

Suggested Revisions to the UASC Guidelines 2026

There are no suggestions for changes to sections I - IV.

Section V: Meeting Times and Locations

Moving the Area Meeting Date:

Moving the area meeting can occur for more than just the reason of a Saints game. General practice has also been to consider regional events which may affect attendance, such as a camping event or a parade. Revising the guideline shall make that practice policy.

Motion 1:

- **Current guideline:** The Unity Area Service Committee will meet the third Sunday of every month.
 - If the New Orleans Saints play a 3pm game, the committee may vote to move the week that the committee meets. This is due to time restrictions of the meeting facility.
- **Suggested revision:** The Unity Area Service Committee will meet the third Sunday of every month.
 - If a local event occurs on the same day which will prevent reasonable travel or attendance expectations, the committee may vote to move the date of the meeting. The time of the meeting cannot be updated due to time restrictions of the meeting facility.

There are no suggestions for changes to sections VI - VIII.

Section IX: Motions

Requesting of Funds:

The guideline indicates that all motions requesting funds for over \$200 be sent back to groups for voting, except when A&F requests "monies". As A&F has made motions for funds not related to event planning, the suggestion is to revise this language to "except when A&F requests Event Seed Funds" to clarify that any other motion made by A&F over \$200 must still go back to groups for voting.

Motion 2:

- **Current guideline:** All motions for expenditures over \$200.00 must go back to groups, with the exception of monies for A&F.

- **Suggested revision:** All motions for expenditures over \$200.00 must go back to groups, with the exception of A&F requests for Event Seed Funds.

Section X: Debate and Discussion

Clarification of Discussion Rules:

Discussion of motions is often limited to GSRs as they are the voting members. Robert's Rules of Order suggest that the standard bylaw will allow any discussion, however ours have been understood as limited to GSRs. There is nothing in the UASC guidelines that clarifies this point.

Motion 3:

- **Current guideline:** A motion is limited to 2 pros and 2 cons
- **Suggested revision:** Any Officer, any Subcommittee Chair, or any GSR may participate in the discussion of a motion, and offer pros or cons, or ask questions
 - Discussion is limited to 15 minutes time
 - A motion is limited to 2 pros and 2 cons only
 - Only GSRs may vote after the discussion

Section XI: Voting

Clarification on Abstentions:

The guidelines do not provide much clarity on the effects of abstention votes. Robert's Rule of Order indicates that abstentions should always be ignored, but acknowledges that specific bylaws can overrule this standard.

Motion 4:

- **Current guideline:** Motions creating or affecting policy require a 2/3rds majority to pass. All other motions require a simple majority
- **Suggested revision:** Motions creating or affecting policy require a 2/3rds majority to pass. All other motions require a simple majority
 - Abstentions will be ignored for simple majority votes. Votes requiring a $\frac{2}{3}$ majority will have abstentions count towards the head count only

Requesting of funds:

The guideline indicates that all motions requesting funds for over \$200 be sent back to groups for voting, except when A&F requests "funds". As A&F has made motions for funds not related

to event planning, the suggestion is to revise this language to “except when A&F requests Event Seed Funds” to clarify that any other motion made by A&F over \$200 must still go back to groups for voting.

Motion 5:

- **Current guideline:** All motions involving expenditures of \$200 or more must go back to group for conscience, except when A&F requests funds.
- **Suggested revision:** All motions involving expenditures of \$200 or more must go back to groups for conscience, except when A&F requests Event Seed Funds.

Section XII: Nominations and Election of Officers and Subcommittee Chairs

Clarification on Multiple Positions:

There is clarity found in the guidelines regarding the positions held by the ASC Officers, with one position held at a time for no more than two service years. However, there is a lack of clarity around representation in subcommittees and groups.

Motion 6:

- **Current guideline:** No officer is to hold more than one position at one time, or to serve more than 2 consecutive terms
- **Suggested revision:** No trusted servant is to hold more than one position at one time, or to serve more than 2 consecutive terms. Any subcommittee position can be held by someone also serving as their Group Service Representative
 - A GSR who is also a Subcommittee Chair can vote as that group’s representative. If there is a motion made as the Subcommittee Chair or in the scope of the Subcommittee Chair’s position, that Chairperson shall recuse themselves as a GSR for the vote

Under Procedure for Electing and Ratifying:

No where in the numbered points is it indicated what we are doing on the day of nomination versus the day of election. The following suggested additions clarify when the portions of the procedure should occur. Additionally, clarification is required for the guideline regarding the subcommittee chairpersons.

