

South King County Area Past Major Motions: 4/7/13 to present

6/13/13 In the SKCNA Guidelines: Change Article C Section 9 raising PR monthly budget from \$50.00 to \$200.00

7/11/13 We move to change the Joint Venture Guidelines to make the signers on the Winter Winners bank account be the Event Chair, Event Vice Chair and Event Treasurer.

12/12/13 Move to accept SASS proposal to change Area Guidelines Article F. "SASS CHAIRPERSON" to read Attends each SKCASC and provide them a written report from April to the month following Event.

1/9/14 Move to add to Article B. Section 9 of the SKCASC Guidelines –
"Non- attendance of 2 SKCASC meetings requires written warning of non-compliance. Non -attendance of 3 SKCASC meetings requires removal from service position."

3/13/14 Move to amend Article G "Area Timeline" by adding in July "Conduct audit of Area Treasury

3/13/14 Move to amend Article G "Area Timeline" by adding in February "Renew Area Website Hosting"

3/13/14 Move to amend Article G "Area Timeline" by adding in January "Conduct Audit of Area Treasury"

3/13/14 Move to add the following to Article F:

"Crystal Clear Recovery Retreat Chairperson

PURPOSE: To facilitate SKC Crystal Clear Recovery Retreat, a coed event. Requirements

1. 2 (two) years clean
2. Basic understanding of the Twelve Steps, Traditions and Concepts
3. Previous experience with Crystal Clear Recovery Retreat
4. The Chair will be elected on Saturday of the previous year's event. The Chair will then go to the Area and be confirmed by a vote of the GSR's. If the confirmation vote fails, the Vice-chair of area will take over the committee until such time as a chair is confirmed at Area.

Duties

1. Attends all SKC Crystal Clear Recovery Retreat Subcommittee meetings and facilitates them
2. Attends each SKCASC and provide them with information, flyers and a written report from September to the month following the event.
3. Complies with all additional requirements per the Crystal Clear Recovery Retreat guidelines
4. Attend the annual South King County Area Inventory
5. Provides a full financial accounting(including contracts) with receipts and records to the SKCA Treasurer
6. Gets insurance binder for the event by contacting the C&E Insurance Coordinator at WNIRCNA.com

5/15/14 Move to adopt the updated and revised H&I Subcommittee Guidelines as submitted with changes

6/12/14 Move that the SKCASC create in the Area Guidelines Article A Section 2 which reads:
The SKCASC meetings will be run according to the Roberts Rules of Order revised, set forth in the "NA Guide to Local Service" (pgs 104-110), excluding voting procedures. The Area Chair will be allowed to circumvent stated procedure, with the body's consent, if it is deemed to go against NA Traditions or NA Concepts

7/12/14 Move to change Area Guidelines: Article F Job Descriptions: Winter Winners Liaison Requirements #2 from "1 year experience with Winter Winners" to "1 year experience with Winter Winners Subcommittee preferred but not required"

1/15/15 Move that Article C Section 4 be changed from "funds shall be dispersed to the appropriate bodies quarterly" to "funds shall be dispersed to the appropriate bodies monthly".

2/12/15 Move to end usage of our 2 storage units and move everything to the Recovery Garage for \$50.00/mo. (Sec: note- this motion wasn't fully carried out, only 1 of our storage units were moved due to space)

4/9/15 Move to add to the Area Guidelines Article C Section 1a that reads "All Area Service Subcommittees are required to turn over funds, from Events or fundraising, to the Area Treasurer as soon as possible (not to exceed 72 hours) for deposit in the Area account. Area Treasurer is required to be available and issue receipt"

7/9/15 Move to amend Article C Section 9 to add Directories monthly budget of \$200.00 7/9/15 Move to increase H&I literature budget from \$200.00 to \$300.00

1/12/17 Move to change Article B, Section 6, Sentence 3. Elected area trusted servants and Admin can be a voting GSR and vote on any matter or motion except those directly affecting their position. (This matter to be determined by acting chair.) Exclusion being admin chair to this. Admin chair cannot also be a voting GSR.

3/16/17 Move to Update Article F Directories Chairperson requirements to remove item 5. Also, Update Article F Directories Chairperson Duties to remove item 2.

