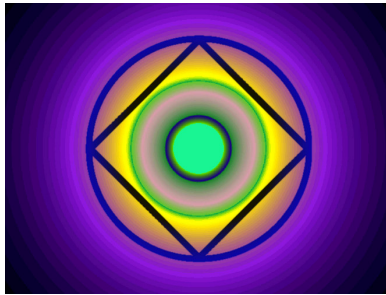


# **THE FIRST COAST AREA OF NARCOTICS ANONYMOUS**

## POLICY PACKAGE



### **SERVICE PRAYER**

“God, grant us the knowledge that we may act according to your divine precepts. Instill in us a sense of your purpose. Make us servants of Your will and grant us a bond of selflessness that this may truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”

Updated September 1, 2014

## **The Twelve Traditions of Narcotics Anonymous**

We keep what we have only with vigilance, and just as freedom for the individual comes from the twelve steps, so freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

## **The Twelve Concepts for NA Service**

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

## **Area Service Committee Order of Business**

1. Open meeting with a moment of silence and the Service Prayer. (99-01)
2. Read the Twelve Traditions and the Twelve Concepts.
3. Open the floor for any member of NA to address the First Coast ASC.
4. Roll call.
5. Announce voting members and voices on the floor.
6. Secretary's report.
7. Treasurer's report.
8. RCM report.
9. Subcommittee reports.
10. GSR reports. Home groups with questions, comments and/or concerns give verbal and written reports. All others written only. (02-09-10)
11. Roll call (if recess).
12. Nominations and/or elections.
13. Old business.
14. New business.
15. Close meeting with a moment of silence and the Serenity Prayer.

### **ELECTION OF ASC OFFICERS**

ASC officers are comprised of the following: ASC Chair/Vice-Chair, Secretary/Alt Sec., Treasurer/Alt Treas., RCM/Alt RCM, Subcommittee Chairs/ Vice-Chairs. This includes Standing Committee Chairs/ Vice-chairs only.

The ASC Administrative officers are comprised of the following officers: ASC Chair/ Vice-Chair, Secretary/Alt Sec., Treasurer/Alt Treas., and RCM/Alt RCM.

1. (**APRIL ASC**) Nominations should be solicited from the groups and the floor in April. Before a group presents a nominee, the nominee must be informed of the qualifications and responsibilities of that position.
2. (**MAY ASC**) Nominations are to be collected from the ASC floor in May and sent back to the groups for consideration and solicitation. All nominations must be seconded. No one can accept more than one nomination to positions in ASC.
3. (**JUNE ASC**) All nominations are collected and presented to the ASC floor.
4. ALL NOMINEES MUST BE PRESENT AT THIS ASC AND THROUGHOUT THE ENTIRE PROCESS OF ELECTIONS (E.G. -- attendance at all the following ASCs).
5. Nominees will address the floor with statements of willingness and also have willingness in writing for insertion into ASC minutes.
6. For ASC positions, intent of willingness must be made at time of nomination in person and in writing.
7. Close all possible nominations.
8. Send all closed nominations, including runoffs and single candidate positions, back to the groups for a vote.
9. (**JULY ASC**) New nominations for positions that are not closed are presented to the ASC floor in July. Nominees must be present at ASC and also have willingness in writing.
10. New nominations will go back to the groups for a vote.
11. (**JULY ASC**) At the July ASC, collect votes using paper ballots on all possible positions (nominees must be present).
12. Newly elected individuals will take over responsibilities at the close of business on that day.
13. If any positions are still open, nomination and elections procedure will be repeated until positions are filled.
14. DISPLACEMENT OR REMOVAL OF ASC OFFICERS
  - A. TWO CONSECUTIVELY MISSED ASC's IS AUTOMATIC VOLUNTARY RESIGNATION.  
Alternate assumes position until position is filled by election procedure.
  - B. When necessary to fill an ASC officer position due to absence of an alternate or Vice Chair, a pro tempore Chair may be nominated and elected on the Area floor. This is a commitment of one month to be renewed at each following ASC meeting until the position is filled by Group election.
  - C. These nominees may be chosen from currently serving GSRs or from the general NA membership present at ASC meeting. The required qualifications of our Policy still apply.
15. Ad-Hoc committee chairs are nominated and elected on the ASC floor by GSRs in attendance on that business day.
16. The ASC will hold a trusted servants workshop in the month of March for all those who wish to attend.
17. The election process for FCACNA officers to be 2 months prior to the convention.( 080806)

### **ADMINISTRATIVE OFFICERS**

1. ASC officers cannot be GSRs of any group. This does not apply to a Pro-Temp Officer.
2. Any ASC officer who misses two consecutive ASC meetings will automatically be resigned at the third ASC meeting.
3. Any ASC officer can be removed from office at any time by a two-thirds vote of the ASC.
4. All officers may succeed themselves but it is recommended that no officer serve more than two terms

consecutively.

## VOTING

1. Quorum is the number of eligible voting participants who must be present in order to conduct business. ASC quorum shall be a majority of all eligible voting members, rounding up.
2. Groups must attend two consecutive ASC meetings before becoming an eligible voting member.
3. Groups missing two consecutive ASC meetings are no longer eligible voting members
- Voices on the floor for the purposes of reports, discussions, and debates are: GSRs, ASC chair, ASC vice-chair, ASC secretary, ASC treasurer, RCM, all subcommittee chairs, and Ad-Hoc subcommittee chairs. Alternates may speak in the absence of the primary voices. (99-45)
4. A simple majority is one more than half of the voting members present at the time the vote is called, rounding up.
5. A two-thirds majority is two-thirds of the voting members present at the time the vote is called, rounding up.
5. A two-thirds majority is required for any policy change.
6. An abstention vote indicates a group's refusal or inability to reach a consensus on a motion.  
An abstention vote will count as an abstention.
  - A. In cases of motions pertaining to area or regional business, when all votes are tabulated and the abstentions outnumber the pros and con votes, or the abstentions tie the higher of the two, then the motion must be tabled back to the groups for further consideration. The motion will then be voted on at the next ASC meeting.
  - B. In cases of motions pertaining to RSC business, when time does not allow the motion to be tabled back to the groups, the Area's conscience will be an abstention.
  - C. A motion may only be tabled once.
7. GROUP SERVICE REPRESENTATIVES ARE THE ONLY VOTING MEMBERS AT THE ASC, or their alternates-elected or appointed- in their absence. In case of a tie, the ASC administrative officers have one collective vote to break the tie.
  - A. ASC officers may only make or second motions and nominations that pertain specifically to the duties and responsibilities of their offices. (99-46)
8. Any voice on the floor that makes or seconds a motion must be present when the motion is read by the ASC chair, so that questions pertinent to the motion can be answered. If not, the motion is ruled out of order.
9. All motions are to include the intent when submitted.
10. All main motions to be considered during the monthly ASC meeting must be submitted in writing to the chair prior to the first break of the meeting.
11. Area motions are labeled by the year in which they occur, followed by a number designating their sequential order.

## REPORTS

1. Reports from a GSR and RCM should consist of the following and should be written or typed so the secretary can have accurate notes. Home groups with questions, comments and/or concerns give verbal and written reports. All others written only. (02-09-10)
  - A. The name of the group.
  - B. Day of the week it meets.
  - C. Place or places it meets.
  - D. Time or time it meets.
  - E. Treasurer's report of amount of monthly contribution.
  - F. Number of members and number of people attending.
  - G. Situations/problems/difficulties, etc.

H. Group conscience decisions.

2. Each subcommittee report should consist of the following and should be written or typed so the secretary can have accurate notes.
  - A. The name of the subcommittee.
  - B. Minutes of the subcommittee meeting.
  - C. Subcommittee activities, accomplishments, specific problems or situations, and plans for the coming
  - D. Motions for group conscience.
  - E. Subcommittee reports shall include itemized monthly expenses. (99-14).
3. New groups will submit a report even if they are not part of the quorum.

### **GENERAL**

1. All ASC meetings are open to NA members. The floor will be opened for discussion after reading the Twelve Traditions and Twelve Concepts.
2. You can only be recognized by the Chairperson. This is done by raising your hand.
3. Voices on the floor will be limited to three minutes.
4. ASC to break every 90 minutes.
5. The area's prudent reserve shall be \$2,100.00. To accommodate the increase in any budget, the area's prudent reserve shall also be increased by that amount and shall be rounded to the nearest \$50.00 in accordance with ASC motion 96-39.
6. Monthly income shall be spent in the following budgeted priorities:

<b>ASC BUDGET PRIORITIES</b>		
1	Meeting Schedules - Bi-Monthly (031207)	\$ 310.00
2	Help Line (081102)	\$ 425.00
3	Literature Distributor (081104)	\$ 20.00
4	H&I Literature (070901)	\$ 560.00
5	Secretary (070801)	\$ 120.00
6	Public Relations (070803)	\$ 100.00
7	Regional Rooms (071002)	\$ 188.00
8	Activities Subcommittee (050901)	\$ 500.00
9	Website - Annual Cost (050902)	\$ 100.00
10	Treasurer (010209)	\$ 10.00
11	ASC Meeting Space (080306)	\$ 100.00
12	Literature Review - \$20/bimonthly (090204)	\$ 30.00
13	<b>TOTAL</b>	<b>\$2,463.00</b>

7. All actions of the ASC must be guided by the Twelve Traditions and the Twelve Concepts.
8. Subcommittee meeting dates, times, and locations are to be printed on meeting schedules.
9. Literature order form, literature moneys, and group donations must be given to the ASC treasurer upon arrival at ASC meeting. Literature money shall be separated from donation to ASC.
10. All directives to trusted servants must be put in motion form and recorded in the minutes.
11. An ad-hoc committee shall be formed to visit meetings in trouble.
12. Meetings may not be removed from the meeting schedule until that meeting is no longer functioning.

13. Clean time requirements cannot be waived on the ASC floor.
14. New groups may be given a group starter kit which includes: 5 white booklets, readings, Just for Today, 5 IP's (Welcome to NA, Sponsorship, What's the basket for?) add 5 each (white, orange, green, red, and 3 each of blue, yellow, moon glow, gray, and black) key tags. (091101-1)
15. Area is to accept only cash or money orders for literature and donations.
16. All addicts have a voice at all subcommittee meetings. Voting member qualifications are established by respective subcommittee guidelines.
17. A timeframe and limits for ASC meetings from 11AM to 3PM is established as a rule of order, subject to suspension of said rule by motion, second, and simple majority vote of voting members present.
18. All groups and subcommittees, with the exception of the activities subcommittee, requesting money from the ASC for functions are to submit the request in the form of a motion. The motion must be submitted a minimum of two ASCs prior to the function and must include an itemized budget. At the following ASC, a report on how the money was spent and what amount was returned to the ASC will be submitted. (99-19)
19. Officers and subcommittee chairs shall receive budgeted moneys on a monthly basis provided they submit receipts for moneys previously spent.
20. Groups and subcommittees may appeal by pertinent motion to the ASC for funds to cover catastrophic situations.
21. Each subcommittee and/or group shall fill out an ASC Request for Funds Form to the area on any money received from ASC and turn in receipts accordingly.
22. To include *A Guide To Local Service* with the policy packages of each group in the Area for reference purposes.
23. Activities subcommittee shall plan and hold functions for the First Coast Area as long as needed funds are equal to or less than the approved budgeted funds without the need for a second approval by ASC. All funds to be accounted for by receipts to the treasurer. Some functions that would fall under this request would be: marathon meetings, campfire meetings, game nights, scavenger hunts, softball games and the like.
24. The ASC Chair, Secretary, and RCM, or their alternates in their absence, shall conduct an audit of ASC funds every **AUGUST** and **FEBRUARY** reporting their findings at the following ASC.
25. The ASC shall begin an Area Inventory at the **JANUARY** ASC.
26. Accept the Treasurer's and Secretary's reports on a simple majority vote and accept the RCM and all subcommittee reports on a non-voting basis after they are read on the ASC floor.
27. The Activities subcommittee shall provide coffee, coffeepot, and supplies for the monthly ASC meeting. (99-16)
28. Individuals representing subcommittees or others who are responsible for being at Regional and express the commitment to go to Regional at the FCASC meeting are responsible for their part of the room expense when they don't show up. (01-19)
29. All ASC officers are required to attend the Policy subcommittee meeting in keeping with the definition of the Policy subcommittee on page 14-Policy. (01-24)
30. The ASC Chair, RCM, Literature Distributor, and Treasurer reconcile the cash value of the literature inventory on hand with the treasurer's report immediately following the ADC meeting in August and February. (00-40)
31. The ASC secretary and the Activities chair to maintain a calendar of events in the First Coast Area. GSR'S and Subcommittee Chairs may submit dates and times of functions to the activities chair one month prior to the event. This calendar will be included in the ASC minutes. (00-26)
32. To have an annual convention (030101).

