

**Article 1 NAME**

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- 1.1 The name of this committee shall be the Marin County Area Service Committee (MCASC), and may also be referred to as "ASC" or "Area."

**Article 2 PURPOSE**

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The purpose of the MCASC is to serve the Narcotics Anonymous (NA) Groups of this Area by:

- 2.1 Providing a forum for communication and cooperation between the NA Groups of this Area.
- 2.2 Conducting the business and activities common to the welfare of the NA Groups within the Marin Area.
- 2.3 Supporting the general needs of these groups.
- 2.4 Serving as the single point of accountability for all Area level services performed and provided in this Area.
- 2.5 Serving as a link between these groups and the Northern California Regional Service Committee (NCRSC), and NA as a whole.
- 2.6 Observing these Guidelines, the Twelve Traditions, and the Twelve Concepts of NA.

Note: For the purpose of these Guidelines the term "NA Group" shall be defined as stated in "A Guide to Local Services in Narcotics Anonymous, 2002 version" (GLS).

**Article 3 MEMBERSHIP**

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- 3.1 Attendance of the MCASC meetings shall be open to all members of NA who may participate during the forums, and as defined in Articles 7.6 and 8.4 of these Guidelines.
- 3.2 When a Group Service Representative (GSR) or Alternate GSR (A-GSR) attends at least two consecutive MCASC meetings that Group is considered registered and that Group obtains voting privileges at the MCASC. Each Group shall have only one vote, through its elected GSR or A-GSR.
- 3.3 Administrative Officers and Subcommittee Chairs are non-voting members.

**Article 4 ADMINISTRATIVE OFFICERS**

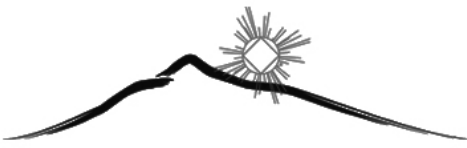
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- 4.1 The Administrative Officers of the MCASC (the Chair, Vice Chair, Secretary, Treasurer, Assistant Treasurer, and two Regional Committee Members (RCM) shall perform their duties as described by these Guidelines and by the GLS.

- 4.2 Clean time requirements for Administrative Officers are listed in the Table below.

Chair	Vice Chair	Secretary	Treasurer	Asst. Treasurer	RCMs
4 years	3 Years	2 Years	4 Years	3 Years	3 Years

- 4.3 The Chair or presiding Officer shall conduct the MCASC meeting from a neutral position, refraining from active debate on all motions.