2/2017: **Motion # 011217.3** = Made by: Amy S. - Seconded by: Eddy S. (H&I) Motion to change Article B, Section 6, Sentence 3. Elected area trusted servants and Admin can be a voting GSR and vote on any matter or motion except those directly affecting their position. (This matter to be determined by acting chair.) Exclusion being admin chair to this. Admin chair cannot also be a voting GSR. **PASSED INCORPORATED into 10/17 version of the guidelines.**

4/2017: **Motion #031617-1:** Made by Marc Mc - Seconded by Bob W (AIR) - Update Article F Directories Chairperson requirements to remove item 5. Also, Update Article F Directories Chairperson Duties to remove item 2. The intent of this motion is to remove requirements/duties to produce a bi-area schedule. This motion went back to the groups and is **passed. INCORPORATED into 10/17 version of the guidelines.**

11/2017: **Referred to Groups: Motion #101217-3:** Kimberly L. (Treasurer) made a motion and Bob W. (AIR) seconded. Motion to change the time of paying the PO box rent to December and to pay for a full year. **Motion PASSED. INCORPORATED INTO ARTICLE G TIMELINE, 10/19 version of the guidelines.**

12/2018: No Number assigned: Made by Karon second by Lance: Update Guidelines to add that the ASC Chair, ASC Vice-Chair and the Literature Chair only, will be given a key to the Manhattan Community Center to open the ASC meeting. Keys should not be passed between others. This motion is considered to have PASSED, but since it affects the guidelines it should have been referred to groups. This motion is incorporated by adding it to Article E Chair Duties, Vice-Chair Duties. It was already a requirement in the Literature Chair's Duties (added "not to pass the key to anyone else" to that location in the Literature Chair's Duties).

2/2019: No number assigned: made by David second by ?? move to amend SKCANA Guidelines Article E section 4 treasurer duties to add "prior treasurer transfers all account control information, both physical and digital, to the new Treasurer upon election." **REFERRED to Groups.**

***MOTION from 1/2019 New Business that was referred to groups was not voted on. I will include this item in the new guidelines but point out to the GSRs that no vote was taken, but the matter had widespread support at ASC due to problems in obtaining prior treasury records from the outgoing treasurer.

THIS IS ADDED TO THE TREASURER DUTIES AS NEW ITEM #16

5/2019: MOTION 444.2 from April 11, made by Davis A No matter What, 2nd by David P Never Alone; referred to groups: Amend Area Guidelines in Article F under Duties of Web Services Chair to include "Maintain website domain hosting, as required, in August". **PASSED INCORPORATED INTO 10/19 VERSION OF THE GUIDELIINES, UNDER WEB SERVICES CHIAR DUTIES AS NEW ITEM 7. ALSO CHANGED THE ARTICLE G TIMELINE TO REMOVE THIS FROM FEBRUARY AND MOVE IT TO OCTOBER.**

7/2019

Motion 446.2 made by Michelle B FNA, second by Savannah C OPR: We move that the SKCANA Guidelines Article C section 9 be revised to remove "The secretary's monthly expenses for creating the South King County Area Service Committee minutes is \$150" and replace it with "The secretary is allotted up to \$150 per month for expenses incurred when complying with his or her duties and responsibilities such as the creation of agendas, GSR welcome packages, making copies of items requested by GSRs and making copies of area guidelines to give to GSRs during the yearly update process". **PASSED unanimously 13-0. INCORPORATED INTO 10/19 VERSION OF THE GUIDELINES ARTICLE C SECTION 9:** removed "The secretary's monthly expenses for creating the South King County Area Service Committee minutes is \$150" and replaced with: "The secretary is allotted up to \$150 per month for expenses incurred when complying with his or her duties and responsibilities such as the creation of agendas, GSR welcome packages, making copies of items requested by GSRs and making copies of area guidelines to give to GSRs during the yearly update process"

Motion 446.3 made by Annie A It Works, second by Jessica B PNP: To add to Article C section 9 Operating Procedures of the SKCANA guidelines \$50 per month for the SKCANA Treasurer budget. **PASSED. INCORPORATED INTO 10/19 VERSION OF THE GUIDELINES ARTICLE C SECTION 9: ADDED "THE TREASURER IS ALLOCATED \$50 MONTHLY FOR EXPENSES."**

Motion 446.5 made by Davis A NMW second by Savannah C OPR: Amend area guidelines to remove Article C section 12 requirement for area minutes to include GSR contact info. **PASSED.**

INCORPORATED INTO 10/19 VERSION OF THE GUIDELINES ARTICLE C SECTION 12: DELETED THE FIRST SENTENCE, WHICH READ "In monthly minutes GSR contact sheet with phone numbers and email addresses will be included."