33. To use Convention Overage to fund current special projects of this area before sending on to Region, (examples: Raiford, PR, H&I...) (1001005)
34. The First Coast Area Service Committee of NA and its Treasurer follow the "Guidelines for the Area Service," A treasurers Handbook, and adopt the NA Treasurers Handbook for guidance in financial matters.
- 35....In the event that a Subcommittee is lacking a chair, the ASC Vice Chair as the liaison and/or the ASC Chair, attend the Subcommittee to ensure that the Subcommittee is functioning and any assistance be addressed and brought to the attention of the ASC.
36. Take \$500 out of seed money for Activities and place it into the general fund. (081202)
37. Remove all names and personal phone numbers from the meeting schedule. (091001)
38. For area to have a training day for all GSR's and ALT GSR's in Area (1001009)

### **CHAIN OF TRUSTED SERVICE**

The order of trusted service during the temporary absence of the ASC Chair: (99-10)

1. ASC Vice-Chair
2. Policy Chair
3. Policy Vice-Chair
4. RCM
5. Alternate RCM
6. Secretary

### **ASC CHAIRPERSON GUIDELINES**

#### **REQUIREMENTS**

1. Two years continuous abstinence from all drugs.
2. General service experience- GSR or other officer in ASC.
3. Mature judgment reflected in success of his or her recovery.
4. Capable of conducting a business meeting with a firm yet understanding hand.
5. Display leadership ability. Ability to lead yet act as a servant.
6. Ability to plan administrative actions.
7. A good communicator.
8. Available to membership, especially to subcommittee chairs and officers.
9. Sensitive to wishes of Area.
10. Objective and tolerant of those who don't see beyond their own groups.
11. A living example of success in recovery in Narcotics Anonymous.

#### **RESPONSIBILITIES**

1. The chair is responsible for arranging agenda for ASC, seating, and arrangements.
2. The chair presides over the ASC.
3. Responsible for correspondence.
4. Maintaining ASC files and archives.
5. A co-signer on the ASC bank account.
6. The chair enforces rules of decorum and discipline and attempts to be absolutely fair and impartial.
7. Pays rent on ASC archive files located at 5536 Atlantic Blvd.
8. Updates bank account signature cards at the beginning of term.
9. The ASC chair reconfirms ASC meetings each business year with the facility in which the FCA-ASC is Currently meeting. (060704)
10. Responsible for an additional PO Box key.



## **ASC VICE-CHAIR GUIDELINES**

### **REQUIREMENTS**

1. Minimum of one year abstinence from all drugs.
2. A willingness and desire to serve.
3. Service experience, active for at least six months in the NA service structure.
4. The willingness and desire to give the time and resources to do the job.
5. Ability to communicate.
6. Ability to organize.
7. Mature judgment reflected in success of his or her recovery.
8. Capable of conducting a business meeting with a firm but understanding hand.
9. Display leadership ability.
10. Ability to lead, yet act as a servant.
11. Ability to plan administrative actions.
12. A good communicator.
13. Available to membership, especially to subcommittee chairs and officers.
14. Sensitive to wishes of Area.
15. Objective and tolerant of those who don't see beyond their own groups.
16. Living an example of success in recovery in Narcotics Anonymous.

### **RESPONSIBILITIES**

1. The vice-chairperson is a cosigner on the ASC bank account.
2. Liaison among all subcommittees to assure proper cooperation of responsibilities.
3. Perform the duties of the **ASC Chair (080308)** in the temporary absence of the Chair.

## **SECRETARY GUIDELINES**

### **REQUIREMENTS**

1. One year abstinence from all drugs.
2. One year active in the NA service structure.
3. General office or secretarial skills.
4. Access to a typewriter and copier.
5. Ability to organize and maintain file systems for all information and minutes generated by the ASC.

### **RESPONSIBILITIES**

1. Responsibilities for keeping an accurate record of each ASC meeting.
2. Responsible for all correspondence so dictated by the committee.
3. Responsible for the printing of the ASC stationary.
4. One copy of the minutes and the contact sheet should be sent to all the GSRs that are a part of the quorum, subcommittee chairs (vice-chairs as requested), website chair (electronic form) and the administrative committee within 10 days of the ASC – REGARDLESS OF THEIR ATTENDANCE AT ASC (050502). A meeting list will be passed around with the name and two options that can be checked to either 1.Receive e-mail or 2. Conventional mail- or both can be chosen. If a group is not present, the last previous option on record will be followed. (030906) The original copy should be kept on file.
5. Secretary will list in minutes the results of all votes on motions, including elections. **The secretary is also directed to record "voice votes" or "straw polls" in the minutes. (080201)**
6. Monthly ASC minutes should contain the following: roll call, old business, new business, (with the maker, second, any dispositions, and policy recommendations, if any, of all motions), RCM and alternate RCM reports, subcommittee reports, one blank subcommittee report, one blank GSR report and a literature order form.
7. All ad-hoc subcommittees are to be listed on the monthly roll call and also on the monthly minutes.
8. Roll call will be taken at the beginning of the meeting and only twice more upon request.
9. Letters of willingness for elections are to be included in minutes.
10. First name, last initial (021002) and email address and phone numbers of trusted servants are to be included in minutes.
11. Phone poll results included in minutes.
12. Minutes are to be copied front and back.
13. The for and against votes for all motions and elections are to be recorded in the minutes of that ASC meeting.
14. The ASC secretary and the Activities chair to maintain a calendar of events in the First Coast Area. GSR'S and Subcommittee chairs may submit dates and times of functions to the activities chair one month prior to the event. This calendar will be included in the ASC minutes. (00-26)
15. Any responsibilities incurred during current commitment period will be fulfilled by outgoing Secretary (e.g., mail out minutes to RSO/WSO, and complete responsibilities for the current term prior to leaving post). (01-31)

## **ALTERNATE SECRETARY GUIDELINES**

### **REQUIREMENTS**

1. Six months complete abstinence from all drugs.
2. The recommended qualifications for election of alternate secretary are the same as for secretary.

### **RESPONSIBILITIES**

1. The office of alternate secretary is a two-year commitment.
  - A. The first year of service is spent familiarizing oneself with the job, attending all ASC meetings and assisting the secretary wherever possible.
  - B. If for any reason the secretary is unable to complete their term of office, the alternate secretary fills in for the secretary.

## **TREASURER GUIDELINES**

### **REQUIREMENTS**

1. Two years complete abstinence from all drugs.
2. Bookkeeping experience and previous service as treasurer at the group level.

### **RESPONSIBILITIES**

1. Responsible for funds which come in from Seventh Tradition collection in groups.
2. Responsible for maintenance and control of funds that are generated from activities of ASC subcommittees.
3. Keep accurate records of all funds and make disbursements of funds when appropriate.
4. Recurring ASC expenses, regional rooms and regional donations shall be paid from ASC checking account, which requires two signatures for every check. Authorized signatures are Treasurer, ASC Chair, and ASC Vice-Chair. The Treasurer may make cash disbursements for ASC approved expenses and reimbursements to subcommittee chairs and ASC officers. Treasurer shall obtain signed receipts for these disbursements and show them in monthly Treasurer's report as cash paid out.
5. Responsible for reporting financial status every ASC meeting.
6. The Treasurer is to give current reports of finances to the secretary on a monthly basis, within seven days of the ASC so they can be included in the minutes. This includes the current bank statement.
7. Responsible for updating bank account signature cards at the beginning of the term.
8. Treasurer will pick up all mail at PO Box and make timely distribution to all affected parties.

### **GENERAL**

1. Treasurer will keep ledger sheets, which will list all groups in alphabetical order and their monthly donations.
2. Any donations over monthly expenses and prudent reserve to be passed on to the Region on a monthly basis, rounded to the nearest dollar. (99-47)
3. Deposits must be made within 48 hours of ASC meeting.
4. Deposits must be verified by Alt. Treasurer or Area Chair (Secretary when no Chair) in the absence of the Alt. Treasurer, by the end of the ASC. Deposit slips must be initialed by the person verifying them.
5. The Treasurer must be available to the membership.
6. All bodies that ask for money must return their receipts.
7. The Treasurer will make group treasurer record sheets available to all groups.
8. ASC Treasurer or Alternate shall review all groups literature order forms for math errors and inform GSR of any necessary corrections.
9. The First Coast Area Service Committee of NA and its Treasurer follow the "Guidelines for the for the Area Service," A Treasurers Handbook, and adopt the NA Treasurer's handbook for guidance in financial matters.

## **ALTERNATE TREASURER GUIDELINES**

### **REQUIREMENTS**

1. One-year continuous abstinence from all drugs.

### **RESPONSIBILITIES**

1. To assist the Treasurer in all the above.

### **GENERAL**

1. The office of the Alternate Treasurer is a two-year commitment.

## **REGIONAL COMMITTEE MEMBER (RCM)**

### **REQUIREMENTS**

1. Two years continuous abstinence from all drugs.
2. Active for at least one year in the First Coast ASC and the Florida Regional Service Committee (RSC).
3. Basic knowledge of the First Coast ASC, its activities and the groups within the area.

## **RESPONSIBILITIES**

1. To provide a clear understanding of all communications between the First Coast ASC and the Florida RSC.
2. Convey the group conscience of the ASC to the RSC, when appropriate.
3. To attend as many Regional subcommittee and Area group business meetings as possible.
4. Coordinate efforts to cover pertinent subcommittee meetings on Saturday and Sunday at RSC. (H&I, P.I., Helpline, and Literature). Who will be where will be decided on ASC floor at meeting preceding RSC. This business will be handled during RSC business on ASC agenda.
5. RCM is responsible to obtain RSC location, hotel address, room rates and telephone number as soon as possible. This shall be submitted to ASC Treasurer in writing upon return from RSC.
  - A. RCM shall verify attendance of all ASC officers at RSC and secure a refund of pre-paid but unused rooms at end of RSC.
  - B. If unable to obtain refund at close of RSC, RCM shall present ASC Treasurer with a written report to include: balance due ASC, name of hotel contact, telephone number and expected time of reimbursement.
6. RCM is to follow the RSC policy including matters that affect such policy.

## **GENERAL**

1. Provide guidance and information to the ASC and members on issues that require group conscience action.
2. RCM has a vote of confidence to vote on Conference Agenda motions at RSC.
3. RCM reports shall include:
  - A. Attendance at subcommittee and pertinent information.
  - B. Follow-up information on any directives from ASC floor.
  - C. Motions voted on at RSC and First Coast votes.
  - D. Motions directed back to ASC.
  - E. Regional treasurer's report along with a regional report to ASC to be put into area minutes.
4. A copy of RSC minutes shall be given to ASC Secretary for ASC files.
5. RCM is allocated/reimbursed \$20.00 every two months for copying expenses- if necessary.

## **ALTERNATE RCM GUIDELINES**

### **REQUIREMENTS**

1. The recommended qualifications for election of Alternate RCM are the same as RCM.

### **RESPONSIBILITIES**

1. The alternate RCM assists the RCM by attending all ASC and RSC subcommittee meetings. The alternate RCM also fills in for the RCM if they are absent or for any reason unable to complete their term of office.

### **GENERAL**

1. The alternate RCM has a voice on the ASC floor and will give a report to the ASC. The alternate RCM is a member of the executive committee.

## **RSC GUIDELINES**

1. The ASC will pay for one room, for two nights at RSC weekends. Details to be discussed on ASC floor at meeting prior to RSC.
2. RCM & Treasurer will coordinate room reservations and payment options to best serve the areas needs. FCASC will reimburse room costs, fees and associated taxes only. (030103)
3. Area would provide two rooms for two nights, if needed, for subcommittee chairs or their designated alternates that are required to attend RSC subcommittee meetings. This additional room is to be voted upon the ASC floor prior to the RSC.
4. Hotel rooms at RSC to be one smoking, one non-smoking.
5. ASC shall reimburse RCM, Alternate RCM, subcommittee chairs or vice-chairs in their absence, for actual gasoline expenses to the RSC. Receipt required. Subcommittee chairs shall present Regional attendance sheets to treasurer prior to reimbursement.

## **GUIDELINES FOR AREA REPRESENTATIVE TO FRCNA PLANNING BOARD**

### **PURPOSE**

To attend monthly meetings of FRCNA Planning Board to discuss and form agenda for Regional Convention including workshops and speakers.

### **QUALIFICATIONS AND RESPONSIBILITIES**

1. One-year continuous abstinence from all drugs.
2. Understanding of the Twelve Steps and Twelve Traditions.
3. Willingness to travel to meeting sites.
4. Willingness to serve as First Coast Area Representative.

5. Attend ASC meetings and submit written report on a monthly basis.

#### **BUDGET**

Reimbursement for gas for attending meetings upon submission of receipts.

