

Guidelines of the Northern New Mexico Area Service Committee of Narcotics Anonymous

Adopted July 1993. Updated with an Area Motion November 2009

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Article I: Name

The name of this assembly shall be the Northern New Mexico Area Service Committee, hereinafter referred to as "Area."

Article II: Purpose

The purpose of Area shall be to serve and unite the Groups within the Area, to carry the Narcotics Anonymous (NA) message of recovery, and to contribute to the growth of NA.

Article III: Participants

All members of NA are welcome and encouraged to attend and speak at Area meetings.

Article IV: Group Service Representatives & Alternate Group Service Representatives

Section 1: Group Service Representatives (GSRs)

A. Requirements

1. One GSR is elected by each Group to represent that Group at Area meetings.
2. Each GSR may represent only one Group.
3. Suggested minimum of one year continuous clean time.
4. Desire to serve.
5. Experience at the Group level.

B. Duties and Privileges

1. Attend Area meetings.
2. Be a voting participant in all matters at Area.
3. Submit a written report of the Group's status at each regular Area meeting.
4. Any GSRs requesting *Local Guide to Service* is to receive one donated by Area if their Group does not have one.

Section 2: Alternate GSRs

A. Requirements

1. One Alternate GSR is elected by each Group.
2. Suggested minimum of six months continuous clean time.
3. Desire to serve.
4. Experience at the Group level.

B. Duties and Privileges

1. Attend Area meetings.
2. Represent the Group at Area meetings when GSR is absent.
3. Become GSR, upon Group's approval, when current GSRs term is over.

Article V: Officers

Section 1: Officers are Chair, Vice Chair, Secretary, Treasurer, Regional Committee Member (RCM) 1 and 2.

Section 2: Any Area officer is eligible to be designated custodian of the Post Office box and co-signer (with the Treasurer) of any Area bank accounts.

Section 3: The term for all Area officers is one year.

Section 4: No officer may hold more than one Area position at one time.

Section 5: No officer may serve more than two consecutive terms in the same position.

Section 6: An officer may be removed from office for non-fulfillment of duties by a motion passed by a two-thirds majority; a three-month service moratorium shall be required for any member thus removed from office.

Section 7: Loss of abstinence shall constitute resignation.

Section 8: Chair

A. Requirements

1. Suggested minimum two years continuous clean time.
2. Desire to serve.
3. Service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Set agenda for and preside at Area meetings.
3. Act as parliamentarian.
4. Contact new Groups within the Area.
5. Maintain archives of current and prior year's minutes.
6. Contact absent officers, subcommittee chairs and GSRs; in the case of GSRs, the Group shall also be contacted.
7. Correspond within the Area on matters affecting NA or the Area. This includes, but is not limited to, instances of suspected Traditions violations.
8. Submit a written report of activities at each regular Area meeting.
9. Provide the Groups with an updated meeting directory as necessary. *\$100 as needed for printing (November 2003)

Section 9: Vice Chair

A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Perform all the duties of Chair in the Chair's absence.
3. Become Chair, upon Area's approval, when current Chair's term is over.
4. Submit a written report of activities at each regular Area meeting.
5. Coordinate efforts to communicate and promote unity with new Groups.

Section 10: Secretary

A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Keep accurate minutes of each Area meeting.

3. Prepare and distribute minutes to GSRs, officers, subcommittee chairs, and other interested parties, no more than two weeks after each meeting.
4. Keep copies of current and previous year's minutes on hand at each meeting, and submit these plus updated Guidelines and Amendments to the incoming secretary.
5. Maintain an updated mailing list of Area participants.
6. Include a copy of the updated meeting directory with each month's minutes.
7. Maintain documents listed under Article IX: Spiritual Guidance.
8. Has a monthly budget of \$25 without a formal Area vote. (4/5/1998 Area Motion)
9. Motions passed to be included on "subjects of Old Business issues in minutes under Old Business heading." (4/2/2000 Area Motion)
10. Individual names who make or second motions are not to be included in the minutes. (4/2/2000 Area Motion)