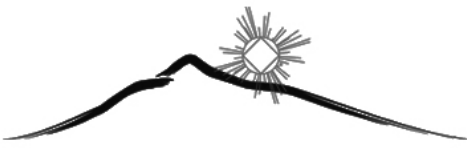


- 4.4 When the Chair is not conducting the MCASC meeting it is the responsibility of the Vice Chair (or the next named Administrative Officer present) to do so.
- 4.5 Each year the newly elected Area Chair, Vice Chair, Treasurer and Assistant Treasurer shall audit the MCASC bank accounts, reviewing all financial activities during the last twelve (12) months. This audit shall be performed after the end of the fiscal year, and a report concerning this audit shall be brought to Area no later than the Nov ASC meeting. Whenever possible, the outgoing Chair, Vice Chair, Treasurer, and Assistant Treasurer shall participate in this audit, providing assistance and first-hand knowledge of the Area finances during the previous year.
- 4.6 An Administrative Officer may be removed by two-thirds vote at any regular monthly MCASC meeting.
- 4.7 If an Administrative Officer misses two consecutive MCASC meetings, without prior notification, she/he will automatically be removed from office.
- 4.8 The Administrative Officers of the MCASC shall prepare a "Proposed Annual Budget" in accordance with Article 9.2.
- 4.9 It is the responsibility of each outgoing Administrative Officer to train the incoming Officer for a period of three months after the end of his/her term.
- 4.10 The Chair, Vice Chair, Treasurer, and Assistant Treasurer shall provide oversight for the establishment of MCASC Subcommittee bank accounts. In preparation for an account to be established, a "Letter of Authorization" shall be drafted. This letter must have two signatures (Treasurer or Vice Treasurer plus one other position as listed above).
- 4.11 *Chair:* The Chair is responsible for conducting all MCASC meetings, preparing the Agenda, and various administrative duties. Be a co-signer on the ASC bank accounts. Have a key for the storage unit. The Chair may appoint members of NA to special tasks, duties, or create ad hoc subcommittees, providing that there are no objections from the MCASC. Qualifications for Area Chair should include general service experience as an Area Subcommittee Chair or an Administrative Officer in the MCASC, and experience as a GSR.
- 4.12 *Vice Chair:* The primary responsibility of the Vice Chair is to assist the Chair facilitating the MCASC meeting, stepping in as the presiding officer when appropriate. Review standing motions for clarity, recording the result of motions, etc. To act as a liaison between Administrative Committee and Subcommittees, encouraging effective communication within the area, and to reserve the meeting room at 555 Northgate Drive for Area Service meetings two months in advance. Maintain outreach to any group whose GSR has missed two consecutive ASC meetings. Oversee the Marathon Meeting Ad-Hoc Subcommittee. Qualifications for this position should include previous experience as an Area Subcommittee member and experience as a GSR.
- 4.13 *Secretary:* The Secretary's primary responsibility is to take clear, accurate minutes of the MCASC meetings and to distribute electronic copies of those minutes within the ten calendar days following each ASC meeting. The Secretary shall include all MCASC attendance report in the minutes of the meeting (see Article 7.2 - attendance report including quorum count). The Secretary also handles all paperwork and maintains the MCASC's files and archives. This includes updating the Guidelines when amended, providing electronic copies within ten calendar days, and copies of the current Guidelines on hand at every MCASC meeting. The Secretary shall



maintain a list of the names and addresses of all ASC key holders. The Secretary shall have a key to the P.O. Box and will collect the mail at least once per month. Secretary shall have general office or administrative skills, access to a laptop and preferably have an internet connection. She/he should have general service experience including serving on one or more Area subcommittees as Secretary.

- 4.14 *Treasurer:* The MCASC Treasurer shall be a signatory on all bank accounts associated with the MCASC, those managed directly by the MCASC and those managed indirectly by the MCASC through its subcommittees. The Treasurer receives contributions from the Groups, administers the Area's checking account, pays the rent for the MCASC's meeting hall, reimburses Administrative Officers and Subcommittee Chairs for their budgeted expenses, keeps careful records of all transactions, and reports on the financial condition of the MCASC at each Area meeting. The Treasurer shall use the guidelines in the service handbook entitled "Treasurer's Handbook". She/he should have two years previous experience handling NA funds, be precise with checking accounts, and have some business background. The Treasurer shall prepare and present the annual audit report to Area.
- 4.15 *Assistant Treasurer:* The primary responsibilities of the Assistant Treasurer are to assist the Treasurer in all of their duties as described in Article 4.14 and to step in for the Treasurer to conduct official MCASC financial business in the event the Treasurer is not available. If the Assistant Treasurer steps in for the Treasurer, they are to follow all guidelines described in Article 4.14. The Assistant Treasurer shall be a signatory on all bank accounts associated with the MCASC, those managed directly by the MCASC and those managed indirectly by the MCASC through its subcommittees.
- 4.16 *Regional Committee Member I (RCM I):* The primary responsibility of the RCM I is to represent the conscience of this Area at the Regional level. For all matters that come before the NCRSC that would affect the Fellowship of NA, this Area, its groups and/or its members, the RCM shall conduct him/her self solely as a representative of this Area. Further, when any matters come before the NCRSC that he/she believes are in this category, he/she is expected to make motions to refer these matters to areas, and bring them back to the MCASC for consideration. However, the RCMs are able to act independently on matters concerning the internal workings and decisions of the NCRSC, i.e. things that do not directly affect the fellowship at large. In addition, the RCMs are responsible for keeping the MCASC in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the NCRSC, reports relevant to our subcommittees' affairs, and important issues being discussed at various levels of service. Desired qualifications for the position of RCM should include knowledge of the MCASC, its activities, and the groups within the area. General service experience within groups and area as an administrative officer or subcommittee chair is preferred. The RCMs are to be reimbursed at the prevailing minimum federal non-profit reimbursement rate, for travel to and from NCRSC meetings and Zonal CAR Assemblies.
- 4.17 *Regional Committee Member II (RCM II):* The primary responsibility of the RCM II is to learn the duties of RCM I and accompany the RCM I to all relevant meetings and forums. In the case the RCM I is unable to perform their duties, the RCM II is expected to step in for the RCM I and act in accordance with Article 4.16.
- 4.18 *Meeting Liaison:* The primary responsibility of the Meeting Liaison is to provide a single point of contact between the fellowship and meeting locations. The Meeting Liaison shall find meeting

