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DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (G.S.R.'s) from groups within a designated area, administrative committee and subcommittee chairperson, which meets monthly for the express purpose of serving the specific needs of its members groups. The most important service that an ASC provides is that of its groups' needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own; it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions which are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups. In order to provide these services, an ASC needs the active participation of its G.S.R.'s. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows the financial needs of the committee also grow. In order to provide a full line of services it requires a steady reliable flow of monies. Some areas provide these funds through activities. These alternative sources of financial support are helpful, but the bulk of the responsibility still falls upon the members of the N.A. groups.

SUNSET COAST AREA SERVICE MEETING FORMAT

(See Chairperson's qualifications and responsibilities # 6 for agenda)

1. Open meeting with the Serenity Prayer.
2. Reading of the 12 Traditions, 12 Concepts, the definition of an ASC, and the concept of the corresponding month that ASC is being held.
3. Roll call taken by the secretary to include the Administrative committee, subcommittee chairperson, G.S.R.'s or their alternates in their absence. (*Alphabetical order by groups*). Announce status change of any group according to attendance policy.
4. Read Open ASC Statement: "If there is anyone attending from outside the fellowship, it needs to be addressed at this time. (pause) If you would like to share your concerns, please wait until our Open Forum, which comes later in this meeting. Thank you."
5. Establish a quorum (**1/2 of voting members present, round up when necessary**). In the event that quorum is not established, minutes will still be taken, reports given and business of the day conducted except vote counts in old business.
6. Move to accept last month's minutes.
7. Nominations and/or elections.
8. Administrative Committee Report.
9. R.C.M. Report (Regional Committee Member)
10. Subcommittee reports (in alphabetical order). Ad-hoc committee reports.
11. Group Reports (groups in alphabetical order)
12. Adjourn for 10-minute break.
13. Reopen meeting with Serenity Prayer and re-establish quorum.
14. Close acceptance of motions.
15. Old business.
16. New business.
17. Open Forum – general discussion of group concerns and issues raised by reports.
18. Literature Report.
19. Treasurer's Report
20. Review business of the day.
21. Establish the next meeting time and place.

22. Close the meeting with a moment of silence followed by the serenity prayer.

DEFINITION OF ADMINISTRATIVE BODY

The administrative body consists of the area chairperson, the area vice chairperson, the area treasurer, the area secretary, and the area RCM—they are the voting members. In the absence of secretary, treasurer, or RCM—their alternate is part of the administrative body, and can vote (when applicable).

1. In absence of the area chair, vice chair will preside over ASC.
2. In absence of area chair and vice chair, the area RCM will preside over ASC.
3. In absence of area chair, vice chair and RCM, the treasurer will preside over ASC.
4. In absence of area chair, vice chair, RCM and treasurer, secretary presides over ASC.
5. In absence of all of the previously mentioned trusted servants—the GSR's (groups) will decide whether or not to have ASC.

RESPONSIBILITIES OF ADMINISTRATIVE BODY

Admin committee is responsible for finding a meeting place and location for the ASC. The time, day and location will be determined by a group conscience of the admin committee in the event of a change in meeting place.

The admin committee works together to get through the business of the day, while staying in the context of the ASC meeting format.

The Administrative committee plans a Trusted Servant's Workshop twice a year including both the Area and the group level in scope.

QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS

A. Chairperson: (Nominated and elected by the ASC.)

1. Four (4) years clean time.
2. Exemplifies living recovery through application of The 12-Steps and 12-Traditions of Narcotics Anonymous.
3. One (1) year prior involvement as an ASC Vice-Chairperson, Subcommittee Chairperson or a GSR.
4. Should acquaint him/herself with the Sunset Coast Area Policy
5. Organizational Skills
6. Formulates the ASC Agenda
7. Presides over the ASC meeting, should refrain from expressing his/her opinion during discussion of a motion.
8. Keeps discussion focused on the topic and within a reasonable time frame.
9. Serves as an available resource for the GSR's between meetings
10. Should attend all ASC meetings
11. Is one of the signatures on the ASC Bank account.

B. Vice-Chairperson: (Nominated and elected by the ASC)

1. Three (3) years clean time.
2. One (1) year prior involvement as a Subcommittee Chairperson or GSR.
3. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Should acquaint him/herself with the Sunset Coast Area Policy.
5. Is responsible for the coordination of the Subcommittees
6. Communicates frequently with each of the subcommittee chairpersons and acts as a resource to the subcommittees in an effort to facilitate the continuation of their duties.
7. Is responsible for assisting the subcommittee's to continue on with business in the event of an absence or resignation of a subcommittee chairperson.
8. Hold a GSR orientation and/or meets with subcommittee chairs ½ hour before the ASC meeting.”
9. Assists in tabulating votes.
10. Presides over the ASC meeting in the absence of the Chairperson.
11. Should be one of the co-signers on the ASC bank account
12. A vote of confidence is required to assume the position of chair.

C. Secretary: (Nominated and elected by the ASC)

1. Two (2) years clean time.
2. General office or secretarial experience and some organizational ability suggested.
3. Exemplifies living recovery thorough the application of the 12 Steps and 12 Traditions of Narcotics Anonymous
4. Six (6) months prior involvement as Secretary to a group or to an ASC Subcommittee.
5. Takes roll call at the ASC meeting
6. It is essential that he/she posses a good sense of order about what transpires at the ASC meetings, and drafts concise minutes to reflect the essence of what is conducted at the meeting.

7. Prepares letters and communications for the Officers.
8. Types and mails minutes (or distributes) minutes. Must be postmarked within 14 days after the ASC meeting
9. Should follow ASC format in compiling minutes and numbered accordingly. Is responsible for utilizing the most cost effective method of preparing and distributing minutes (hand copying, stapling, emailing, etc.); should also include literature order forms with the minutes.
10. Maintains a file system for all information generated by the ASC, including
11. Certain materials created by the Subcommittee's or groups, as well as a record of motions, reports and correspondence for the ASC archives
12. Should acquaint him/herself with the Sunset Coast Area Policy.
13. When policy motions are passed, secretary will write motion number and date, and put it on the front page of minutes. This is how new policy will be added to old policy when it comes up.
14. GSRs, RCMs and Alternates, as well as the Administrative committee and Subcommittee Chairpersons are to receive copies of policy with fifteen (15) extra copies available.

D. Alternate Secretary: (Nominated and elected by the ASC)

1. One (1) year clean time.
2. General office or secretarial experience and some organizational ability suggested.
3. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Six (6) months prior involvement as Secretary to a group or to an ASC Subcommittee.
5. The office of the Alternate Secretary is a two (2) year commitment. (The first year is spent becoming familiar with the job, attending all ASC meetings and assisting the secretary wherever possible). The second year, a vote of confidence is required to assume the Secretary position.
6. If for any reason the secretary is unable to complete his/her term in office the alternate secretary fills in for the secretary.
7. The recommended qualifications for election of the alternate secretary are the same as for secretary.

