

Sunset Coast Area Service Policy 03/2025

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## **DEFINITION OF AN AREA SERVICE COMMITTEE**

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, administrative committee, and subcommittee chairs, who meet 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 GSRs. A group supports its Area Service Committee both financially and emotionally. It takes money to provide these services. It is the groups' 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 money. 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 NA groups.

## SUNSET COAST AREA SERVICE MEETING FORMAT

(See Chair'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 Chairs, GSRs 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. All positions that are open and will be opening within 2 months will be announced at this time.
8. Administrative Committee Report.
9. RCM Report (Regional Committee Member).
10. Subcommittee reports (in alphabetical order). Ad-hoc committee reports.
11. Group Reports (groups in alphabetical order).
12. Adjourn for a 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 (Admin) consists of the Area Chair, the Area Vice Chair, the Area Treasurer, the Area Secretary, and the Area RCM—they are the voting members. In the absence of the Secretary, Treasurer, or RCM—their Alternate (Alt) is part of the Admin body and can vote (when applicable).

1. In absence of the Area Chair, the 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, the Secretary presides over ASC.
5. In the absence of all of the previously mentioned trusted servants—the GSRs (groups) will decide whether or not to have ASC.

### **RESPONSIBILITIES OF ADMINISTRATIVE BODY**

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

### **ASC OPERATING BUDGET Updated March 2025**

After monthly expenses have been paid, any monies in excess of prudent reserve will be forwarded through the service structure in the month that Region meets. The months that Region does not meet, these monies will be held in the Sunset Coast Area Bank Account. Monies sent through “the service structure” are defined as 100% unless South Florida Region is in excess of prudent reserve, in which case, Sunset Coast Area will then donate 25% to NA World Services and 75% to South Florida Region. This is pending a vote from the GSRs present, before any monies are sent to Region or World. When ASC bank account balance reaches \$750.00, we will freeze all non-essential spending. Essential spending is limited

to Area Zoom, Area storage, Area Subcommittees' rent, GoDaddy, and basic essential literature for Area groups (limited to key tags, medallions & starter kits). Any monies returned to the Area from the SWFL Unity Day, will be deposited into Area savings account. All withdrawals and deposits from and to this savings account will be in support of SWFLCNA and a separate ledger will be maintained documenting all deposits and withdrawals for this account.

## **QUALIFICATIONS AND RESPONSIBILITIES OF ASC OFFICERS**

### **A. Chair:** (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 Chair, Subcommittee Chair or a GSR.
4. Becomes acquainted with the Sunset Coast Area Service Policy.
5. Possesses organizational skills.
6. Formulates the ASC Agenda.
7. Presides over the ASC meeting, should refrain from expressing opinions 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 Chair:** (Nominated and elected by the ASC)

1. Three (3) years clean time.
2. One (1) year prior involvement as a Subcommittee Chair or GSR.
3. Exemplifies living recovery through application of the 12 Steps and 12 Traditions of Narcotics Anonymous.
4. Becomes acquainted with the Sunset Coast Area Service Policy.
5. Is responsible for the coordination of the Subcommittees.
6. Communicates frequently with each of the subcommittee chairs and acts as a resource to the subcommittees in an effort to facilitate the continuation of their duties.
7. Is responsible for assisting the subcommittees to continue on with business in the event of an absence or resignation of a subcommittee chair.
8. Holds a GSR orientation and/or meets with subcommittee chairs 30 minutes before the ASC meeting.
9. Assists in tabulating votes.
10. Presides over the ASC meeting in the absence of the Chair.
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.
13. Should attend all ASC meetings.
14. The office of the Vice Chair is a two (2) year commitment. The first year is spent becoming familiar with the job, attending all ASC meetings and assisting the Chair wherever possible. The second year, a vote of confidence is required to assume the Chair position.

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

1. Two (2) years clean time.
2. Possesses general office or secretarial experience and some organizational ability.
3. Exemplifies 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 an ASC Subcommittee.
5. Takes roll-call at the ASC meeting.
6. It is essential that they possess 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 emails (or distributes) minutes within the first two weeks of the monthly ASC meeting.
9. Should follow ASC format in compiling minutes and numbered accordingly; should also include literature order forms with the minutes.
10. Maintains a file system for all information generated by the ASC, to include: certain materials created by the subcommittees or groups, as well as a record of motions, reports and correspondence for the ASC archives.
12. Should become acquainted with the Sunset Coast Area Service Policy.
13. When policy motions are passed, the secretary will write a motion number and date, and put it on the front page of minutes. This is how new policy will be added, or changes will be made to existing policy, when applicable.
15. Should attend all ASC meetings.