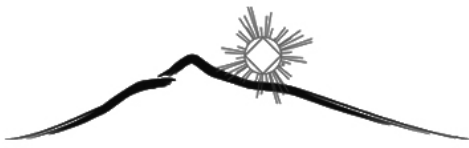


space, negotiate rates, sign contracts, provide insurance certificates, maintain relationships with current venues, keep lists of key holders and or/any other data as required by landlords. They shall make a monthly report at the ASC and shall contact secretaries to communicate venue concerns when required. They shall be the single point of contact for updating both the ASC website and The MCFNA Meeting Schedules regarding changes in the location of meetings. They shall hold extra copies of keys including one to the NA storage. A minimum of two years clean time, meeting level service experience, a job and a bank account are required.

**4.19 Assistant Meeting Liaison:** The Assistant Meeting Liaison assists the Meeting Liaison in all duties outline in Article 4.18. They shall be a point of contact, when the meeting liaison is not reachable, for updating both the ASC website and The MCFNA Meeting Schedules regarding changes in the location of meetings. A minimum of two years clean time, meeting level service, a job and a bank account are required. Must have a willingness to become Meeting Liaison.

**4.20 Literature Representative:** The requirements for this position are two years of continuous clean time, a minimum of six months of service with the ASC, and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA. The primary responsibilities of the Literature Representative are to supply NA literature to the Marin County Fellowship and distribute the literature at the ASC meeting. The Literature Representative places a monthly order with the Regional Service office. He/she distributes and sells literature as necessary to avoid a surplus of inventory. The inventory includes a few copies of each book and information pamphlet and key tags, beyond those ordered by meetings, to accommodate meetings that did not place a literature order on time. Upon approval by the ASC, the Literature Representative provides new groups with a starter kit. They give out of print, approved literature to H&I and PR. Access to the Internet and Microsoft Excel software are required to manage literature order forms, to retrieve messages through the Literature Rep's assigned email and to place orders with the Regional Service office. The Literature Representative maintains the voice mailbox used by groups when ordering literature on our Help line. The voice mailbox is only for literature orders. The Literature Representative provides a monthly written financial statement to the ASC Treasurer and an inventory financial statement at Area Service Budget Meetings. They will have a key to the NA storage unit and store old literature documents in our storage unit, excluding the past year.

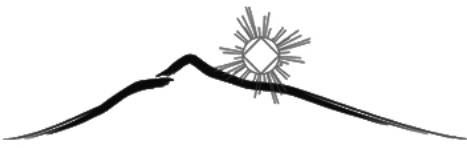
**4.21 Assistant Literature Representative:** The requirements for this position are one year of continuous clean time and a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of NA. This is a non-voting position. The Assistant Literature Representative assists the Literature Representative in all the duties outlined in Article 4.20 and steps in for the Literature Representative if needed. He/she must have a willingness to move into the Literature Representative position at the following election.



