

**Greater Albuquerque Area Service Committee of
Narcotics Anonymous**

Activities Subcommittee Internal Guidelines

- I. Scheduled Meetings
 - A. Activities Subcommittee will meet at least once a month
 - B. All subcommittee members will be given notice seven (7) days in advance of any meeting

- II. Agenda for Meetings
 - A. Opening Prayer
 - B. Reading: The Twelve Traditions or Twelve Concepts (alternate every other month)
 - C. Reading of the minutes of the previous meeting
 - D. Old Business
 - E. New Business
 - F. Closing Prayer

- III. Composition of the Subcommittee
 - A. Subcommittee Officers
 - 1. Chairperson
 - 2. Vice-chairperson
 - 3. Secretary
 - 4. Treasurer
 - 5. Communications Secretary
 - B. General Members

- IV. Statement of Policy
 - A. Activities Subcommittee will set the calendar of events for the coming year at the monthly meeting in February
 - B. All events must be approved by majority vote within the committee

- V. Motions, Voting Members, and Voting Procedures
 - A. Motions:
Any Activity Subcommittee Member may bring any motions of business to the floor.
 - B. Voting Members:
A voting member is defined as a person who has attended two (2) consecutive monthly subcommittee meetings
 - 1. Voting privileges will be forfeited if a member misses two (2) consecutive monthly subcommittee meeting
 - 2. Voting privileges can be re-established by attending two (2) consecutive monthly subcommittee meetings

C. Voting Procedures

1. A simple majority of the voting members present is required to pass a motion
2. The chairperson will exercise the right to vote only in the event of a tie
3. A quorum must be present to vote on any motion