**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. Exemplifies 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 the 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 NA, 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. All monies should be counted at the event with both the subcommittee chair and a member of the Admin committee. 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, the Treasurer should encourage the GSRs to remind their groups of the importance of the 7th Tradition at every level of service, beginning with the member and then the group. Explain briefly where this money goes and the attraction that these services provide. When members are informed, it helps our 7th Tradition become reality.
9. The ASC bank account will contain all funds for the ASC, including subcommittees. Therefore, keep separate balances for the ASC general fund, prudent reserve, each subcommittee and any other recurring funding or financing 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 members/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 become acquainted with the Sunset Coast Area Service 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. Treasurer will ensure tickets are numbered and monies are turned in accordingly.
16. Should attend all ASC meetings.
17. Is responsible for attaching current bank statements with the account number redacted along with monthly Treasurer reports and submitting them with the area minutes.

**F. Alternate 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 the 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 a detailed report of finance at each ASC meeting, as well as in annual report at end of term. During this report, they should encourage GSR's to remind their groups of the importance of 7th tradition at every level of service, beginning with individual members and then the group. Explains briefly where this money goes 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 be acquainted with the Sunset Coast Area Service Policy.

10. Learn how to use the Treasurer's Accounting Sheet.
11. Should attend all ASC meetings.
12. In the absence of the Treasurer, Alt is responsible for attaching current bank statements with the account number redacted along with monthly Treasurer reports and submitting them with the area minutes.
13. The office of the Alternate Treasurer is a two (2) year commitment. The first year is spent becoming familiar with the job, attending all ASC meetings and assisting the Treasurer wherever possible. The second year, a vote of confidence is required to assume the Treasurer position.

**G. Regional Committee Member:** (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. 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 NA and act as a liaison between their Area and the rest of NA, particularly with neighboring ASCs.
10. The RCM represents 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 NA 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 for the RSC on ASC's progress, projects and dilemmas. Additionally, the RCM prepares a written report for the ASC about 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 format, 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.
16. Should attend all ASC meetings.

**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. This 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 when the RCM is absent, for any reason, or unable to complete the term in office. A vote of confidence is required to assume RCM position. The second year, a vote of confidence is required to assume the RCM position.

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 NA 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 their group.

7. Should be a member of at least one (1) subcommittee, but not as a chair, vice chair or ad hoc policy chair/vice chair.

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 NA at the Area, Regional and World levels; and to keep the Area informed about activities, strengths and problems of their group.

10. Receives from their 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 become acquainted with the Sunset Coast Area Service Policy.

13. In addition, 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 NA 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. Should attend all ASC meetings, work closely with the GSR and vote in the absence of the GSR.

8. Should be a member of at least one (1) subcommittee but not as chair.

9. Recommended to attend at least one (1) trusted servant workshop.

10. Should become acquainted 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 chairs should be solicited from the active GSRs.
3. Nominations are solicited and brought to the ASC in staggered corresponding months.
4. An explanation of office is read, by an Admin Committee member, from the ASC Policy package as well as the qualifications and responsibilities for each position.
5. At ASC, nominations are taken from the GSRs, Administrative committee, Chairs and/or RCM.
6. Each nomination must be seconded.
7. After accepting nominations, the ASC Chair 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 or emailed to the ASC Secretary. (e.g., 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 Chair. All Area Service Committee members hold office in the NA fellowship only.
11. All ASC nominations must go back to the groups with the exception of an elected ASC officer moving from Vice or Alternate position to fill position.
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 (to December): Area Chair, Area Vice Chair, Activities Chair, H&I Chair
  - April (to March): Secretary, Alternate Secretary, PR Chair
  - July (to June): Treasurer, Alternate Treasurer, Lit Chair
  - October (to September): RCM, Alternate 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 number 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/Vice positions get a priority vote of confidence, (a formal process in which present Group Service Representatives vote in order to indicate whether or not they support the Alt/Vice assuming the relative position) requiring a 2/3 majority vote. If a 2/3 vote of confidence is not given, the Alternate becomes a nominee for that position. Alt/Vice must meet all qualifications, and nominations will go back to the groups for voting.
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 the 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 the Sunset Coast Area is attendance at regularly scheduled NA meetings.

