

---

# Suncoast Area of Narcotics Anonymous

---

Area Guidelines

---

Policy Subcommittee  
Revised August 2023

---

# Table of Contents

This document includes hyperlinks for quick navigation. Click the underlined headings if viewing this document digitally.

<a href="#">1. The 12 Traditions of Narcotics Anonymous</a>	3
<a href="#">2. The 12 Concepts of Narcotics Anonymous</a>	4
<a href="#">3. The Definition of an Area Service Committee</a>	5
<a href="#">4. Area Service Committee Meeting Format</a>	6
<a href="#">5. Area Service Committee Guidelines</a>	7
<a href="#">6. Financial Policy</a>	10
<a href="#">7. Election of ASC Officers</a>	12
<a href="#">8. Qualifications and Responsibilities of ASC Officers</a>	13
<a href="#">Appendix A. Policy Updates and Changes</a>	21
<a href="#">Appendix B. Parliamentary Procedures</a>	22
<a href="#">Appendix C. Phone Line Guidelines</a>	24

# 1. The 12 Traditions of Narcotics Anonymous

We keep what we have only with vigilance and just as freedom for the individual comes from the 12 Steps so freedom for the groups 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. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## 2. The 12 Concepts of Narcotics Anonymous

The Twelve Concepts for NA Service described here are intended to be practically applied to our Service structure at every level. The spiritual ideals of our Steps and Traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's Service structure. The concepts encourage our groups to more readily achieve our Traditions' ideals, and our Service structure to function effectively and responsibly.

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

### 3. The Definition of an Area Service Committee

An Area Service Committee (ASC) is made up of Group Service Representatives (GSR) from within a designated Area. They meet monthly for the express purpose of serving the specific needs of its member groups and to unify the groups within that Area.

The most important service which an ASC provides is that of supporting the groups. Whenever a group has a specific situation or need which it has been unable to handle on its own, it can come to its ASC for help. These situations are nearly limitless in scope, but we have learned that we can get much accomplished when we work together to carry the message of recovery.

An ASC may perform other functions which are of help to the groups. It may help groups get started or give aid to floundering groups, hold workshops or seminars to train trusted servants, or look for potential places to keep a stock of literature which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

The attracting of new members, the planning and implementation of activities, and the aid given to groups with specific situations are Services which require much more effort than a monthly meeting. In order to provide these Services, an ASC needs the active participation of its GSR. Each GSR must keep their group informed and must represent that group's conscience in all committee decisions. GSR should evaluate each vote in terms of the needs of those they serve.

It also takes money to provide these Services and it is a group's responsibility to offer this support. Usually, as an Area grows, the financial needs of its ASC also grow. In order to provide a full line of Services, the ASC requires a steady and reliable flow of money. Some Areas provide these funds through activities. This alternate course of financial support may be helpful, but the final responsibility still falls on the group members.

In order to coordinate its services, each ASC elects officers, subcommittee chairs, and resource coordinators yearly. Their leadership helps to provide the incentive and direction needed for the respective Services of their position to be completed. Upon election the officers or subcommittee chairs must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time.

## 4. Area Service Committee Meeting Format

- Open meeting with Serenity Prayer (3:30 PM)
- Reading of the 12 Traditions, 12 Concepts, and the Definition of an ASC.
- 1<sup>st</sup> Roll Call
- Open Forum (Any NA member may address the ASC without fear of reprisal or recourse)  
(All reports to be submitted verbally & in writing)
- Secretary's Report
- Treasurer's Report
- RCM Report
- Subcommittee Reports
  - H&I
  - PR
  - Helpline
  - Rack
  - Web
  - Activities
  - Policy
  - Literature
  - O&M
- Recess (After an hour at chairperson's discretion)
- Group & Meeting Report (Option to read reports, written mandatory)
- 2<sup>nd</sup> Roll Call (To establish Quorum for voting and business)
- Old Business (Any motions that have been tabled, or still to be voted on)
- New Business (Motions should be made in writing and submitted to the secretary prior to area)
- Election of Officers (If necessary; Secretary will announce all open positions)
- Plans for next ASC meeting.
- Volunteers raise your hands to help with clean-up.
- Close Meeting with Serenity Prayer

## 5. Area Service Committee Guidelines

### Participation

- ASC meetings are open to all NA members. Only GSR's and admin committee members may have a voice on the floor, except in open forum, and they must raise their hand to be recognized.
- Only the following members may make or second motions: *GSR* (or any representative given a vote of confidence by their group in the GSR's absence) *RCM1* (or RCM2 in the RCM1's absence) *Subcommittee Chairperson* (or the Subcommittee Vice Chairperson in the Chairperson's absence) *Vice Chairperson, Secretary, and Treasurer*
- Each member should acquaint themselves with these ASC guidelines and "A Guide to Local Service in Narcotics Anonymous." The ASC shall make each of these available to all Area Service members.
- GSRs and all ASC subcommittee members must be present for the duration of the ASC meeting. Any of these positions vacated before the end of the meeting, without subsequent representation, will be marked absent.