E. Treasurer: (Nominated and elected by the ASC)

1. Four (4) years clean time.
2. Exemplifies living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. One (1) year prior experience as a group treasurer and prior participation in the ASC.
4. Must have steady employment.
5. Performs a most visible and essential service to N.A., is mainly responsible for the management of the ASC funds.
6. Is usually the first signature on the ASC bank account and maintains the checkbook
7. Is responsible for complete accounting of all funds received through donations from members and groups, as well as monies generated by activities. Where cash is handled, receipts should be issued immediately. Treasurer, Alt Treasurer, or someone from the ASC will be present at area events/activities that handle monies.
8. Presents a detailed report of finance at each ASC meeting, as well as an annual report at the end of term, and whatever else is requested by the ASC or its members, during this report he/she should encourage the GSR's to remind their groups of the importance of the 7th Tradition at every level of service, beginning with the member and then the group. Explains briefly what this money goes to

provide, the attraction that these services provide, when members are informed helps our 7th Tradition become reality.

9. The ASC bank account will contain all funds for the ASC, including subcommittees. Therefore, keeps separate a balance for the ASC general fund, prudent reserve, each subcommittee and any other recurring funding or finance the ASC feels is appropriate. In this way all funds are under one set of books and the treasurer makes disbursements upon direction of the ASC.

10. Deposits all funds collected within 24 hours.

11. The Treasurer will be the primary key holder for the ASC PO Box (Box 8631)

12. Is responsible for checking the mailbox at least once weekly and for distributing mail that arrives to the correct people/groups at ASC....will also update the mailbox information in person at the Post Office within 2 weeks of being voted into office.

13. Should acquaint him/herself with the Sunset Coast Area Policy.

14. Treasurer to use treasurer sign in sheet.

15. Treasurer (or someone from the ASC) will work with subcommittees when tickets are issued for events. Treasures will make sure tickets are numbered and monies are turned in accordingly.

F. Alternative Treasurer: (Nominated and elected by the ASC)

1. Three (3) years clean time.

2. Exemplifies living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.

3. One (1) year prior experience as a group treasurer and prior participation in the ASC.

4. Is able to be a signer on a checking account.

5. Willing to learn all the duties of the Treasurer and be nominated as Treasurer once Alternative Treasurer Term is up, or take over Treasurer's duties in such event that treasurer has to step down before his/her term is up.

6. Is responsible for aiding the Treasurer in complete accounting of all funds received through donations from members and groups, as well as monies generated by activities. Where cash is handled, receipts should be issued immediately.

7. Aids Treasurer in presenting detailed report of finance at each ASC meeting, as well as in annual report at end of term; during this report, should encourage GSR's to remind their groups of the importance of 7th tradition at every level of service, beginning with member and then the group. Explains briefly what this money goes to provide and the attraction that these services provide. As members are informed, it helps our 7th tradition become reality.

8. Deposits all funds collected within 24 hours in the event that the Treasurer cannot.

9. Should acquaint him/herself with the Sunset Coast Area Policy. 10. Learn how to use the Treasurers Accounting Sheet.

G. Regional Committee Member: (Nominated and elected by the ASC)

1. Four (4) years clean time.

2. An example of living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous

3. Prior fulfilled commitment as a GSR.

4. Six (6) months prior experience in the ASC as a GSR or Subcommittee chairperson.

5. The time and resources to perform the responsibilities of the position.

6. Six (6) months prior involvement at the regional level.

7. May serve on one or more of its ASC and RSC subcommittees, but not as a chairperson.
8. As the representative of the Area, the RCM will speak for the members and groups within an Area Service Committee on the regional level.
9. The primary responsibility is to work for the good of N.A. and act as a liaison between their Area and the rest of N.A., particularly with neighboring ASC's.
10. They represent the group conscience of an ASC at a regional level. In order to accomplish this, the RCM and RCM Alternate must become informed of issues from the Area, Regional and World levels of N.A. service.
11. It is essential for both the RCM and RCM Alternate to attend all meetings of the ASC and the RSC, including Regional Conferences.
12. The RCM should prepare a written report to RSC on ASC's progress, projects and dilemmas; additionally, RCM prepares a written report to the ASC of the RSC meetings.
13. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the RCM and the RCM Alternate; they present the WSC Conference agenda items to the groups in a workshop form where group members may ask questions pertaining to these items.
14. Should be acquainted with the Sunset Coast Area Service Policy. 15. RCM and alt. RCM are servants of the admin committee or body.

H. Regional Committee Member Alternate: (Nominated and elected by the ASC)

1. Three (3) years clean time.
2. Exemplifies living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Prior fulfilled commitment as a GSR.
4. Six (6) months prior experience in the ASC as a GSR or Subcommittee chairperson.
5. The time and resources to perform the responsibilities of the position.
6. Assists the RCM
7. There is a two (2) year commitment for this position, the first year of service is spent becoming familiar with the job attending all ASC and RSC meetings and filling in for the RCM if he/she is absent for any reason or unable to complete their term in office
8. Should become acquainted with the Sunset Coast Area Service Policy.

I. Group Service Representative: (Nominated and elected by each group)

1. One (1) year clean time suggested.
2. Exemplifies living recovery through the application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. An understanding of N.A. service structure and the responsibilities of a GSR.
5. Willingness to fulfill the commitment.
6. Must attend all ASC meetings to express the group conscience of his/her group.
7. Should be a member of at least one (1) subcommittee, but not as a chairperson, vice-chair or ad-hoc policy chair/vice-chair. The second year, a vote of confidence is required to assume the
8. Recommended to attend at least one (1) trusted servant workshop in addition to the CAR (Conference Agenda Report) workshop held annually.

9. This position requires the representative to provide information to the group (working closely with the group secretary) about what is happening in the rest of N.A. at the Area, Regional and World levels; and to keep the Area informed about activities, strengths and problems of their group.
10. Receives from his/her group treasurer any funds that are to be taken and given to the ASC treasurer.
11. There is a one (1) year commitment for this position.
12. Should acquaint him/herself with the Sunset Coast Area Service Policy.
13. In addition to this, the GSR participates in helping to carry out the ASC's other specific functions: the attracting of new members, planning and implementation of activities, and the aid given to groups with specific situations or services which require more effort than a monthly meeting.

J. Group Service Representative Alternate: (Nominated and elected by each group)

1. Six (6) months clean time suggested.
2. Exemplifies living recovery through application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
3. Active participation in the group they serve.
4. An understanding of N.A. service structure and the responsibilities of a GSR.
5. Willingness to fulfill the commitment.
6. There is a two (2) year commitment for this position; the first year of service is spent in training.
7. Recommended to attend all ASC meetings, works closely with the GSR and votes in the absence of the GSR.
8. Should be a member of at least one (1) subcommittee but not as a chairperson.
9. Recommended to attend at least one (1) trusted servant's workshop.
10. Should acquaint him/herself with the Sunset Coast Area Service Policy

NOMINATIONS OF OFFICERS OF THE AREA SERVICE COMMITTEE

1. Nominations of ASC officers should be solicited by the group conscience of each group within the Area.
2. Nominations for subcommittee chairpersons should be solicited from the active GSR's.
3. Nominations are solicited and brought to the ASC in staggered corresponding months.
4. An explanation of office is read, by one of the nominees, from the ASC Policy package as well as the qualifications and responsibilities for each position.
5. At ASC, nominations are taken from the GSR's, Administrative committee, Chairpersons and/or RCM
6. Each nomination must be seconded.
7. After accepting nominations the ASC chairperson will ask if there are any other nominations.
8. A motion is made to close nominations.
9. Each nominee must be present. Verbal qualifications are now given, as well as written qualifications handed to the ASC secretary. (i.e.: clean time, prior service experience and why you want to serve the fellowship). Written qualifications will not be accepted for absent nominees.
10. Prior involvement shall be defined as any consecutive time period during their recovery. ASC experience or participation shall be defined as GSR, Administrative Committee, or Subcommittee Chairperson. All Area Service Committee members hold office in the N.A. fellowship only.
11. All ASC nominations must go back to the groups.
12. In the event the nominee does not meet clean time requirement, a motion will automatically go back to groups to waive clean time.