#### **MOTIONS AND VOTING PROCEDURES**

1. All ASC meetings are open to all NA members - they DO have a voice on the floor.
2. Only those listed below can make, second, or amend motions: All policy motions must go to the Policy Subcommittee before going back to the homegroups.
  - a. GSRs or Alt GSRs, in GSR's absence.
  - b. RCM or Alt RCM, in RCM's absence.
  - c. Subcommittee Chair or Vice Chair, in Chair's absence.
  - d. Ad hoc Committee Chair or Vice Chair, in Chair's 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 home group (HG) who was given a vote of confidence by their HG, and 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 be put into effect.

5. If any group is not represented at two consecutive ASC meetings, they are dropped from Groups/Voting to Groups/Non-Voting during roll call. Representation is defined as having a GSR, Alt GSR, 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 meeting. 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 meetings, at their request, can become a Voting Group. Any group that wishes to remain as a Non-Voting Group may do so at their request (the purpose of which is to establish an accurate quorum).

6. All motions must be submitted 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. All policy motions must be submitted to the Policy Subcommittee before being submitted.

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 the 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 can 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 group, who was given a vote of confidence by their home group, who is representing their group at Area.
- b. There is only one vote per group.

c. The Administrative Body (RCM or Alt RCM in the RCM's absence, Chair, Vice Chair, 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. A two-thirds majority vote is needed for policy change, amendments to policy, forming new policy, and election of officers.

**Removal of Officers:**

**1. Voluntary:** Member gives notice to the ASC Chair, one month prior to vacating the position.

**2. Involuntary:**

a) After two unexplained absences during term of office. Unexplained is defined as no call, no show, and no provision made for coverage of commitment.

b) When relapse occurs 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: Four white key tags, Two of each of the 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 ASCs.
4. If the representative of the meeting misses two consecutive ASCs, a vote will be called on the floor of GSRs to determine whether the absent group is 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 ASCs and announce their group status on the floor of the ASC during roll call.

## **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 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 used 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 make 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 underway, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chair'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 or 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 Chair, 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 member making the motion then speaks briefly about why the member 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 of 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 member who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one member makes a motion, the Chair will ask whether the motion has a second. The member to second simply raises a hand and, when recognized by the Chair, says, "I second that." If no member 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 Chair 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 Chair 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 been 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 members 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 DEBATABLE.**

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 the debate stops 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 the member making 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 the member must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if confused about the issue at hand or unsure of how to vote. By allowing debate to continue, half-baked decisions and half-understood questions may be avoided. 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 it will stop soon enough.

### **3. Motion to TABLE.**

**SIMPLE majority required. Is NOT DEBATABLE.**

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 DEBATABLE.**

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 DEBATABLE.**

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's, 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 Chair 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 DEBATABLE.**

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 DEBATABLE.**

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 DEBATABLE.**

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 brings 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 Chair 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 Chair, "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 Chair 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 Chair has not yet done anything about it, the member can ask the Chair for clarification of the rules at any time. The member may simply say out loud, "Point of order." The Chair then says, "What is your point of order?" The member then states the question and asks the Chair 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 Chair 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 Chair.

### **Parliamentary inquiry**

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all the member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The Chair must immediately recognize the member so that member 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, the air conditioner or heater is on too high, or if there is too much noise in the room, members may ask that something be done about it. If the matter is urgent, members may interrupt the proceedings by saying, "Point of personal privilege". If the matter is not particularly urgent, members are encouraged to wait until the member speaking has finished. Such a request generally requires no second, and the Chair must recognize the member immediately. State the situation and ask that it be corrected. If the request seems reasonable, the Chair will accommodate.

### **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 Chair 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 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 of the Public Relations (PR) Subcommittee 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 NA 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 NA 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.

**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 ad hoc Committee Chair 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 GSRs, 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**

**PURPOSE:**

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

**MEMBERSHIP:**

Chair, Vice Chair, Secretary and Subcommittee members.