### DECISION MAKING

*As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group conscience (2<sup>nd</sup> Tradition). In the event we cannot reach consensus, after the motion has been tabled, we utilize a simplified version of Robert's Rules of Order as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9<sup>th</sup> Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ASC. The reason all committee members are allowed to vote is the 7<sup>th</sup> concept, which states, "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."*

### Voting

- GSR (or in their absence any representative given a vote of confidence by their group) are the only voting members. The Chairperson may vote only in the case of a tie.
- Quorum is required for any motion to be voted on.
  - To determine quorum, roll call will be taken before any vote
  - Quorum is one more than half of all groups present.
  - At their request, any group that has attended three consecutive ASC meetings may be added to the Suncoast Area Meeting List and Helpline.
- Discussion on motions should be limited to 2 pro / 2 cons.
  - If longer, consideration to table the motion may be in order.
  - If tabled, the motion will automatically be on the following months agenda.
  - A motion may not be tabled more than once.
  - A motion to suspend the rule may be made, at the discretion of the Chairperson.
- Voting will be done by a show of hands.
- To change policy a 2/3 majority of all groups present is required.

- If the majority is abstaining votes, the motion will be tabled to the next ASC.
- All motions to change Area Policy must go back to all current groups

### **Reports**

- GSR reports will be submitted on the GSR Report Form and will consist of the following: Group Name, When & Where, Treasurers Report, Literature Expense, ASC Contribution, Attendance, Newcomers, Group Conscience, Situations / Changes, Name, and Date.
  - GSR should give their contributions and Literature Order forms to the Treasurer.
- Subcommittee reports will be submitted on the Subcommittee Report Form and will consist of the following: *Subcommittee, When & Where, Attendance, Old Business, New Business, Situations/Changes, Name, Date, and next subcommittee meeting.*

### **Resignation of ASC Committee Members**

- Voluntary: Given in writing to the ASC Chairperson prior to or during an ASC meeting.
- Involuntary:
  - Automatic upon:
    - Missing more than two (2) consecutive ASC meetings.
    - Relapse during term of office.
  - The ASC Chairperson shall notify the individual of their dismissal and the reason for dismissal shall be in writing.
- Impeachment Procedures:
  - Failure to perform duties and responsibilities as recognized. This is needed partly in case of a breach in the Traditions.
  - The individual will be informed in writing at least seven (7) days prior to the next ASC meeting.
  - A motion for impeachment must be presented by any area GSR or Admin member with the said cause
  - The respondent is given up to five (5) minutes for a rebuttal.
  - A closed ballot is taken.
  - A 2/3 majority of all groups on the current roll call is required to impeach.

Upon resignation of any admin committee member that position will be filled at the next ASC meeting by the alternate or vice chair to that position with a vote of acclimation. If the alternate or vice chair position is not filled at that time, nominations will be accepted at that time