**Article 5 SUBCOMMITTEES**

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- 5.1 The MCASC may establish subcommittees to carry on the work of the MCASC. These subcommittees shall perform their duties as described by these guidelines, the GLS, and any relevant subcommittee's handbooks or guidelines approved by the MCASC or the World Service Conference (WSC).
- 5.2 Subcommittees are responsible to the MCASC and the groups. They are required to request approval from the MCASC before conducting activities if they involve funds that would exceed their approved budget.
- 5.3 Each subcommittee chair is required to attend the monthly MCASC meetings, and submit a written report. Each monthly report shall include a list of all openings for positions (including clean time requirements, if any), and a financial report if appropriate.
- 5.4 Each Subcommittee (except ad hoc) shall have a chair who is confirmed by the MCASC. The minimum clean time requirement for all subcommittee chairs is two years. He/she must also have a willingness to serve, available time, and a working knowledge of the Steps, Traditions, and Concepts of NA.
- 5.5 A subcommittee chair may be removed by two-thirds majority vote at any regular monthly MCASC meeting.
- 5.6 Subcommittees may elect a Vice Chair, Secretary, Treasurer, or other Officers as needed.
- 5.7 All Subcommittees that do not have a Prudent Reserve shall prepare a "Proposed Annual Budget" for their subcommittee, in accordance with Article 9.2.
- 5.8 Each Subcommittee, be it "standing" or "ad hoc", shall responsibly manage MCASC funds and other assets assigned to it, and shall be held accountable for performing this task as directed by the MCASC. All subcommittees that are authorized to establish and maintain a prudent reserve will do so under the direction of the MCASC, in an amount set by the MCASC that shall be managed in accordance with Articles 10.3 through 10.6.
- 5.9 Only the Chair or Vice Chair of a Subcommittee can request funds from the MCASC. She/he must be present at the Area meeting to present the request and be available to answer questions posed by the MCASC.
- 5.10 *Activities:* This Subcommittee shall provide activities such as dances, picnics, campouts, special speaker meetings, and fundraisers for our Area. These functions are designed to enhance NA's primary purpose, and not to replace Group contributions in funding the MCASC. This Subcommittee shall maintain a Prudent Reserve of \$2500 that shall be managed in accordance with Articles 10.3 through 10.6.
- 5.11 *Hospitals and Institutions (H&I):* The purpose of this subcommittee is to carry the Narcotics Anonymous message of recovery \* into hospitals and institutions whose residents have restricted access to regular meetings. \* Through meetings, literature and speakers.
- 5.12 *Public Relations (PR):* The purpose of this subcommittee is to inform addicts and others in the community of the availability of recovery in NA. PR shall provide speakers for events outside the NA community and distribute NA literature and information to requesting parties. This



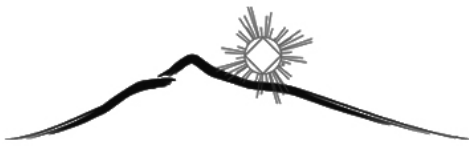
subcommittee shall also coordinate media activities relating to NA in our service area. It is the responsibility of PR to operate and maintain the Area's twenty four hour phone-line system, and to maintain our Area website. The MCASC has directed this subcommittee to update meeting schedule information monthly, and to print meeting schedules each month.

- 5.13 *Unity Day*: This subcommittee shall plan and hold Unity Day for the Marin Area. The Unity Day Subcommittee will elect officers to manage the various functions of this event. This subcommittee shall maintain prudent reserve of \$4,000.00 that shall be managed in accordance with Articles 10.3 through 10.6.
- 5.14 *Ad Hoc*: Temporary subcommittees known as "ad hoc" are set up for a specific purpose and should have a target date specified for completion of their task. They shall be appointed by the Chair to carry on the work of the MCASC, which does not fit into any existing subcommittee's job description. These subcommittees shall have a reasonable budget to cover their expenses for the task they are assigned. Ad hoc subcommittees shall submit a written report at monthly MCASC meetings until their task is completed.

