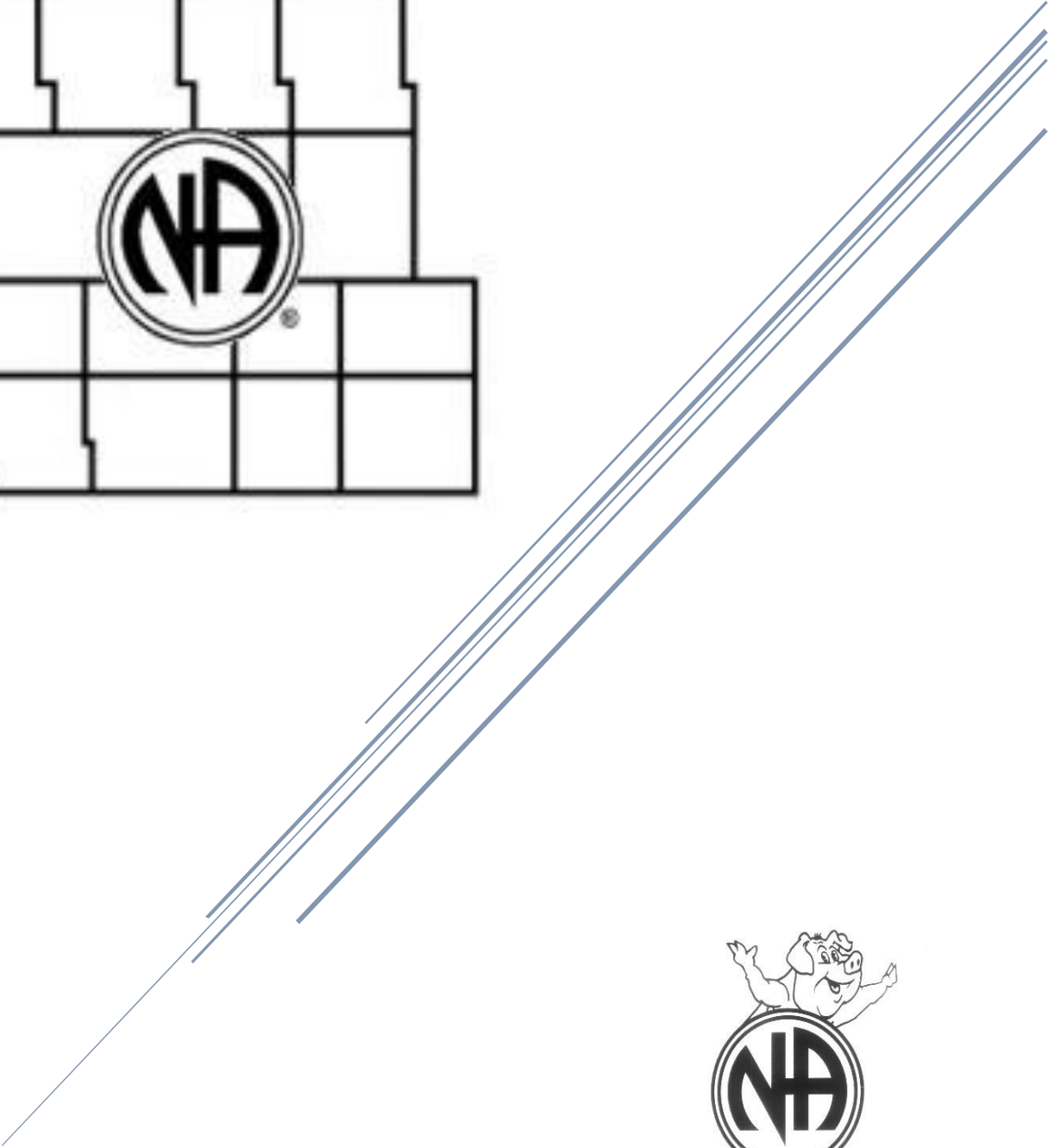


# SOUTH WEST IOWA NARCOTICS ANONYMOUS Area Service Committee Guidelines



# Table of Contents

Article I. PURPOSE AND SCOPE..... 2

Article II. ABBREVIATIONS..... 2

Article III. AGENDA FOR ASC..... 3

Article IV. THE EXECUTIVE COMMITTEE MEMBERS.....3

Article V. GROUP REGISTRATION..... 5

Article VI. VOTING..... 5

Article VII. NOMINATIONS AND ELECTIONS..... 6

Article VIII. FINANCES ..... 6

Article IX. SUBCOMMITTEES ..... 7

Article X. SUBCOMMITTEE OFFICERS..... 9

Article XI. MISCELLANEOUS..... 9

ADDENDUM 1 Calendar of Past Events..... 10

ADDENDUM 2 Service Motivation..... 10

ADDENDUM 3 The Twelve Traditions..... 10

ADDENDUM 4 The Twelve Concepts..... 11

ADDENDUM 5 Calendar of Yearly Items..... 12

ADDENDUM 6 CBDM Color Cards..... 12

ADDENDUM 7 CBDM Flow Chart..... 13

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## Article I. PURPOSE AND SCOPE

SWINA was formed in May 1985 by combining the Council Bluffs, Glenwood, Red Oak and Creston Areas of the Iowa Region of Narcotics Anonymous. The Areas joined together so the message could be carried to the small rural communities of Southwest Iowa. By uniting, the stronger groups were able to support and help the weaker groups. In June 1985 the SWINA ASC set its boundaries to include: Harrison, Pottawattamie, Cass, Adair, Montgomery, Mills, Adams, Union, Page, Taylor, Fremont and Ringgold Counties. In April 1986 Shelby County was added; and in November of the same year Audubon and Guthrie Counties were included also. In July of 1995 Carroll County groups started to attend the ASC. This brought the total to 16 counties. The Carroll County groups along with counties from the Siouxland Area of NA left to form their own area in August 2009. This brought us back to our November 1986 boundaries of 15 counties that we continue to have today.