## **Miscellaneous**

- All new groups should register with the World Service Office by filling out a “Narcotics Anonymous New Group Registration Form.”
- New Groups may request a Group Starter Kit. The Kit will consist of a limited number of white books, key tags, I.P.s, and pamphlets. Total cost not to exceed \$80.00.
- At their request, any group that has attended three consecutive ASC meetings may be added to the Suncoast Area Meeting List and Helpline.
- Any group or meeting where a constant breach of NA Traditions or a lack of an atmosphere of recovery occurs may be removed from the Meeting List, Helpline, and ASC roll call. This will require a 2/3 majority vote of all groups on the current roll call. Furthermore, after 2 consecutive absences ASC will send 2 representatives appointed by the ASC chairperson to consult the group and offer guidance and support, in accordance with the 12 traditions and concepts. On the next ASC those representatives will report back to the ASC body with findings, to be discussed by the ASC. At that point the ASC will decide, by vote, if the group is to be removed from the Suncoast Area Meeting list.
- If an issue falls under the responsibility of an existing subcommittee, the issue is automatically tabled to that subcommittee.
- The ASC meeting is non-smoking, including electronic smoking devices.
- The Activities Subcommittee must give 30-day notice (2 ASC's) of upcoming events, to coordinate publicity and financing.
- All printed materials handed out at Area Service are to be reviewed by 2 or more members of the Policy subcommittee.
- Printed copies of ASC Policy & Guidelines are to be made available to any ASC members, as well as Group Service Representatives who do not have internet access.
- No activities will be planned on any Area Service Day.
- All subcommittees shall hold a subcommittee meeting at least once every other Month, on even numbered months. The next scheduled meeting is announced at Area Service in the subcommittee report, and will also be published with the area minutes, and on the Suncoast NA website.
- The ASC Admin Committee shall establish a meeting 1/2 hour before the ASC meeting.
- Area Service will meet Second Sunday of each month at 3:30 PM except for May, when it will meet on first Sunday due to Mother's Day.

## 6. Financial Policy

- The ASC bank account requires two (2) signatures. Authorized signers are the ASC Treasurer, Chairperson, and Secretary.
- The Suncoast Area Service Committee of Narcotics Anonymous is recognized as a tax- exempt organization by the IRS as of Dec. 10, 1990, thereby making contributions to it tax-deductible.
- An ASC general fund of \$6,000 will be maintained in the ASC general fund. This amount includes the prudent reserve and the ASC's general fund. A prudent reserve is defined as the amount of money kept in the area checking account not to be used unless for emergency spending needs. The area's ASC general fund is for month-to-month operating expenses. The excess will be forwarded to the Florida region. This check will be written at the ASC on the months of a regional service meeting.
- RCM I & II are to be reimbursed for their mandated attendance at Regional Service Weekend as follows: (1) Hotel rooms for Friday and Saturday will be reimbursed for 1 room for a female and 1 for male (if needed). Otherwise, 1 room will be reimbursed for RCM I & II if not mixed sexes. (2) Mileage, tolls, and parking will be reimbursed at the current annual government rate from RCM's home to the Regional venue (round trip). (3) Food stipend of \$20.00 per day per RCM for Saturday and Sunday.
- RCMs are the only members allocated for Saturday night. Priority for remaining room nights will be given to ASC Subcommittee Chairs. ASC must inform Chairperson and RCM 1.
- Area treasurer only accepts money order or cashier's check.
- An ASC-elected FRCNA subcommittee member is allowed no more than \$500.00 for travel and lodging expenses. Receipts will be required for reimbursements.
- ASC will fund \$900 for 6 hotel room nights at an estimated cost of \$150 per room night for GSR assemblies and Service Symposiums, which meet alternately each year in March.

## **ASC Budget**

- Our ASC monthly expenses are as follows:
  - Rent \$50
  - Storage \$75
  - PO Box \$10
  - Phoneline \$50
  - Meeting Lists \$160
  - The monthly literature budget for H & I shall be \$900
- The annual budget for Public Relations shall be \$1,700.00
- Annual learning dayevent \$350.00
- The annual budget for activities shall be \$2000.00
- The annual treasurer's budget shall be \$250.00
- The annual budget for policy shall be \$50.00
- The annual budget for webpage shall be \$99.00
- The ASC literature ceiling is \$3500.00
  - The definition of literature ceiling is the amount of literature on hand at the beginning of ASC
- Any one-time expenditure over \$150.00 must go back to the groups for approval, unless it falls within the subcommittee budget.

## 7. Election of ASC Officers

### **ELECTIONS**

*In our election process we use the 4<sup>th</sup> concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” We trust that our committee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.*

- It is recommended that no ASC Officer serve more than two consecutive terms in the same Service position.
- Upon election the officers must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time.
- All ASC Subcommittees will elect their own Secretaries.

### **Nominations**

- Nominations should be solicited by “group conscience” of each group within the Area. Officers should be elected from NA members with prior Service experience.
- Nominations are solicited in October. Elections will be held in November, leaving December as a transition period for trusted servants. A term of office is from January to December, except for the RCM’s, which runs from June to May.
- Procedures:
  - The position is announced, and nominations are taken.
  - Each nomination must be seconded.
  - After accepting nominations from the “group conscience”, the Chair will ask the floor if there are any further nominations.
  - A motion is made to close nominations and must be seconded.
  - An explanation of position is read from the “Suncoast Area Policy and Guidelines” to establish each position’s responsibilities.
  - Each nominee should state in person, or on paper, their qualifications for serving the fellowship as a whole in our Area. (Clean time, past Service experience, and why you can serve the fellowship is normally given.)