ELECTIONS OF OFFICERS OF THE ASC

1. Elections are brought back to the ASC and elections are held quarterly as follows:
 - January: chair, vice chair, activities chair, H&I chair
 - April: secretary, alt secretary, PR chair
 - July: treasurer, alt treasurer, Lit chair
 - October: RCM, alt RCM, Policy chair
2. Voting is done by closed ballot, written on paper, votes counted by ASC secretary. Majority wins. (One more than half).
3. In case of only one nomination, a 2/3 majority vote is required. If a 2/3 majority is not received the position goes back to the groups for further nominations.

4. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken. The nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. The one who gets the majority of votes is elected.
5. All alternate positions gets a priority vote of confidence when requiring a 2/3 majority vote. If a 2/3 vote of confidence is not given, the alternate becomes a nominee for that position.
6. It is recommended that no officer should serve more than two consecutive terms in the same position. In the spirit of rotation, a term is considered to be one year from month of election. In the event of a partial term, the term still ends in the corresponding month.
7. Each person can hold only one voting position.
8. Upon election members shall resign from all other Area service positions except as a member of a subcommittee, group secretary or a group treasurer.
9. Should an office be vacated in the middle of the term a temporary shall hold the position until standard nominations and election procedures can be followed to fill the vacated position. All nominations are solicited for one (1) month before being brought back to the ASC.
10. A requirement for a service position in Sunset Coast Area is attendance at regularly scheduled NA meetings.

MOTIONS AND VOTING PROCEDURES

1. All ASC meetings are open to N.A. members - they DO have a voice on the floor.
2. Only those listed below can make, second or amend motions:
 - a. GSR's or their alternates in their absence.
 - b. RCM or their alternate in his/her absence.
 - c. Subcommittee chairpersons/vice-chairpersons in their absence.
 - d. Ad-hoc Committee chairperson/vice-chairpersons in their absence.
3. To be recognized on the floor a raise of hand is necessary.
- 4. Quorum:**
 - a. Official quorum for new business including any vote called on the floor is defined as one more than half of the voting participation. Voting participation is any recognized GSR within the area, Alt. GSR, or any member of a HG who was given a vote of confidence by their home group who is representing their HG at Area. There is only one vote per group.
 - b. Official quorum for Old Business is defined as one more than half of the voting participation. Voting participation for Old Business is defined as GSRs/ Alt. GSRs or proxy representation as designated by their home group.
 - c. Proxy representatives' may only bring information from their home group (HG votes on Old Business and /or Elections, the donation, a lit order, and their group report). They must refrain from voting on any new motions on the floor and cannot be counted as part of quorum for New Business.

d. In the event that quorum is not established at the beginning of ASC, minutes will still be taken, reports given and business of the day conducted except vote counts for Old Business and/or Elections.

e. Quorum is not in effect for Policy Changes or Election of Officers. Policy Changes and Election of Officers must have **2/3 majority vote** to put into effect.

5. If any group is not represented at two consecutive ASC's they are dropped from Groups/Voting to Groups/Non-Voting during roll call. Representation is defined as either having a GSR/Alt. GSR/Rep or proxy in attendance (a proxy is any home group member who was given a vote of confidence in their last business meeting) or providing a written report to the Admin Committee prior to the ASC. Submitted reports do not constitute representation but will secure a place on the meeting list and votes should be counted in old business at ASC. A group that has been represented in person at two consecutive ASC, at their request. Any group that wishes to remain as a Non-Voting Group may do so at their request. (The purpose of this is to establish an accurate quorum.)

6. All motions must be to the Admin Committee in writing by the break. All motions must include an explanation of intent. Motions will be read by a member of the Admin Committee during New Business. Motions must be seconded on the floor of the ASC by a member listed above in #2 or they die on the floor.

7. After a motion is made, read and seconded by an appropriate person, the Chairperson asks for opposition (con). If there is no opposition stated:

- a. If the vote can be called on the floor, a vote count is taken.
- b. If the vote cannot be called on the floor, it will go back to groups.

If there is opposition stated:

- a. Maker of the motion is given opportunity to speak on the intent of the motion.
- b. The floor is then open for debate (refer to Parliamentary Procedure Guidelines). Debate can include up to 3 cons and 3 pros (including the intent). Debate should not last for more than 6 minutes per motion.
- c. If the vote cannot be called on the floor, a vote count is taken.
- d. If the vote cannot be called on the floor, it will go back to groups.

8. All money motions asking for more than \$75.00 need to go back to the groups, except normal operating expenses. Normal operating expenses are listed in the ASC Budget and also include necessary expenditures for the Literature Box. Money motions \$75.00 and under may be voted on the floor.

9. At any time, a member of the ASC can ask to have a vote cast by ballot.

10. Additional Voting Guidelines:

- a. Voting participation is any recognized elected GSR within Area or Alt. GSR, or any member of a HG who was given a vote of confidence by their home group who is representing their HG at Area.
- b. There is only one vote per group.
- c. The Administrative Body (RCM or alternative in his/her absence, Chairperson, Vice-Chairperson, Secretary and Treasurer) vote as a collective (or vote-of-one) to break a tie. If a tie exists, it is put back on the floor for further discussion and again voted upon.
- d. 2/3 majority vote needed for policy change, amendments to policy, forming new policy, and election of officers.

Removal of Officers:

1. Voluntary: Given in writing to the ASC chairperson prior to the next ASC meeting

2. Involuntary:

- a) After two unexplained absences, the officer will be considered having resigned.
- b) Relapse during term of office

WHAT IS AN NA GROUP?

Pg. 26—Guide To Local Service REV 04-010

When two or more addicts come together to help each other stay clean, they may form a Narcotics Anonymous group. Here are six points based on our traditions which describe an NA group: 1. All members of a group are drug addicts, and all drug addicts are eligible for membership. 2. As a group, they are self-supporting. 3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous. 4. As a group, they have no affiliation outside Narcotics Anonymous. 5. As a group, they express no opinion on outside issues. 6. As a group, their public relations policy is based on attraction rather than promotion.

WHAT IS AN NA MEETING?

Pg. 28-Guide to Local Service

NA meetings are events at which addicts share with one another their experience in recovery and in the application of the Twelve Steps. While many—if not most—NA meetings are in fact hosted by an NA group, other NA meetings occur all the time: informally among friends, at large area or regional speaker meetings, at conventions, in schools, institutions, and so forth. The NA group is an entity; the NA meetings may be held without the sponsorship of an NA group.

