

**Southern Alberta Area of Cocaine Anonymous
SABA C.A.**

SERVICE GUIDE



PARLIAMENTARIAN

Requirements

Five years continuous sobriety

Three years of active service in C.A.

Demonstrated and practical knowledge of *Robert's Rules of Order, the Twelve Concepts of Service, the Twelve Traditions, and The World Service Manual of Cocaine Anonymous*

Term

Two year commitment

Attendance

- In order to maintain one's service position one must not miss two (2) consecutive SABA meetings (or more than 25% of the meetings in one's term) and must submit one's written report regardless of attendance/absence
- Attendance is defined as being physically present at the SABA business meeting with a written report ready to be given to the SABA body
- Defaulting on attendance requirements will result in dismissal from one's service position

Responsibilities

- Address members' questions regarding procedural issues during SABA meetings, refraining from any attempt to influence group conscience beyond adherence to procedure
- Responsible for imparting procedural knowledge to SABA C.A. members based on:
 - *Robert's Rules of Order*
 - *The Twelve Concepts*
 - *The Twelve Traditions*
 - *The World Service Manual of Cocaine Anonymous*
 - *SABA C.A. Structure, Bylaws, and Standing Rules*

The information contained within this Service Guide is derived from the CAWS "World Service Manual" and the SABA "Structure, Bylaws, and Standing Rules". This Service Guide is intended for Southern Alberta Area-level service members. Districts and Groups are at liberty to use this Service Guide or adapt it as they see fit, but they are not obligated to use this Service Guide as each level of service is considered autonomous.

Helpful Resources

- SABA C.A. Google Group, accessible via the SABA C.A. Parliamentarian's designated email

sabaca.parliamentarian@gmail.com

- The World Service Manual of Cocaine Anonymous

<https://ca.org/content/uploads/2015/07/World-Service-Manual.pdf>

The World Service Manual of Cocaine Anonymous can also be found on the SABA C.A. Google Group website mentioned above.

- SABA C.A. *Structure, Bylaws, and Standing Rules*, found on the SABA C.A. Google Group webpage mentioned above.
- Robert, H.M., et al. (2011), *Robert's Rules of Order Newly Revised 11th ed.*). Da Capo Press, Philadelphia: PA.

In the spirit of Tradition Six, C.A. is not allied with any sect, denomination, politics, organization, or institution.