The guidelines that follow are standards that will allow the ASC to function in a manner that is fair, reasonable, and equitable. It will allow the committee to reach the addict who still suffers without damaging controversy or confusion. These guidelines are suggested only; however, keep in mind that they were drawn up with the input and wisdom of group conscience.

## Article II. ABBREVIATIONS

- A. ASC ----- Area Service Committee
- B. XC ----- Executive Committee
- C. IRSC ----- Iowa Regional Service Committee
- D. GSR ----- Group Service Representative
- E. GSRA ----- Group Service Representative Alternate
- F. RD ----- Regional Delegate
- G. RDA ----- Regional Delegate Alternate
- H. RCM ----- Regional Committee Member
- I. RCMA ----- Regional Committee Member Alternate
- J. ENNA ----- Eastern Nebraska N.A.(Omaha, Nebraska)
- K. WSC ----- World Service Conference
- L. IRSCM ----- Iowa Regional Service Committee Meeting
- M. WSO ----- World Service Office
- N. RSO ----- Regional Service Office
- O. CAR ----- Conference Agenda Report
- P. CAT ----- Conference Agenda Track
- Q. PR ----- Public Relations
- R. PI ----- Public Information
- S. H & I ----- Hospitals and Institutions
- T. IP ----- Information Pamphlet
- U. CBDM ----- Consensus Based Decision Making

## Article III. AGENDA FOR ASC

- A. Open with a moment of silence followed by the Serenity Prayer:
- B. Readings of:
  - 1. Service Motivation: (Addendum 2)
  - 2. The Twelve Traditions: (Addendum 3)
  - 3. The Twelve Concepts: (Addendum 4)
- C. Open Forum: (up to 15 minutes) (Solution-based discussion on issues raised)
- D. Roll Call of ASC: XC, Sub-Committee officers / Coordinators, GSR & GSR Alt, Visitors
- E. Corrections and approval of the last ASC minutes:
- F. Reports:
  - 1. Executive Committee:
  - 2. Sub-Committee (Reports & Services)
  - 3. Groups:
- G. Financial Requests:
- H. Unfinished Service:
  - 1.
- I. Current Service
  - 1.
- J. Announcements:
- K. 7th Tradition: Area will take a 7<sup>th</sup> tradition to be used to offset the cost of area.
- L. Next ASC:
- M. Adjournment (Just for Today, Gratitude Prayer, 3rd Step Prayer or Serenity Prayer).