8/2019: REFERRED TO GROUPS: Motion 447.1 Made by Bob W, interim secretary, 2nd by Lance B Recovery in the Woods: Revise SKCANA Guidelines Article E section 4 Treasurer's duties to add "Maintain the Area P. O. Box per the Timeline." **MOTION PASSED. INCORPORATED INTO 10/19 VERSION OF THE GUIDELINES ARTICLE E TREASURER DUTIES AS NEW ITEM 17. THIS WAS ALREADY IN THE ARTICLE G TIMMLINE BY PRIOR MOTION.**

9/2019 MOTION 448.2 made by Annie A It Works, second by Brian M FNA: Revise Guidelines Article C Operating Procedures Section 5 to add: "All motions over \$100 are to be referred to groups." **INCORPORATED INTO THE 10/2019 GUIDELINES ARTICLE C SECTION 5.**

10/2019 Motion 449.1: Made by RCM1 Judy J, 2nd by Analise GSR OLC: Amend the SKCASC Guidelines to add a new section 14 to Article B, titled Acknowledgement of Responsibility & Restitution Agreement. All trusted servants at the South King County Area Service level who are elected for NA service that might require handling NA funds or assets at any time are required to sign the following Acknowledgement of Responsibility & Restitution Agreement. **PASSED.** That agreement follows on the next page. **ARTICLE B NEW SECTION 14 ADDED, TEXT AND NEW FORM, TO 10/2019 VERSION OF THE GUIDELINES.**

Acknowledgement of Responsibility & Restitution Agreement

I, _____,
agree to assume responsibility for any Narcotics Anonymous asset or money-handling in my volunteer position with
the _____ Committee.

It is my intent to accept full responsibility for handling of assets, cash, checks, charges or other revenue generating transactions within my volunteer services.

I understand that it is a requirement of the position as a trusted servant that I read and agree to this Acknowledgement prior to performing duties related to asset/money handling.

I sign and agree to this acknowledgement of my own free will and under no duress.

I understand that NA assets and or funds are not to be used for any form of personal use, and that to do so constitutes misappropriation.

I understand that should I be suspected of misappropriation of funds, I will be asked to surrender my service position pending investigation.

Should I be found to have misappropriated funds, I agree to return such funds to the acting South King County Area Service Committee Treasurer.

I understand that the matter might be turned over to the local law enforcement authorities, at the discretion of the South King County Area Service Committee.

Signed this, _____ day of _____, _____

Signature: _____

Printed name: _____

Address: _____

Phone number: _____

10/2019 Motion 449.2: Made by RCM1 Judy J, 2nd by Kirsten GSR COS: Amend the SKCASC Guidelines to add a new section 16 to Article C, entitled Theft of NA Funds/Assets Policy. PASSED. That policy follows in the 3 pages below: **INCORPORATED INTO GUIDELINES 10/2019 VERSION ARTICLE C NEW SECTION 16.**

1. Rationale:

From WORLD BULLETIN #30 Theft of NA Funds: *Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary.* From the 11th Concept for NA Service: *NA funds are to be used to further our primary purpose, and must be managed responsibly.* This establishes the sole, absolute priority for the use of NA funds/assets “to further our primary purpose”. The 11th Concept gives the SKCASC a mandate from NA groups that calls for total financial accountability. With this in mind, any misappropriation or misuse of NA funds/ assets by trusted servants or members of NA must not be tolerated and requires immediate action followed by a thorough investigation and follow up.

2. Misappropriation:

The definition of “misappropriation or misuse of NA funds” includes, but is not limited to theft, embezzlement, or use of NA funds/assets for purposes not expressly authorized by the South King County Narcotics Anonymous Service body or subcommittees thereof. This includes the theft or possible loss of cash, check, electronic monies or physical assets.

3. Immediate Action:

Should any South King County Area Service committee or subcommittee member be suspected to have misappropriated or misused NA funds/assets, have been involved in such activity or been aware of such activity and allowed it to happen, where evidence can be presented to demonstrate the alleged theft or misuse, the presiding officer of the SKCASC shall immediately, upon calling the ASC to order, fully disclose the alleged misappropriation or misuse and all individuals involved. All such individuals will immediately then be suspended from their positions (suspension in this instance is not a disciplinary action, it is a pause in active service to allow time for a full investigation of the allegations).