### **Voting**

- GSR (or in their absence any representative given a vote of confidence by their group) are the only voting members. The Chairperson may vote only in the case of a tie.
- If there is only one nomination a vote of acclamation is taken (voting by a show of hands.) If it is not unanimous, the position goes back to the groups for further nominations.
- If there is more than one nomination, voting on the nominees must be taken back to the groups. GSR will bring back a “group conscience” to the following ASC.
- Procedures:
  - Voting is done by a show of hands. If the body desires a paper ballot for an individual nominee or motion a motion must be passed by simple majority. Simple majority (one more than half of the votes taken) wins the vote.

- Abstaining votes are not counted; unless the majority of votes are abstaining, then the vote is taken back to the groups for further nominations.

## 8. Qualifications and Responsibilities of ASC Officers

### **Chairperson**

*Qualifications:* A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize.

*Responsibilities:* Arranges for and presides over the monthly ASC meeting, maintains Area files and archives, handles all correspondence, is a co-signer on the Area bank account, verifies monthly ASC deposits, and attends the Policy Subcommittee meetings. At ASC meetings, the chairperson can only vote in the case of a tie, enforces rules of decorum and discipline, and attempts to be absolutely fair and impartial.

### **Vice Chairperson**

*Qualifications:* A willingness and desire to serve, Service experience, active for at least six months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize.

*Responsibilities:* The office of the vice chairperson is a two (2) year commitment. The first year spent serving as the Vice Chairperson and the second year as Chairperson. Coordinates all Subcommittee functions and performs all duties of the ASC Chairperson in the chairperson's absence. Serves as temporary chairperson for any subcommittee without a chairperson for whatever reason; until a new subcommittee chairperson is elected. Is a liaison between all the subcommittees to assure proper cooperation of responsibilities and attends all Policy Subcommittee meetings.

### **Secretary**

*Qualifications:* A willingness and desire to serve, Service experience, active for at least one (1) year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize.

*Responsibilities:* Keeps an accurate record of each ASC meeting, makes ASC minutes available online on our area website only, no later than one (1) week following an ASC meeting, types all correspondence, arranges for the printing of the local ASC forms and documents, is a co-signer on the Area bank account, verifies monthly ASC deposits, attends all Policy Subcommittee meetings, keeps records of all ASC minutes, and at the end of the term turns over all original minutes to the Area archives. The area Secretary is the single point of accountability for updating the GSR report form.

### **Alternate Secretary**

*Qualifications:* A willingness and desire to serve, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize.

*Responsibilities:* The office of Alternate Secretary is a two (2) year commitment. The first year of Service is spent becoming familiar with the job, attending all ASC meetings, and assisting the Secretary wherever possible. If for any reason the Secretary is unable to complete their term in office, the Alternate Secretary fills in for the Secretary; but must have at least one (1) year abstinence to be a signer on the Area bank account and attends all Policy Subcommittee meetings.

## **Treasurer**

**Qualifications:** A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested three (3) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Prior experience with bookkeeping and accounting strongly suggested.

**Responsibilities:** Counts group contributions and literature orders along with expenses for that month. Must be aware of month-to-month, yearly, and bi-annual expenses. Makes deposits of funds after verification by either the Alternate Treasurer, ASC Vice Chair or the ASC Chair within 24 hours after the conclusion of ASC. There will be verification of the deposit made for the ASC to the ASC Chair or Secretary. Responsible for money orders for the home group's literature and contributions made to ASC. Treasurer will have online access to the bank account. Includes all pages of the bank statements after blacking out the account number with the area service minutes. This should also include making sure the bank statements are posted to the webpage. The Treasurer distributes the money to pay bills as needed and keeps accurate receipts. The Treasurer is the primary cosigner on checks for the area bank account. Is to be sure that the annual federal taxes are filed. Gets/maintains state exemption forms and certificate 501(c)3.