Section 11: Treasurer

- A. Requirements
 1. Suggested minimum two years continuous clean time.
 2. Desire to serve.
 3. Service experience.
 4. A basic understanding of bookkeeping principles.
- B. Duties and Privileges
 1. Attend Area meetings.
 2. Act as custodian and co-signer of Area bank account(s).
 3. Keep an accurate financial ledger.
 4. Promptly deposit all funds.
 5. Pay Area's rent and expenses.
 6. Submit written monthly and annual financial statements.
 7. Provide the RCM 1 & 2 with a copy of previous year's financial statement for presentation to Regional Service Committee (Regional).
 8. If unable to attend an Area meeting, arranges to have checkbook brought by another co-signer.

Section 12: Regional Committee Member #1 (RCM 1) (11/5/1999 Area asked to vote re. RCM 1 and 2. Adopted 12/1999? Minutes are missing)

- A. Requirements
 1. Suggested minimum of three years continuous clean time.
 2. Desire to serve.
 3. Completion of previous service commitment at Area level.
 4. Willingness and resources to attend Regional meetings.
 5. Area determines the term of both RCMs. (4/2/2000 Area Motion) (Area determined that RCM #1 term would be one year and RCM #2 term would be two years for the specific RCMs at the 5/7/2000 Area Motion)
- B. Duties and Privileges
 1. Attend Area meetings.
 2. Represents Area at Regional meetings. Prior to each Regional meeting the RCM requests a vote of confidence from the Area, thus allowing the RCM to vote on issues for which no group conscience has been taken.
 3. Corresponds outside the Area.
 4. Participates on one or more Regional subcommittees, if possible.
 5. Submits a written report of the Area's activities at each regular Regional meeting.

6. Submits a written report of the Region's activities at Area meetings following Regional meetings.
7. Assures the existence of an Area Post Office Box.
8. May collect a stipend for travel expenses to attend Regional meetings when Area can afford it. (Amended by a 12/7/1997 Area Motion. Motion was made to make available upon request a total of \$25 for both the RCM 1 and 2 as reimbursement for expenses incurred in attending any Regional meeting held farther than 75 miles from Santa Fe.)
9. Any Area Motion to be taken to Region will be in writing and is to be read verbatim at Region. (6/11/2000 Area Motion)

Section 13: Regional Committee Member #2 (RCM 2)
See RCM 1 Guidelines, Requirements and Duties above.

Article VI: Subcommittees

Section 1: Area may establish subcommittees and ad hoc committees to carry on its work.

Section 2: Area's standing subcommittees shall include but not be limited to Public Information, Phonenumber, Hospitals and Institutions, Literature, and Activities.

Section 3: Subcommittees shall consist of the elected chair plus volunteer members.

Section 4: The term for all subcommittee chairs is one year.

Section 5: No member may hold more than one Area position at one time except that a subcommittee chair may also be a GSR.

Section 6: No subcommittee chair may serve more than two consecutive terms in the same position.

Section 7: A subcommittee chair may be removed from office for non-fulfillment of duties by a motion passed by a two-thirds majority; a three-month service moratorium shall be required for any member thus removed from office.

Section 8: Loss of abstinence shall constitute resignation.

Section 9: Subcommittee chairs

A. Requirements

1. Suggested minimum of one year continuous clean time.
2. Desire to serve.
3. Service experience.

B. Duties and Privileges

1. Attend Area meetings.
2. Perform subcommittee functions as set forth in appropriate NA literature.
3. Hold regular subcommittee meetings and represent the subcommittee at regular Area meetings.
4. Submit a written report at regular Area meetings detailing the subcommittee's activities and including status of current activities, proposal of future activities, a financial statement and any difficulties.