## Article IV. THE EXECUTIVE COMMITTEE MEMBERS.

- A. FACILITATOR
  - 1. Suggested minimum of three years continuous clean time.
  - 2. Have a working knowledge of CBDM.
  - 3. Previous service experience as a GSR and on the XC
  - 4. Should establish an agenda to be sent out to the groups 1 week prior to the ASC
  - 5. Co-signer on the Area Checking Account.
  - 6. Is responsible to see that the ASC is reserved and set up. (Set up is to include making coffee, setting up tables & chairs, etc.)
  - 7. Contact Executive Committee members absent from ASC.
- B. CO-FACILITATOR
  - 1. Suggested minimum of two years continuous clean time.
  - 2. Be able to run the ASC in the Facilitator's absence.
  - 3. Have a working knowledge of CBDM.
  - 4. When possible, the Co-Facilitator will become the next Facilitator.
  - 5. Previous service experience as a GSR.
  - 6. Oversees subcommittees as outlined in the WSC "A Guide to Local Service, including an Agenda and allotted time for workgroups.
  - 7. Co-signer on Area Checking Account.

8. Assist the Facilitator in ASC setup and will fill in for absent committee members.

C. RECORDER

1. Suggested minimum of one-year continuous clean time.
2. Keep accurate minutes of the ASC meeting & submit to the website for electronic archiving
3. Updates Area Trusted Servants list.
4. Should send out minutes of ASC *at least* 14 days before the next ASC.
5. Assist GSR's in updating Group registrations with the NAWS.

D. TREASURER

1. Suggested minimum of three years continuous clean time.
2. Previous service experience as a group treasurer and/or GSR.
3. Keep accurate records & give written report of expenditures and contributions at each ASC meeting.
4. Make payments and deposits on behalf of ASC.
5. Give annual report at end of term.
6. Co-signer on Area Checking Account.
7. Should not hold another Treasurer positions without ASC knowledge
8. All monies should be deposited within 5 business days after each ASC.

E. RCM

1. Suggested minimum of three years continuous clean time.
2. Previous service experience as a GSR and on the XC
3. Represents and votes for SWINA at the IRSC and gives a report of the same at the next ASC.
4. Files a written report at the IRSC on what SWINA is doing.
5. Maintains correspondence with the Iowa Region of NA and surrounding areas.
6. Sits in on Subcommittee/s of their choice, as well as Open Floor at the IRSC.
7. Attend all IRSC's & ASC's.
  - a) May attend IRSC and ASC via Internet Access according to IRSC Guidelines.
8. Attend CAR Zonal, pending ASC approval of detailed expenses prior to travel.
9. Estimates of travel & lodging to the IRSC should be included in report prior to travel.

F. ALTERNATE RCM

1. Minimum of two years continuous clean time.
2. Previous service experience as a GSR.
3. When possible, the Alt will become the next RCM (i.e. 2-year commitment)
4. Attend all ASC meetings and all IRSC's.
  - a) May attend IRSC and ASC via Internet Access according to IRSC Guidelines.
5. Carries on the RCM responsibilities when the RCM is absent.
6. Sits on subcommittee's of their choice as well as Open Floor at the IRSC.
7. Attend CAR Zonal, pending ASC approval of detailed expenses, to be combined with the RCM expenses.

G. ALL EXECUTIVE COMMITTEE MEMBERS

1. Must have working knowledge of the Twelve Traditions.
2. XC members should hold no more than one Executive service position at our ASC. No member should serve more than two consecutive terms in a single position.