Meeting and Group Procedures:

1. All new groups should register and be given a group starter kit if needed. The starter kit will include: 4 white key tags 2 of each other key tags (up to multiple of years). Two of each IP's #1 "Who, What How and Why", #6 Recovery and Relapse, #7 Am I an Addict?, #8 Just For Today, #9 Living The Program, #12 The Triangle of Self-obsession, #16 For the Newcomer, #19 Self-Acceptance, #22 Welcome To NA, #24 Hey What's the Basket for? One NA white booklet and one Group Booklet
2. New groups should have a GSR and a secretary before going on the meeting list.
3. To be put on the meeting list and helpline, a representative from the meeting must attend two consecutive ASC's.
4. If the representative of the meeting misses two consecutive ASC's a vote will be called on the floor of to GSR's to determine whether they get taken off the meeting list and helpline, this will happen during roll call.
5. A meeting does not have a vote on the floor of the ASC.
6. For a meeting to become a group, they must have attended two consecutive ASC's and announce their group status on the floor of the ASC during roll call.

ASC OPERATING BUDGET Updated March 2011

After monthly expenses have been paid, any monies over prudent reserve will be forwarded down the service structure in the month that Region meets. The months that Region does not meet, these monies will be held over in the Sunset Coast Area Bank Account. Monies sent down the “service structure” are defined as 75% to South Florida Region and 25% to NA World Services. 25% of funds will be sent to NA World Services at the same time the other 75% is donated to the region [pending a vote from the GSRs present].

Sample Rules of Order

On the following pages, you'll find a simple set of rules of order. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants. These rules are meant to be used as tools to help us makes orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three (speakers for and against the motion). Speakers addressing a motion debate usually have two of three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker off the motion should write it out whenever possible. This is especially important for long or complicated motions.

Every motion requires a second—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The one to second simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions which are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are many more of these than space and practically permit us to include here, but a few that seem to be the most practical are discussed below.

1. Motion to AMEND

SIMPLE majority required. Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion during debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business. If an amendment is offered and the persons making and seconding the original motion accepted it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required. Is NOT DEBATEABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "I move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions and half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop soon enough.

3. Motion to TABLE.

SIMPLE majority required. Is NOT DEBATEABLE.

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, "I move we table this motion until such-and-such a date/meeting." This motion is not debatable; if it is made and

seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required. Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.

SIMPLE majority required. Is DEBATEABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debate on the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motion to RECONSIDER or RESCIND.

MAJORITY required varies. Is DEBATEABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

- a) The motion must have been passed in either last month or the current meeting.
- b) The member making the motion must have information on the issue that was not available in the original debate on the motion.
- c) The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

7. Request to WITHDRAW A MOTION.

UNANIMOUS CONSENT required. Is NOT DEBATEABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

8. Offering a SUBSTITUTE MOTION.

SIMPLE majority required. Is DEBATEABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN.

SIMPLE majority required. Is NOT DEBATEABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote – the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate

the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request for the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chairperson should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see Robert's Rules of Order—Newly Revised.

SUNSET COAST AREA SERVICE SUBCOMMITTEES

ACTIVITIES: The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Sunset Coast Area of NA, in a recovery-based atmosphere.

PUBLIC RELATIONS/HELP LINE: The purpose is to carry the NA message in accordance with the 12 traditions of NA. To open and maintain lines of communication between the public and NA so that the message of recovery is readily available to addicts seeking recovery and to non-addicts seeking information.

HOSPITALS & INSTITUTIONS: The purpose of the Hospitals and Institutions (H&I) Subcommittee is to carry the Narcotics Anonymous message of recovery into Hospitals and Institutions where addicts cannot get out to regularly scheduled meetings. It may also carry a meeting into a facility where such a meeting better suits the needs of addicts within the facility such as a detox unit or a Rehab where residents need to hear the message of recovery. To make recovery more available to addicts in facilities, the H&I Subcommittee initiates, sponsors, coordinates and conducts H&I meetings, but may also use other methods such as distributing literature and meeting lists.

LITERATURE: All conference approved literature published for Narcotics Anonymous is produced from within the fellowship. Individuals may initiate these items but the group conscience is obtained initially through the efforts of the Area Committee by initiating and producing review form items. They should also use meetings and/or workshops to collect input from the fellowship about approval from literature so that a true group conscience can be forwarded through the service structure to the World Service Conference. Distribution of literature is done at the monthly Area Service Committee meetings and is also available as required throughout the month.

NEWSLETTER: Newsletters serve several purposes in Narcotics Anonymous. Most importantly, they build N.A. unity through communication. The information they contain usually falls into one of two categories: N.A. news, or personal experience with recovery from addiction. N.A. news is provided to help unify an area or region, so that in keeping with our First Tradition, personal recovery is made more available. Sharing personal experience lends the flavor of an N.A. meeting to the newsletter. In both cases, our 5th Tradition must always be the guiding principle: Our primary purpose is to carry the message to the addict who still suffers.

POLICY: Considers any input referred by the ASC that affects the policy of the ASC and upon deliberation gives recommendations to the area. When necessary, the vote count is included. Also, gives a written response to any issues regarding Tradition violations. When the policy subcommittee cannot reach a unanimous decision, the issue will be forwarded to the World Service Board of Trustees. The policy subcommittee will update the policy as needed.

AD HOC COMMITTEE: Ad hoc committees are set up by willing members for specific purposes and have limited lives. When they have finished their jobs, they are

disbanded. In creating an ad hoc committee, the admin of the ASC body should clearly specify what the committee's purpose will be, what authority and resources it will be given, and how long it should take to complete the job. Then the chair may appoint a willing chairperson who will put the ad hoc committee together later. Whether or not the ad-hoc committee will occur will be decided by a vote by GSR's, on the floor, as the need for ad-hoc committees arises. Once the ad hoc committee's work is completed, the committee is dissolved.

ACTIVITIES SUBCOMMITTEE
POLICY & GUIDELINES SUNSET COAST AREA ADOPTED (Revised 04-10)

PURPOSE:

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Sunset Coast Area of N.A. in a recovery-based atmosphere.

MEMBERSHIP:

Chairperson, Vice -Chairperson, Secretary and Subcommittee members.

QUALIFICATIONS AND RESPONSIBILITIES:

A. Chairperson: (Nominated and elected by the ASC)

1. Two (2) year clean time requirement.
2. One (1) year prior involvement on the Activities Subcommittee.
3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of N.A.
4. The Chairperson shall see to the planning and coordinating of Sunset Coast Events.
5. The Chairperson will schedule a monthly subcommittee meeting and make the date, time and location available to the ASC.
6. Any functions planned, must be presented to the ASC by the Chairperson before commitments are made.
7. Must attend all ASC meetings or be represented by the Vice-Chairperson.
8. Is responsible for money transactions. Keeping and turning in receipts to ASC.
9. Acts as liaison to facilities where events are to be held
10. Will acquaint him/herself with the Sunset Coast Area Policy and NA Guide to Local Service.
11. Will provide flyers to the ASC with ample time for distribution. Flyers using NA logos will have a registered trademark to the right of the logo.
12. Will maintain Activities Subcommittee supply inventory and safe storage.
13. Maintains original reports, motions, minutes for safekeeping and archive history.
14. Will follow agenda at subcommittee meetings as stated in Policy.
15. In second to last month of term (June), the subcommittee chair must prepare a budget and submit it to the ASC—to be voted on by groups. This updated budget will be used in the following term of ASC, by the new chairperson. In the event the new budget does not pass, it will be the new subcommittee chair's responsibility to establish an updated budget, until it is approved by ASC.