### **LITERATURE DISTRIBUTOR GUIDELINES**

#### **REQUIREMENTS**

1. One-year continuous abstinence from all drugs.
2. Knowledge of steps and traditions.

#### **RESPONSIBILITIES**

1. Attend every ASC meeting.
2. Store and stamp all literature.
3. Keep accurate records of literature distribution and work closely with the treasurer, as treasurer handles money.  
**Accurate records to include a list of all items back ordered by each group with a copy of this information given to each group as it pertains to them on a monthly basis.**
4. A voice on the floor.
5. Order all literature for Area's groups on a monthly basis.
6. Order 5 copies of the yearly Conference Agenda Report as soon as it is available.
7. Send excess meeting schedules to area institutions and surrounding area.
8. Three bids must be obtained for all printed materials.
9. Literature Distributor subcommittee to meet monthly and be put on meeting schedule.
10. Distribute literature ordered by the Area Groups at the monthly ASC meeting and at the monthly Literature Distributor Subcommittee meeting. The Group GSR or representative may receive ordered literature. (00-52)
11. Submit a monthly report to the ASC, for inclusion in the minutes, the inventory of literature on hand including item amount and total cost. (00-52)

### **ALTERNATE LITERATURE DISTRIBUTOR GUIDELINES**

#### **REQUIREMENTS**

The qualifications and guidelines for Alternate Literature Distributor are the same as the Literature Distributor guidelines. His or her job is to learn and assist the literature distributor in all areas.

### **QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEES**

#### **QUALIFICATIONS OF SUBCOMMITTEE CHAIRPERSONS**

1. A willingness and desire to serve in that capacity.
2. At least one-year continuous abstinence from all drugs.
3. The time and resources to complete these duties.
4. A knowledge of the Twelve Steps and Traditions of NA and the service structure.

#### **RESPONSIBILITIES OF A SUBCOMMITTEE**

1. All subcommittees must have their guidelines approved by the groups before they can be implemented in their operations.
2. All changes in subcommittee guidelines to be submitted to the area biannually in **November** and **May**.
3. All subcommittee guidelines are to be in the area policy package.
4. Subcommittees are to submit an annual budget at **FEBRUARY ASC**.
5. Subcommittees clear meetings with groups if meeting is before or after regularly scheduled meeting.
6. It is suggested that all subcommittees hold a workshop to promote an awareness of how they function within the fellowship.
7. Subcommittees should be accountable to the RSC if they are unable to attend the RSC meeting.
8. Subcommittee chairs should inform the treasurer prior to the end of the ASC one month before the RSC of their plans to attend the RSC.

#### **CLEAN TIME REQUIREMENTS**

1. The Hospitals and Institutions chair shall have two years continuous abstinence from all drugs.
2. The Public Information chair shall have two years continuous abstinence.
3. The Policy chair shall have two years continuous abstinence.
4. The Help Line chair shall have one-year continuous abstinence.
5. The Activities chair shall have one-year continuous abstinence.
6. The Literature chair shall have one-year continuous abstinence.

## **DEFINITIONS AND GUIDELINES FOR SUBCOMMITTEES**

### **HOSPITALS AND INSTITUTIONS**

The H&I subcommittee, at the area level, is in charge of carrying the message to the addict who cannot come to us or to an institution that, for any reason, has restrictions that differ from the Twelve Traditions. The area H&I subcommittee keeps a record of H&I meetings, coordinates panels and establishes new meetings to as many hospitals and institutions as possible.

### **PUBLIC RELATIONS**

The primary purpose of the P.R. subcommittee is to serve as the link between NA and the general public. In order to do so, the subcommittee will be responsible for establishing contact with all organizations, agencies (other than residential treatment facilities), educational institutions, businesses, groups or individuals who through their contact with active drug users and/or the general public, can help to create awareness of the NA program. The subcommittee will also be responsible for answering questions and providing information regarding NA, its program, purpose and availability. In addition, the P.R. subcommittee shall generally oversee and offer guidance to the Website Committee, who shall report directly to the P.R. Subcommittee. In case of there being no active P.R. Subcommittee, the Website committee shall report directly to the Area during the monthly meeting. (050902)

### **HELP LINE**

The Help Line subcommittee, at the area level, establishes, maintains and coordinates an effective 24-hour, seven day a week, answering service. The Help Line subcommittee is responsible for meeting the needs of the addicts in this area. They do so by following the Twelve Traditions and the policy guidelines for the First Coast Area Service Committee. Reports to the ASC the monthly calls received and the number of calls responded to.

The chair is responsible for changing the contact name and number with Bell South at the beginning of the term of office.

New meetings should not be given out on Help Line until they are on the meeting schedule.

### **ACTIVITIES**

The Activities subcommittee coordinates and plans activities, which promote unity and fellowship in the NA program. Any functions planned by this subcommittee requiring area funds are to be brought to the ASC for a vote. This subcommittee must submit plans for area activities at least two months prior to the function with complete details and options for the GSRs to take to their respective groups for discussion. The ASC secretary and the Activities chair to maintain a calendar of events in the First Coast Area. GSR'S and Subcommittee chairs may submit dates and times of functions to the Activities Chair one month prior to the event. This calendar will be included in the ASC minutes. (00-26) That flyers for all functions Activities, (dance, campouts, etc.) include day, date and time, complete address of location including city, state and map if possible. (02-01-05) Activities produce and distribute fliers at least two months in advance of functions. (02-03-04) To make the area anniversary a yearly event to be put on by the activities subcommittee. The First Coast's Area Annual Anniversary should be a speaker meeting Potluck dinner and dance so the Na members with less financial resources will be able to attend, which will entail a larger turnout. In the event there is no Activities Subcommittee, the executive committee will form an AD-HOC committee to host the event. The ADHOC committee to be formed in July. (030804)

### **POLICY**

The Policy subcommittee has the responsibility to handle tradition violations and revisions of policy guidelines and is to consist of the ASC chair, ASC Vice-chair, ASC secretary, ASC treasurer, RCM, alternates in the absence of their respective elected officers, Subcommittee chairs, and four GSRs.

1. Election of four GSRs for the Policy subcommittee is to be done on the ASC floor during annual elections.
2. All GSRs present at the subcommittee meeting will be voting members for that day and will not affect quorum.
3. Additional group and individual policy packages to cost \$4.50- A Guide To Local Service included.
4. The Policy chair shall issue addenda sheets to the policy package every other month. The addenda sheets shall show all motions passed by area groups that change area policy. The Policy chair shall issue updated policy packages once a year in **NOVEMBER**. (99-26)

### **POLICY SUBCOMMITTEE CHAIRPERSON REQUIREMENTS**

1. Two years continuous abstinence from all drugs.
2. A willingness and desire to serve. Service experience.
3. Active for at least one year in the NA service structure.
4. Leadership ability, ability to communicate, ability to organize.
5. Knowledge of the Twelve Traditions and the NA service structure.
6. The willingness to give the time and resources to the job.

## **LITERATURE**

The duties of the literature subcommittee are gathering input from the fellowship in the area, formulating new literature, reviewing new literature, working on projects as directed by regional literature subcommittee and other projects pertaining to literature. Also responsible for the publishing of the newsletter which exists to serve the needs of addicts seeking recovery in our fellowship by informing the fellowship of news and upcoming events and further promoting our unity.

## **TRUSTED SERVANTS WORKSHOP**

### **FORMAT**

1. Open with a moment of silence followed by the Serenity Prayer. (ASC chair)
2. Read the Twelve Traditions. (ASC Vice-chair)
3. Introduction to the Trusted Servants Workshop. (ASC Vice-chair)
  - A. What is a trusted servant?
  - B. Why is it important to have them?
  - C. Brief explanation of service structure, (i.e. Group, Area, Region, World and how the group is the highest and the world is the lowest.)
4. Group service. (The executive committee is to select a GSR to speak.) Explain all group service positions. (i.e. GSR, Alternate GSR, Secretary, Treasurer and Meeting Coordinator.) Being aware that each group may have different clean time requirements, give an idea of about how much time one needs to hold each position and how long the commitment is.
5. Area Service
  - A. Executive committee positions. State each position's description and qualifications from the policy package. (ASC Secretary and/or Treasurer)
  - B. Subcommittee. Each subcommittee chair to give a brief description of purpose, clean time requirements of the chair, other service positions within the subcommittee (clean time requirements), date, time and location of subcommittee meeting.
6. Regional Service (RCM and Alternate RCM)
  - A. Brief description of function of RSC.
  - B. State description and qualification of RCM and Alternate RCM from the policy package.
  - C. When, where and who attends RSC (RCM, Alternate RCM, and subcommittee chairs) and for how many days the RSC meeting takes.

### **GUIDELINES**

The entire workshop should not exceed two hours in length for the purpose of not boring the newcomer. It is important that we create interest and awareness with this workshop and by keeping it brief and simple it will do just that. We as trusted servants have a lot of interest in what service is all about, but we got that by being enticed, not talked to death. The executive committee is responsible for putting out flyers, workshop location, setting up and cleaning the facility.

## **FIRST COAST ASC GUIDELINES FOR ACTIVITIES SUBCOMMITTEE**

### **Purpose**

The Activities subcommittee coordinates and plans activities, which promote unity and fellowship in the NA program. Any functions planned by this subcommittee, requiring area funds are to be brought to the ASC for a vote. This subcommittee must submit plans for such activities at least two months prior to the function, along with complete details and options for the GSRs to take to their respective groups for discussion.

To be a voting member, one must make two consecutive meetings. There is no clean time requirement to be involved in the subcommittee.

## **AGENDA FOR MEETING**

- A. Opening prayer
- B. Establish voting members
- C. Review minutes of last meeting
- D. Old business
- E. Task force reports
- F. New business
- G. Schedule next meeting
- H. Closing prayer

## **MEMBERSHIP**

Chairperson, Vice-chair, Secretary, Treasurer, and General members.

## **QUALIFICATIONS AND QUALIFICATIONS**

- A. Chairperson: Nominated and voted in by the ASC.
  1. One year continuous abstinence from all drugs
  2. Six months prior involvement in activities subcommittee.
  3. Working knowledge of the Twelve Steps and Twelve Traditions.
  4. An understanding of the service structure of NA and of offices.
  5. Willingness to serve

Arranges time and agendas for all subcommittee meetings and is ultimately responsible for the functioning of the subcommittee and the maintenance of funds, files, and records. Coordinates the work of all the task forces, represents the subcommittee at the ASC, and serves as its spokesperson before the ASC. Is responsible for attending all ASC meetings and if unable to attend, is responsible for having someone attend, first choice being the Vice-chair.

- B. Vice- chairperson: Nominated and voted in by the Activities subcommittee voting members.
  1. One year continuous abstinence
  2. Working knowledge of the Twelve Steps and Twelve Traditions of NA through application.
  3. An understanding of the service structure of NA.
  4. Willingness to serve.

Fills in for Chairperson when needed, keeps in close communication with him/her and is in charge of insuring appropriate follow-through on commitments.

- C. Secretary/treasurer: Nominated and voted in by Activities subcommittee voting members.
  1. Nine months continuous abstinence.
  2. Organizational ability

## **FIRST COAST ASC GUIDELINES FOR THE PUBLIC RELATIONS SUBCOMMITTEE**

### **PURPOSE**

The purpose of the Public Relations subcommittee is to serve as a link between NA and the public. The subcommittee will be responsible for establishing contact with all organizations, agencies, educational institutions, businesses, groups or individuals who, through their contact with active drug users and/or the general public, can help to create awareness of NA, its program, purpose, and availability. All activities are directed toward that purpose and shall be carried out in accordance with the Twelve Traditions of NA.

### **AGENDA FOR MEETING**

- A. Opening prayer
- B. Reading of the Twelve Traditions
- C. Purpose of Public Information
- D. Establish voting members
- E. Review of minutes of last subcommittee meeting
- F. Task force reports
- G. Website Subcommittee Report
- H. Old business
- I. New business

- J. Schedule next meeting
- K. Closing prayer

## **MEMBERSHIP**

Chairperson, Vice-chairperson, Secretary, and General members

## **QUALIFICATIONS AND RESPONSIBILITIES**

### **A. Chairperson: Nominated and voted in by the ASC**

1. Two years continuous abstinence from all drugs
2. Six months prior involvement in the **PR** subcommittee
3. Working knowledge of the Twelve steps and Twelve Traditions of NA
4. An understanding of the service structure of NA
5. Willingness to serve

Arranges times and agendas for all subcommittee meetings and is ultimately responsible for the functioning of the subcommittee and the maintenance of files and records. Coordinates the work of all task forces. Represents the subcommittee at the ASC and serves as its spokesperson before the ASC. Is responsible for attending all Regional **PR** meetings and if not able to attend, is responsible for having someone attend, the first choice being the vice-chairperson.