Section 10: Individual Subcommittee Policies as per past Area Motions

- A. Literature Chair - The literature subcommittee is allowed to charge prices based on the WSO Price list plus shipping. An increase of stock is to be requested directly from Area Funds and not through markups. (9/7/1997 Area Motion)
- B. H&I Chair - The Chair has a monthly allotment of \$200 (increased from \$100 per Area vote 1 November 2009).
- C. H&I Orientation is mandatory before an NA member can participate in an H&I panel. (All current H&I panel leaders and members were encouraged to attend an upcoming H&I Orientation to keep the message clear. 4/2/2000 Area Motion)
- D. Tape Library is no longer a standing subcommittee. May be funded as needed. (Original motion 8/1998 - passed 9/13/1998)
- E. Activities has a seed fund of \$200 "to always be available for use for Activities subcommittee" (3/5/2000 Area Motion) *reserve increased to \$400 November 2004
- F. Phoneline Chair is to obtain an in-state toll free number to be answered by the answering service - if the cost is to be only \$5 per month plus the minimal incremental costs originally quoted. (7/1998 Area Motion)
- G. Phoneline is to have a budget created by Area if needed. (6/3/2001 Area Motion)
- H. All Area Subcommittee Members submit written, typed, or E-mailed reports to the secretary within 5 days of the last Area Meeting. (5/2001 Area Motion)
- I. Website person position transferred to the duties of the PI Subcommittee. (3/2002 Meeting)
- J. When submitting/updating meeting schedules for the New Mexican newspaper, entries should be abbreviated, leaving out Group names and meeting formats, which is consistent with what other fellowships do. (8/2003 Area Motion)
- K. H&I Subcommittee adopted specific guidelines. (6/2004 Area Approval) See Section 11
- L. Public Information (PI) Subcommittee adopted specific guidelines. (7/2002 Area Approval) See Section 12
- M. PI to have discretionary budget of \$25. (January 2006 motion passed)

Section 11: H&I Subcommittee Guidelines

- A. Purpose - We follow the Fifth Tradition to the best of our ability to carry the message of recovery to the addict who still suffers. The Hospitals and Institutions (H&I) subcommittee carries the message of recovery into facilities such as hospitals, jails, halfway houses, recovery homes, treatment facilities, etc.
- B. Function - The H&I subcommittee attempts to make NA available to any addict seeking recovery from addiction by mutual cooperation with these facilities by establishing contacts, making literature available and starting meetings in these places.
- C. Date & Time - The regular subcommittee meeting is held on the Saturday prior to Area.
- D. Aim
 - 1. Provide a regular forum to pool experience ("I can't, we can").
 - 2. Communicate information and distribute literature supplies to coordinators.
 - 3. Set policies plan and supervise all H&I work.
- E. Agenda - The usual agenda for meetings is as follows:
 - 1. Reading of a selection of NA Literature
 - 2. Coordinator's reports
 - 3. Old and new business (elections if any)
 - 4. Questions & comments