**QUALIFICATIONS AND RESPONSIBILITIES:**

**A. Chair:** (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 NA.
4. The Chair shall see to the planning and coordinating of Sunset Coast Events.
5. The Chair 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 Chair, before commitments are made.
7. Must attend all ASC meetings or be represented by the Vice Chair.
8. Is responsible for keeping a ledger for all money transactions and for turning in receipts to ASC.
9. Acts as liaison to facilities where events are to be held.
10. Will become acquainted with the Sunset Coast Area Service 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 the month of November, 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 Chair. 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 Chair:** (Nominated and elected by voting members of the Activities Subcommittee)

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 N.A
4. Fills in for Chair, as needed.
5. Attends ASC meetings in the Chair's absence.
6. A willingness to learn all the Chair's responsibilities.

**C. Secretary:** (Nominated and elected by voting members of the Activities Subcommittee)

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 the next meeting place, date and time.
9. Close the meeting with the Serenity Prayer.

**MOTIONS AND VOTING PROCEDURES:**

1. Voting members will consist of the Vice Chair, Secretary and subcommittee members who have attended two (2) consecutive Activities Subcommittee meetings.
2. Motions can be made and seconded by any subcommittee member after they have attended their second consecutive subcommittee meeting.
4. The Chair will only exercise the 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 Chair or Vice Chair, 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 and/or merchandise, money must be turned over monthly to ASC. Proceeds are not to be reinvested in any event expenses, unless approved on the ASC floor.
3. Seed money to be used for events on a monthly basis (one event per month/12 months) not to exceed the annual budget of \$1,800.00. Money returned from seed will return to the yearly budget.
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. In coordination with ASC Treasurer, 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 pre-sale 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.
9. All refundable venue deposits will come from the Sunset Coast Area bank account and not be accounted for in seed money.

**PUBLIC RELATIONS SUBCOMMITTEE  
POLICY & GUIDELINES SUNSET COAST AREA**

**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.

**MEMBERSHIP**

Membership consists of the Chair, Vice Chair, Secretary, Webmaster, subcommittee members, Helpline volunteers and Newsletter.

**QUALIFICATIONS AND DUTIES**

**Chair Qualifications:** (Nominated and elected 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.

**Chair Duties:**

1. To become thoroughly acquainted with Sunset Coast Area Service 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 ASC meetings.
7. To be ultimately responsible for orienting Helpline Volunteers and PR members assisting in public relation functions.
8. In the month of November, 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 Chair. 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 Chair Qualifications:** (Nominated and elected by Subcommittee members)

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. Able to fill in for the Chair at ASC & RSC when needed.

**Vice Chair 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 Twelfth Step list updated.
4. A willingness to learn all the Chair's 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.

**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 Dos 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 Dos 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.

**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 of NA.
4. Time and ability to maintain an accurate, up-to-date, unbiased website.
5. Previous experience creating, updating and/or maintaining internet websites.

**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, and easy navigation to relevant information is very important.
3. Ensure that the clarification or purpose of the website is clearly listed on the front page of the website as outlined in the PR Handbook.
4. Ensure that the front page also clearly lists the information contained as well as information NOT contained in the website.
5. Ensure 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](http://www.na.org) may be included on our website to provide any NA related information not included on our Sunset Coast website.
6. Ensure 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 the 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 and Duties:**

1. Two (2) 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 Service 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 Chair's responsibilities.

**Subcommittee Members:**

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

**Additional Guidelines:**

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 ASC meeting.

B.) 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 the Area Service Committee before reimbursement is made.**

C.) Web hosting for ASC website is a part of the monthly expenses and is its own line item on the ASC budget. The web hosting bill will be paid directly by the Treasurer once it is received via the Sunset Coast Area email.

D.) Domain name registration for ASC website is a part of monthly expenses and is its own line item on the ASC budget. The domain name registration will be paid directly by the Treasurer once it is received via the Sunset Coast Area email.

**Motions and Voting Procedures:**

A. Voting members will consist of the Vice Chair, 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 Chair vote.

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

D. A quorum is the 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.

## GENERAL PROCEDURES FOR ANSWERING HELPLINE CALLS

1. Answer calls by saying, "Hi my name is \_\_\_\_\_ and I'm a recovering addict. How may I help you?"
2. Try to find out if the person is in any immediate danger. e.g., 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 then call 911 immediately!!! If you are not completely sure what is happening but suspect that it is even a remote possibility, contact the Chair or Vice Chair immediately for advice.**
3. If the caller is not in danger, go ahead and give them the information that they request such as meeting times, locations, or information about NA 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 an NA meeting? c. What area are they calling from? d. Would they like to attend an NA 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 ensure 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 Helpline.**

6. If a family member or a significant other calls, refer them to one of our open NA 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 12th Step-list you have been provided with, until you get someone to commit to the 12th Step call. **It is a good practice to follow up on the 12th Step person, to find out how things went. If there were any problems, 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 NA service exclusively as Helpline volunteers!!!**
9. 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 Chair or other Subcommittee members before continuing. **REMEMBER, TOGETHER WE CAN!!**
10. **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.