Motion 7:

Number 1:

- **Current guideline:** Nominations for Administrative Officers are open to the floor. Nominees for subcommittee chairpersons will be presented by their respective subcommittees for ratification. All nominees must be present at time for nomination

- **Suggested revision:** Nominations for Administrative Officers are open to the floor in May or June, or any month in advance of an election.
 - Any member of the area may nominate Administrative Officers; Subcommittee Chairs will be nominated by the subcommittee unless there is no standing committee or nomination; if so, someone may therefore be appointed by the UASC Chair.

The following suggestions are made in order to continue clarification of when and how election processes occur, as well as clarify the discussion rules regarding nominations.

Motion 8:

Number 3:

- **Current guideline:** Discussions on the merits of nominees are held. Nominees are asked to leave the room. A vote by show of hands is taken.
- **Suggested revision:** Discussions on merits of nominees are held in June, or any month in advance of an election. The discussion will follow the usual standards of table discussion: 2 pros, 2 cons, 15 minutes. Nominees are asked to leave the room during discussion.

Motion 9:

Number 4:

- **Current guideline:** Nominees are asked to return to the room
- **Suggested revision:** In July, or any month of an election, nominees are asked to leave the room for voting. A vote by show of hands is taken. Nominees will then be asked to return to the room.

There is a lack of clarity about how to manage the ratification of subcommittee chairs. The current policy was not well understood.

Motion 10:

Number 6:

- **Current guideline:** In the case of only one nomination, a vote of acclamation is taken. If a simple majority of voting participants does not approve the nomination, the issue goes back to the groups or respective subcommittee for further nominations
- **Suggested revision:** In the case of only one nomination of a trusted servant, a vote of acclamation is taken. If a simple majority of voting participants does not approve the nomination, the issue goes back to the groups for further nominations

Motion 11:

Number 7:

- **Suggested addition: #7.** Subcommittee Chairpersons will be elected within the subcommittee and will be presented as the Chair at the July meeting of the ASC, alongside the Officers, ratified automatically by area. Any voting must take place within the subcommittee structure. If a subcommittee is unable to elect someone to the position, the Chair of the ASC can dissolve the subcommittee or appoint a new Chair.

There are no suggestions for changes to Section XIII.

Section XIV: Qualifications and Duties of Area Trusted Servants

Under Treasurer:

There are currently no cyclical processes in place to continue our Seventh Tradition and contribute to self support for region or world. The suggestion would add a 7th Tradition policy.

Motion 12:

- **Suggested addition:** The Treasurer will introduce a quarterly motion (March, June, September, December) to send a percentage of the unencumbered funds to the LRSC or WSC, to be voted on by the GSRs. If this percentage is above \$200, the vote will go back to groups for group conscience.

Additional suggestions for any changes to the section on the Treasurer duties are budget related; please see the last section on Budgets.

Section XV: Standing Subcommittees.

Under Public Information Committee:

In addition to the Approved Motion of November 2023 (See Approved Motions 2023-2026 Document) regarding the maintenance of the Facebook Admins, language should also be added regarding the website:

Motion 13:

- **Current guideline:** Public Relations (PR) - the purpose of this committee is to inform the public that NA exists and offers recovery from the disease of addiction. A public relations committee helps to ensure that accurate information about our fellowship is available to the public. This subcommittee has an allotted budget of \$150.00 quarterly

- **Suggested revision:** Public Relations (PR) - the purpose of this committee is to inform the public that NA exists and offers recovery from the disease of addiction. A public relations committee helps to ensure that accurate information about our fellowship is available to the public. This subcommittee has an allotted budget of \$150.00 quarterly
 - The Public Relations/Information subcommittee will be responsible for maintaining the website unityna.org by adding all monthly minutes, documentation regarding updates to policy, standing Committees Guidelines, Event Information, Meeting Literature and Lists, as well as communication with the Site Administrator in the event of outages and other issues as needed.
 - The Public Relations/Information committee shall be responsible for communicating with the Literature Chair regarding the current inventory of meeting lists, and ensuring that new lists are printed and delivered in a reasonable amount of time as to avoid running out by communicating with the printer as needed, at least 3 days before the lists are needed.

Under Literature and Hospitals and Institutions Committee:

Motion 14:

The suggestion for any changes to the section on the Literature Subcommittee are budget related; please see the last section on Budgets.

The suggestion for any changes to the section on the Hospitals and Institutions Subcommittee are budget related; please see the last section on budgets.