Maintain and change meeting schedules. Order 4000 meeting schedules. (060806) Area meeting schedules will be printed on a bi-monthly basis at the amount of 4,000 copies and on white paper instead of colored paper. (060105)

### **B. Vice-chairperson: Nominated and voted in by the PR subcommittee voting members**

1. One year continuous abstinence
2. Working knowledge of the Twelve Steps and Twelve Traditions of NA through application
3. An understanding of the service structure of NA and the offices
4. Willingness to serve

Fills in for the Chairperson when needed. Is responsible for the literature needs of the subcommittee and shall arrange for the purchase and distribution of same. Must attend all ASC meetings with **PR** chairperson and keep in close communication with him/her. Is in charge of insuring appropriate follow-through on commitments

### **C. Secretary: Nominated and voted in by the PR subcommittee voting members**

1. Six months continuous abstinence
2. Secretarial experience and some organizational ability

### **D. General members**

1. One day continuous abstinence
2. Willingness to fulfill the commitment

## **MOTIONS AND VOTING PROCEDURES**

A. Motions: may be made and seconded by voting members.

### **B. Voting**

1. Voting members of the subcommittee shall be the Vice-chair, Secretary, and all General members. Voting members may vote on their third consecutive meeting.
2. In the event of a tie, the Chair will exercise his/her right to break such a tie.
3. A quorum is the simple majority of the voting members. Once quorum is established at each meeting, it stays throughout the meeting.

## **BUDGET**

General operating expenses: To be submitted to the ASC in **JANUARY** for approval. To give **PR** / Website Committee a \$100 per year budget for both the domain names registration (www.firstcoastna.org) and for the website hosting service (050902)

## **NEW PR HANDBOOK**

That the First Coast Area has voted to adopt and implement the new "PR Handbook". (070503)

## **PUBLIC RELATIONS**

### **WEBSITE PURPOSE AND POLICIES**

#### **A. Purpose**

The purpose of this website is to provide accurate and up-to-date information about Narcotics Anonymous, especially the local NA fellowship. By making this information available on the Internet, we hope to make ourselves



more accessible to those with a desire to stop using drugs and to the community as a whole. Our public relations policy is based on attraction rather than promotion. It is not our intention to promote the NA program, but it is our hope that those who are attracted to our way of life will be able to find us easily.

## **B. Privacy Policy**

We pledge to safeguard any personal information that is given us. Including email addresses, etc. We will never knowingly make this information available to third parties for any reason. We will never use this information for any purpose other than to provide the service(s) that are requested by the FCASC. .

## **C. Responsibility Statement**

This site is owned and operated by the First Coast Area Service Committee of Narcotics Anonymous. The First Coast ASC has delegated the operation and maintenance of this site to its Public Information Subcommittee and that subcommittee's Website Committee. The First Coast ASC is directly responsible to its member groups. No group or meeting is removed from the FCASC web page without the Area's directive.

## **D. Online Guidelines**

The FCASC web site will attempt to make online information available to the largest amount of people possible. Our online information will come only from items received from the First Coast Area Service Committee, Florida Region Service Committee or NA World Service. The FCASC website will link only to the NAWS and NA Florida Regional web sites. Information will be given to any service providers for our web pages under the name of the First Coast ASC, and **Not** under the name of individual members.

The Webpage Subcommittee uses WSC approved "A Guide to Local Services in NA" and the guidelines set forth on the World Services website (located at <http://www.na.org/pi/webpage.htm>) as its guidelines. Items in addition to those guidelines are below:

## **A. Functions and Responsibilities**

Webpage Subcommittee will

1. Manage [www.firstcoastna.org](http://www.firstcoastna.org) for the First Coast ASC and all links on [www.firstcoastna.org](http://www.firstcoastna.org) website.
2. Upload current the First Coast ASC minutes to the web page monthly as soon as received from ASC. Minutes to be received in electronic form from the ASC Secretary.
3. Upload / maintain the current the First Coast ASC meeting list to the website as received from ASC.
4. Upload / maintain the current the First Coast ASC Policy to the website as received from ASC.
5. Upload / maintain the current the First Coast ASC forms to the website (Lit., Motion, GSR Report, etc.)
6. Provide an accurate calendar of functions and events for homegroups and subcommittees of the First Coast ASC. Regional and NA World activities may be included.
7. Post flyers for Group, Area, Regional or NAWS functions, provided they will have an ASC approved flyer of that function available for download in an acceptable electronic format.
8. Ascertain all downloadable documents posted on the site will be in Adobe Acrobat format (PDF), Microsoft Word format (DOC) or Microsoft Excel format (XLS).
9. Act as liaison for NAWS database, for groups, and the First Coast ASC, to maintain accurate information in NAWS database.
10. Implement ASC directives in a timely manner.
11. Check that all email accounts for the First Coast ASC webpage, reply and/or forward emails/information is current. (For appropriate Sub-committee, Admin Committee, etc.) Current information will be sent to the Webpage via the Secretary contact sheet. Webpage will maintain and communicate info with those who do not have email capabilities). The Web Page Sub-Committee will not publish NA member' s personal contact information on the First Coast Area Web Page. This is to include phone numbers, postal and e-mail address, and wherever possible, last names shall be omitted.

## **B. Meetings and Membership**

1. All Website Subcommittee meetings are to be held at regularly scheduled times and places. Each meeting is to be well publicized thus encouraging all members to attend.
2. The subcommittee consists of the following:
  - a. **Chairperson (Elected by the PR Subcommittee - 081111).**
  - b. Vice-Chairperson (Elected by Website subcommittee).
  - c. Secretary (Elected by Website subcommittee).
  - d. General Members.

## **C. Qualifications for Membership**

1. Be a member of Narcotics Anonymous.

2. Have the personal time and abilities to perform the duties.
3. Have a willingness and desire to serve in the position.
4. Clean time and service experience.
  - a. Chairperson –Two year clean time requirement
    - (1) See the First Coast ASC Policy guidelines.
    - (2) Knowledge of one or more of the following webpage languages: HTML, XHTML, PHP, and/or JAVA, or ability to design/create/maintain in any of the above.
    - (3) Knowledge of webpage design software.
    - (4) Knowledge of FTP (file transfer protocol).
    - (5) Internet Access.
    - (6) Ownership of a computer with minimum requirements, of Pentium III, 256 megs of ram, ability to install software as needed on computer.
    - (7) Access to printer, and image scanner.
    - (8) Willing to perform and/or delegate duties and responsibilities to maintain website.
  - b. Vice-Chairperson – One year clean time requirement  
(Qualifications are same as Chairperson)
  - c. General Members - Any person with the desire to make the commitment to work with the committee.

#### **D. Responsibilities of Positions**

1. Chairperson (Elected by ASC).
  - a. Arrange times and agenda for and preside over all subcommittee meetings.
  - b. Responsible for and present at all functions of the subcommittee.
  - c. Represent the subcommittee at monthly PI (or Area Service Committee) meetings.
  - d. Responsible for the handling and accounting of any funds given to or generated by this committee.
  - e. Attend as many Regional weekends as possible.
  - f. Share responsibility with the Vice Chairperson and train to take over as Chairperson.
2. Vice Chairperson (Elected by Webpage Subcommittee)
  - a. Assist the Chairperson as necessary.
  - b. Perform the duties of the Chairperson in his absence.
  - c. Responsible for helping the Chairperson.
  - d. NAWS Liaison - Maintain NAWS database for the First Coast ASC homegroups and Subcommittees.
  - e. Responsible to the Webpage Chair.
3. Secretary (Elected by Webpage Subcommittee)
  - a. Record accurate minutes and attendance at each committee meeting and maintain all records of the committee.
4. General Members
  - a. Will provide input and assistance to the committee.

#### **E. Agenda for Meetings**

1. Opening Prayer,
2. Reading of the Twelve Traditions of Narcotics Anonymous.
3. Reading of the minutes of the previous meetings.
4. Old Business.
5. New Business.
6. Closing Prayer.

#### **F. Motions**

1. Motions under the category of old business may be brought to the floor by the Chairperson or by any voting member.
2. Motions may be brought to the floor by any voting member as a part of new business.

#### **G. Voting Members**

1. A person who has attended two consecutive complete subcommittee meetings.
2. Voting privileges, will be forfeited if a member does not attend two consecutive complete subcommittee meetings.

3. Voting privileges can be re established by attending two consecutive complete subcommittee meetings.

#### **H. Voting Procedures**

1. A simple majority of the voting members is required to pass a motion.
2. A quorum of at least three voting members must be present to vote on any motion

#### **I. Finances**

1. The Chairperson will be responsible for all funds received and disbursed by the subcommittee.
2. The Chairperson will coordinate the disbursing of all funds with the Area Treasurer via the PI Chair on an “as needed basis”.
3. Webpage will provide a budget to the First Coast ASC by February of each year.
4. Budget will consist of:
  - a. Domain name registration on the internet.
  - b. Cost of hosting website on the internet.
  - c. Cost of webpage creating, editing software, if any.
  - d. Cost of document creating software, if any.

### **ADDITIONAL GUIDELINES FOR PUBLIC RELATIONS PRESENTERS AND PRESENTATIONS**

#### **A. PREPARATION**

1. Meet the following requirements:
  - a. Anyone who speaks about Narcotics Anonymous on behalf of the First Coast Area PI subcommittee shall have a minimum of one-year continuous abstinence in NA and a working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
  - b. Persons with six months continuous abstinence can participate with the qualified presenter to give presentations.
  - c. Anyone who is to give a presentation or accompany people to presentations must have prior approval by the PI subcommittee.
  - d. Anyone who is to give a presentation or accompany people to presentations should dress appropriately.
  - e. Anyone going on their first presentation for PI must be accompanied by someone who has previous experience in PI presentations.
  - f. Any person who participates in any presentation shall have observed at least one previous presentation.
  - g. Persons giving a NA presentation to the public should have a focused and clear Narcotics Anonymous message.
2. Obtain data sheets from contact person. (See secretary for data sheet)
3. Confirm by phone the day before and complete any missing information on data sheet.
4. Review “20 Questions and Answers” sheet distributed by WSO.
5. Take White Book and “20 Questions and Answers” for personal use. Take appropriate literature packets (according to the type of organization- take IP#s 1,7,13,16, White Books and meeting schedules) for distribution.
6. Arrive 10 to 15 minutes early.
7. Remember, this is **NOT** a Twelve Step call.

#### **B. PRESENTATION**

1. Introduction

Give your full name. State that you are a member of the First Coast Public Relations Subcommittee of Narcotics anonymous. **(This is not an appropriate time to break your anonymity.)**

**“My purpose here today is to inform you of what Narcotics Anonymous is, what it is not, what we do, and how to contact us.”**
2. Discuss what Narcotics Anonymous is, including disclaimer.

**“Narcotics Anonymous is a non-profit fellowship. We meet regularly to help each other recover from the disease of addiction. We share two important things in common: the disease of addiction and the desire to stop using drugs. We are not affiliated with any political, religious, or law**

**enforcement groups and are under no surveillance at any time. Narcotics Anonymous started in California in 1953 and has been in First Coast Area (02-04-02) since 1981. There are \_\_\_\_ meetings per week.”** (If appropriate, also give number of H&I meetings)

3. Types of meetings and cost

**“There are four types of meetings: speaker, discussion, step study and book study. Closed meetings are open to addicts only or to people who think they may have a problem. Open meetings may be attended by anyone wishing to find out about Narcotics Anonymous. It costs absolutely nothing to attend these meetings. We are fully self-supporting through our own contributions.”**

4. What we offer and what we do not offer

**“We offer recovery from the disease of addiction. Some of the things Narcotics Anonymous does not provide are: medical care, counseling services, job placement, half-way houses, detox centers, treatment facilities, or legal advice. Narcotics Anonymous has over forty-five years of experience with literally hundreds of thousands of addicts. This mass of intensive first-hand experience in all phases of illness and recovery is of unparalleled therapeutic value. We are here to share freely with any addicts who want it. We feel our way is practical for one addict can best understand and help another addict.”**

5. How to get in touch with us.

**“One of the easiest ways to get in touch with us is to call our 24-hour Help Line- 1-800/576-HELP or 1-904/723-LOVE. Your call will be returned by a recovering addict. Or, you can attend a meeting. (Show meeting list.)**

6. Anonymity

**“Before we open the floor to any questions you might have, we would like to conclude with one of the most basic elements of our fellowship and that is the principle of anonymity. We remain an anonymous fellowship so that addicts who seek recovery here may be protected. Many of us eventually come to have nothing to fear from society if it becomes known that we are recovering addicts; still we maintain anonymity as a reminder that it is not our personal identity that is important in Narcotics Anonymous. What is important is that we are addicts who have learned to live without drugs. Personal anonymity at the public level remains an important spiritual principle, enforcing the humility necessary for ongoing recovery. Thank you for respecting that when you leave here tonight.”**

### **C. FOLLOW-UP**

1. If you decide to break your anonymity, now is the time.
2. Answer questions from the audience using the “20 Questions and Answers” sheet as a guide.
3. Send form letter within one week.
4. Give data sheet to PI secretary for permanent file.

### **QUESTIONS FOR RADIO TALK SHOW**

- Why is Narcotics Anonymous?
- Do you have to use certain drugs to join?
- How can I help an addict before it is too late?
- What kind of staff does NA have?
- Must a NA member believe in God?
- Where are the meetings held?
- Must a member stay abstinent forever?
- How long are the meetings?
- Must you be an NA member to attend the meetings?
- What is Narcotics Anonymous?
- Who is an addict?
- How does NA work to help the addict?
- Does Narcotics Anonymous always work?