- F. Group Conscience - Decisions are made by seeking a principled group conscience. Participation in decision making should be made by committed subcommittee members.
- G. Guideline Amendments - Proposed amendments to these guidelines are made in writing and are dealt with at the following meeting. Amendments adopted by the subcommittee are then submitted to the Area Service Committee for their Archives.
- H. Reference Materials - The H&I subcommittee operates in accordance with current editions of the WSO Hospitals & institutions Handbook, with these subcommittee guidelines and with the Twelve Traditions of NA and is accountable to the NNMASC.
- I. Trusted Servants - The trusted servants of the H&I subcommittee are the Chair, Vice chair, Coordinators and Panel Members of hospital or institution meetings. The Chair is elected by the Area Service Committee; the other trusted servants are selected by the H&I subcommittee.
- J. Dismissal - A trusted servant who relapses automatically forfeits her/his position.
- K. Chair
 1. Preside at all meetings of the H&I subcommittee.
 2. Assume responsibility for the implementation of policies and decisions of the Subcommittee.
 3. Maintain active two-way communication between the subcommittee, the Area Service Committee and the regional H&I committee attending all meetings of these bodies and presenting written and oral reports as required.
 4. Arrange for the Vice-Chair's attendance at any of the meetings mentioned above if unable to attend. If unable to attend the monthly subcommittee meeting the Chair must inform the NNMASC Vice-chair in advance to allow her/him to attend the meeting as a resource person and as a nonvoting representative of the NNMASC.
 5. Maintain files of all H&I meetings including the day and time of meeting, type of meeting, the Coordinators of the meeting, contact persons at the hospital or institution and the facilities' rules and any other relevant information to ensure continuity and history.
 6. Maintain a file on hospitals and institutions where there is a possibility of establishing an H&I meeting in the future.
 7. Maintain registration of her/his address and phone number and current NNMASC H&I meetings with the WSO and the Regional H&I subcommittee.
 8. See that all records are turned over to new trusted servants in order to maintain continuity and history.
 9. Keep detailed financial records with receipts for all expenditures and present written financial reports as required to the subcommittee and the NNMASC Treasurer.
 10. Maintain files of any H&I documents belonging to the subcommittee.
 11. Maintain an adequate supply of literature for Coordinators, keeping an up to date inventory and reporting to each regular H&I subcommittee meeting. Literature should be stamped to identify it as H&I distributed along with the NA Helpline telephone number.
- L. Vice-Chair - Suggested clean time is 1 year and experience in H&I service. The term of office is 1 year and may be renewed for a second term. Responsibilities include:
 1. Assist the Chair in all duties and assume his/her responsibilities in the event of absence.
- M. Coordinators/Panel Leaders - Suggested clean time is 1 year and a clear NA message of recovery. Coordinators/Panel leaders should "shadow" previous Coordinator/Panel Leader before going solo. The term of office is 1 year and may be renewed indefinitely. Responsibilities include:
 1. Coordinate and chair their meeting.

2. Regularly select speakers or a panel for their meeting.
 3. Maintain files of all their H&I meetings including the day and time of meeting, type of meeting, the contact persons at the hospital or institution and the facilities' rules. Maintain an updated list of all members cleared by the facility and interested panel members and any other relevant information to ensure continuity and history of their meeting.
 4. Attend monthly H&I subcommittee meetings and submit a report on progress and problems. If unable to attend the monthly subcommittee meeting, inform the H&I Chair and submit a report by phone.
 5. Become familiar with the WSO Hospitals & Institutions Handbook.
 6. It is suggested that alternate Coordinator/Panel Leaders become Coordinator/Panel Leaders when the position becomes vacant.
- N. Meeting Formats And Literature
1. Depending on the particular setting, meeting format and literature are chosen at the Coordinator/Panel Leader's discretion.
 2. Books are not to be given out at H&I meetings unless a request has been made consistently by an individual.
- O. Speakers and Panel Members - Speakers are NA members invited by the Coordinator who have 6 months continuous clean time, who have a clear NA message of recovery and comply with the regulations of the facility and the guidelines of the H&I subcommittee.
- P. Confidentiality - All personal information provided to the subcommittee (last names, social security numbers, etc.) must be treated with complete confidentiality to protect the anonymity of all NA members.

Section 12: PI Subcommittee Guidelines

- A. Name - The name of this assembly shall be the Northern New Mexico Area Public Information Subcommittee, hereinafter referred to as "PI."
- B. Purpose - The purpose of PI shall be to serve the Groups and Area service structure by informing the public that NA exists. It offers hope for recovery from addiction and information about how and where to find it. All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.
- C. Functions/Responsibilities - The basic functions of a PI subcommittee are to inform addicts and others in the community of the availability of recovery in Narcotics Anonymous. Some of these basic functions are:
1. To open and maintain lines of communication:
 - a. Between NA and the public.
 - b. Between the ASC/RSC and the WB/WSO.
 2. To respond to all requests for information in a timely and effective manner.
 3. To be sure that those requests are handled at the appropriate level of service.
- D. Meetings and Membership - All PI subcommittees should meet on a regularly scheduled basis, encouraging all NA members to attend. Members of a PI subcommittee should be defined according to one or more of the following suggestions:
1. Active membership is defined to include regular attendance at PI meetings. Persons are to be considered active only after attending two consecutive meetings.
 2. Voting members (defined by "Active Membership" above).
 3. Those willing to help on various projects as needed.
 4. Those assigned to head specific projects as needed.
- E. Voting Participants And Procedures
1. All active members, as defined above are considered eligible to vote.