4. Procedure for Resolution:

Upon suspension of any service member(s) due to misappropriation or misuse of NA funds/assets, the area officers (SKC Area Chair, Area Vice Chair, Area Treasurer) must make a full and timely investigation of the matter, and report the findings at the next SKCASC meeting.

- a. A thorough review of all books, financial records, and circumstances will be performed to determine who is responsible for and the level of fault of any persons thought to have misappropriated NA funds/assets. If the Treasurer is the member responsible for the issue, the Treasurer Trainee will review the books with the SKCASC officers.
- b. Subsequent to a review, a meeting will be scheduled, assuring that the individual(s) who allegedly misappropriated or misused funds and/or other assets, is/are informed of the meeting and given the opportunity to present their point of view.
- c. From World Services Bulletin 30: *After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.*

Any member who participates in, or who has knowledge of, the suspected misappropriation or misuse of SKCASC funds/assets shall be subject to the same actions taken against the member(s), and are required to be present at the SKCASC.

If a trusted servant resigns from office, or a committee, prior to the SKCASC having taken the aforementioned action, or reaching a final resolution, the SKCASC shall proceed to suspend the trusted servant. The SKCASC shall investigate the matter, and follow the aforementioned process to its normal conclusion.

5. Action:

Removal or Reinstatement: Once the SKCASC Administrative Committee's duly elected officers investigate the issues, the presiding officer of the SKCASC, immediately upon calling the following SKCASC to order, must report all interim actions/decisions made by the area officers, fully disclosing the alleged misappropriation or misuse of funds/assets and the individual(s) involved. Any member suspected of misappropriation or misuse of NA funds/assets, may exercise the 10th Concept of NA Service to redress the issue at this time.

The SKCASC must then immediately vote on a motion to:

- a) remove the individual(s) from office, and/or the committee "with cause",
- b) to reinstate, or
- c) to extend the investigation.

If the member is not at the ASC meeting, the Chair will notify said member, and/or committee, by either phone or certified mail. Upon reinstatement by a required two thirds vote of the SKCASC, said member's suspension will be lifted, and the member will resume their role as a full participant of the SKCASC, its committees, or ad-hocs, as applicable.

6. Moratorium:

- a. Any member removed by the SKCASC for misappropriation, or misuse, of NA funds or assets will not be able to handle NA funds/assets for a period of five (5) years.
- b. Any member removed by the SKCASC for misappropriation, or misuse, of NA funds or assets will not be allowed to hold an elected seat on the SKCASC or its subcommittees for a period of five (5) years.

7. Restitution:

Individuals removed for misappropriation of funds or assets are expected to make full restitution and will be required to sign a promissory note, and make restitution in full, of all misappropriated, or misused SKCASC funds or assets. If the individual admits to the theft and agrees to pay back the funds/and or other assets, a restitution agreement can be developed that will outline the repayment amount and timeframe (i.e. \$xx per month for xx months). A report about the situation will be published in the SKCASC minutes, and regular reports on the status of the restitution agreement will be published until the agreement is satisfied. Per World Services Bulletin 30: *Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.* Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution. Again per World Services Bulletin 30: *This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.*

8. Criminal and/or civil legal proceedings:

If the individual refuses to repay the money, or does not adhere to the restitution agreement, it may be appropriate to take legal action. Per World Services Bulletin 30: *The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried.* We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using the SKCASC open sharing session, the Washington Northern Idaho Region, the NA World Board, and the Narcotics Anonymous World Services Incorporated as resources. A two thirds majority vote of the SKCASC shall be required to file charges with the local law enforcement agencies, inclusive of

the local police and District Attorney's Office. A civil action may be filed against the individual(s) and a judgment for full restitution may be obtained. The SCKASC may pursue a criminal prosecution of the individual(s) through the proper authorities. The SKCASC Chair will preside over an ad-hoc subcommittee formed specifically to deal with issues related to the litigation. That ad-hoc subcommittee will have discretion to enlist the assistance of professionals if it is deemed necessary and funds are available.