- What happens in NA meetings?
- How old do you have to be to attend these meetings?
- What is total abstinence?
- Is there a place an addict can go right now?
- Are meetings under surveillance at any time?

**GUIDELINES FOR PHONE CONTACTS**

“Hello. My name is (first and last name). I am calling as a member of the Public Relations subcommittee of Narcotics Anonymous. We are a non-profit organization that helps people who have a problem with drugs. The services we provide are free and we are available to make a presentation to your (type of organization) at your convenience to provide more information as to who and what we are and how we can help. Would your (type of organization) be interested in a presentation of this type?”

If the answer is “NO”, proceed as follows:

“Would you like to receive some of our literature to further explain our program? (If the answer is “YES”, obtain following information: person to whom you are speaking, verify address, obtain zip code, and to whose attention should you send information.) For more information, call \_\_\_\_\_(PR chair) at \_\_\_\_\_(phone number). We have a @\$-hour Help Line available for addicts. 723-LOVE or (800)576-HELP, or if you prefer, you can reach us through our PO BOX 17388, Jacksonville, FL 32245, Attention PI Chairperson. Thank you very much for your time.”

If the answer is “YES”, proceed as follows:

“We are available \_\_\_\_ (one month from date called; obtain the following information: name of contact person, business hours, phone number and extension, address including zip code). Either myself or a member of our subcommittee will contact you in the near future to confirm. If you have further questions, you can contact us at: Public Information Subcommittee for Narcotics Anonymous, Attention PR Chairperson, PO BOX 17388, Jacksonville, FL 32245. Or call the PR chairperson at (phone number). We have a 24-hour Help Line available for addicts. 723-LOVE or (800) 576-HELP. Thank you very much for your time.

**KEEPING RECORDS OF CONTACTS**

- A. Secretary will keep a written record on index cards of:
  - 1. Name of target, address, phone number
  - 2. Person contacted
  - 3. Date of contact
  - 4. Who contacted target
  - 5. Date of presentation
  - 6. Follow-up date
- B. The PI member who made the contact is responsible for giving the secretary all necessary information.
- C. When we furnish anyone with literature, if more is requested, they will be given an order form or be put in contact with the Literature subcommittee, if applicable. Refer to World guidelines, pg. 28-34, section 3.4 and 3.5.

**DO’S AND DONT’S**

- A. PI service work in general
- B. Phone lines, bulletins and letters
- C. Letter writing
- D. Presentation to groups and community meetings

**Refer to World Service Guidelines for all of the above.**

**H&I/PR Cooperation**

Refer to World Service Guidelines.

**FIRST COAST ASC  
HOSPITALS AND INSTITUTIONS SUBCOMMITTEE GUIDELINES (080605)**

**PURPOSE**

The First Coast Area Hospitals and Institutions Subcommittee exists to carry the message of recovery from addiction to facilities whose residents are restricted from full access to regular Narcotics Anonymous meetings. To clarify for this H&I subcommittee, the First Coast area is comprised of Duval, St. Johns, Clay, Nassau, and

Putnam counties.

### **RESPONSIBILITIES OF THE SUBCOMMITTEE**

1. Provides a monthly (or more often) forum to pool experiences. "I can't, we can."
2. Serves as a communications link between local H&I meetings, contact facilities, and H&I committees at the Regional and World levels.
3. Serves as a distribution point for literature to the present H&I meetings, contact facilities, and reports in full at the ASC.
4. Establishes an estimated yearly budget.
5. Conducts workshops and orientations on relevant H&I topics, annually.
6. The H&I subcommittee is a subcommittee of the Area Service Committee and hence is accountable to the ASC.

### **VOTING MEMBERSHIP OF THE H&I SUBCOMMITTEE**

A voting member is any individual with ninety days clean time who attends 2 subcommittee meetings consecutively and expresses a willingness to serve the subcommittee. They may vote at their second meeting. Any voting member missing two consecutive meetings loses voting privileges. In extreme cases, exceptions may be made on an individual basis as decided by the subcommittee as a whole.

### **ORDER OF BUSINESS**

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Traditions.
3. Welcome and recognize all visitors and newcomers to the First Coast Area H&I subcommittee.
4. Read the purpose of the H&I Subcommittee.
5. State voting membership requirements.
6. Announce voting members.
7. Roll call.
8. Literature distributor report.
9. Secretary report
10. Budget report
11. Nominations and Elections
12. Old Business
13. New Business
14. Panel Reports
15. Close meeting

### **SUBCOMMITTEE OFFICERS TERMS OF OFFICE**

1. All officers elected by the subcommittee must be voting members.
2. Terms of office
  - a. The Chairperson is elected by the ASC for the term of one year in accordance with the First Coast Area policy.
  - b. The Vice-chairperson, Secretary, and Literature Distributor are elected by the H&I subcommittee in July to assume the office in August. The term of office shall be one year running August 1 to July 31.
  - c. Panel leaders are elected by the H&I subcommittee for a minimum term of six months running from January 1 to June 30 and July 1 to December 31.
3. Elected officers of the subcommittee must maintain voting status to hold elected position.
4. The subcommittee reserves the right to ask for the resignation of any subcommittee officer not fulfilling the duties of that office.
5. Regarding all locked facilities, all H&I panel leaders and speakers must be on approved DOC list.

### **SUBCOMMITTEE CHAIRPERSON REQUIREMENTS AND RESPONSIBILITIES**

1. Must have willingness to serve, a working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts.
2. Two years clean time from all drugs and a minimum of six months previous H&I experience.

3. Keeps order in subcommittee meetings.
4. Keeps topic discussions brief.
5. Brings prepared agenda of old and new business to each subcommittee meeting.
6. Maintains a link for communication between the H&I subcommittee and the ASC. Including giving a written monthly report to the ASC, which includes a literature distribution report.
7. Drafts necessary correspondence to institutions served by the subcommittee and keeps duplicate letters in respective institution file.
8. Chairperson must attend all subcommittee meetings as well as ASC meetings, with the exception of the Vice-Chair in attendance.
9. Attends required meetings of the regional H&I subcommittee, or is represented by the Vice-Chair or RCM with written report.
10. Responsible to see that all the policies of the H&I subcommittee and the First Coast Area are complied with.
11. Responsible to maintain H&I subcommittee records and will be expected to pass on these records to the next subcommittee chair or the ASC Vice-Chair at the end of his/her term.
12. Chairperson or Vice-Chair, along with another subcommittee member will be responsible to conduct facility interviews for new meetings.
13. Chairperson or Vice-Chair is responsible for drafting the facility interview, which outlines the rules/regulations of the meeting. Written results of the interview of the facility to have final review and approval of the subcommittee.
14. After such approval, a copy of these rules/regulations are to be given to the meeting coordinator and a copy is retained in the respective institution file.
15. Chairperson may delegate responsibilities as he/she sees necessary.
16. The Chair shall not exercise voting privilege.

#### **SUBCOMMITTEE VICE-CHAIR REQUIREMENTS AND RESPONSIBILITIES**

1. Must have a willingness to serve and a working knowledge of the Twelve Steps and Twelve Traditions.
2. One year clean time requirement.
3. Help chair keep proceeding orderly during meetings.
4. Acts as chair in Chairperson's absence.
5. Vice-chair must attend all subcommittee meetings as well as ASC meetings, in Chairpersons absence.
6. It is strongly suggested that Vice-chair attend regional H&I meetings in chair's absence and whenever possible.
7. Vice-chair will be responsible to chair any ad-hoc subcommittees.

#### **SUBCOMMITTEE SECRETARY REQUIREMENTS AND RESPONSIBILITIES**

1. Must have a willingness to serve and a working knowledge of the Twelve Steps and Twelve Traditions.
2. Six months clean time requirement.
3. Takes an accurate set of minutes at each monthly subcommittee meeting and distributes them at the next subcommittee meeting. Ensures that H&I chair/Vice-chair receives minutes prior to next subcommittee meeting.
4. Responsible for all correspondence so dictated by the subcommittee.
5. Secretary to maintain a file of minutes and panel reports. Maintains a file of all forms in use by the subcommittee.
6. Maintains a record of all available panel members, their phone numbers, and DOC clearance. This list shall be updated quarterly and distributed to all voting members. DOC clearance to be designated on monthly minutes.
7. Maintains petty cash fund and ledger, collects all necessary receipts and gives them to the Chair for reimbursement at the ASC.
8. Turns over files and supplies, etc. upon completion of term to H&I chair.

## **LITERATURE DISTRIBUTOR REQUIREMENTS AND RESPONSIBILITIES**

1. Must have a willingness to serve and a working knowledge of the Twelve Steps and Twelve Traditions.
2. Six months clean time requirement.
3. Responsible to obtain monthly literature order from the H&I chair.
4. Allocates literature to panel leaders.
5. Submits completed monthly literature order form to the H&I chair to go to the ASC.
6. Packages and addresses literature to all designated contact facilities and gives to secretary for mailing.
7. Carries out other duties concerning literature as directed by the subcommittee.
8. Turns over files, literature, and supplies upon completion of term to H&I chair.
9. Shall keep an accurate record/inventory of all literature received and disbursed on a monthly basis.

## **PANEL LEADER REQUIREMENTS AND RESPONSIBILITIES**

1. Must have a willingness to serve, a working knowledge of the Twelve Steps and Twelve Traditions.
2. Must be a voting member of the subcommittee and must have attended two H&I panel presentations.
3. One year clean time requirement.
4. Serves as a primary liaison between the institution and the subcommittee.
5. Selects panel members and reviews rules, regulations, and orientation package with panel members prior to the meeting. Makes sure that all policies of the H&I subcommittee and facility are complied with.
6. Ensures H&I approved literature is available at each meeting.
7. Starts and ends the meeting on time.
8. Follows the approved subcommittee format.
9. Attends all regular H&I subcommittee meetings and maintains a channel of communication with the H&I chair concerning problems/situations, etc. If a panel leader is unable to attend the subcommittee meeting, an oral report is to be called in to the Vice-chair, Chair, or Secretary.
10. Complete written report at meeting and turn in to Vice-chair for review. Any problems will be discussed by the Vice-chair in Panel Leader reports.
11. All panel leaders should be willing to be present for the entire subcommittee meeting so participation is ensured in the decision-making processes of the H&I subcommittee.

## **PANEL MEMBERS REQUIREMENTS AND RESPONSIBILITIES**

1. Must have willingness to serve.
2. Three months clean time requirements.
3. Serves at meetings/presentations as needed.
4. Panel members should have a positive and hopeful attitude about recovery and Narcotics Anonymous.
5. Panel members are chosen/invited each time by the panel leader.

## **GENERAL INFORMATION**

1. Relapse immediately disqualifies any member from serving as a trusted servant until clean time requirements are met again.
2. No subcommittee member employed by any institution in which we carry a message shall be asked to participate on a panel at that facility, but may participate at other H&I panels. This serves to avoid possible conflict and subsequent damage to our relationship with the inmates, patients, or clients

### **3. BUDGET**

- a. Literature: \$500.00 monthly
    - i. Information Pamphlets: #1, #6, #7, #8, #13, #16, #19, Behind the Walls (EN-1601), For Those in Treatment (EN-3117), First Coast meeting schedules, and Little White Books.
  - b. Petty Cash: \$30.00 monthly
4. An H&I facility waiting list will be maintained by the vice-chair. Priorities will be decided according to subcommittee conscience.



5. The subcommittee sponsors an annual H&I Awareness Day. An Ad-Hoc committee shall be formed every **September** to organize the Awareness Day.
6. Amendments to these guidelines may be made as needed by subcommittee conscience, requiring a ¾ majority vote.

**Do's for H&I work**

1. Do make meeting lists available to residents.
2. Do clarify the institution's rules with anyone you bring in.
3. Do start and end on time.
4. Do try to get residents involved, especially those in long-term facilities
5. Do obey all dress codes. Exercise common sense and respect for facility in what you wear
6. Do keep staff aware of your whereabouts at all times
7. Do follow all security regulations at all times
8. Do stamp all literature you bring into institution with the local Helpline number
9. Do screen all panel members carefully, especially regarding the clean time requirements of the subcommittee

**Don'ts for H&I work**

1. Don't break another person's anonymity or tell his or her story
2. Don't get involved in discussions about an inmate's guilt or innocence
3. Don't debate any issue involving institutions rules or regulations
4. Don't debate which drugs are acceptable. NA is a program of complete abstinence from all drugs.
5. Don't discuss conditions within the institution or opinions about the staff
6. Don't give or accept gifts
7. Don't carry excessive cash or wear expensive or flashy jewelry
8. Don't show favoritism to any inmate(s)/patient(s)
9. Don't mail letters in or out of the institution
10. Don't give out any other person's address or phone number
11. Don't carry in any contraband items, such as cigarettes or weapons
12. Don't interfere with or use any influence in any institution, court, or hospital, nor with any doctor, parole, or probation officer
13. Don't do a Seventh Tradition basket
14. Don't recognize clean time

\*\*\*Remember at all times you have a responsibility to the institution, the inmates/patients and you observe the above suggestions and follow the Twelve Traditions, you will uphold your responsibilities to all three.\*\*\*

**FIRST COAST ASC  
HELPLINE SUBCOMMITTEE GUIDELINES (081105)**

**PURPOSE**

The Helpline Subcommittee establishes, maintains and coordinates an effective 24 hour, 7 day a week telephone helpline service. The subcommittee attempts to make NA available to any addict seeking recovery by informing those who reach out to us where they can find an NA meeting. The Helpline volunteer may also turn them over to a separate 12<sup>th</sup> step list of volunteers, who can talk at greater length or, in groups of 2 or more, will decide how to best carry the message to the caller.