3. Failure to uphold the responsibilities of Executive position *will* result in removal of said position. (i.e. loss of clean time.)
4. All XC members will be responsible for passing along guidelines of their position to their successor and remain available as a resource.
5. Attend *all* ASC meetings. Frequent absences may result in loss of position, subject to group conscience.
6. May hold a GSR or Alternate GSR position at the same time as their XC position but, must refrain from voting if an issue is related to or is a conflict of interest for their group.

## Article V. GROUP REGISTRATION

- A. Groups should be registered with the area to vote.
- B. Groups can register with the Area by being present at two consecutive ASC meetings. At the second meeting they will have a vote.
- C. Each new group should receive a starter kit. This includes a set of readings, a starter kit from NAWS, 5 newcomer tags, 3- 30,60,90 day tags and 2 of each remainder 3- white books, 3 IP's, and a financial report book.
- D. A meeting will be added to the Basic Meeting List Tool **no sooner than 6 days** before the first meeting.

## Article VI. VOTING

- A. GSR or a duly designated Members of each group shall cast only one vote. Each person can only represent one group
- B. Decision Making Process
  1. Presentation - A proposal is presented to the Facilitator by a member of the ASC.
  2. Clarification - the Maker of the Proposal presents the proposal to the ASC and answers questions about the proposal. Only questions and/or clarification will be allowed during this step of the process.
  3. Straw Poll.
    - a. The five color cards will be utilized.
    - b. 100% Agree, the proposal goes directly to the consensus phase.
    - c. 100% Block, the proposal goes directly to the consensus phase.
    - d. Anything less than 100%, the proposal moves to discussion.
  4. Discussion Phase.
    - a. The Facilitator shall guide discussion utilizing the five color cards.
    - b. Changes to the proposal can be made during this time.
    - c. The facilitation of discussion should be to offer solutions to create compromise.
    - d. All objections should be heard out or compromise made.
  5. Consensus.
    - a. The five color cards will be utilized.
    - b. If 80% of cards are: Accept, Accept with Reservations, Stand Aside, or Surrender, the consensus is that the proposal is accepted.
    - c. If not all cards are "Accept," the Facilitator may ask for further explanation from those members.

- d. If 80% Consensus is not reached, the Facilitator will review what cards are held up to determine the next step. Those steps are:
  - i. Place on the agenda for the next meeting and GSRs may take the proposal back to discuss with their groups.
  - ii. Return to the discussion phase.
  - iii. Declare that the proposal is rejected
  
- 6. Non-consensus based decisions are as follows:
  - a. Elections with more than one nominee will be performed by closed ballot voting.
    - i. The Facilitator or Acting Facilitator shall cast their ballot before the vote is collected. This vote shall be used only in the event of a tie.
    - ii. A plurality will determine elections.
  - b. Event Multiple Choices of location/date.
    - i. The Facilitator shall assign each proposed location/date a color.
    - ii. The Facilitator shall cast his ballot before the vote is taken. This vote shall be used only in the event of a tie.
    - iii. A plurality will determine the location/date.

## Article VII. NOMINATIONS AND ELECTIONS

- A. All nominations, excluding the Activities Coordinator will take place during Current Service at the March ASC.
- B. The person nominated should provide a service resume.
- C. The person nominated should be present at the March ASC for a Questions and Answer session.
- D. Qualifications for all positions should be read at the March ASC and included in the March minutes, as requested.
- E. Elections will take place as Unfinished Service at the April ASC.
- F. New officers will take office at the May ASC.

## Article VIII. FINANCES

- A. All financial requests should be made in writing along with the receipt.
- B. The treasurer shall delegate moneys for normal operating expenses. Normal operating expenses include but are not limited to:
  - 1. Cost of minutes and agenda (postage and printing with receipts included)
  - 2. The Area Post Office box rent shall be paid annually in the month it is due.
    - a. ASC will select a ASC member who is responsible to obtain the mail from the area post office box prior to each ASC meeting.
  - 3. ASC rent
  - 4. Coffee for ASC
  - 5. Group Starter Kit.
- C. The area's prudent reserve shall be based on the estimated upcoming expenses, to be determined by the area treasurer and approved by the ASC.
- D. The Literature Subcommittee shall maintain a separate checking account with these guidelines.
  - 1. This committee should have a debit card.