2. Quorum shall be defined as all active members present with a minimum set at three.
 3. Any active member as defined above will be eligible to participate in the subcommittee's group conscience.
 4. Elected officers shall be:
 - a. Chair.
 - b. Secretary.
 - c. Task force Member(s).
 5. Representatives elected and sent by the Groups or Areas within our Area/Region.
- F. Requirements and Duties of Voting Participants - It is generally accepted that all participants shall have the following to be a voting participant:
1. Personal time and abilities to perform their duties.
 2. Willingness and desire to serve in the position.
 3. Clean time and service experience is suggested for these service positions:
 - a. Chairperson: 3 years.
 - b. Secretary: 6 months to 1 year.
 - c. Taskforce Members: 2 years clean and 6 months active membership in the PI subcommittee.
 4. Understanding and practical experience of the Twelve Steps and the Twelve Traditions of Narcotics Anonymous.
 5. Maintenance of clean time throughout term of office or participation.
- G. Taskforce Committees - Task force committees are often established by PI subcommittees, as the need arises, to work on specific projects such as:
1. Speaker lists.
 2. Information packet mailings.
 3. Creating and updating contact lists.
 4. Material for posters.
 5. Formats for speaker presentations.

Article VII: Meetings

- Section 1:** Area shall hold regular monthly meetings. The official meeting time is 1:30 PM. (3/1/1998 Area Motion)
- Section 2:** Any two officers may cancel an Area meeting in the event of unusual circumstances such as inclement weather. Reasonable efforts shall be made to inform all participants.
- Section 3:** Every year Area shall hold an Area inventory meeting to review the past years' activities. (When?)
- Section 4:** Voting members of Area shall be all GSRs present or their Alternates, plus others as may be required to reach a quorum (see Section 5, below).
- Section 5:** Quorum
- A. In order to conduct business all Area meetings must reach a quorum.
 - B. A quorum shall number 50% plus one (1) of the total number of elected GSRs from active meeting participants (see E. for definition) (i.e., if the Area contains 10 elected GSRs, a quorum shall equal 6).
 - C. If a quorum of GSRs cannot be reached, those GSRs present shall vote in, first from among subcommittee chairs present, and second from among officers present, the number needed to complete a voting quorum.

- D. The Chair may not be included in the quorum and votes only in case of a tie.
- E. Any meeting unrepresented at Area for three consecutive months is dropped from the quorum determination. (Motion passed 3/1/1998 Area)

Section 6: Motions may be made by any member of NA. Seconds may only be made by a voting member of Area.

Section 7: Area Meeting 7th Tradition - Area rent comes from the Area Treasury. (2/2003 Area Meeting)

Article VIII: Elections

Section 1: Elections may be held monthly as the need arises. Outgoing officers and subcommittee chairs are expected to give one month's advance notice.

Section 2: Any NA member may nominate an individual for Area office or subcommittee chair. Nominations must be seconded by a voting member.

Section 3: Any willing NA member who is present at the Area meeting and meets the stated requirements is eligible for nomination to an Area office or subcommittee chair.

Section 4: The nominee with the most votes wins.