**SUBCOMMITTEE MEETING**

Business meeting held first Monday of every month.

**AGENDA FOR MEETING**

- a. Serenity Prayer

- b. Reading of the 12 Traditions
- c. Open Floor (Any NA member may address the Subcommittee)
- d. Welcome New Members (attendance sheet is passed around)
- e. Establish voting members
- f. Meeting Schedule Review
- g. Upcoming Events and Times
- h. Reports from Volunteers, including covering of any open shifts
- i. PR Liason Report
- j. Old Business
- k. New Business
- l. Closing

### **CHAIRPERSON**

**(voted in by the ASC)**

#### **Requirements:**

- 1. A willingness and desire to serve in the capacity.
- 2. One year abstinence from all drugs.
- 3. At least six months experience on the Helpline subcommittee.
- 4. A working knowledge of the 12 Steps and 12 Traditions.
- 5. The time and resources necessary to complete the duties.

#### **Duties/ Responsibilities:**

- 1. When new Chair takes office in July, the first order of business is to change contact information with AT&T for both numbers: 723-5683 and 800-576-4357
- 2. Coordinate monthly Helpline meeting.
- 3. Organize and schedule volunteers.
- 4. Maintain communication with answering service.
- 5. Attend all ASCs and submit monthly reports.
- 6. Attend 3 RSCs and submit bi-monthly reports. Submit report to RCM when not attending.
- 7. Ensure monthly rent is paid for subcommittee meeting. Current rent in 2008: \$10 per meeting. Obtain funds and receipt from Area Treasurer at monthly Area meeting.

### **VICE CHAIRPERSON**

**(nominated and voted in by the subcommittee)**

#### **Requirements:**

- 1. A willingness and desire to serve in the capacity.
- 2. One year abstinence from all drugs.
- 3. At least six months experience on the Helpline subcommittee.
- 4. A working knowledge of the 12 Steps and 12 Traditions
- 5. The time and resources necessary to complete the duties.

#### **Duties/ Responsibilities**

- 1. Functions as Chairperson in Chairperson's absence
- 2. Handles or shares Chairperson's responsibilities at Chairperson's request.

### **SECRETARY**

#### **Requirements:**

- 1. A willingness and desire to serve in the capacity.
- 2. At least six months abstinence from all drugs.
- 3. At least 3 months prior experience on Helpline Subcommittee.
- 4. The time and resources necessary to complete the duties.

#### **Duties/ Responsibilities**

- 1. Keep accurate minutes of all Helpline Subcommittee meetings.
- 2. Maintain all correspondence.
- 3. Keep track of attendance log.
- 4. Provide Chairperson with a copy of Subcommittee minutes before Area business meeting.

## **HELPLINE VOLUNTEER/ VOTING SUBCOMMITTEE MEMBER**

To carry a shift and become a voting subcommittee member you must attend 2 consecutive meetings, receiving orientation/ instruction in the duties, responsibilities and procedures of the Helpline in handling a shift from the chairperson or vice-chairperson at the 2<sup>nd</sup> meeting. To remain a voting member you cannot miss 2 consecutive subcommittee meetings without notifying the chair or vice-chair.

### **Requirements:**

1. A willingness and desire to serve in the capacity.
2. At least six months abstinence from all drugs.
3. An active relationship with a sponsor.

### **Duties/ Responsibilities**

1. Answer all calls within 10 minutes to avoid reverts. Reverts are calls that haven't been cleared from the mailbox within 10 minutes of the first notification. The service will call after 5 minutes and after 10, the call is reverted to the backup for the shift.
2. If a Helpline volunteer is unable to work the shift, it is up to them to notify the chair or vice-chair to get it covered by another volunteer, in ample time to do so. It is not the backup's duty to work your shift unless the backup agrees to it.
3. Attend Helpline Subcommittee's monthly meetings.
4. Assist other volunteers when needed.
5. Maintain log sheets and turn in on a monthly basis.

### **REMOVAL OF HELPLINE VOLUNTEER**

1. Miss 2 consecutive monthly meetings without notifying the chair or vice-chair.
2. Missing 30% or more of calls on the same shift for 2 consecutive weeks without notifying the chair or vice-chair.
3. Tradition violations will be dealt with as a matter of principle rather than against the individual. Apparent violation will be presented to the Subcommittee. If it's decided there is a violation, then there will be action taken according to group conscience and an addition to the minutes.

### **Removal Process:**

When the chair or vice-chair has decided that a Volunteer's actions are cause for removal, they will ask for agreement from vice-chair or chair. The volunteer will be informed of this agreement. If there is any disagreement regarding a removal, it can be brought to the subcommittee meeting for a decision. The volunteer who feels they were wrongly let go will be removed pending a decision by group conscience at the next regularly scheduled business meeting.

### **VOTING POLICIES**

A member will become a voting member upon attendance of a 2<sup>nd</sup> consecutive business meeting and will remain a voting member by not missing 2 consecutive business meetings.

**The chairperson will only vote in the event of a tie.**

### **NORMAL BUSINESS MEETINGS**

**QUORUM:** Minimum of 3 voting members.

**MAJORITY:** Simple majority.

### **CHANGES TO POLICY**

**QUORUM:** At least 4 voting members present.

**MAJORITY:** 2/3 of vote

### **GUIDE FOR ANSWERING CALLS**

#### **Do's:**

1. Return all calls as soon as possible.
2. Make sure that the person requesting help is whom you're speaking to before identifying yourself as an addict or mentioning Narcotics Anonymous.
3. Once sure, identify yourself as a recovering addict.
4. Share only your experience, strength and hope as it pertains to recovery in NA.

5. Encourage caller to attend a meeting.
6. If caller is unwilling, end the call politely.
7. Mail a meeting schedule and basic IP's to those requesting them.
8. Keep all calls as brief as possible.
9. Turn call over to a 12<sup>th</sup> step volunteer if caller wants to speak at greater length or needs the message of recovery by way of a 12<sup>th</sup> step call.
10. Refer all callers requesting information other than about NA (treatment, counseling, medical or family issues, etc.) to the United Way hotline number: 632-0600
11. Refer all emergency calls to 911.
12. Maintain a log sheet of all calls.
13. Contact chair or vice-chair with any problems or questions.

**Don'ts:**

1. Don't identify yourself as an addict or a member of NA before the caller is on the line.
2. Don't give out anyone else's phone number or personal information.
3. Don't give rides or make 12<sup>th</sup> step calls by yourself (refer to 12<sup>th</sup> Step list or contact chair or vice-chair.)
4. Don't give advice, especially medical advice.
5. Don't discuss topics other than recovery in Narcotics Anonymous.
6. Don't try to persuade caller to quit using if he/she doesn't want to.
7. Never acknowledge anyone else's membership in NA, directly or indirectly.
8. Never leave recorded messages of any kind.

**Refer to the *Guide to PhoneLine Service* (available from the Chairperson, and also for purchase from the Regional Service Office), for a more in-depth guide to answering calls and serving on the Helpline Subcommittee.**

## **FIRST COAST ASC POLICY SUB-COMMITTEE GUIDELINES (00-30)**

**PURPOSE:** To consider any input that affects the policies of the First Coast Area and upon deliberation provide clarity to the Area. This Clarity will consist of the following:

- A. Does motion violate any of the 12 steps, 12 traditions or the 12 concepts? Which steps, traditions and/or concepts and how? (02-06-02)
- B. Does the motion change or establish policy?
- C. What impact the motion may have on the Area. (i.e.. financial, spiritual, time, etc...)
- D. Provide a recommendation to the Area based on a ¾ majority vote of the voting members present.

**MEMBERSHIP:** ASC Chair, ASC Vice-Chair, ASC Secretary, ASC Treasurer, RCM, ALT-RCM, Alternates in the absence of their respective elected officers, Subcommittee Chairs, (H&I, PI, Policy, Helpline, Activities, Literature), 4 GSR'S elected by ASC.

- A. Any member of Narcotics Anonymous may become a voting member by attending the previous month's meeting of the policy subcommittee. (021006)

**ELIGIBLE VOTING MEMBERS:** All Subcommittee members listed in Paragraph #2 except Policy Chair, and all GSR's present at ASC. (060702)

**VOICES AT THE SUB-COMMITTEE MEETING:** All members of Narcotics Anonymous present at the subcommittee meeting of that day.

**QUORUM:** Shall be a majority of subcommittee membership as listed in paragraph #2 above, less any vacant positions, rounding up to one more than half of the eligible voting members.

**AGENDA:**

Open with the serenity prayer  
Read 12 Traditions (060703)

Read 12 concepts  
Read purpose of the Policy Sub-committee  
Open floor to any member of NA  
Roll Call; Establish Quorum  
Announce voting members  
Secretary report  
Ad-Hoc committee reports  
Old Business  
Elections  
New Business  
Other Motions (Motions brought to policy prior to ASC)  
Close with Serenity Prayer

**MEMBERSHIP QUALIFICATIONS:**

- A. Chairperson (nominated and elected by the Area in July)
  - 1. Two Years Clean Time
  - 2. Active Involvement in NA
  - 3. Knowledge of the twelve steps, twelve traditions and policy of the First Coast Area
- B. Vice- Chairperson (nominated and elected by the policy committee at the September meeting.)
  - 4. Two years clean time
  - 5. Experience in Area Service.
- C. Secretary (nominated and elected by the policy committee at the September meeting)
  - 6. Eighteen months clean time
  - 1. Active involvement in NA.
  - 2.

**REMOVAL:** The reasons for voting members removal are as follows:

- A. Any voting member that misses more than two consecutive policy subcommittee meetings.
- B. Any Administrative committee member who misses more than two consecutive meetings is dropped from quorum and can only be returned as a voting member by a two-thirds majority vote of the ASC.
- C. Relapse.

**DUTIES AND RESPONSIBILITIES:**

**CHAIRPERSON:**

- 1. One year commitment
- 2. Compile a pre-arranged agenda prior to each policy subcommittee meeting
- 3. Carries the voice of the subcommittee to the ASC floor
- 4. Enforces the rules of decorum and discipline (Roberts Rules)
- 5. Refrains from discussing a motion when residing
- 6. Is absolutely fair and impartial
- 7. Prepares budget with the subcommittee for approval of the ASC for the Coming year if necessary
- 8. Is available to answer any questions concerning matters of Policy on the ASC floor
- 9. Submits a complete updated policy package in November each year to include ASC Policy, subcommittee guidelines and any other written policies of the ASC
- 10. To provide policy addendum every other month

**VICE-CHAIRPERSON:**

- 1. One year commitment (02-06-04)
- 2. Performs all duties and responsibilities of Chairperson in the absence of the Chairperson
- 3. Will conduct old business during subcommittee meeting
- 4. Assist in preparing subcommittee's budget if necessary

**SECRETARY:**

- 1. One year commitment
- 2. Responsible for written record (minutes) of subcommittee meetings
- 3. Assists in preparing budget for subcommittee if necessary
- 4. Forwards a copy of the subcommittee minutes to ASC for archive purposes

**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**; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where **Robert's Rules of Order** are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

## **DECORUM STATEMENT**

Meetings will be conducted according to these rules of order, adapted from **Robert's Rules of Order**. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum 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 chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

## **DEBATE LIMITS**

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

## **MOTIONS**

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

### **MAIN MOTIONS**

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of the 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 person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The secondary simply raises a hand and when recognized by the chairperson says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: The motion goes against the committee's standing policy, clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at which it is made. **Robert's Rules of Order** can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling as described below. If no appeal is made, or 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 a debate on a main motion that affect that motion in some way. There are many more of these than space and practicality 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 the 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 is debated. When debate on the amendment is exhausted, the body votes on the amendment. The debate resumes on the merits of the main motion (as amended, if the amendment has carried.) When debate is exhausted on the merits of the main motion, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept 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 vote 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 debate stop right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

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

**6. Motions 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 passed in either the 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 on the winning side in the original vote.
- D. These limits are placed to protect the committee from having to reconsider again and again the motions it passes while 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.
- E. The motion to **reconsider** requires a simple majority.
- F. 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 is no objection, 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 some of the most common.

**1. Order of the day**

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

**2. Point of information**

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "**Point of information.**" This means, "I have a question to ask," **not** "I have information to offer." One does not need a second to raise a point of information; it is neither debatable or 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.

**3. Point of order**

If it appears to a committee member that something is happening in violation of the rules of order and 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 well as others, can be appealed.

