

GUIDELINES FOR HAVING A NA BUSINESS MEETING

Approved by the Chicagoland West Suburban Area – Feb 2010

Hi, my name is ___ and I'm an addict. Welcome to the business meeting for the _____ group of Narcotics Anonymous. I'd like to open this meeting with a moment of silence followed by the Serenity Prayer.

- **I have asked a member to please read the Twelve Concepts of NA Service.**
- **Roll call of trusted servants: Chairperson, GSR, Secretary, Treasurer, and Alternates**
 - *Everyone should always be made aware of when positions will be open (see A Guide to Local Service in NA – Rotation and Continuity)*
 - *Trusted servants should encourage all member of the meeting to stay for the business meeting, regardless of their clean time.*
- **Address any open positions**
 - *In the case of an open position, the group should be asked if there are any volunteers or nominations. If a nomination is made, the person should be asked if they accept the nomination.*
 - *The candidate should be asked any pertinent questions by the group (i.e. if they meet the clean time requirement, if they can get to the meeting every week, if they have an NA sponsor, if they have ever misappropriated NA funds)*
 - *The candidate should then be asked to leave the room and the group can bring up any further concerns. A vote should be taken by show of hands and majority rules. In the event of a tie, the person running the business meeting then, and only then, has the ability to vote and break the tie.*
- **Address any old business**
- **Is there any new business that needs to be discussed?**
 - *New issues should be brought to the floor by a member making a motion. After some discussion on the pros and cons, the issue should be called to a vote (majority rules by a show of hands). If the issue is complicated and/or more information is needed, then it can be tabled until the next business meeting.*
 - *If there is a passed motion to make a format change, then the change should be announced by the chairperson during the regular meeting each week (typically for at least three weeks) and a final vote will be taken at the next regularly scheduled business meeting to determine if it passes.*
- **Can we please have the treasurer's report?**
 - *The group's financial record should be up to date and an inventory of the current literature/supplies should be made before the meeting or during the break on the day of the business meeting. It is advisable that the treasurer completes the group literature order form beforehand, and vote for its approval at the business meeting. The payment of rent, Area donation, and any prudent reserve should also be discussed and agreed upon. All information should be recorded in the groups records.*
- **Close and thank everyone for attending**