11. If anyone calls requesting literature, a presentation, guest speakers, new H&I meetings or a complaint about any NA representatives in a facility, **NOTIFY THE CHAIR IMMEDIATELY.** This way, the request can be channeled through the proper subcommittees and fulfilled in a timely manner.

**12th STEP LIST MEMBER GUIDELINES:**

1. Suggested six (6) months clean time requirement.
2. If at all possible, never go alone on a 12th Step call.
3. Do not give out other members' names or phone numbers.
4. Call the person back ASAP! THEIR LIFE MAY BE AT STAKE!!!
5. When going on a 12th Step call, take literature, white books and meeting lists.
6. Always let someone know the location where you are going on a 12th 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, TREATMENT FACILITY OR HOSPITAL.**
9. If the addict is in withdrawal, get help from other members of NA or get them to a detox, ONLY IF THEY ARE WILLING TO GO.
10. Don't go on a 12th step call unless a 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 12th Step call, and vice versa.

**POLICY SUBCOMMITTEE  
POLICY & GUIDELINES SUNSET COAST AREA**

**PURPOSE:** To consider any input referred by the ASC and upon deliberation give recommendations to the Area. When necessary, the vote count is included. Also, to give a written response to any issues regarding NA Traditions violations. When a 2/3 vote cannot be reached, the issue will be forwarded to the South Florida Regional Admin Committee. The Policy Subcommittee will update the policy as needed.

**MEMBERSHIP:** Chair, Vice Chair, Secretary, and Subcommittee Members.

**Chair Qualifications and Duties:** (Nominated and elected by the ASC)

1. Three (3) years clean time.
2. Six (6) months prior involvement in the Policy Subcommittee. \*
3. Two (2) years prior ASC experience. \*\*
4. Exemplifies living recovery through the application of the 12 Steps, 12 Traditions and 12 Concepts of NA, and policy of the Sunset Coast Area.
5. In the month of November, the Policy Subcommittee Chair must prepare a budget and submit it to the ASC, to be voted on by groups. In the event a new budget is not approved, the prior year's budget will be used until a new budget is approved.
6. Prepares agenda for each Policy Subcommittee meeting.
7. Presides over all meetings of the Policy Subcommittee.
8. Coordinates and keeps records of the Policy Subcommittee.
9. Must attend all ASC meetings.
10. Be thoroughly acquainted with the Sunset Coast Area Service Policy.

**Vice Chair:** (Nominated and elected by Subcommittee Members)

1. Two (2) years clean time.
2. Six (6) months prior involvement in the Policy Subcommittee. \*
3. One (1) year prior ASC experience. \*\*
4. Exemplifies living recovery through the application of the 12 Steps, 12 Traditions and 12 Concepts of NA, and policy of the Sunset Coast Area.
5. Performs all duties of the Chair in their absence.
6. If the Chair is absent, the Vice Chair retains their vote only if it is necessary to make a quorum.
7. Calls Subcommittee members to notify them of the next meeting.

*\* Prior involvement on the Policy Subcommittee shall be defined as any consecutive six (6) months during their recovery.*

*\*\* ASC experience shall be defined as GSR, Administrative Committee, or Subcommittee Chair.*

**Secretary:** (Nominated and elected by Subcommittee Members)

1. One (1) year clean time.
2. Secretarial experience and some organizational ability.
3. Six (6) months prior ASC experience.
4. Is responsible for keeping a written record of all Policy Subcommittee meetings.
5. Keeps an email or mailing list of all Policy Subcommittee members.

6. Is responsible for typing, copying and distributing minutes to the members by the next Subcommittee meeting.
7. Will make copies of minutes available upon request.

