain impartial at all times to ensure a fair discussion is had.

(B) All votes are majority based, not consensus. Except in matters concerning personal rights, where a 2/3 majority is required.

(C) Any business from the previous committee meeting will be known as old business, and must be voted on or withdrawn at the current committee.

(D) Any new business can be discussed after being seconded, and either voted on, or tabled for thought until the following committee. A vote is standard procedure unless anyone proposes that we table the business and a majority agrees.

(E) Meeting structure:-

- Opening
- Role Call
- Old Business
- New Business
- Rota and Posts
- Treasury/Literature report
- Group Health Check
- Close.

(5) Business Discussion and Voting:

- (A)** You may speak a maximum of 2 times on any given subject before a vote or tabling of the motion.
- (B)** Nobody may speak until recognised by the chair, If you wish to speak you **MUST** use the raised hand function in participants
- (C)** Speaking time will be limited to 2 minutes per time slot.
- (D)** Speakers are to address the Chair only when speaking, no cross talking will be permitted.
- (E)** This is not a forum for personal Feelings and opinions, we are here to do the groups business and respond to motions in regard to how the business will affect the group as a whole in relation to our traditions and concepts.
- (F)** Group Health check at the end of the meeting is just that, no votes will be made or motions proposed.
- (G)** If a motion of old business is not voted on it is considered dead and must be brought again as New business after at least one committee has passed without it being discussed.
- (H)** Unanimous Consent:- If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested, If it is requested the chair will ask for objections, if none are made, the motion is automatically carried.
- (I)** Removal from office is considered for any reason by the group as a 'New Business matter', as it's a personal rights issue, any vote of 'No Confidence' must be carried by a 2/3 majority.
- (J)** Once a vote of no confidence has been carried out, that person must be voted in to **any** further service position, before they can fill that role.
- (K)** In the unlikely event of a tied vote, the proposal shall be tabled until the following business meeting, to allow for discussion and amendment. This will help with the unity of the committee in the long term, rather than having a tie breaker, and a split in opinion down the centre of the committee.