## **Alternate Treasurer**

**Qualifications:** A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate with others, and organize.

**Responsibilities:** The office of the Alternate Treasurer is a two (2) year commitment. To assist the Treasurer in all their duties and collects literature orders and money from groups at ASC. No funds will be handled by the Alternate Treasurer outside of ASC. In the event of the ASC Treasurer's absence from ASC, the Alternate Treasurer will fill in, but the funds will be deposited by the ASC Chairperson or Secretary.

## **Policy**

**Qualifications:** A willingness and desire to serve in that capacity, at least two (2) years abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee for at least six (6) months prior to nomination.

**Responsibilities:** Update and revise old guidelines to current status and to define, clarify, and revise guidelines. Attend all Policy Subcommittee Meetings

## **Alternate Policy**

**Qualifications:** A willingness and desire to serve in that capacity, at least one (1) year abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee for at least six (6) months prior to nomination.

**Responsibilities:** Attend all Policy subcommittee meetings and in the absence of Policy Chairperson assume their responsibilities. The office of the Alternate Policy is a two (2) year commitment. Alt. Policy will move into Policy Chairperson Position the following year.

## **RCM 1 & RCM 2**

An Area Service Representative (RCM) is to an ASC what a GSR is to a group. As the representative of the Area, the RCM speaks for the members and groups within the ASC. They represent the group conscience of an ASC at a regional level and provide the Area with the agenda for the next RSC at least ten (10) days before the next RSC meets. An RCM attends all RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's "group conscience". The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications, it is recommended that the nominee to the post of RCM also have the following:

- Prior Service experience.
- The willingness to give the time and resources necessary for the job.
- A strongly suggested minimum of two (2) years of continuous abstinence from all drugs. The RCM1 & RCM2 will work closely together on all group conscience decisions at an RSC and in preparing all ASC & RSC written reports.

The office of RCM2 is a two (2) year commitment. This commitment runs from June to May, aligning the terms of service with Region. The first year of Service is spent as an Alternate becoming familiar with the job, attending all ASC and RSC meetings, and filling in for the RCM1 if they are absent for any reason or unable to complete the term of office. The recommended qualifications for the election of the RCM2 are the same as for RCM1 with one exception: A strongly suggested one (1) year abstinence from all drugs.



## 9. Qualifications and Responsibilities of Subcommittee Chairs

Qualifications: A willingness and desire to serve in that capacity, at least one (1) year abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee for at least six (6) months prior to nomination.

All subcommittees shall hold a subcommittee meeting at least once every other month. The next scheduled meeting is announced at Area Service in the subcommittee report, published with the area minutes, and on the Suncoast NA website. It is also suggested that all standing committees hold workshops yearly to promote an awareness of how they function within the fellowship. The first responsibility of all standing subcommittees and newly formed subcommittees is to establish clear guidelines for the said subcommittees, setting goals, prioritizing tasks, and adhering to our 12 Traditions and 12 Concepts of service. All subcommittee chairs are directly responsible to ASC.

### Definition of Area Subcommittee Chairperson

- 1) May make and debate motions.
- 2) May speak without consent.
- 3) Conducts all meetings for their Subcommittee.
- 4) May act as Secretary for their Subcommittee.
- 5) Takes reports to ASC.
- 6) Vice Chairperson acts for the Chairperson in their absence or vacancy.
- 7) Vice Chairperson is elected by the Subcommittee.
- 8) Secretary is elected by the Subcommittee.

### Subcommittees of the Area Service Committee

- 1) Activities
- 2) Literature Distributor
- 3) GSR Orientation & Mentorship
- 4) Phonenumber
- 5) Webservant
- 6) Rack
- 7) Public Relations
- 8) Hospitals & Institutions

## **Activities**

Qualifications: No qualifications are needed to be on the committee.

Responsibilities: The Activities Committee coordinates and plans activities which promote unity and fellowship in the NA program. Any functions planned by this committee are to be brought to the ASC for a vote. Accountable to ASC for a written report on all transactions, including receipts.

## **Literature Distributor**

Qualifications: A willingness and desire to serve, Service experience, active for at least three (3) months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, and a working knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities: Safeguards, distributes, and maintains an inventory of literature, with primary distribution at the ASC. Ensures proper funds have been received and accounted for by the Treasurer. The Literature Distributor will be working very closely with the Treasurer. The area Literature Chair is the single point of accountability for updating the literature form.