**Subcommittee Member:**

1. One (1) year clean time.
2. Six (6) months prior ASC experience.
3. Exemplifies living recovery through the application of the 12 Steps, 12 Traditions and 12 of NA, and policy of the Sunset Coast Area.
4. Members must attend two (2) consecutive Subcommittee meetings to establish their voting privilege, to begin at the third Subcommittee meeting.
5. It is required that you attend the monthly Subcommittee meetings. If you are unable to attend, please call the Chair or the Vice Chair. If you do not attend for (2) consecutive meetings, the Policy Chair will contact you in regards to your absence. If you fail to attend the next meeting you will forfeit your voting privilege.

**AGENDA FOR MONTHLY MEETING:**

- A. Opening Prayer.
- B. Reading of the 12 Traditions.
- C. Establish quorum.
- D. Review Subcommittee guidelines, if needed.
- E. Old Business.
- F. New Business.
- G. Review Business of the Day.
- H. Announcements.
- I. Establish the next Meeting Time and Place.
- J. Close Meeting with Prayer of Choice.

**MOTIONS AND VOTING PROCEDURES:**

**Motions:** May be made and seconded only by voting members

**Voting:**

1. Anyone may participate in discussions at Policy meetings, however; voting is limited to the members of the subcommittee only, except for the Chair, who does not vote.
2. In the event of a tie, the Chair will exercise the right to break such ties by voting.
3. A quorum is the simple majority of the voting members present. Once quorum is established at a meeting, it stays throughout the meeting. A minimum of (2) voting members and the Chair or Vice Chair must be present to conduct a Policy Subcommittee meeting.
4. To make a recommendation to the ASC, there shall be a 2/3 vote of voting members present.

**ADDITIONAL GUIDELINES:**

The Policy Subcommittee shall hold a workshop once a year and use a team approach to presenting the policy workshop.



**BUDGET and Expense Procedures:**

General operating expenses may include copies of minutes, guidelines or policies, postage, rent, etc.

Copies of Sunset Coast Area Service Policy will be printed, annually, for all GSRs and Subcommittees, as well as for ASC Admin. Policy Subcommittee will keep track of the number of printed copies for use in determining the future number of updates to be printed. As changes are made to policy (e.g., updates, additions, corrections), additional and/or edited pages will be printed and distributed quarterly during that month's ASC meeting. Printing of flyers and/or handouts will be as dictated by events (dates).

The motion for an event's budget submitted to the ASC will include an estimated dollar amount (not to exceed \$250), with expenses itemized, date of event and general description of event.

All Subcommittee members handling money must meet a minimum one year clean time requirement.

Any unused funds will be returned to the ASC Treasurer in addition to all receipts.

## **HOSPITALS AND INSTITUTIONS SUBCOMMITTEE POLICY & GUIDELINES SUNSET COAST AREA**

### **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 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 composed of Chair, Vice Chair, Secretary, Panel Leaders, CoPanel Leaders, Speakers and Subcommittee Members.

### **Chair Qualifications & Duties:** (Nominated and elected 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/CoPanel Leader.
4. A working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
5. A strong NA message of recovery.
6. Must attend all Subcommittee meetings, ASC meetings and RSC meetings or make arrangements for the Vice Chair to attend in their absence.
7. Provide written reports to ASC and RSC utilizing the H&I suggested report form.
8. 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.
9. Responsible for coordinating orientation with Collier County Corrections for Speakers. Become familiar with the Sunset Coast Area Service Policy, NA Guide to Local Service & HI Handbook.
10. Responsible for making sure that all H&I meetings are being held in accordance with Sunset Coast Area Service Policy, as well as with facility rules and regulations.
11. In the event that a Panel Leader cannot find someone to cover a meeting, the H&I Chair will either locate someone oriented in chairing an H&I meeting, or cover the meeting personally.
12. If a meeting cannot be covered by anyone in the Subcommittee, the Chair is responsible for contacting the facility in a timely manner.
13. Will maintain original reports, motions, minutes for safekeeping and archive history.
14. Will follow agenda at Subcommittee meetings as stated in Policy.
15. In the month of November, 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 Chair. 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.
16. When money is collected, must turn the money over to the ASC Treasurer within 72 hours.