**4. Point of appeal**

Anytime 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 then 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.

#### **5. Parliamentary inquiry**

If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all that 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 person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted on.

#### **6. Point of personal privilege**

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

### **VOTING PROCEDURES**

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, 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.**

# **GUIDELINES FOR THE FIRST COAST AREA CONVENTION OF NARCOTICS ANONYMOUS (FCACNA) (050301)**

This body shall be known as the First Coast Area Convention of Narcotics Anonymous (FCACNA) Planning Committee and operate as a Subcommittee of the First Coast Area of Narcotics Anonymous.

## **PURPOSE**

To coordinate and conduct the Annual First Coast Area Convention of Narcotics Anonymous (FCACNA). This Convention is held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops, and activities are scheduled to encourage Unity and Fellowship among our members. Because this Convention is sponsored by a N.A. Service subcommittee, it should always conform to the Twelve Traditions of Narcotics Anonymous, reflect our primary purpose, and shall be responsible to the First Coast Area Service Committee.

## **GENERAL PLANNING**

Hosting a convention is a tremendous responsibility that requires significant planning, dedication, and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee that is made up of members from all the Groups comprising the First Coast Area. The Committee functions as a subcommittee of the ASC to ensure continuity of effort and service.

## **CONVENTION PLANNING COMMITTEE MEETINGS**

All Convention Planning Committee Meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. These meetings should be held in a central location, allowing all who may want to participate the opportunity to do so. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the Convention. Effort should be made to encourage support and participation from all members.

**Voting privileges** are extended to the following CPC members:

1. Subcommittee Chairs or Vice-chairs (in the absence of the Chair)
2. CPC Vice-chair (because of relationship with Subcommittees)
3. CPC Treasurer (financial impact)
4. CPC Chair (only in the event of a tie)
5. CPC Secretary
6. CPC Alternate Treasurer (in absence of Treasurer)
7. CPC Alternate Secretary (in absence of Secretary)
8. Any member of Narcotics Anonymous who attends two consecutive meetings will have a vote at the 2<sup>nd</sup> meeting.

Any officer, be they Administrative or a Subcommittee Chair, who is absent at two (2) consecutive meetings (without prior notice to the Planning Committee Chair) will be considered as a resignation at Roll Call of the next regularly scheduled meeting.

A **quorum** consists of 51% of the voting participants and 50% of the Administrative Committee.

Special meetings may be called whenever the Planning Committee Chairperson deems necessary. Prior notice of at least two (2) days must be given to all committee members for all special meetings. The two (2) day notice may be waived if 51% of the voting participants agree to the meeting.

Planning Committee Meetings are held monthly until three (3) months prior to the Convention, at which time they take place every two weeks; and at one (1) month prior to the Convention, it will meet every week, if necessary.

An **Agenda** for Planning Committee Meeting will be as follows:

1. Opening: Begin with a moment of silence asking for members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer, the Twelve Traditions, and the Concepts.
2. Roll Call
3. Read and approve minutes of last meeting
4. Open Forum

5. Treasurer's Report
6. Sub-committee Reports
7. Old Business
8. New Business
5. Closing Prayer

## **ELECTION OF ADMINISTRATIVE COMMITTEE**

Before the planning process ever begins, an Administrative Committee must be elected to execute the process. The Chairperson, Vice-chair, Treasurer, and Secretary are nominated and elected of the participants at the First Coast Area Service Committee. The election process for FCACNA officers to be 2 months prior to the convention.( 080806) Qualifications and requirements are listed below:

### **CHAIRPERSON:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of five (5) years continuous clean time, demonstrates stability in the local community and administrative skills.
3. Willing to give time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in the First Coast Area of Narcotics Anonymous for one (1) year.
6. Recommend past years service as Vice-chair of FCACNA or must have worked on past years' Convention Committee either as a Committee Chair or a member of the Administrative Committee of FCACNA.

### **VICE-CHAIR:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of four (4) years continuous clean time, personable, and familiar with the functioning of a convention in order to coordinate the activities of the Subcommittees.
3. Willingness to give the time, energy, and resources necessary.
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in the First Coast Area of Narcotics Anonymous for one (1) year. **Note:** This position is a two (2) year commitment. The first year as Vice-chair and the second year as Chair, if elected by the ASC.

### **TREASURER and ALTERNATE TREASURER:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of five (5) years continuous clean time for Treasurer and four (4) years for the Alternate.
3. Possess either past treasurer experience above the group level or accounting skills.
4. Possess accounting experience at a business.
5. Willingness to give the time, energy, and resources necessary.
6. Ability to exercise patience, tolerance, and acceptance.
7. Active participation in Narcotics Anonymous.

### **SECRETARY and ALTERNATE SECRETARY:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of two (2) years continuous clean time for secretary and one (1) for the alternate secretary.
3. Demonstrates good record keeping and typing skills.
4. Willingness to give the time, energy, and resources necessary.
5. Ability to exercise patience, tolerance, and acceptance.

We need to keep in mind that clean time is a primary qualification; however, experience, dedication, enthusiasm, and willingness to complete the required tasks are the essential qualities to keep in mind when filling these and all positions.

## **ADMINISTRATIVE SUBCOMMITTEE**

The Administrative Subcommittee carries out the will of the overall Planning Committee. It functions as the Executive Committee of the Convention and holds separate, periodic, and special Subcommittee meetings. Its function is to ensure that the various subcommittees work together and to assist the subcommittees, which may need

extra help. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee. The members of the Administrative Committee discuss the performance of subcommittees as well as the convention budget and other matters affecting the convention. The results of these discussions are included in written reports of the Convention Planning Committee Meetings.

As soon as possible, the Administrative Subcommittee drafts a schedule of meeting dates for the Convention Planning Committee. This schedule is then approved by the Planning Committee as a whole and distributed to all its members. It is advisable to choose a particular day on which meetings will be held and schedule all meetings on that day throughout the planning period.

The Administrative Subcommittee also makes a report to the ASC by the way of the Planning Committee Chairperson. Comments and suggestions from the ASC are included in the report of the Chairperson at the next Planning Committee Meeting.

## **ADMINISTRATIVE SUBCOMMITTEE MEMBERS' RESPONSIBILITIES**

### **CHAIRPERSON:**

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide direction when deemed necessary.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Traditions and in accordance with the purpose of the convention.
4. Monitors the flow of funds and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Administrative Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire planning committee prior to action.
6. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their judgment.
7. Prepares the agenda for the Planning Committee Meetings and Administrative Subcommittee Meetings.
8. Votes only to break a tie.
9. Chairs the Planning Committee Meetings as well as the Convention.
10. Insures that all Committee Members are informed of any sudden changes in meeting times and places.
11. Is a co-signer on the Committee's checking account.
12. Is the liaison between the ASC and the Planning Committee.
13. Is the signer of all contracts that involves any portion of this planning process.
14. Chairperson is responsible to hold four (4) meetings during the convention itself.

### **VICE-CHAIR:**

1. Assumes the responsibilities of the Chairperson in the event of his/her absence.
2. Assists the Chairperson in the overall coordination.
3. Is a co-signer on the Committee's checking account.
4. Oversees and coordinates subcommittee activities to insure that deadlines are met.
5. Attends as many subcommittee meetings as possible.
6. Works closely with the Chairperson to delegate responsibilities to each subcommittee.

### **SECRETARY:**

1. Keeps minutes of all Planning Committee, Administrative Subcommittee Meetings, and Subcommittee Reports.
2. Assists the Chairperson in the overall coordination.
3. Maintains a list of names, addresses, and phone numbers of each committee member for the committee's use.
4. Keeps extra sets of minutes for members who request a complete set and following the Convention, a complete set must be turned over to the ASC for the following Planning Committee's reference.
5. Assists all committee members in mailing and correspondence.

### **TREASURER:**

1. Assists the Chairperson in opening the Planning Committee's checking account. **PLEASE NOTE:** The ASC has a policy enforce stating "A ASC Administrative Subcommittee member, Chair, Vice-chair, or Treasurer will be a co-signer on this account". This means that any checks written on this

account must be co-signed by the Planning Committee Treasurer and one of the above-mentioned. In case the Planning Committee Treasurer is unable to sign checks, one of the following should be authorized to sign: Planning Committee Chair or Vice-chair. The signature cards and account information are filled out at the Planning Committee Meeting.

2. Shall maintain bank account.
3. Keeps accurate records of all income and expenses to be presented at each Committee Meeting upon request.
4. Prepares a detailed financial statement to be presented at each ASC meeting by the Planning Committee Chair. Included in this statement will be: list of all checks written and voided, list of all income and deposits, list of all expenditures including to whom the payment was made and for what service.
5. Prepares a final statement within 60 days following the close of the Convention.
6. Works with Chair, Vice-chair, and Secretary to prepare a budget for the Administrative Subcommittee.
7. Writes all checks and is responsible for collecting receipts from subcommittees for moneys paid out.
8. All requests for reimbursements must be accompanied by receipts, bill copies, purchase orders, etc. In such cases where pre-payment for deposits must be made, disbursement can be made directly to the requesting party, provided:
  - A) Prior Administrative Subcommittee Approval is obtained **and**,
  - B) A signed and dated voucher or promissory note is provided by the party indicating the purpose of the expenditure and the projected date when receipts can be provided and/or moneys returned to the Treasurer.
9. Works with Chair, Vice-chair, and Secretary to prepare a budget for the overall convention. This budget is based on the written budget proposals of each subcommittee as to the moneys they will need to carry out their tasks. When all of the financial needs of the subcommittees and Administrative Committee are listed and totaled, the income should also be outlined and balanced against anticipated expenditures.
10. Reviews subcommittee's reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's Report.
11. Receives written requests for unexpected expenditures not included in subcommittee's budget or prior to subcommittee's budgets being approved by the Planning Committee. These requests will be paid upon approval of the Administrative Subcommittee.
12. Responsible for all moneys, including revenues from Registration and fundraising activities, pays all bills, and advises the Chair on cash supply, income flow, and rate of expenditure.
13. At the convention responsible for the collection of funds received, along with CPC or CPVC.

## **BUDGETS**

The importance of making a budget for the Convention Planning Committee and its Subcommittees needs to be emphasized. At this stage of planning, the Administrative Committee and Subcommittees will list as many financial responsibilities as possible. Information for these may be obtained from past Planning Committee Minutes, past members who have served on this committee and other committee members.

The Hotels and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the Convention (often not until the Convention itself). A reasonable projection of participation is a figure between 40 and 60 percent above the Pre-registration, depending on the efficiency of Fellowship communications. With regards to banquet tickets, prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red. The Committee, also projects the cost of coffee and snack items to be used at the Convention in the Hospitality Suite and at the facility being used.

The Fund Raising & Entertainment Committee sets a budget on the activities and entertainment at the Convention and a petty cash budget based on expected expenditures for fundraising activities. Rent and disc jockey costs are separate from petty cash. The Convention Information Committee projects the cost of postage.

The Registration Committee projects cost of items to be included in the registration packets such as pens, name badges, etc. and ribbons for the planning Committee.

The Merchandising Committee projects the cost of each item to be sold at the Convention and the projected amount of income of each. Also include cost of phone lines of credit card authorization.

The Program Committee projects the cost of speaker's travel and lodging.

The Arts and Graphics Committee projects a monetary figure for artwork for flyers, programs, banner(s), literature, and other displays and graphics that will be used at the Convention.

The Program Convention Information and Registration Committees estimate the cost of mailing, paper, envelopes, and other office supplies needed to carry out their tasks.

## **SUBCOMMITTEES**

Nominated and voted by the Planning Committee members, the Subcommittee Chairs should have general qualifications as outlined in the qualification section shown below.

Specific service or vocational skills should be considered prior to election. It should be clearly understood that subcommittees have specific service responsibilities to perform. Any subcommittee chairperson who misses two (2) consecutive Planning Committee Meetings will forfeit their position. This position will then be open for re-election at the third Planning Committee Meeting.

### **QUALIFICATIONS FOR SUBCOMMITTEE CHAIRS:**

1. Working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous and familiarity with Spiritual Principles.
2. Minimum of two (2) years clean time.
3. Willingness to give the time, energy, and resources necessary to perform responsibilities
4. Ability to exercise patience, tolerance, and acceptance.
5. Active participation in Narcotics Anonymous.

For the purpose of continuity, subcommittees will elect a Vice-chair. This will be a two (2) year term with the first year serving as Vice-chair and the second as chair of the subcommittee.

Subcommittees are vital to the Convention and individuals should be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are to be concerned for the well being of the member who is serving. Each subcommittee has only one chairperson who then recruits committee members to serve.

Subcommittee meetings operate according to Robert's Rules of Order **unless** specified otherwise by these Convention Guidelines. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion.

Each Subcommittee Chair should be aware of what responsibility each member has assumed, and makes sure that every task is carried out.

Each Subcommittee maintains accurate records of all activities of the committee as well as all correspondences.