B. Vice-Chairperson: (Nominated and voted in by the Activities subcommittee and its voting members)

1. One (1) year clean time requirement
2. Six (6) months prior involvement with the Activities Subcommittee
3. Working knowledge of the 12 Steps and 12 Traditions of NA.
4. Fills in for Chairperson as needed
5. Attends ASC and RSC meetings in the Chairperson's absence.
6. A willingness to learn all the Chairperson's responsibilities.

C. Secretary: (Nominated and voted in by Activities subcommittee and its voting members)

1. Six (6) months prior involvement with the Activities Subcommittee.
2. Secretarial and/or typing skills and some organizational abilities.
3. Working knowledge of the 12 Steps and 12 Traditions of NA.
4. Takes minutes at subcommittee meetings and helps to organize and maintain all records, lists and schedules.

D. Subcommittee Member:

1. Willingness to serve.

AGENDA FOR MONTHLY MEETINGS:

1. Open the meeting with a moment of silence followed by the Serenity Prayer
2. Read the 12 Traditions
3. Take Roll Call and establish the voting quorum
4. Old business
5. New business
6. Review business of the day
7. Announcements
8. Schedule next meeting place, date and time.
9. Close the meeting with the Serenity Prayer.

MOTIONS AND VOTING PROCEDURES:

1. Voting members will consist of Vice-Chairperson. Secretary and subcommittee members who have attended two (2) consecutive
2. Activities Subcommittee meetings.
3. Motions can be made and second by any Subcommittee member after they have attended their second Subcommittee meeting.
4. The Chairperson will only exercise his or her right to vote to break a tie.
5. A quorum is the simple majority of the voting membership present at the time of voting.

BUDGET AND EXPENSES PROCEDURES:

1. Expenses will be submitted on a month to month basis to the ASC by the Chairperson or Vice Chairperson on a separate itemized statement along with the Activities Subcommittee Report
2. The motion for an event's budget submitted to the ASC should include an estimated dollar figure with a list of expenses for the event, a date, and general description for the event. In the event of pre-ticket sales money must be turned over monthly to ASC.
3. Seed money \$200.00 per event (not to exceed \$200.00 monthly).
4. Money collected must be turned-in to the ASC Treasurer within 72 hours.
5. All Subcommittee members collecting/handling money must meet a 1 year clean time requirement.
6. Accountability for all events pre-sale tickets shall be put into place for each function with amount of tickets printed, who received tickets, how many, money turned-in and final verification of all tickets printed that were sold and unsold.
7. Will count all monies before and after an event and contact a member of the ASC Admin to be present to double check both counts.
8. Any member accepting monies or presale tickets assumes responsibility for those funds. The funds or remaining tickets are to be turned in by date of function or those responsible may face possible prosecution.

PUBLIC RELATIONS SUBCOMMITTEE POLICY

SUNSET COAST AREA

I. Purpose:

- a. To carry the NA message in accordance with the twelve traditions of NA.
- b. To open and maintain lines of communication between the public and NA so that the message of recovery is readily available to addicts seeking recovery and to non-addicts seeking information.

II. Membership is comprised Chairperson, Vice-Chairperson, Secretary, Webmaster, Subcommittee Members, Helpline Volunteers and Newsletter.

III. Officer Qualifications and duties:

Chairperson (nominated and voted by the ASC):

1. Two (2) years of clean time
2. Previous service experience: preferably as GSR and in PR
3. A working knowledge of the 12/12/12 of NA
4. Time and ability to attend regional and area meetings
5. Ability to be present at time of nomination

Chairperson Duties:

1. To become thoroughly acquainted with Sunset Area Policy, A Guide to Public Information, and A Guide to Helpline
2. To arrange and chair monthly subcommittee meetings
3. To initiate all necessary correspondence between area, region, and world
4. To be responsible for all files, records, monies, and receipts.
5. To be responsible for all other subcommittee member responsibilities in their absence, ESPECIALLY HELPLINE!
6. To keep meeting lists updated and provide meeting lists for distribution at Area
7. To be ultimately responsible for orientating Helpline Volunteers and PR members assisting in public relation functions.
8. In second to last month of term (June), the subcommittee chair must prepare a budget and submit it to the ASC—to be voted on by groups. This updated budget will be used in the following term of ASC, by the new chairperson. In the event the new budget does not pass, it will be the new subcommittee chair's responsibility to establish an updated budget, until it is approved by ASC.
9. When money is collected, must turn money over to ASC Treasurer within 72 hours.

Vice-Chairperson qualifications:

1. One (1) year of clean time
2. Previous service experience, preferably as GSR and in PR/Helpline
3. A working knowledge of the 12/12/12 of NA
4. Time and ability to attend monthly subcommittee meetings and area meetings.
5. To fill in for the chair at region when needed

Vice-Chairperson duties:

1. To become thoroughly acquainted with the Sunset Area Policy, A Guide to Public Information, and A Guide to Helpline
2. To maintain and operate the Helpline; to initiate monthly contact with the answering service in order to rotate the list of helpline volunteers
3. To keep the Twelve Step list updated
4. A willingness to learn all chairperson responsibilities

Secretary Qualifications:

1. One (1) year of clean time
2. A working knowledge of the 12/12/12 of NA
3. Ability to develop written material in a clear and concise manner

Secretary Duties:

1. Records and maintains minutes at subcommittee meetings, helps organize and maintain records
2. A working knowledge of the 12/12/12 of NA

Subcommittee Member Qualifications:

1. Willingness to serve
2. A working knowledge of the 12/12/12 of NA
3. No clean time requirement, but current complete abstinence is a must!

Subcommittee Member Duties:

1. To become thoroughly acquainted with the PR/Helpline Do's and Don'ts
2. To help pass along all PR related information requests to the chair
3. To assist in PR related functions when needed
4. To help in educating the Sunset Coast Area about the Do's and Don'ts of PR in order to do our part in forming a better image of Narcotics Anonymous.

Helpline Volunteer Qualifications:

1. A working knowledge of the 12/12/12 of NA
2. Thorough understanding of the entire contents of the Helpline Orientation Packet
3. One (1) year of clean time
4. A reliable cell phone or a house phone that will be manned during the entire shift that a Helpline Volunteer has signed up for
5. The willingness to routinely answer calls from the Intercept answering service and promptly call the given number.

Webmaster Qualifications:

1. Two (2) years clean time requirement.
2. Previous ASC level service preferably as a GSR or as a PR/Helpline subcommittee trusted servant.
3. Working knowledge of the 12 steps, 12 traditions, 12 concepts.

4. Time and ability to maintain an accurate, up-to-date, unbiased website.
5. Previous experience creating, updating and/or maintaining internet websites.
6. Ability to be present at ASC for his/her nomination.
7. Ability to attend the monthly PR/Helpline subcommittee meeting or provide a written report in the event of an absence.