#### **Article 6            MCASC MEETINGS**

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- 6.1 GSRs, Administrative Officers, and Subcommittee Chairs are all required to stay for the duration of the MCASC meeting.
- 6.2 Meetings will be conducted according to the MCASC Guidelines and the GLS. Whenever there are discrepancies, the MCASC Guidelines shall prevail.
- 6.3 The regular MCASC meeting shall be held on the fourth Friday of each month unless a motion is passed to hold it otherwise, with the exception of the November and December meetings, which will be held on the third Friday.
- 6.4 "Special-call" meetings may be called by written request of any six members of the MCASC, by the Administrative Officers collectively, or by the Chair. This type of meeting should only be called to address time sensitive issues that need to be addressed before the next regular area meeting. At least a ten day notice shall be given, the purpose of the meeting shall be stated during notification, and only that business shall be conducted.
- 6.5 The September MCASC meeting shall be known as the Annual Meeting for the purpose of electing administrative officers and subcommittee chairs, as well as adopting an area budget, as proposed in August (as per Article 9.2), for the coming fiscal year. At this meeting the Chair, Vice Chair and Treasurer shall give year-end reports.
- 6.6 The March MCASC meeting shall be reserved for an Area Inventory. Normal MCASC business shall be suspended, only matters needing immediate attention by the MCASC may be considered. The purpose of the inventory is to identify and discuss any problems that the Area may have and any suggestions to improve the operation of the MCASC



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**Article 7            MOTIONS & VOTING**

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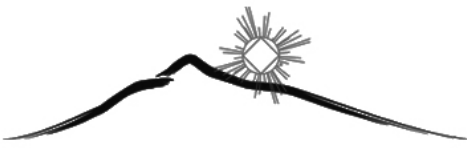
- 7.1     A quorum shall be required to conduct any business of the MCASC that requires a vote. Without a quorum present, no motion shall be discussed or brought to a vote, no elections shall take place, and no one may be removed from an MCASC elected position.
- 7.2     Eligible voting members are defined as GSRs of voting groups. Groups maintain their vote by continuous attendance at the ASC. Groups are dropped from the quorum count after two consecutive absences. Groups regain their voting privileges after attending the ASC for two consecutive months.
- 7.3     A quorum is defined as greater than 50% of the eligible voting members.
- 7.4     No one may serve in more than one voting position at any time.
- 7.5     The Chair or presiding officer shall refrain from making motions or debating them. The Chair may entertain or suggest parliamentary motions, but for them to be considered by the MCASC they must then be "moved" and "seconded".
- 7.6     With the exception of the Chair or presiding officer, any member of NA may make motions or speak to motions at the appropriate times.
- 7.7     Main motions must be submitted in writing on a motion form to the Chair or presiding officer.
- 7.8     Motions shall be read and disposed of one at a time.
- 7.9     The Chair, or presiding officer, may rule motions "out of order".
- 7.10    Motions require a "second"; and only voting members of the MCASC may "second" a motion.
- 7.11    Motions may be tabled until a specified date, so that the GSRs can discuss the motion with their groups, so more information may be gathered and presented to the MCASC, etc.
- 7.12    A two-thirds majority of those "present and voting" shall be required to pass any main motion before the MCASC. The term "present and voting" shall be defined as those who vote "in favor of" or "against" a motion. Abstentions will not be counted to determine whether a motion passes or fails. Voting members may request to go "on record" as abstaining.
- 7.13    If the MCASC meeting must adjourn before business is concluded, all motions submitted that day and all business not concluded shall be considered tabled. These items shall then be included in the old business portion of the agenda for the next MCASC meeting.
- 7.14    For motion procedures, voting, and requirements refer to the Motion Table at the end of these Guidelines (see Addendum A). For further clarification, see the GLS.

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**Article 8            ELECTIONS**

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- 8.1     The annual elections shall be held in September. The elections are for all positions except for the Unity Day Chair who shall be elected in December.
- 8.2     Members are elected by simple majority.