2. Coordinator of the subcommittee and Co-Facilitator of the ASC will be signers on this account.
- E. The Activity Subcommittee shall maintain a separate checking account with these guidelines
  1. Coordinator of the subcommittee and Co-Facilitator of the ASC or Activities Treasurer will be signers on this account.
  2. There should be a detailed breakdown of each event's income and expenses. Given at the next ASC
- F. Audit:
  1. An annual audit will be done by a non-SWINA trusted servant and approved by the ASC prior to the audit being done.
  2. This audit will be done for ALL SWINA bank accounts within a 2-month time.
  3. The subcommittee treasury accounts will be audited at the time of account change over and can be performed by the current ASC treasurer or trusted servant.

## Article IX. SUBCOMMITTEES

- A. PUBLIC RELATIONS
  1. The PR Committee will consist of the H&I Coordinator, the PI Coordinator, and the Web-Site Coordinator.
  2. Must submit goals to be approved by the ASC yearly.
  3. It shall follow the guidelines of the WSC "Guide to Local Service", the PR Handbook and the SWINA Public Relations Guidelines.
  4. In the absence of a PR Facilitator the Area Co Facilitator will manage this role.
  5. Subcommittees will have a recorder to take notes and track reports for the PR Coordinator
    - a. SUBCOMMITTEE RECORDER
      1. Suggested minimum of one-year continuous clean time.
      2. Keep accurate minutes of the Subcommittee Meetings and submit to the Area Recorder and PR Facilitator for attachment to Area Minutes
      3. Should send out minutes to Area Recorder at least 7 days after the ASC.
- B. PUBLIC INFORMATION
  1. This coordinator is responsible for informing the public about Narcotics Anonymous.
  2. It shall follow the guidelines of the WSC "Guide to Local Service" and the SWINA Public Relations Guidelines.
  3. The Public Information (PI) coordinator should make the initial contact to the Hospital or Institutions.
  4. Goals for the year will be presented at June ASC
  5. This committee will have a monthly budget of \$75.00. Overages will be voted on by the ASC
- C. HOSPITALS AND INSTITUTIONS
  1. This coordinator is responsible for coordination of carrying the message of recovery to addicts in Hospitals and Institutions.
  2. It shall follow the guidelines of the WSC "Guide to Local Service" and the SWINA Public Relations-Guidelines
  3. Goals for the year will be presented at June ASC
  4. This committee will have a monthly budget of \$75.00. Overages will be voted on by the ASC.

D. WEBSITE COORDINATOR

1. This coordinator shall follow the guidelines of the WSC
2. Keep SWINA website updated with flyers and current meeting lists and work with Regional webmaster to keep Regional website updated
3. Should attend all IRSC meetings and ASC meetings either in person or via Internet Access, unless otherwise communicated with the ASC.