Webmaster Duties:

1. To become familiar with the PR Handbook Chapter 10: Internet Technology and follow those guidelines while maintaining the website.
2. To maintain the ASC website with up-to-date and accurate information that needs to get to the public including maintenance of active links and message boards in an unbiased and factual manner. The design of the website should be simple but interesting, easy navigation to relevant information is very important.
3. Make sure that the clarification or Purpose of the Site is clearly listed on the front page of the website as outlined in the PR Handbook.
4. Make sure that the front page also clearly lists the information contained as well as information NOT contained in the website.
5. Make sure that all factual information for the website is current and correct including but not limited to helpline numbers, meeting information, event information, and/or links to other information. An active link to www.na.org may be included on our website to provide any NA related information not included on our Sunset Coast website.
6. Make sure that a Disclaimer, as suggested in the PR Handbook is clearly listed on any link of the website that does not present factual information only, such as message boards.
7. Monitor message boards and other areas of member posted materials for content.
8. Remove offensive messages from the website. Offensive messages are defined as those containing profanity, racism, prejudicial comments, and personal attacks against specific people, meetings, groups or NA as a whole. Offensive material is not defined as people's opinions and ideas that you don't share. The webmaster needs to remain unbiased.
9. If someone has posted a question, asked for help, or wants to be contacted for some reason, be sure that contact is appropriately made, in a timely manner – reply through the message board, forward information to Helpline, etc.
10. Maintain current account information for web hosting and domain name registration to ensure that the website will be online and active.
11. Share all account information with PR/Helpline Chair, ASC Chair and ASC Treasurer to ensure points of accountability.
12. Attend the PR/Helpline subcommittee monthly meeting to give a written and oral report on the website in order to maintain a point of accountability to the ASC.

Newsletter CHAIR Qualifications/Duties:

1. Two years clean time required
2. One (1) year prior involvement as a home group treasurer, secretary, or GSR.
3. Prior experience publishing newsletters either professionally, as member of the NA Newsletter subcommittee, or through another volunteer opportunity.
4. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
5. A working knowledge of the booklet A Handbook for NA Newsletters and a willingness to adhere to all guidelines and suggestions as published by NAWs.

6. Responsible for all content published in the Newsletter including: correct meeting and event information, contact information, articles and editorials.
7. The ability to remain impartial and unbiased while editing the newsletter.
8. Responsible for submitting a subcommittee budget as outlined in the Sunset Coast Area Policy and adhering to approved policy.
9. Responsible for creating publication date calendar (monthly, quarterly, etc) and adhering to the deadlines.
10. Creating a rough draft of the newsletter to be approved by the Sunset Coast Admin Committee prior to publishing and distribution to the fellowship.

Newsletter Vice-Chair

1. One (1) year clean time requirement.
2. Six (6) months involvement as home group treasurer, secretary, or GSR.
3. Prior experience on the Newsletter subcommittee
4. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
5. Fills responsibilities for Newsletter Chair as needed.
6. Attends ASC meetings in the Chair's absence.
7. A willingness to learn all chairperson responsibilities.

Subcommittee Members:

No clean time requirement to be a member of the subcommittee.

Keep in mind that NA newsletters are often read as if they speak for NA as a whole, no matter how many disclaimers the newsletter subcommittee prints. It is encouraged that the ASC take special heed of the Fifth Concept when creating a Newsletter Subcommittee, ensuring the newsletter has a responsible editorial policy. A Handbook for NA Newsletters, available from the World Service Office, provides more information on the work of the newsletter subcommittee.

Budget and Expense Procedures:

- A.) Expenses will be requested month to month at the area business meeting
- B.) Expenses will be requested in the form of a \$100.00 budget.
- C.) Expenses may include, but are not limited to the following:

- meeting lists
- mailing supplies
- copying costs
- orientation packet supplies
- literature

NOTE: All expenses are subject to final approval by Area Service Subcommittee before reimbursement is made

D.) Cell phone bill for ASC Helpline is not a part of the monthly expenses but is its own line item on the ASC monthly budget. The cell phone bill will be paid directly by the Treasurer once it is received in the Sunset Coast Area PO Box.

E) Web hosting for ASC website is not a part of the monthly expenses but is its own line item on the ASC budget. The web hosting bill will be paid directly by the Treasurer once it is received in the Sunset Coast Area PO Box.

F) Domain name registration for ASC website is not a part of monthly expenses but is its own line item on the ASC budget. The domain name registration will be paid directly by the Treasurer once it is received in the Sunset Coast Area PO Box.

G) \$15.00 for rent quarterly for the monthly subcommittee meeting.

Motions and Voting Procedures:

A. Voting members will consist of Vice-Chairperson, Secretary, and all subcommittee members who have attended two (2) consecutive PR/Helpline Subcommittee meetings.

B. Only in the event of a tie shall the officer presiding vote.

C. Motions can be made and seconded by any Subcommittee member after they have attended their second Subcommittee meeting.

D. A quorum is simple majority of the voting membership present at the time of voting.

E. Voting rights cease after a member has been absent for two consecutive meetings without prior arrangement.

F. Any inactive officer may be removed from office by a majority vote of the members participating.

Helpline Telephone Account

A. Account to be maintained under the name "Sunset Coast Narcotics Anonymous".

B. Account contact people are: PR/Helpline Chair, ASC Chair, ASC Treasurer – all three will be given the account information including password to maintain a 3-point accountability.

C. No changes may be made to the account without first making a motion to be voted on the floor of the ASC (as they are Account Changes NOT Policy Changes).

D. Monthly bill to be mailed to the Sunset Coast Area PO Box.

E. Monthly bill to be paid directly by treasurer to current provider when the bill comes in.

F. ASC will maintain two phone numbers for the purpose of having day/night phone carriers. The daytime number will be the only published number.

G. It will be the responsibility of the daytime phone carrier to forward the calls to the nighttime number at 6:00 p.m. and end the forward at 6:00 a.m. daily to maintain continuity.

GENERAL PROCEDURES FOR ANSWERING HELP LINE CALLS

1. Answer calls by saying: "Hi my name is _____ and I'm a recovering addict returning your call. How may I help you?"

2. Try to find out if the person is in any immediate danger. i.e.: overdose, suicide threats, seizures, child abuse or homicide. **If you have reason to believe that any of these things are taking place, try to get their name and address and call 911 immediately!!! If you are not completely sure what is happening but suspect that it is even a remote possibility, contact the Chairperson or Vice-Chairperson immediately for advice. Remember to save the original message if at all possible so that it can be referred to later if necessary.**

3. If the caller is not in danger, go ahead and give them the information that they request such as meeting times and locations or information about N.A. in general.

4. Ask the following questions: a. Is the caller an addict or do they think they have a problem with drugs? b. Has the caller ever attended a N.A. meeting? c. What area are they calling from? d. Would they like to attend an N.A. meeting? e. Would they like someone to be there at the meeting to greet them? f. Do they have transportation?

5. If a referral is necessary such as a detox, hospital, treatment center or other fellowships or programs, **Make sure that you state the following disclaimer before giving any referrals:**

"AS A MEMBER OF NARCOTICS ANONYMOUS, I DO NOT ENDORSE OR OPPOSE ANY CAUSES, OUTSIDE INSTITUTIONS OR OUTSIDE FACILITIES OR TREATMENT CENTERS, HOWEVER IF YOU WISH, I WOULD BE HAPPY TO SUPPLY YOU WITH A NUMBER YOU CAN CALL TO GET THE INFORMATION THAT YOU NEED."