- 8.3 Candidates for all MCASC elected positions must be nominated, "seconded", and qualify at the August MCASC meeting, or the MCASC meeting immediately preceding the election.
- 8.4 Any NA member may make a nomination, and may ask questions of nominees.
- 8.5 Nominations require a "second", and only voting members may "second" a nomination.
- 8.6 Each nominee shall affirm to the MCASC either when nominated or prior to the election for the position they are nominated for, that they have read and are familiar with the Area Guidelines sections pertaining directly to that position.
- 8.7 Nominees for MCASC elected positions must be present in order to be elected.
- 8.8 Officers and subcommittee chairs are elected for a term of one year. No officer or subcommittee chair may serve more than two consecutive terms in the same office.
- 8.9 A partial term of less than seven months shall not be considered a full term.
- 8.10 No officer or subcommittee chair shall hold more than one office at a time.
- 8.11 No officer or subcommittee chair shall hold a GSR position concurrently with any office.

#### **Article 9        BUDGET**

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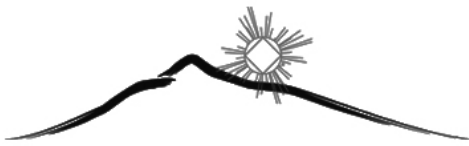
- 9.1 The MCASC Budget shall cover the fiscal year from October through September, after which time it expires. The Budget does not need to identify expenditures by month but should indicate when major expenditures are due (if known).
- 9.2 Each administrative officer position and each subcommittee shall submit a draft budget proposal to the MCASC Chair by August each year for the forthcoming fiscal year. The administrative officers, chaired by the Area Chair, shall review the proposals, anticipated income, and financing obligations to develop a proposed MCASC Budget for presentation to area at the September meeting and then tabled for one month to be brought back in October for adoption. Should a MCASC Budget not be adopted in the October area meeting, then a continuing resolution will be required to extend the most recently adopted MCASC Budget one month at a time until such time as a budget is adopted for the remainder of the fiscal year.
- 9.4 The MCASC Treasurer shall maintain the budget and expenditures on a monthly basis. A report shall be presented to area at its monthly meetings.
- 9.5 The MCASC Budget may be amended from time to time as is necessary to reflect revised financial resources and needs.

#### **Article 10      FUNDS**

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- 10.1 The Prudent Reserve for the MCASC shall be based on the approved annual MCASC Budget, and shall equal one-sixth of the budget for the current fiscal year (October through September) plus \$500. Any funds in excess of the prudent reserve shall be donated monthly to NCRSC
- 10.2 It is the policy of the MCASC that any and all MCASC checking and savings accounts shall require a minimum of two signatures to release any MCASC funds.





- 10.3 It is the policy of the MCASC that any bank accounts managed by any MCASC subcommittee shall be established in an FDIC federally insured bank. The account numbers shall be given to the MCASC Chair to be kept "on file" with the MCASC Administration. Each bank statement shall be mailed to the Area Post Office Box.
- 10.4 It is the policy of the MCASC that each subcommittee bank account shall have at least two signatories. The Chair of each subcommittee shall be responsible to ensure that the MCASC Treasurer is provided with current contact information for each bank account signatory. Current contact information is to include the street address where that person resides, the person's phone number and e-mail address, if there is one. Each subcommittee chair must ensure that any changes in signatories or their contact information is reported to Area Treasurer on a timely basis.
- 10.5 It is the policy of the MCASC that any checks, drafts, or withdrawals shall require a minimum of two signatures to release any MCASC funds held in trust by a subcommittee; for purposes of accountability to the MCASC, the subcommittee chair's signature shall always be required. Debit or credit cards linked to any subcommittee bank account are not permitted.
- 10.6 It is the policy of the MCASC that signature cards for any and all bank accounts authorized by the MCASC shall be kept current at all times. Any signatory relieved of their position for any reason must be removed from any and all signature cards for bank accounts holding MCASC funds within seven days.
- 10.7 It is the policy of the MCASC that any individual entrusted with NA funds and/or merchandise is held responsible for them.