There are no suggestions for changes to sections XVI - XVIII.

Section XIX: Unity Area Budget

Clarification on Budgets:

There is no current policy regarding whether or not monthly costs should come out of the Area budget or a Subcommittee budget. For example the website comes out of the PI budget, but the storage unit does not come out of A&F. All recurring budgets are outlined amongst the encumbered funds in the last section on ASC Budgets.

Motion 15:

- **Suggested addition:** Any monthly cost that serves the area as a whole, regardless of the subcommittee overseeing that monthly cost item, will be part of the ASC encumbered funds monthly. One time costs for events and singular purchases will come from the subcommittee budget or seed fund.

An itemization of all encumbered and unencumbered items the area is responsible for budgeting around, as well as a complete breakdown of the prudent reserve, shall also be listed.

Add Section XX Assets:

There is currently no list describing the Area's assets. Adding this information to the guidelines will assist with the understanding of the budgets as well as an inventory of what we own.

Motion 16:

- **Add Section XX: Assets** - a list of Unity Area's assets. The purpose of this list is to have an inventory of resources and items that have been purchased with UASC funds.
 - PA system (make and model)
 - Storage unit (location, key holders)
 - Literature inventory
 - Facebook page, group
 - Archive of minutes (dates)
 - Decorations
 - Coffee pots (sm,lg)
 - A&F inventory
 - Unityna.org
 - Phone line
 - UASC bank account, debit card (co-signers)
 - Ice chest

Definitions, Forms and Examples:

The business of UASC meetings is often new to many members, and a section of the guidelines that presents definitions of legalistic terms used as well as examples of completed forms and processes may serve the area both within the meeting, by helping our members come more prepared, and out of the meeting, by helping our members be better equipped to return to their homegroups and define the information to be shared with their homegroups. The suggested appendices and their references within the guidelines are as follows:

Motion 17:

Appendix A: Examples of Completed Forms

- **Add Appendix A:** Copies of blank forms and examples of completed forms will be included in the guidelines.
- **Suggested Addition to Section IX:** See Appendix A for an example of a completed motion form.
- **Suggested Addition to Section VI:** See Appendix A for all examples of completed report forms and literature request forms.

- **Suggested Addition to section XII:** See Appendix A for an example of a completed Service Resume.

Motion 18:

Appendix B: Definition of Terms

- **Add Appendix B:** Definition of Terms
 - **Suspend the Rules** - a motion allowing the committee to bypass its regular agenda in order to expedite important or unexpected business.
 - **Table a Motion** - to set aside or postpone the discussion of a proposal temporarily.
 - **GSR** - Group Service Representative; a trusted servant elected by the group to participate on its behalf at the Area Service Committee or other local service body.
 - **ASR** - Area Service Representative; a trusted servant elected by the Area committee to participate on behalf of the Area at the Regional Service Committee.
 - **UASC** - Unity Area Service Committee; a local administrative body composed of group representatives and trusted servants, with a primary purpose of unifying local NA groups.
 - **NA** - Narcotics Anonymous; a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean.
 - **PR** - Public Relations Subcommittee.
 - **A&F** - Activities and Fundraisers Subcommittee.
 - **H&I** - Hospitals and Institutions Subcommittee.
 - **Quorum** - the minimum number of members required to be present at a meeting to legally conduct business, hold votes, or make official decisions.
 - **Group conscience** - the collective decision-making process of a group, prioritizing respectful discussion, shared information, and mutual agreement over simple majority voting.
 - **Ratification** - the official, formal approval that validates a document, agreement, or action.
 - **Vote of acclamation** - used when there is only one nominee for each position and the bylaws do not require a ballot vote.
 - **Point of information** - a procedural motion in meetings used to ask a question or request clarification from a speaker.
 - **Encumbered Fund** - a sum of money set aside or "reserved" for a future, approved expense to prevent an organization from overspending its budget.
 - **Unencumbered** - the portion of an allocated budget that has not yet been spent or reserved for future obligations, representing the truly available funds.

2026 Treasury Recommendations

As of now the Prudent Reserve and Encumbered Funds total is \$4,930.