E. ACTIVITIES

1. This is not a fund-raising committee.
2. This committee is responsible for conducting activities for the spiritual and social needs of the SWINA Area.
3. All Area sponsored activities should have prior approval of ASC.
4. Prudent Reserve shall be \$500.00
5. The Activities Co- Coordinator will be approved by the Activities Committee
6. Nominations for Activities Coordinator will be made at the July ASC meeting for a vote at the August ASC meeting. The new Coordinator will take office after the outgoing Coordinator gives SWINA Campout report at the September ASC.
7. The Coordinator elect shall work with the Activities Coordinator during the SWINA Campout.
8. Activities Coordinator should have a suggested minimum of 3 years clean time.
9. The Activity Treasurer must be approved by the ASC.
10. All monies collected at functions should be deposited within 5 business days after each event.
11. The SWINA campout
  - a. This event is held on Labor Day Weekend every year.
  - b. This Function is the responsibility of the Area and the Activities Committee.
  - c. Workshop Leaders are suggested to include 1 male, & 1 female.
  - d. Topics for workshops will be suggested by the Activities Committee and approved by ASC
  - e. Speakers should be from outside of the SWINA Area-
  - f. Speakers and reimbursement amounts for speakers are approved at the ASC.
  - g. Contact will be made with Page County Conservation to lock the park down each year
  - h. Port-o-Pots will be booked in advance and confirmed the week prior to SWINA
12. Function Hosting
  - a. Facilitator will solicit groups to provide location, ensuring rotation of events throughout the Area
  - b. Hosting group shall provide a bid, that includes:
    - i. Cost of facilities.
    - ii. Date and the complete GPS friendly address, that includes City, State, and Zip.
    - iii. A Flyer.
    - iv. A budget for food cost (if any food is required).
  - c. The Location of the function shall be secured before a bid can be accepted.
  - d. The ASC will vote to determine the hosting group.
  - e. All Bid should be submitted 3 months prior to the event.
  - f. Responsibilities:
    - i. Hosting Group:
      1. Set up and cleanup of the function.

2. Keeping coffee made and food ready (at functions serving food).
3. Provide people to take donations, sell raffle tickets and sell soda, with at least one person having one year or more clean time, at all times.
- ii. Activities Coordinator
  1. Bookkeeping – in coordination with the Activities Treasurer (or Area Treasurer).
  2. Coordinator and/or the treasurer shall be responsible to make money pickups as needed throughout the function.
  3. Reports to the next ASC with a breakdown of income and expenses.
  4. Keeps in contact with the group hosting the function. Make follow up calls the week before the activity.
  5. Booking of the DJ for Dance functions (Hosting Group can make suggestions.)
  6. Speakers and leaders of workshops. (Hosting Group can make suggestions.)

#### F. LITERATURE STOCKPILE

1. Keep the SWINA Area supplied with literature.
2. Follow the guidelines as outlined in the WSO “Guide to Local Service”. and the SWINA ASC Guidelines.
3. Provide a monthly inventory to the ASC.
4. Provide a monthly financial report to the ASC.
5. Two of the following signatures are required on checking account. Literature Coordinator and two an XC member
6. A minimum of three-year continuous clean time is required.

### Article X. SUBCOMMITTEE OFFICERS

- A. The Coordinators of each subcommittee is nominated within that subcommittee and voted on at the ASC.
- B. Each subcommittee can nominate and elect other officers as they see fit.
- C. All subcommittee Coordinators will submit a written report to the Secretary at each ASC.
- D. All subcommittee Coordinators are responsible to attend subcommittee meeting.
- E. When subcommittee Coordinators cannot attend subcommittee meetings or the ASC, an appointed representative must attend, or the Co-Facilitator of the ASC must be notified prior to the ASC.

### Article XI. MISCELLANEOUS

- A. Changes to these guidelines in Article I though Article XI shall go back to the groups for a vote at the next ASC.
- B. Changes to the Addendum can be made by a consensus at the ASC.
- C. The ASC meeting will last a maximum of two hours. If more time is needed to conduct business a proposal is needed, and consensus reached.
- D. Fiscal year shall start in May of each year.
- E. These Guidelines will be printed or amended as needed.

- F. In the event there is new Literature to be reviewed an adhoc Literature Committee should be made to review said document.

## ADDENDUM 1

A past calendar of events is included here as a sample. All these functions do not have to be listed or held. They are just suggestions:

Halloween Function ----- October  
The Gratitude Dance ----- November  
Holiday Bash ----- December  
New Year’s Eve ----- December  
Service Learning day/Chili Cook-off ----- March  
Memorial Day Campout ----- May  
Anniversary Function----- Beginning of May  
Luau ----- July  
Basic Function----- August  
SWINA Campout ----- Labor Day Weekend

## ADDENDUM 2 - Service Motivation (Reprinted from Basic Text, Narcotics Anonymous, 6th ed. p.xxvi)

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups, and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