## **GSR Orientation and Mentorship**

Qualifications: A willingness and desire to serve, service experience, active for at least three (3) months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, and a working knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities: Preside at subcommittee meetings, prepare an agenda for each meeting, maintain order at the meeting, provide a report and representation of the subcommittee at the monthly ASC meeting, attends all subcommittee activities, submit an annual budget of the administrative committee for approval by the ASC, responsible to the area Treasurer for all monies received and receipts.

## **Hospitals and Institutions Chair**

- Attend monthly ASC and H&I Subcommittee meeting.
- Coordinates all hospital and institution activities.
- Makes monthly written report to the ASC on the status of all H&I ongoing meetings.
- Clean time requirement of eighteen months.
- Familiarity with all H&I related NAWS handbooks.
- Minimum six (6) months H&I experience and a current H&I member in good standing per H&I membership requirements.

## **7.2 Hospitals and Institutions Co-Chair**

- Attend monthly H&I subcommittee meeting
- Keeps in contact and works with H&I Resource Coordinator and Panel Leaders.
- Assists Secretary with monthly written report to the H&I Resource Coordinator on the status of meetings.
- Clean time requirement of one year.
- Familiarity with all H&I related NAWS handbooks.
- Minimum six (6) months H&I experience and a current H&I member in good standing per H&I membership requirements.
- Assist H&I Secretary in maintaining H&I Panel Leader Contact Information form

### **Public Relations Chair**

- Attend monthly subcommittee meeting.
- Coordinates all Public Relation activities.
- Makes monthly written report to the ASC on the status of all PR ongoing meetings and plans.
- Clean time requirement of eighteen months.
- Previous public relations experience.
- Familiarity with all related NAWS handbooks.

### **Public Relations Co-Chair**

- Attend monthly ASC subcommittee meeting.
- Assists Coordinator
- Clean time requirement of one year.

### **Rack Chair**

- Attend monthly ASC meeting.
- Maintains stock of current schedules and listed IPs at all rack and schedule locations.
- Makes monthly written report to the ASC.
- Clean time requirement of one (1) year.
- Familiarity with committee literature policy
- Previous service work
- Ability to coordinate transportation relative to position.

### **Rack Co-Chair**

- A. Attend monthly ASC subcommittee meetings.
- B. Assists Coordinator and trains as replacement.
- C. Clean time requirement of six (6) months

### **Web Coordinator (Webservant)**

- Attend monthly ASC and resource subcommittee meeting.
- Coordinates all website activities.
- Makes monthly written report to the ASC on the status of the website.
- Clean time requirement of eighteen months.
- Previous public information or other relevant service experience.
- Technical ability to update website.
- Familiarity with all internet and website related NAWS handbooks.
- Coordinate all password changes with FDC, Area Chair, Area Treasurer, and Regional I.T. Coordinator.
- Actively trains Website Resource Co-Coordinator in maintaining the website.
- Ownership of or access to a computer for website and meeting list updates
- Updates bimonthly area meeting list and coordinates printing

### **Web Co-Coordinator**

- Attend monthly ASC and resource subcommittee meeting.
- Assists Web Resource Coordinator in responsibilities and trains as replacements.
- Clean time requirement of one year.
- Experience in developing and maintaining a website or willingness and ability to learn

**Phone line Chair**

- Attend monthly ASC subcommittee meeting.
- Coordinates all Phone line activities.
- Makes monthly written report to the ASC on the status of all Phone line meetings and plans.
- Clean time requirement of one (1) year.
- Previous service experience.
- Familiarity with all related NAWS handbooks.
- Ownership of or access to a computer and a phone

**Phone line Co-Chair**

- Attend monthly ASC subcommittee meetings.
- Assists Coordinator and trains as replacement.
  - Clean time requirement of one year.

## Appendix A. Policy Updates and Changes

To record and maintain all policy in an appendix, and the policy document shall be updated once per year at the end of the term from updates in the appendix. This appendix is available online and at any NA member's request from the policy subcommittee. The appendix will be updated as motions are passed. These changes were voted on and passed in the Suncoast Area ASC subcommittee in January of 2014.

## Appendix B. Parliamentary Procedures

The following is intended to be a simple, easy to understand, explanation of the procedures utilized at ASC meetings for the GSR. As a GSR, your input to Area Service is essential to both your group and to your Area, so it is important that you meaningfully participate.

An Area Service meeting is composed of different parts. There is an agenda that is usually followed. The opening of the meeting, the secretary's and treasurer's reports, the reports from various groups, are parts of the meeting that are fairly structural. Remembering that it is your Area Service, you should pay close attention to these reports, or accept them with corrections. (For example, the secretary may have made an error recording a portion of last month's meeting, or the treasurer may have inaccurately recorded your group's contribution to Area Service).