Encumbered Funds	
Prudent Reserve	\$4,000.00
UASC Rent (annual)	\$300.00
UASC Storage (annual)	\$480.00
Meeting List (biannual)	\$150.00
Total Encumbered Funds	\$4,930.00
Budgets	
H&I (Quarterly)	\$225.00
A&F (Quarterly)	\$1,600.00
PI/PR (Quarterly)	\$150.00
Literature (as needed)	\$500.00
ASR (Quarterly)	\$250.00
Misc. Supplies (Quarterly)	\$1,275.00
Total Other Funds Received:	\$4,000.00

In reviewing the **Literature Budget**, in collaboration with the Treasurer, the committee reviewed our spending for 2024 & 2025. Until recently the UASC was not tracking Literature purchases for H&I or PI subcommittee; it was left up to the Subcommittee Chairs to honor their budgets. However, the monetary amounts were not considered in the UASC Literature purchases, only the GSR group's literature purchases.

In 2024, we found that Groups were responsible for \$2,450.35 of literature purchases, not including the \$75 a month that H&I was allowed to spend. We could not locate all the literature order forms for H&I; many were not dated. The ones that were on hand had all totaled \$75, for the year that would have been an additional \$900 spent on literature. Bringing the amount of Literature to approximately \$3,300. The PI

Subcommittee was not considered in the numbers, due to not having a chairperson until Aug 2024, PI reports in the 2024 minutes no literature was needed.

In 2025, we found that Groups were responsible for \$2,154.68 of literature purchases, not including the \$75 a month that H&I was allowed to spend. We could not locate all the literature order forms for H&I; many were not dated. The ones that were on hand had all totaled \$75, for the year that would have been an additional \$900 spent on literature. The PI subcommittee we were able to locate totaled \$175. Bringing the amount of Literature to approximately \$3,200.

In 2026, NAWS increased their fees on literature 15% across the board. At this time, we are not sure how much of that increase will affect the UASC purchases from Florida Region. However, we ought to adjust the Literature Subcommittee's budget.

****Our recommendation is that the UASC increases the Literature budget to \$950 per quarter.**

Breakdown: $\$3300 \text{ per year} \times 15\% = \495 (approx. increase)
 $\$3300 + \$495 = \$3795$ (yearly spending + increase)
 $\$3,795 \text{ divided by } 4 = \948 (est. yr spending divided by quarter)

In reviewing the **H&I Budget**, the budget was increased to \$75 per month or \$225 per quarter. The committee is consistent in ordering \$75 worth of pamphlets for panels. In 2026 NAWS announced a 15% increase across the board to literature, this will mean the H&I budget may need to be increased or less literature will be available to the committee.

****Our recommendation is that the UASC increases the H&I budget to \$260 per quarter.**

Breakdown: $\$225 \text{ per quarter} \times 15\% = \33.75 (approx. increase)
 $\$225 + \$33.75 = \$258.75$ (quarterly spending + increase)

In reviewing the **A&F Budget**, the budget was increased to \$800 in Aug 2025 to reflect the overall inflation in prices. The spending of the committee is usually limited to one event per quarter.

****Our recommendation is that the UASC clarifies the A&F budget to one \$800 event per quarter.**

In reviewing the **PI Budget**, the primary and most consistent expense is the web site domain to Digital Ocean. \$7.58 is drafted from the UASC bank account monthly, \$22.74 a quarter. The bulk of the Literature Order used in 2025 was to set up (2) IP Racks with Pamphlets (approx. \$107 setup), and Resource Pamphlets needed for Presentations.

****Our recommendation is that the UASC make no changes to the PI budget.**

In reviewing the **Misc. Supplies/Expenses Budget**, these fees are associated with making copies of the blank forms filled out by GSRs, Subcommittees, and UASC. In reviewing the statements that were available, the totals were less than \$300 a year.

****Our recommendation is that the UASC decreases the Misc. Supplies/Expenses budget to \$200 per quarter.**

We did not review the **ASR Budget**, the RSC meeting moves around the state throughout the year. The budget is currently \$250 to help cover expenses with travel.

****Our recommendation is that the UASC decreases the Prudent Reserve to \$2610.**

Now that the other budgets are properly listed under encumbered funds, we can decrease the Prudent Reserve and allow for more funds to be available for operations.

At glance are the recommendations below:

Encumbered Funds	
Prudent Reserve	\$2610.00
UASC Rent (annual)	\$300.00
UASC Storage (annual)	\$480.00
Meeting List (biannual)	\$150.00
Total Encumbered Funds	\$3,540.00
Budgets	
H&I (Quarterly)	260.00
A&F (Quarterly)	\$800.00
PI/PR (Quarterly)	\$150.00
Literature (Quarterly)	\$950.00
ASR (Quarterly)	\$250.00
Misc. Supplies (Quarterly)	\$200.00
Total Other Funds Received:	\$2,610.00