Article IX: Spiritual Guidance

Section 1: Area shall be guided in all its actions by the following documents:

- A. The Twelve Traditions of Narcotics Anonymous.
- B. The current NNMASC Guidelines.
- C. Any special rules of order Area may adopt.
- D. *A Guide to Local Services in NA*.
- E. All current Narcotics Anonymous handbooks.
- F. Past Area Motions.
- G. Twelve Concepts of NA Service. (1/4/1998 Area Motion)

Section 2: Any Area member may request a special Area Inventory meeting to determine how best to serve the fellowship, to actively affirm "principles before personalities," and to resolve any problems affecting NA. Such a meeting shall convene following approval by a majority vote of ALL MEMBERS (officers, subcommittee chairs, and GSRs or their Alternates).

Article X: Funds

Section 1: All monies accumulated by Group donations or other NA sources shall be maintained in a bank account. This general fund, with separate bookkeeping of individual committee funds, is subject to disbursement by the Treasurer as directed.

Section 2: A separate account may be maintained by the Literature Subcommittee, if this is more convenient. GSRs are to have cash or Money Orders when submitting literature orders. No personal checks. (2/2003 Area Motion)

- Section 3:** The treasury shall maintain a prudent reserve equivalent to monthly operating expenses. *\$500 prudent reserve to be maintained by Area (motion passed September 2005)
- Section 4:** All expenses incurred by Area shall be paid by check or cash with a signed receipt.
- Section 5:** No officers shall sign checks payable to themselves.
- Section 6:** Receipts shall be submitted and must coincide with all monies disbursed. In the event of a discrepancy, the officer, subcommittee chair or other member involved shall be accountable to Area for an explanation of the shortage.
- Section 7:** A quarterly budget shall be submitted by all Area officers and subcommittee chairs when applicable. (When?)
- Section 8:** All budgets and motions requiring new monetary expenditures require a majority vote for approval. Anyone seeking reimbursement for an expense not previously approved by Area cannot be guaranteed reimbursement. A signed, itemized reimbursement form with original receipts is to be used to request reimbursement. This form is to be used to "authorize anticipated spending in writing." (10/4/1998 Area Motion)
- Section 9:** If the Treasurer is not present at an Area meeting, another officer shall be designated to take custody of all monies collected.
- Section 10:** Area may designate an auditing committee, consisting of three members who are not signers on the bank accounts, to perform the auditing duties prescribed by *A Guide to Local Services in NA*.

Article XI: Amendment of Guidelines

- Section 1:** Any participant may propose an amendment to these Guidelines at any Area meeting. The proposal must be seconded and approved by a majority, then sent to the Groups for consideration.
- Section 2:** A two-thirds majority is required to amend.
- Section 3:** The amendment shall go into effect immediately upon its adoption unless otherwise specified in the motion to adopt.

Article XII: Special Rules of Order

- Section 1:** A motion may be amended or withdrawn by the maker prior to voting; such an amended motion requires new second.
- Section 2:** New business shall be added to the agenda at the beginning of each meeting and submitted to the Chair.
- Section 3:** Upon recognition by the Chair, each individual may speak for up to three minutes.

Article XIII: Suggested Meeting Format

1. A formal statement requesting those participating to be mindful of keeping the meeting moving expeditiously. (1/4/1998 Area Motion)
2. Meeting called to order.
3. Open with a moment of silence, the Serenity Prayer, the Twelve Traditions of Narcotics Anonymous and the "dedication to the addict" from the NA Basic Text. A Concept of Service to be read out loud. (9/2000 Area Motion) (The Service Prayer was being read intermittently since 4/2000 Area) - Remove or implement
4. Attendance taken.
5. Additions or changes to agenda, if necessary.
6. Officer, subcommittee chair and GSR reports read and submitted to Secretary for inclusion in minutes.
7. Old business: any unfinished business from a previous Area meeting is discussed and, if possible, concluded.
8. New business: introduction and discussion of matters not previously considered.
9. For the good of the fellowship: any issues which may have surfaced during the meeting or since the last meeting that may affect the good of the Groups, Area or NA as a whole, but are not appropriately handled under old or new business (details not to be included in minutes).
10. Next meeting scheduled.
11. Announcements.
12. Meeting closes with a prayer.