**Vice Chair:** (Nominated and elected 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 CoPanel Leader.
4. A working knowledge of the 12 Steps & 12 Traditions of NA.
5. A strong NA message of recovery.
6. Fills in for Chair when needed.
7. Attends ASC and RSC meetings in the Chair's absence.
8. A willingness to learn all Chair Duties.
9. Responsible for maintaining the H&I Literature Box including order and distribution.
10. Responsible for conducting new Subcommittee Member and Speaker orientations and distributing orientation "dos and don'ts" to newly elected Panel and CoPanel Leaders upon their election at monthly Subcommittee meetings.
11. Become familiar with the Sunset Coast Area Service Policy, NA Guide to Local Service and H&I Handbook.
12. Maintains H&I Speaker List as a reference point for Panel and CoPanel Leaders by 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 elected by 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.
5. Responsible for sending out the minutes within two weeks of the H&I subcommittee meeting.

**Panel Leader:** (Nominated and elected 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 CoPanel Leader.
4. Cleared to enter the facility where H&I commitments meet.
5. Working knowledge of the 12 Steps and 12 Traditions of NA.
6. A strong NA message of recovery.
7. Responsible for ensuring that their commitment is attended by either themselves and/or the CoPanel Leader, and that speakers are lined up in advance for each meeting.
8. Responsible for written reports utilizing the Panel Leader report form to the Subcommittee monthly.
9. Responsible for ordering literature as needed on a monthly basis from the Vice Chair.
10. Responsible for orienting the speakers they choose prior to the speaking commitment.
11. Panel should attend all monthly Subcommittee meetings or ensure CoPanel will be in attendance.
12. In the instance that the Speaker does not show up for the commitment, the Panel Leader is responsible for contacting the H&I Chair/Vice Chair to communicate/document the absence. A Panel Leader may choose to still cover the commitment with NA approved Literature.

**CoPanel Leader:** (Nominated and elected 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 the facility where H&I commitment meets.
5. Working knowledge of the 12 Steps and 12 Traditions of NA.
6. A strong NA message of recovery.
7. Cover their H&I commitment and attend Subcommittee meetings in Panel Leader's absence.
8. Responsible for orienting the speakers they choose prior to the speaking commitment.
9. In the instance that the Speaker does not show up for commitment, Co-Panel is responsible for contacting H&I Chair/Vice Chair to communicate/document absence. Co-Panel may choose to still cover the commitment with NA approved Literature.

**Speaker:**

1. Ninety (90) day clean time requirement or otherwise specified by the facility.
2. Oriented 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 the facility where H&I commitment meets.
4. Working knowledge of the 12 Steps and 12 Traditions of NA.
5. A strong NA message of recovery.

**Subcommittee Member:**

1. Willingness to serve (that the Panel or CoPanel Leader invites to any facility (except jails), with any amount of clean time, should be able to attend NOT speak.
2. All Subcommittee members collecting/handling money must meet a 1 year clean time requirement.

**Ad Hoc Committee:**

This is a committee formed by the H&I Subcommittee on a volunteer basis. This committee works on a specific situation or purpose within the Subcommittee. Its intent is to mirror the Subcommittee. Therefore, it needs to adhere to all ASC policies, procedures and format in order to maintain accountability. There needs to be a Chair and Secretary of each Ad hoc formed; the Chair must be an Admin of H&I. e.g., Chair, Vice Chair or Secretary. The secretary can be voted by the Ad hoc. Minutes should be recorded and brought to the Subcommittee to inform members on progress. All money for the budget should be recorded and accounted for by the Chair of Ad hoc in accordance with policy. All proceeds should be turned into the H&I Chair before required 72 hours for turning in to ASC Treasurer. This committee is dissolved once its purpose is achieved.

**AGENDA FOR MONTHLY MEETING:**

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the 12 Traditions & 12 Concepts.
3. Take roll-call and establish a quorum\*\*. Welcome any new members to the subcommittee.
4. Chair Report (& previous month's minutes).
5. Vice Chair Report.

6. Panel Leader Reports.
7. Nominations and Elections.
8. Old Business.
9. New Business.
10. Review Business of the Day.
11. Announcements.
12. Schedule the next meeting place, time and date.
13. Close the meeting with the Serenity Prayer.

*\*\*A quorum is the simple majority of the voting membership at the time of voting.*

#### **MOTIONS AND VOTING PROCEDURES:**

1. Voting members will consist of the Vice Chair, Secretary, Panel Leaders, CoPanel 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 Chair will only exercise the right to vote in the event of a tie.