The way you participate in the meeting will be governed by the principles set out below. The chairperson, to assure a smooth and orderly meeting, will adhere to these rules.

You can only be recognized by the chairperson. This is done by raising your hand. You must be acknowledged by the chairperson in order to speak. When you have something to say, it generally must be relevant and timely to what is going on in the meeting, with some limited specific exceptions.

Suppose it is your group's conscience to change the way Area Service spends its money. When the agenda is "new business", and the matters on the agenda have been disposed of, you should raise your hand and make a "motion" (example: "I move that Area Service spend 75% of its money on Area, 20% of its money to region and 5 % to world"). This motion, before it can be considered by the other persons at the meeting, must be seconded by another GSR or qualified member. A "second" is an indication by the person making the second that the idea deserves consideration by the members of the Area Service. If there is no second, the matter will die for lack of a second.

Once seconded, however, it becomes the business of the GSR of Area Service to consider this motion, and discuss its pros and cons. The chairperson will usually call upon the person making the motion as the first affirmative (i.e. in favor of) speaker. The sponsor of the motion will have a few minutes to explain the merit of the motion. When he/she is through, the chairperson will ask for others who wish to argue for or against the motion. There will usually be two pros and two cons. Under limited circumstances, debate may be extended.

Once fully debated, the matter is ripe for disposition (unless an amendment is offered to the motion, or the matter is tabled, postponed, or referred to a committee, or some other action taking away the motion from the immediate consideration of the meeting). Any GSR at the meeting may move to "call the previous question", which means to ask for a vote.

Normally, a majority of those GSRs attending the meeting must vote for the motion to pass. On some matters, however, a majority of 2/3 of the GSRs must occur for the motion to pass. Those matters requiring a 2/3 majority will be published by the Area Service Policy Committee, as voted on by the entire ASC.

A show of hands will be asked for. If the chairperson believes there is the required majority to pass the motion, the motion will carry. If any GSR thinks the vote is close, he/she may call for a "roll call vote", wherein every GSR is individually polled and an accurate tally taken. The request for a "roll call vote" is itself a motion which must be seconded, it is not debatable and requires a simple majority to be passed.

**There are several specific motions with which you should familiarize yourself. A brief explanation of each one, along with an example of each, is set out below:**

#### Question of Privilege (First Class)

These motions concern disorder in the meeting, e.g. too much smoke, too cold, cannot hear. The Chairperson decides whether a matter is privileged or not, subject to appeal by the assembly. The motion requires a simple majority.

#### Parliamentary Inquiry, Point of Order or Information

- Parliamentary Inquiry, e.g., "Chairperson, is it in order for me to offer an amendment now?" The Chairperson may respond without debate or a second.
- Point of Order, e.g., "I rise to a point of order." The motion just proposed is out of order because there is already a motion on the floor.
- Point of Information, e.g., "I have a question concerning the motion." The chairperson may or may not recognize a person who is constantly asking questions. After a motion is made and seconded, if there is ambiguity, those members with questions for the sponsor of the motion may rise, address the chair, and may be allowed to question the sponsor of the motion on the ambiguity. This promotes harmony and a better understanding and will be allowed in legitimate cases.
- NOTE: The chair may ask the individual who has the floor if they will yield to a question.

#### Appeal Decision of Chair

- Made immediately after a decision by the chair. The purpose of the motion is to reverse the decision of the chair. It must be seconded. It is not debatable if made when an unbeatable motion is pending, or if the appeal relates only to the order of business, e.g., "Chairperson, I appeal the decision of the Chair."

#### To Suspend the Rules

- e.g., "I move that there be no limit on the debate on the main motion."

#### To Withdraw a Motion

- e.g., "I move to withdraw my motion." The motion may be withdrawn at any time prior to firm action, provided no one objects. If there is an objection, the motion to withdraw requires a second and must be voted on.

#### Object to Consideration

- If you feel the motion does not warrant discussion by the group, e.g., "Chairperson, I object to the consideration of this motion." It is not debatable. If a simple majority of the group votes against consideration then the matter is finished.

#### To Lay on the Table (or take from the Table)

- To remove a matter from the immediate consideration of the group, e.g., "Chairperson, I move that we table the main motion", or "Chairperson, I move that we take Motion from the table." A matter may be taken from the table the same day it was tabled.