Each subcommittee of the Planning Committee **must work together**. At the onset, each subcommittee should decide whether or not they would use the services of another subcommittee, or address that particular area of business themselves. Although either way is effective, **remember**, cooperation is the key that will make it work.

**Subcommittees in the service structure of Narcotics Anonymous are not autonomous. We are held accountable to the next level of service. Even though subcommittees should be given trust in performing their responsibilities, their actions are subject to approval by the Planning Committee as a whole.**

All contracts will be signed by the Planning Committee Chair and/or Vice-chair. No contract will extend from one convention cycle to the next convention cycle.

### **SUB-COMMITTEES ARE AS FOLLOWS:**

1. Hotels and Hospitality
2. Fund Raising & Entertainment
3. Convention Information
4. Registration
5. Merchandising
6. Programming
7. Arts & Graphics

## **HOTELS AND HOSPITALITY**

This Subcommittee contacts prospective hotels in order to assemble information, which is then used for the purpose of comparison. There is one hotel, which stands out from the rest in terms of being easy to work with, good room rates, sufficient banquet rates, adequate meeting facilities, etc.

Beware of open-ended charges by hotels, which can be made to the Planning Committee without the Committee's prior knowledge. Consistent and complete discussions about all aspects of the Convention, which could result in unanticipated charges, will prevent them from occurring. Informing the hotel that the Committee is unable to easily pay unexpected charges and that you are willing to exert yourself to make sure there aren't unexpected charges will result in the hotel staff double-checking the fees in order to make sure they don't extend services, which may be left unpaid. In this way, Convention costs can be dramatically reduced and our credit rating may be protected.

For example, coffee is a big overcharge item. Negotiate with the hotel to bring in our own coffee to cut cost dramatically. Since negotiations can get a little technical, it is a good idea to use members who have experience working with food and beverages.

A good negotiator, who is willing to ask the hotel these difficult questions, is almost indispensable. Hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If enough rooms are reserved by attending members, hotels will often provide large conference halls for free.

While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. When communicating with the hotel keep in mind to inform the hotel that through our experiences our conventions fulfill the room blocks upon the beginning of the convention. Never assume that the first, second, or third price is rock bottom. In early negotiations, make sure that the costs are approved at the committee level; upon submitting three written bids. Input from the Group Conscience is the best possible kind of input, and provides a perspective we lack as individuals.

The Hotels and Hospitality Committee works closely with the Program Committee to set up rooms for meetings and workshops. In other words, the hotel needs an accurate schedule of events in order to have the rooms ready for those events. A good hotel will usually help with the scheduling because they know what is possible with their floor plan and staff. It is always wise to try to book a hotel for a weekend when there is no other Fellowship Convention or competing activity taking place.

The Hospitality Subcommittee serves as the Convention Host. They organize a Subcommittee that will greet the members attending the Convention, arrange transportation for area members, maintain the Hospitality Suite(s) and arrange for the coffee service at the hotel.

This Committee needs to be made up of members who are outgoing and pleasant. They will often times be the first people with whom attending members come in contact with upon arrival at the Convention.

When preparing this Committee's budget, it is important to keep in mind that coffee is a major expense at any convention.

## **FUND RAISING & ENTERTAINMENT**

Responsibility specifically for entertainment is a part of this subcommittee. The Subcommittee members select the band or disc jockey for the dances and activities at fund-raisers and the Convention. Big name bands are not appropriate because of the expense and the possibility of distracting us from our purpose. It should also be noted that all expenses, which can be foreseen, should be listed in the budget and be monetary only.

This Subcommittee arranges for a talent show or other types of activities if the Planning Committee approves them; upon submitting three written bids.

The Chairperson of this Committee should know the Twelve Traditions well. He/she should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money. The Chairperson should also be able to get members involved with activities and deal effectively with people outside the Fellowship in setting up dances, etc. It is also important that receipts and proceeds be turned in promptly and that the Subcommittee works closely with the Planning Committee Treasurer.

If fundraising is necessary, it becomes the responsibility of this committee. The Subcommittee plans activities such as dances, picnics, etc. In order to raise money for the Convention Planning Committee. This Subcommittee may hold raffles; sell T-shirts, bumper stickers, etc., at their activities. The service structure of NA is the holding company, which gives all representative service committees of NA the right to use the NA logo. Should an abuse of this right occur, it should be brought to the attention of the ASC and the World Service Office. Fundraising within the NA Fellowship should always emphasize caring and sharing in the spirit of NA. Fundraising, utilizing the theme of the Convention, can set the mood to motivate the Fellowship to its final celebration at the Convention.

Although entertainment for the Convention is part of this Subcommittee, a separate budget for entertainment is required. With many functions set up in advance, it becomes easy to forecast a monthly budget.

When designing flyers, remember that they are released in Hospitals and Institutions as well as other facilities, which relate to NA. Appropriate use of language and artwork is crucial because these flyers, in a sense, represent NA to the public.

## **CONVENTION INFORMATION**

The Convention Information Subcommittee is responsible for sending out any special requests for information regarding the Convention to parties outside the Fellowship and surrounding areas and regions of Narcotics Anonymous. **This includes contacting local Treatment/Recovery facilities via email to invite to the annual convention. (080307)** This committee also provides information to members at the convention about our local attractions.



## **REGISTRATION**

The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the Convention, its responsibilities begin with the advance planning. Such planning includes working with Fund Raising & Entertainment and Merchandise to come up with a price list of items and events to be included on the registration forms.

The pre-registration flyer announcing the Convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will be given an opportunity to schedule vacations or other arrangements to attend the Convention. The flyer can be sent to the WSO to be included in the Newsline and NA Way. The Committee with Convention Information should also do direct mailing to NA members from the previous convention and any other source that addresses may be obtained.

Once a convention theme and logo has been chosen, the Registration Committee prepares a finalized registration flyer. Copies of the registration forms should be sent to the ASC as well as to all members on mailing lists.

Care should be exercised in the production of pre-registration and registration forms. They should be clear and informative, not confusing. Registration should be attractive but need not be ornate or expensive.

The finalized registration forms, should be sent to the RSC for distribution to all Areas at least five months prior to the Convention, and again at ninety days prior to the Convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes Convention Planning Committees generate additional activities, which were not scheduled when the original Convention Schedule was announced. The final mailing, at ninety days prior to the convention, can be used to announce such changes and additions.

A clear understanding should be reached between the Registration Committee Chairperson, the full Planning Committee, and the Planning Committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of tracking and recording registrations from the Post Office Box at least two or three times a week. Registration form records should be maintained on a daily basis and all money received should be transferred to the Planning Committee Treasurer prior to each Planning Committee Meeting.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all the money received. If free registrations are given out as part of promotional activities, the Committee must keep careful records of what is provided and to whom. All registrations, with numbered cash receipts are used for preparing confirmations. The Planning Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received. All registrations should have numbered cash receipts. Each member of the Registration Committee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full Planning Committee. When funds are needed for expenses, they are obtained from the Planning Committee Treasurer. Un-deposited cash received by the Registration Committee is not to be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by this committee should be simple and clearly understood by all members of the committee. The records of all registrations and banquet sales should be updated at least once a week. In this way, the full Planning Committee Treasurer's records and provide an indication of the solvency of the Convention.

A duplicate records systems should be maintained for all Registration Subcommittee activities. A simple file box containing 3x5 cards arranged alphabetically is a simple and effective method. A card is made for each registration which indicates all functions for which they have paid and the receipt/confirmation number. As each mailed registration is received, a confirmation card is sent to the registrant. Most Conventions only send confirmation cards for registrations, which are received by the announced cutoff date. The cutoff date for pre-registrations (never less than three (3) months prior to the Convention) is included on the Convention Registration.

The Registration Subcommittee is responsible for preparing a complete registration packet, with three written bids from vendors, which includes:

- Convention Program
- Name Tag or Badge
- Ticket(s) for banquet or other functions
- Other Mementos

As well as any information that another subcommittee may want to include.

## **MERCHANDISING**

The Merchandising Subcommittee is responsible for purchasing and storing the items in a safe place; maintaining a continuous inventory statement; and maintaining a set of financial records with receipts. These statements and records should be submitted to and reviewed regularly with the Planning Committee. This is done to

assure accountability for all merchandise and funds. A final inventory statement is provided to the Treasurer within a week after the Convention for inclusion in the Treasurer's Final Report.

The Merchandising Subcommittee is responsible for the acquisition and sale of NA approved literature at the Convention. This Chair is responsible to acquire NA approved vendors per WSO.

The Chairperson of this committee should be business-minded and have an understanding of the Twelve Traditions, especially with regard to the sale of NA related items. The Merchandising Committee prepares a budget consisting of items to be sold and expenses incurred. Once the items are agreed upon by the Subcommittee, the Merchandising Subcommittee Chairperson presents a list of the items to the Planning Committee for approval. The list includes a statement of actual and marketing costs with the time frame for obtaining the item. This Subcommittee is responsible for the sale of merchandise prior to and during the Convention. Careful consideration should be made in negotiating the purchase price of these items; three different bids are usually required.

This Committee must communicate with the Hotels & Hospitality Subcommittee when planning space and time requirements for a store or booth at the Convention site. They should also keep in mind to include in the Convention program their hours of operation.

Outside vendors may be allowed to sell their wares at the Convention providing they are given permission by the Planning Committee and that their wares are acceptable to the Fellowship as a whole. On Sunday morning of the Convention, a special room may be prepared for other ASC's to make available their wares and Convention Information.

## **PROGRAM**

Without a good program, the trouble and expense of putting on a convention isn't justified. The reports of the Program Committee should therefore be given appropriate attention. It is suggested that members of this committee have a minimum of one (1) year clean time and a working knowledge of the Twelve Steps and Twelve Traditions.

The Program Subcommittee develops plans for workshops and meetings at the Convention. Members of this subcommittee make recommendations for speakers, workshop chairpersons, and others to help with the program. They recommend a schedule of all events to take place during the Convention and prepare the written program to be distributed to attending members. They attempt to have a balance of workshops for newcomers, service-minded members, and spiritual discussions. They submit all these recommendations to the Planning Committee for review, input, and approval.

One of the main problems in scheduling is the event of no-shows. Due to this, a note should be made somewhere in the program or registration package that includes a specific location and times for readers, speakers, workshop chairpersons, or anyone involved in the convention program to sign-in. In the event of a no-show, a pool of members should be available from which to select replacements.

The basic qualifications for participation on the program of the Convention is membership in NA, however, Main-Meeting Speakers are also required to have a minimum of five (5) years clean time. Workshop speakers to have a minimum of 2 years clean time. (090203)

A Workshop Chair shares his/her personal experience of recovery in NA. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts and attend NA meetings to sustain their recovery. These qualifications assure an NA member gets an NA Convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and service related to NA. It may be important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

The program of Naranon often holds meetings and workshops during NA conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. Naranon meetings may be listed separately on the NA Convention Program, or have their own. The Program Subcommittee should be advised of their scheduling requirements as well as any other matters of mutual concern.

Taping of speakers and workshops allows members who are unable to attend all functions, the opportunity of hearing them at home or to share with others. Written consent must be obtained from the speakers of taped meetings or workshops in advance of actual taping. When contracting with someone to record meetings, it should be clearly understood that the copyrights to the tapes are held by the ASC.

When choosing our speakers we must keep in mind that diversity is our strength. We suggest that the Committee remembers this to keep the workshops and speaker meetings as diverse as possible. When considering the four (4) main speakers: one (1) should be from our area, one (1) from our region, one (1) from a three hundred

mile radius, and one (1) from the world wide fellowship. The Programming Committee is responsible for arranging transportation for all speakers; upon submitting three written bids for transportation.

Whenever funds are available, a speaker's travel expenses may be paid. Sometimes complimentary rooms are provided to Main-Meeting Speakers as a way of deferring the additional expenses. Hotels usually give the convention a certain number of complimentary rooms, which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Committee with an idea of available funds for securing speakers. One suggestion is that speakers may be chosen from a pool of members who may already be planning to attend the Convention. They may be willing to waive travel expense and accept room accommodations and a Convention Registration Packet instead. The Area speaker **will not** receive a room night; the Saturday noon and Sunday Spiritual speaker will receive one room night each; and the Saturday night banquet speaker will receive two room nights.

## **ARTS AND GRAPHICS**

The Arts and Graphics Subcommittee is comprised of members who are artistic and energetic. Prior to the Convention, this Committee is responsible for designing and/or printing the Convention Logo, banner, programs, tickets, Convention posters, directional posters, and all flyers for subcommittees. A variety of designs for each item are presented to the Planning Committee in order to provide a choice of selections. It is necessary for the Arts and Graphics Subcommittee to coordinate its work with the other subcommittees.

Arts and Graphics shall also be responsible for soliciting on an area level for ideas for the Convention theme and logo. Present all ideas and suggestions to the entire Planning Committee for feedback and approval. The Chairperson of this Committee develops a budget, which includes all printing and other expenses. Once the budget is developed, it will be presented to the Planning Committee for approval; upon submitting three written bids.