This must be done to insure that we do not violate our 6th and 10th Traditions!!!

Never...Never...Never...give a referral without first stating the above disclaimer, and never endorse anything other than Narcotics Anonymous, but also keep in mind that we are acting as a service to the community and that referrals are necessary to fulfill our goals as a Help Line.

6. If a family member or a significant other calls, refer them to one of our open N.A. meetings where they should be welcome to attend or to Naranon if any meetings are available. **Remember: that Naranon is also an outside fellowship, and the above disclaimer must be stated before you give the referral.**

7. If the caller requests to see someone in person, or needs a ride to a meeting, tell them you will contact someone and they will get back to them ASAP. Then start calling people on the 12 Step-list you have been provided with, until you get someone to commit to the 12 Step call. **It is a good practice to follow up on the 12 Step person later on to find out how things went so that if any problems had arisen, you can take it to the next Subcommittee meeting and hash it out with the membership.**

8. Never call a person back on a personal basis. We are about N.A. business exclusively as Help Line volunteers!!!

9. The phone line service is not to be used as a message service or to give out numbers of other recovering addicts; only business for subcommittee members and officers should be done through the use of the beepers.

10. Remember to refer to the flow chart and the "Guide to Phone Line Service" when you are unsure of how best to proceed with a situation. If you can't find the answer there, contact the Chairperson or other committee members before continuing. **REMEMBER, TOGETHER WE CAN!!**

11. NEVER WAR STORY WITH CALLER - You are welcome to share your experience, strength and hope with them, but only as this is pertinent to your recovery in Narcotics Anonymous.

12. If anyone calls requesting literature, a presentation, guest speakers, new H&I meetings or a complaint about any N.A. representatives in a facility, **NOTIFY THE CHAIRPERSON IMMEDIATELY** so that the request can be channeled through the proper subcommittees and fulfilled in a timely manner.

12 STEP LIST MEMBER GUIDELINES:

1. Suggested six (6) months clean time requirement.
2. If at all possible, never go alone on a 12 Step call.
3. Do not give out other member's names or phone numbers.
4. Call the person back AS.AP. THEIR LIFE MAY BE AT STAKE!!!
5. When going on a 12 Step call, take literature, white book and meeting lists.
6. Always let someone know the location where you are going on a 12 Step call so that they can get help in the event of trouble.
7. Try to get the addict to a meeting ASAP, if not, spend some time sharing with them.
- 8. KNOW YOUR LIMITATIONS!!! Do not assume more responsibility than you can handle. NEVER SIGN ANYONE OUT OF A DETOX, MENTAL INSTITUTION, AND TREATMENT FACILITY OR HOSPITAL.**
9. If the addict is in withdrawal, get help from other members of N.A or get them to a detox ONLY IF THEY ARE WILLING TO GO.
10. Don't go on 12 step call unless newcomer has agreed to see you and wants help.
11. A male should always be accompanied by a female when seeing a female newcomer on a 12 step call, and vice versa.

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE POLICY & GUIDELINES

PURPOSE:

The purpose of the Hospitals and Institutions (H&I) Subcommittee is to carry the Narcotics Anonymous message of recovery into Hospitals and Institutions where addicts cannot get out to regularly scheduled meetings. It may also carry a meeting into a facility where such a meeting better suits the needs of addicts within the facility such as a detox unit or a Rehab where residents need to hear the message of recovery. To make recovery more available to addicts in facilities, the H&I Subcommittee initiates, sponsors, coordinates, and conducts H&I meetings but may use other methods such as distributing literature and meeting lists.

MEMBERSHIP is comprised by Chairperson, Vice-Chairperson, Secretary, Panel Leaders, CoPanel Leaders, Speakers and Subcommittee Members.

Chairperson Qualifications & Duties (Nominated and voted at the ASC)

1. Two (2) year clean time requirement.
2. One (1) year prior involvement with the H&I Subcommittee
3. Prior involvement to include six month commitment as Panel/Co- Panel Leader.
4. Cleared to enter all facilities where H&I commitments meet.
5. A working knowledge of the 12 Steps, 12 Traditions and 12 Concept of N.A.
6. Strong NA message of recovery.
7. Must attend all subcommittee meetings, ASC meetings and RSC meetings or make arrangements for the Vice-Chair to attend in his/her absence.
8. Provide written reports to ASC and RSC utilizing the H&I suggested report form.
9. Responsible for being the liaison between facilities that host H&I commitments and the Sunset Coast Area, including taking care of problems that may arise.
10. Responsible for coordinating orientation with Collier County Corrections for Speakers. Become familiar with the Sunset Coast Area Policy, NA Guide to Local Service & HI Handbook.
11. Responsible for making sure that all H&I meetings are being held in accordance with Sunset Coast Area Policy as well as with facility rules and regulations.
12. In the event that a Panel Leader cannot find someone to cover a meeting, the H&I Chair will either locate someone orientated in chairing a meeting or cover the meeting personally.
13. If a meeting cannot be covered by anyone on the committee the Chair is responsible for contacting the facility in a timely manner.
14. Will maintain original reports, motions, minutes for safekeeping and archive history.
15. Will follow agenda at subcommittee meetings as stated in Policy.
16. In second to last month of term (June), the subcommittee chair must prepare a budget and submit it to the ASC—to be voted on by groups. This updated budget will be used in the following term of ASC, by the new chairperson. In the event the new budget does not pass, it will be the new subcommittee chair's responsibility to establish an updated budget, until it is approved by ASC.
17. When money is collected must turn the money over to the ASC Treasurer within 72 hours.

H&I Vice-Chairperson Qualifications/Duties (Nominated/voted-in by Subcommittee members)

1. One (1) year clean time requirement
2. Six (6) months prior involvement with the H&I Subcommittee.

3. Prior involvement to include three (3) months as Panel or Co-Panel Leader.
4. Cleared to enter all facilities where H&I commitments meet.
5. A working knowledge of the 12 Steps & 12 Traditions of NA.
6. Strong NA message of recovery.
7. Fills in for Chairperson when needed
8. Attends ASC and RSC meetings in the Chairperson's absence.
9. A willingness to learn all Chairperson Duties.
10. Responsible for maintaining the H&I Literature Box including order and distribution.
11. Responsible for conducting new Subcommittee Member and Speaker orientation and distributing orientation "dos and don'ts" to newly elected panel and copanel leaders upon their election at monthly subcommittee meetings.
12. Become familiar with the Sunset Coast Area Policy, NA Guide to Local Service and H&I Handbook.
13. Maintains H&I speaker list as a reference point for panel and copanel leaders; adding members that are cleared to speak in the jail, meet H&I speaker requirements, or no longer meet H&I speaker requirements, etc.

Secretary (Nominated and voted in by the Subcommittee members)

1. One (1) year clean time requirement
2. Secretarial and/or typing skills and some organizational abilities.
3. Working knowledge of the 12 Steps and 12 Traditions of NA.
4. Takes minutes at all subcommittee meetings and helps to organize and maintain all records, lists and schedules.