10/2019 Motion 449.4, superseding motion 448.1, made by Connie L 2nd by Jessica B PNP: To change the wording of motion 448.1 to Amend Guidelines Article C Operating Procedures to add a new section 15 which states that "at the end of an Area event or retreat wrap-up meeting all funds over that groups next years established seed money will be transferred to the area account." PASSED. **INCORPORATED INTO GUIDELINES ARTICLE C AS NEW SECTION 15.**

SECRETARY NOTE: FORMAT CHANGE: ARTICLE C SECTION 9 WAS ITEMIZED TO MAKE IT EASIER TO READ AND REFER TO.

12/2019

MOTION 451.4 Made by James E (web servant) 2nd by Matt C (West Hill). We move that the new "theft of NA funds policy" and the new Acknowledgement of Responsibility form, addressed by motions 449.2 and 449.1 respectively, be removed from the SKCANA ASC Guidelines. REFERRED TO GROUPS. INFO TO GSRs: The maker of the motion states the new policy was approved pre-maturely and without an Area conscious. The Ad-Hoc committee on theft of NA funds policy is re-formed for 6 months (max) and will address problems with the new policy (like what to do with completed forms). Jimmi E will Chair it. MOTION PASSED 14-1-2.

INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES BY REMOVING ARTICLE B SECTION 14 & ARTICLE C SECTION 16: these sections were added to the 10/19 Version of the Guidelines but have been removed as a result of this motion. Minutes show the Ad-Hoc met through June 2020 and then suspended until Sept 2020. Very little info within the reports in the Minutes and no further mention of this Ad-Hoc after Nov 2020.

01/2020

MOTION 452.1 made by Analise G (Lit Chair) 2nd by Kirsten (COS). We are asking for a monthly budget of \$20 to pay for subcommittee meeting rent (\$10) and supplies as needed. This is an addition to Area Guidelines Article C section 9 Operating Procedures and so is referred to groups. PASSED 14-0-2

INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE C SECTION 9 k: Reads "All other subcommittees not already addressed above are allocated \$25 monthly for expenses."

SEE MOTION 453.11 UNDER 02/2020: This new motion covers all committees not already addressed in Article C Section 9 and increases the requested amount in Motion 452.1 from \$20 to \$25.

02/2020

MOTION 453.7: made by April (ASC Treasurer) 2nd by Savannah (OPR): to close the Crystal Clear retreat and remove it from the Area Guidelines. REFERRED TO GROUPS. INFO to GSRs: the Crystal Clear Recovery Retreat was cancelled in 2018 and 2019 due to inadequate member commitment to the event. No support exists to put it on in 2020. If this motion passes, the \$570.67 left in Area committed funds for the event will need to be moved back to the general fund, unless a motion is made otherwise. PASSED 13-1-1

INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES BY REMOVING ARTICLE F CRYSTAL CLEAR RECOVERY RETREAT CHAIRPERSON

MOTION 453.11: Made by James E (webservant) 2nd by Curtis M (HOPE group): Addition to guidelines: establish a \$25 per month budget for each subcommittee to cover admin costs (paper, copies, etc). REFERRED to GROUPS. INFO to GSRs: this will allow subcommittees to obtain reimbursement for admin costs without having to submit a motion. PASSED 15-1-2

***INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE C SECTION 9 k:** Reads “All other subcommittees not already addressed above are allocated \$25 monthly for expenses.”

***This needs approval/motion as it was not clear how to word this.**

07/2021

MOTION #469.1: Annie makes motion (Amy seconds) to amend Article E “Qualifications and Duties of SKC ASC Section C: Secretary Duties to add to guidelines that we add to the secretary duties “print meeting scheduled per individual meeting requests and bring them to following ASC for distribution to those meetings that requested them.”

This Motion will go back to the groups to vote on.

Groups did not have access to this motion so it is postponed to July 8th Area

Voted: MOTION PASSED

INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE E SECTION 3 SECRETARY DUTIES 11: Reads “Print meeting schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed.”

SEE MOTION 482.1 UNDER 08/2022: This new motion updates Motion 469.1 by defining a specific amount of schedules to be printed as well as changing that they will be at ASC and instead available through Literature on distribution day.

MOTION #469.2: I Annie makes motion (Michael RTR seconds) to remove the Directories Chairperson position from the SKC ASC guidelines under Article E Qualification and Duties of SKC ASC Committee Officers and dissolve the position at the SKC ASC level.