## ADDENDUM 3 - The Twelve Traditions (Reprinted from Basic Text, Narcotics Anonymous, 6th ed. p. 60-61)

We keep what we have only with vigilance, and just as freedom for the individual come from the Twelve Steps, so freedom for the group springs from our traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Understanding these traditions comes slowly over a period of time. We pick up information as we talk to members and visit various groups. It usually isn't until we get involved with service that someone points out that "personal recovery depends on NA unity," and that unity depends on how well we follow our traditions. The Twelve Tradition of NA are not negotiable. They are the guidelines that keep our fellowship alive and free. By following these guidelines in our dealings with others and society at large we avoid many problems. That is not to say that our traditions eliminate all problems. We still have to face difficulties as they arise: communication problems, differences of opinion, internal controversies, and troubles with individual and groups outside the fellowship. However when we apply these principles, we avoid some of the pitfalls. Many of our problems are like those our predecessors had to face. Their hard-won experience gave birth to the traditions and our own experience has shown that these principles are just as valid today as they were when these traditions were formulated. Our traditions protect us from the internal and external forces that could destroy us. They are truly the ties that bind us together. It is only through understanding and application that they work.

#### **ADDENDUM 4 - The Twelve Concepts** (Reprinted from *The Twelve Concepts for NA Service*, p. 1-2)

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

## ADDENDUM 5- SWINA ASC Calendar of Yearly Items

### Month Yearly Items

January

February ---- IRSC

March----- Open Nominations for ASC Officers

April-----ASC Elections,

----- Auditors of ASC Checking Accounts to be approved

May ----- New Officers Take Office

June ----- IRSC,

----- Audits of ASC Checking Accounts due

July ----- Activities Coordinator Nominations,

August ----- IRSC

----- Activities Coordinator Elections.

September-- New Activities Coordinator assumes position

----- Activities Yearly Calendar due to be approved,

----- Auditor of Activities Checking Account needs approval

October ---- Activities checking account audit completed

----- P.O. Box rental due

November – IRSC

December

## ADDENDUM 6 CBDM Color Cards

- **WHITE CARD:**
  - For Discussion
    - “I’ve heard enough, let’s have a consensus or straw poll.”
  - For Consensus
    - “I go with the group conscience.” Raise this white card when you have no opinion or to SURRENDER.
- **GREEN CARD:**
  - For Discussion
    - “I have something to say” Raise this green card to make a comment or give your opinion.
  - For Consensus
    - “I agree with the decision at hand, all things considered.”
    - Raise this green card to AGREE if you are generally in support of the proposal. Agree does not mean that you agree with every aspect of a proposal, but that you have heard the discussion, have had a chance to participate in the process of finalizing the proposal, and are prepared to support the decision.
- **YELLOW CARD:**
  - For Discussion
    - “I have a question” or “I need clarification on what was just said.” •
  - Raise this yellow card for clarification.
    - For Consensus
      - “I have concerns, but I can live with it.”
      - Raise this yellow card to AGREE with RESERVATIONS if you are willing to let a proposal pass but want to register your concerns.
- **ORANGE CARD:**
  - For Discussion
    - “I can clarify on what was just said.”
    - Raise this orange card if you can help answer or clarify on the topic.
  - For Consensus
    - “I personally can’t do this, but I won’t stop others from doing it.”
    - Raise this orange card to STAND ASIDE if you have a serious personal disagreement with a proposal but are willing to let the proposal pass.
- **RED CARD:**
  - For Discussion
    - “Stop!” Raise your red card to indicate problems with the process such as when:
      - our agreed upon procedures are not being followed

- the discussion has gone off topic & needs to refocus
- a member is dominating the discussion or being otherwise inconsiderate
- you'd like to suggest a break
- For Consensus
  - "I cannot support this or allow the group to support this. It is against our principles." Raise the red card to BLOCK -- it means you strongly disagree. Blocking members will be asked to explain their objections.

## Consensus Based Decision Making