**Article 11      CHANGES TO THESE GUIDELINES**

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- 11.1 Motions to amend these guidelines must be submitted in writing. Following discussion, these motions will be tabled for one month, and shall be included with any other motions still pending in "old business" the following month. These motions shall be open for further discussion the following month, and shall then be brought to a vote. These Guidelines may only be amended by a two-thirds majority of those "present and voting".
- 11.2 Whenever these Guidelines are amended, the Secretary shall provide electronic copies of the updated Guidelines at the following MCASC meeting.
- 11.3 All area level guidelines shall be made available through the website designated for our area currently <http://www.mcfna.org>



Guidelines of the Marin County  
Area Service Committee of Narcotics Anonymous®

Type of Motion	Written on Motion Form, or Verbal ( "I move ..." ) or ( "I make a motion ..." )	Effect of Motion	Interrupt	2nd	Debate	Vote
<b>Privileged Motions:</b> urgent matters that must be dealt with immediately, having precedence over "incidental" "subsidiary" and "main" motions and the Agenda						
Privileged	Adjourn	To end the MCASC meeting	Yes	Yes	No	Simple
Privileged	Recess	To interrupt the MCASC, suspending business for a set time	Yes	Yes	No	Simple
Privileged	Set a time to Adjourn	To amend the Agenda and set a time to end the MCASC meeting	Yes	Yes	No	Simple
<b>Incidental Motions:</b> affect the rules and procedures (not specifically tied to main or subsidiary motions) having precedence over "subsidiary" and "main" motions						
Incidental	Appeal the Ruling of the Chair	To challenge the decision of the Chair	Yes	Yes	Yes - 1	Simple
Incidental	Call for the Order of the Day	To make the MCASC return to the Agenda	Yes	No	No	
Incidental	Divide the Question	To separate by topic or paragraph the "main" motion	No	Yes	Yes	Simple
Incidental	Object to the consideration of the motion	To block a motion from even being debated *(before a 2nd is made)	Yes*	No	Yes - 1	Simple
Incidental	Parliamentary Inquiry	To ask the Chair how to do something in accordance with the MCASC Guidelines or the "rules of order"	Yes	No	No	
Incidental	Point of Information	To ask a question about a motion being discussed, ( <i>not</i> debating nor offering information)	Yes	No	No	
Incidental	Point of Order	To request clarification from the Chair of the MCASC Guidelines or the "rules of order"	Yes	No	No	
Incidental	Point of Personal Privilege	To make a personal request of the Chair or the MCASC	if urgent	No	No	
Incidental	Previous Question, or Call the Question	To stop debate and vote on the motion	No	Yes	No	Simple
Incidental	Withdrawn	To withdraw ones own motion (before it is seconded)	Yes	No	No	
			<b>"Yes - 1" means:</b> by maker and Chair			
<b>Subsidiary Motions:</b> affect the "main" motion currently being considered, having precedence over that "main" motion.						
Subsidiary	Amend	To change part of the language of a Main Motion	No	Yes	Yes	Simple
Subsidiary	Amend by Substitution	To alter a Main Motion by completely rewriting it (while preserving the original intent)	No	Yes	Yes	Simple
Subsidiary	Refer or Commit	To halt debate and send motion to Groups, or another service body, before any further action is taken	No	Yes	Yes	Simple
Subsidiary	Remove from table	To resume consideration of a tabled motion before the set time or date	No	Yes	No	Simple
Subsidiary	Request to Amend	To allow a motion's maker to "amend" their own motion	No	Yes	Yes	2/3rds
Subsidiary	Request to Withdraw	To allow a motion's maker to "take back" a motion after it has been seconded, and debate has begun	Yes	Yes	No	2/3rds
Subsidiary	Table	To put off consideration of a motion until a set date or time	No	Yes	No	Simple
<b>Main Motion:</b> a formal proposal that brings business before the MCASC when no other motions are pending.						
Main	Motion	To present a proposal for consideration by the MCASC	No	Yes	Yes	2/3rds
Main	Reconsider	To reopen debate of a motion previously passed	No	Yes	Yes	Simple
Main	Repeal or Rescind	To void the effect of a motion previously passed	No	Yes	Yes	2/3rds