Panel Leaders: (Nominated and voted in by the Subcommittee members)

1. One (1) year clean time requirement
2. Six (6) months prior involvement with the H&I Subcommittee
3. Prior involvement to include three (3) months as Co-Panel Leader.
4. Cleared to enter facility where H&I commitment meets.
5. Working knowledge of the 12 Steps and 12 Traditions of N.A.
6. Strong NA message of recovery.
7. Responsible for making sure that their commitment is attended by either him/her and/or the Co-panel leader and that Speakers are lined up in advance for each meeting.
8. Responsible for written report utilizing the Panel Leader report form to the Subcommittee monthly.
9. Responsible for ordering literature as needed on a monthly basis from the Vice Chairperson
10. Responsible for orientating the speakers they choose prior to the speaking commitment

Co-Panel Leader (Nominated and voted in by the Subcommittee members)

1. Six (6) month clean time requirement
2. Three (3) months prior involvement with the H&I Subcommittee
3. Prior involvement to include being a Speaker for the H&I Subcommittee.
4. Cleared to enter facility where H&I commitment meets.
5. Working knowledge of the 12 Steps and 12 Traditions of N.A.
6. Strong NA message of recovery.
7. Cover their H&I commitment - attend subcommittee meetings in Panel Leader's absence.

8. Responsible for orientating the speakers they choose prior to the speaking commitment.

Speaker

1. Ninety (90) day clean time requirement
2. Orientated either at H&I Subcommittee Orientation for New Members or by a panel or copanel leader prior to speaking at a facility
3. Cleared to enter facility where H&I commitment meets.
4. Working knowledge of the 12 Steps and 12 Traditions of N.A.
5. Strong NA message of recovery.

Subcommittee Member

1. Willingness to serve (that the panel or co- panel leader invites to any facility except jails, with any amount of clean time should be able to attend not speak.

AGENDA FOR MONTHLY MEETING:

1. Open the meeting with a moment of silence followed by the Serenity Prayer
2. Read the 12 Traditions
3. Take roll call and establish voting quorum**
4. Panel Leader Reports
5. Chair Report
6. Vice-Chair Report
7. Nominations and Elections
8. Old Business
9. New Business
10. Review Business of the Day
11. Announcements
12. Schedule next meeting place, time and date.
13. Close the meeting with the Serenity Prayer

MOTIONS AND VOTING PROCEDURES:

1. Voting members will consist of the Vice-Chair, Secretary, Panel Leaders, Co-Panel Leaders, and any Subcommittee Members and Speakers who have attended two (2) consecutive subcommittee meetings. Voting privileges will be suspended after two (2) consecutive subcommittee meetings are missed.
2. Motions can be made and seconded by any member after they have attended their second subcommittee meeting.
3. The Chairperson will only exercise his/her right to vote to break a tie.
4. A quorum is the simple majority of the voting membership at the time of voting.

BUDGET AND EXPENSE PROCEDURE:

1. Expenses will be submitted on a month to month basis to the ASC by the Chairperson or The Vice-chairperson on a separate itemized statement along with the H&I Subcommittee Report if necessary. All expenses, except those outlined in the budget below, are subject to approval by the ASC before reimbursement can be made.

2. The monthly budget for the purpose of purchasing literature, meeting lists, and rent for the Monthly subcommittee meeting is \$91.25. The breakdown is as follows:

- a. Rent: \$5.00, to be received monthly at the ASC
- b. Meeting lists: \$11.25 (= 150 lists), to be received by PR Chair for printing
- c. Literature \$75.00, see #3 below.

3. Literature will be purchased quarterly from NAWS, Inc. The H&I Vice Chair will prepare the order, not to exceed \$485.00 quarterly in January, April, July, & October preceding the ASC and give a copy of the order with the exact amount to the ASC Treasurer at ASC for a check to be cut directly to NAWS, Inc. for that given quarter for the exact amount.

4. \$15.00 for rent quarterly for the monthly subcommittee meeting.

ADDITIONAL GUIDELINES:

1. If the Chair, Co-Chair, Secretary, Panel Leader, or Co-Panel Leader fails to attend two consecutive H&I Subcommittee meetings, fails to adhere to H&I policy, or receives two complaints from the facility to which they've been assigned, they are automatically removed from their service position.
2. If the Chair fails to attend two consecutive ASCs or RSCs without proper coverage by the Vice-Chair, a letter stating Intent to Impeach should be written.
3. Anyone chairing an H&I meeting uses the H&I meeting format approved by the H&I Subcommittee. Only people who have in the past or who are currently serving as Panel Leaders and/or Co-Panel Leaders of the H&I Subcommittee may chair H&I meetings.
4. Anyone who wishes to become a member of the H&I Subcommittee, upon being orientated will receive a written copy of the H&I Orientation Packet for the Sunset Coast Area to keep.
5. If a willing NA member chooses to submit his/her information for jail clearance and receives clearance from the jail, once they are oriented they must attend one jail commitment meeting every three months while they are listed on the speaker list as having jail clearance. If three months goes by without him/her entering the jail, he/she will be called and reminded of their Commitment. If he/she is unwilling or unable to fulfill this commitment within six months, he/she will be dropped from the clearance list for the jail (not the general speaker list) to allow room for those willing and able to go in.
6. Procedure for additions/removals from the H&I Speaker List:

To be added (for people with 90+ days clean):

1. Come to monthly subcommittee meeting
2. Get oriented
3. Ask to be added

To be removed:

1. Relapse (automatic removal)
2. Ask to be removed (if no longer able to speak, are moving/have moved, etc.)
3. If you haven't spoken in ONE YEAR and haven't attended the subcommittee meeting, the H&I vice Chair will contact you and ask if you wish to remain on the list. If he/she gets your voicemail they will leave you a message stating why they are calling and asking for a call back. If they don't hear from you in 2/3 days, they will call you a second time. If

they don't hear back from the second message in 2/3 days, they will call a third time. If you don't respond to their message(s) after three attempts to contact, it will be assumed you are no longer interested in being an H&I Speaker and you will be removed from the speaker list.

LITERATURE DISTRIBUTION POLICY and GUIDELINES

PURPOSE:

The purpose of the Sunset Coast Literature Distribution is to serve the area groups and subcommittees through the sale of NA approved literature.

MEMBERSHIP is comprised by Literature Chair Coordinate, and Alternate Coordinator

LITERATURE CHAIR QUALIFICATIONS/RESPONSIBILITIES:

1. Two years clean time required
2. One (1) year prior involvement as a home group treasurer, secretary, or GSR.
3. A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
4. Distribution is done at the monthly Area Service Committee meeting, and is also available as required throughout the month.
5. Is responsible for complete accounting of all funds received through literature order forms from members, groups, and subcommittees.
6. Presents a detailed report of finance at each ASC meeting, as well as an annual report at the end of term, and anything required by the ASC or its members including Starter Kits for new meetings.
7. Orders for literature / distribution fulfilled in a timely manner.

Literature Alternate Coordinator

1. One (1) year clean time requirement.
2. Six (6) months involvement as home group treasurer, secretary, or GSR.
3. Working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA.
4. Fills responsibilities for Literature Coordinator as needed.
5. Attends ASC meetings in the Coordinator's absence.
6. A willingness to learn all chairperson responsibilities