#### **BUDGET AND EXPENSE PROCEDURE:**

1. Expenses will be submitted on a month to month basis to the ASC by the Chair or Vice Chair 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. See "ASC OPERATING AND SUBCOMMITTEE BUDGETS" pages 40-41.
3. Literature will be purchased quarterly from the South Florida Region. The H&I Vice Chair will prepare the order, not to exceed \$750.00 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 South Florida Region. for that given quarter for the exact amount.
4. All money raised from H&I events, over costs, will be held by the Treasurer for future literature orders consisting of introductory guides to NA. This literature will then be distributed through various H&I commitments.
5. 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 and/or merchandise, money must be turned over monthly to ASC. Proceeds are not to be reinvested in any event expenses, unless approved on the ASC floor.
6. All refundable venue deposits will come from the Sunset Coast Area bank account and not be accounted for in seed money.

## **ADDITIONAL GUIDELINES:**

- 1.** If the Chair, Vice Chair, Secretary, Panel Leader, or CoPanel 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 CoPanel 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 attending orientation, 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 their information for jail clearance and receives clearance from the jail, they must attend orientation at the jail. After having attended initial orientation, there is an annual re-orientation required to remain "active". This is to be done within the time frame of the last orientation, so that clearance will not be "suspended". Jail contact will provide a list to the subcommittee chair as to who is required to attend and when.
- 6.** Procedure for additions/removals from the H&I Speaker List:

Additions (for people with 90+ days clean):

1. Come to the monthly Subcommittee meeting.
2. Attend orientation.
3. Ask to be added.

Removals:

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 they get 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 & GUIDELINES SUNSET COAST AREA**

### **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 Coordinator and Alternate Coordinator

**LITERATURE CHAIR QUALIFICATIONS/RESPONSIBILITIES:** (Nominated and elected by ASC)

1. Two (2) 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. All money collected is to be turned in monthly at ASC.
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 and 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 Chair Coordinator's absence.
6. A willingness to learn all Chair Coordinator responsibilities.

**ASC OPERATING AND SUBCOMMITTEE BUDGETS**

<b>ADMINISTRATION</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Yearly</b>
Rent	\$25.00	\$75.00	\$300.00
Miscellaneous	\$3.66	\$10.98	\$43.93
PO Box	\$30.00	\$90.00	\$360.00
Storage Unit	\$69.00	\$207.00	\$828.00
Zoom	\$15.99	\$47.97	\$191.88
<b>RCM TRAVEL</b>			
4 East Coast RSCs (1 Night + Gas)	\$66.00	\$200.00	\$800.00
1 Keys RSC (2 Nights + Gas)	\$29.17	\$87.50	\$350.00
1 West Coast RSC (gas only, .50 per mile)	\$4.17	\$12.50	\$50.00
1 Regional Zonal(out of state)	\$29.17	\$87.50	\$350.00
Misc. Printing, Copy, Mailing	\$10.00	\$30.00	\$120.00
<b>ACTIVITIES</b>			
Merchandise			\$1,000.00
Rent		\$45.00	\$180.00
Up to 12 Activities per year (\$1,800 seed money)			\$1,800.00
Unity Day Picnic			\$1,200.00



<b>HOSPITALS &amp; INSTITUTIONS</b>	<b>Monthly</b>	<b>Quarterly</b>	<b>Yearly</b>
H&I Gratitude Dinner			\$1,600.00
Learning Day		\$125.00	\$500.00
Literature		\$900.00	\$3,600.00
Miscellaneous		\$25.00	\$100.00
Printing		\$25.00	\$100.00
Rent	\$25.00	\$75.00	\$300.00
T-Shirts		\$150.00	\$600.00
 <b>PUBLIC RELATIONS</b>			
Advertising	\$16.60	\$50.00	\$200.00
Community Events	\$83.33	\$250.00	\$1000.00
Learning Day	\$16.60	\$50.00	\$200.00
Literature	\$25.00	\$75.00	\$300.00
Poster Day	\$20.80	\$72.00	\$288.00
Printing	\$25.00	\$75.00	\$300.00
Rent	\$25.00	\$75.00	\$300.00
Website	\$25.00	\$75.00	\$300.00
 <b>POLICY</b>			
Annual Policy Workshop			\$250.00
Printing		\$50.00	\$200.00
Rent (included with ASC meeting rent)			\$0