This Motion will go back to the groups to vote on.

Groups did not have access to this motion so it is postponed to July 8th Area

Voted: MOTION PASSED

INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES BY REMOVING ARTICLE C SECTION 9 j & ARTICLE F DIRECTORIES CHAIRPERSON, AND AMENDING ARTICLE C SECTION 10 BY REMOVING “DIRECTORIES” & ARTICLE G BY REMOVING “ELECTION DIRECTORIES SUBCOMMITTEE CHAIRPERSON”. This will result in ARTICLE C SECTION 9 k becoming ARTICLE C SECTION 9 j

08/2021

472nd Area Meeting: The new Facebook guidelines* have been passed by the groups.

SECTION 7: SKCNA FACEBOOK GROUP

PURPOSE:

The purpose is to communicate SKCNA and WNIRNA related information to SKCNA members via Facebook. The SKCNA Facebook Group is to be used as a broadcast medium, not a discussion forum.

QUALIFICATIONS:

1. The Facebook Group will consist of the current SKCNA Admin members; Chair, Vice Chair, Secretary, Treasure, Treasure Trainee, RCM1 and RCM 2. The Admin shall appoint up to two members from the Admin to be the SKCNA Group Coordinators at every Feb ASC for a 6-month duration.

DUTIES:

1. The SKCNA Facebook Group Coordinators shall be responsible for monitoring the SKCNA Facebook Group weekly or more as needed, including posting approved requested information and approved requested fliers.
2. The SKCNA Admin should routinely review content of the SKCNA Facebook Group to ensure accuracy and proper execution of guidelines, actively watching to help each other follow NA traditions and Facebook procedures and best practices.
3. The SKCNA Facebook Group Coordinators will not allow comments.

****The SKCNA Facebook Group Coordinators will also adhere to the following guidelines:**

POSTING:

1. Any members of SKCNA Facebook page can request the SKCNA Facebook Group Coordinators to post, if approved by the Coordinators, information regarding SKCNA NA events, workshops or meetings, and open service positions for SKCNA and/or WNIRNA. SKCNA events are first priority, however, WNINA, PCANA, and Seattle events should also be included in the group's events. Strongly suggest that if you or your group requests a post for an event that you do it at least 30 days prior to the event and then request a reminder post 1 week before the event and then one more request 24-48 hours before the event. The Coordinators will not do this unless the request is made
2. When posting to the SKCNA Facebook Group, the SKCNA Facebook Group Coordinators will not post pictures and will not allow members of the Facebook page to post picture. The SKCNA Facebook Group Coordinators will keep photos restricted to NA approved artwork.
3. The SKCNA Facebook Group Coordinators will not post last names, phone numbers, personal addresses and will not allow members of the SKCNA Facebook Group page to do so either
4. The SKCNA Facebook Group Coordinators will not allow posts regarding "birthdays" or other sentimental content. The purpose of this group is a broadcast medium for SKCNA, not a discussion forum.

5. Any members of SKCNA Facebook page can request the SKCNA Facebook Group Coordinators to post, if approved by the Coordinators, information regarding new and existing literature and/or where to find it.
6. The SKCNA Facebook Group Coordinators will try as often as opportunity presents itself to post links to the SKCNA website () so additional information is being made accessible to members.

PRIVACY SETTINGS:

1. Group Privacy Settings must always be set to "Secret". (Only members can find the group and see posts.) This setting ensures that member list is not visible to anyone not a member of the group.
2. Ensure "Only Admins can post to the Group" is selected under "Posting Permissions at all times. (This setting ensures individuals may not post to the SKCNA Facebook Group news feed.)
3. Ensure "Any member can add or approve members" is selected under "Membership Approval" at all times. (This setting allows new members to be added autonomously. Any member may choose to leave the group if they do not wish to be a member.)
4. These settings make it impossible to externally "tag" the group or its posts, which would violate anonymity. Internal "tagging" of current members is acceptable because it helps the exchange of information if the admin is unavailable or unable to answer questions and it does not violate anonymity when used within the group.

**INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE E
SECTION 7 SKCNA FACEBOOK GROUP**

6/2022

MOTION 481.1: Made by James E. Seconded by Mikel O.

Article E Section
Literature Chair Person
Requirement 1

I motion that we Change the Requirement to 4 years uninterrupted clean time. This position now has a much greater responsibility now that they are collecting cash. – **_TAKE BACK TO GROUPS FOR A VOTE**

Motion passed

**INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE F
LITERATURE CHAIRPERSON Requirements 1: Now reads "4 (four) years clean.", was "2 (two) years clean."**

8/2022

MOTION 482.1 – Made by Loni OPP seconded by Lori Hope on Wednesday: I motion to have the secretary print schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed. – **PASSED**

**INCORPORATED INTO 10/22 VERSION OF THE GUIDELINES ARTICLE E
SECTION 3 SECRETARY DUTIES 11: Reads "Print meeting schedules to be dropped off to Literature for distribution day. In total 400, 250 for H&I every month and 150 upfront for meetings, recurring as needed."**

NOTE: It was understood that the money for the schedules would be available from the Directories monthly budget when this motion was made, but this is removed from the Guidelines under Motion 469.2 and there is no budget allocated specifically to the Secretary.

11/2022

MOTION 487.5: Made by Roger C @ FNA, seconded by Lori @ Hope on Wednesday H&I Duties should include Requirement to attend all subs day. See all other Sub committee duties. roger c - Kaitlin will make this change

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE F H & I CHAIRPERSON Duties 3

MOTION 487.6: Made by Roger C @ FNA, seconded by Lori @ Hope on Wednesday Page 3 of 2 Guideline changes house keeping Article C operating procedures section 1. Signer Vs Signor I believe this is a type O as signor is an adult Italian male and should be changed to Signer/ roger c – Kaitlin will Change this

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE C OPERATING PROCEDURES Section 1

12/2022

487.1 MOTION FORM - Back to Groups to vote on Made by: Will C Representing: West Hill
NA Seconded By: Laurie Representing: Hope on Wednesday
I Move that in the SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES,
ARTICLE F LITERATURE CHAIRPERSON Duties 5. “Provides and sells literature at each South King County Area Service Committee” be amended to read “Provides and sells literature monthly to South King County Area at a predetermined time and location, which is to be announced at the prior South King County Area Service Committee meeting.”
Intent: To properly reflect the current process the Literature Chair is already using to provide literature to the South King County Area as we are not currently meeting in person in order to provide it at the monthly South King County Area Service Committee meeting meeting place.” – PASSED

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE F LITERATURE CHAIRPERSON Duties 5

487.2 MOTION FORM - Back to Groups to vote on Made by: Will C Representing: West Hill

NA Seconded By: Laurie Representing: Hope on Wednesday

I Move that in the SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES,

ARTICLE E SECTION 1: CHAIR Duties: 11 “Coordinates with the Treasurer to pay for the ASC’s physical and/or

virtual meeting place.” & ARTICLE E SECTION 4: TREASURER Duties: 18 “Coordinates with the Chair to pay for the ASC’s physical and/or virtual meeting place.”

Intent: There is currently nothing in the Guidelines defining either the amount or whose responsibility it is to pay for a meeting place for ASC. – PASSED

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE E SECTION 1: CHAIR Duties: 11 & ARTICLE E SECTION 4: TREASURER Duties: 18

487.3 MOTION FORM - Back to Groups to vote on Made by: Will C Representing: West Hill

NA Seconded By: Laurie Representing: Hope on Wednesday

I Move that in the SOUTH KING COUNTY NARCOTICS ANONYMOUS AREA SERVICE COMMITTEE GUIDELINES, ARTICLE C SECTION 9 g. be amended from “...\$150 per month...” to “...\$350 per

month...” Intent: As a result of two prior approved motions, one to remove the Directories position and its \$200 monthly budget and the other to have the Secretary take on the responsibility of printing schedules monthly, there was no increase to the Secretaries budget to cover the cost of printing schedules. It was only implied that they could use the Directories budget, so this increase will make it official. – PASSED

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE C SECTION 9 g.

02/2023

488.1 – Made by Roger C.- FNA Moves that in the SKCNA ASC Guidelines: Article E Section 2: Vice Chair Duties, we add: 10. Be Knowledgeable of performing a group inventory and facilitate/coordinate group inventories when asked. – PASSED

INCORPORATED INTO 12/23 VERSION OF THE GUIDELINES ARTICLE E SECTION 2: VICE-CHAIR Duties: 10