#### To Amend

- To modify a pending motion before the assembly. An amendment may also be amended. The Chairperson decides the propriety of amendments, subject to appeal. One cannot table, refer to committee, or postpone an amendment. These motions must concern the main question, e.g., "I move that we amend the motion by adding, removing, inserting the words....."

#### To Postpone to a Later Day

- e.g., "I move that we postpone consideration of this motion until the next meeting." May not be heard earlier, except by 2/3 majority vote.

#### To Refer to Committee

- If there is a matter brought up by a main motion that, in your opinion, requires further study, you may move to refer it to a committee. This motion takes precedence over an amendment to the main motion, and over a motion to postpone indefinitely. If no standing committee exists, the motion may be amended by changing the committee or instructing the committee.

#### Motion to Reconsider

- May be made at any time, by anyone. Must be seconded. The matter will not be considered by the assembly until the agenda of the day is completed. No question can be twice reconsidered. It is not debatable if the motion to which it applies was not debatable. Not applicable to neither suspend the rules nor lay on the table.



# Appendix C. Phone Line Guidelines

## **HELPLINE SUBCOMMITTEE**

The purpose of the Helpline is to carry the message of hope & promise of freedom from active addiction. By informing those who reach out to us we attempt to make NA available to any addict seeking recovery. We accomplish this task by giving out meeting information, sharing our experience, strength, and hope or putting the caller in touch with another recovering addict through the use of Twelve Step Volunteers. Responsiveness is a key principle for phone line service. This means it is suggested that our trusted servants are to engage with callers in a sensitive, appropriate, and helpful manner.

The membership of the Helpline subcommittee is open to all recovering addicts. When the Helpline meets it is at a time and location that is generally convenient to most members. The meeting is conducted by the following format:

1. Open with the Serenity Prayer
2. Reading of the Twelve Traditions, Twelve Concepts, and our Purpose
3. Old Business
4. New Business
5. Open Forum
6. Close with the Serenity Prayer

## **SUBCOMMITTEE MEMBER**

Requirements:

1. Complete abstinence from all drugs for 1 year.
2. A willingness to carry the message to the addict who still suffers.
3. Assist with the function of the Subcommittee as needed.
4. Attend all Subcommittee meetings.

## **GUIDELINES FOR ANSWERING HELPLINE CALLS**

Get the caller on the phone BEFORE identifying yourself as an addict. Follow the guidelines for Crisis Calls (below). We carry the message of recovery to the caller when we share that:

1. Our primary goal is to get the addict to a meeting.
2. The program works.
3. We were once suffering ourselves.
4. We care and are willing to help.

## **HELPLINE AND TWELVE STEP VOLUNTEERS DO'S AND DON'TS**

### **DO'S**

- D Do always identify yourself first with your first name only and state that you an addict.
- D Do always have the necessary materials (white booklet, meeting list, NA pamphlets, Twelve Step list, and phone log) close to the telephone in order to avoid delay and confusion.
- D Do find out what the caller needs; ask questions.
- D Do, if you are returning a call, be certain that the person requesting help is on the line before identifying yourself as an addict or mentioning Narcotics Anonymous.
- D Do remember to be helpful and polite to all callers.
- D Do make appropriate referrals when necessary.
- D Do contact the Helpline Coordinator if problems arise.
- D Do use the Twelve Step list.
- D Do try to continually bring the conversation back to how the caller can get to an NA meeting and end a potential problem call before the situation escalates. An addict who is under the influence, prank calls, and calls from those who suffer from mental illness are all examples of when to use this strategy.

### **DONT'S**

- Don't argue with the person who has a different view of addiction than yourself or NA's. If the caller does not want to stop using, do not persuade him/her to stop.
- Don't try to handle calls you are not qualified to answer.
- Don't give medical advice.
- Don't give out other people's names or telephone numbers.
- Don't answer questions about who was at an NA meeting (not to police officers, probation officers, or family members). However, general information may be given out about NA's make-up (variance in size of meetings, NA open to all age groups, etc.).
- Don't glorify addiction by telling war stories.

*Disclaimer:* "NA is not affiliated with any other organizations and does not endorse the services that may be provided by them.". State the disclaimer when providing the number for any service organization outside of NA in accordance with our Traditions.

## **POTENTIAL TYPES OF CALLS**

### **CRISIS CALLS**

Always take them seriously. If you are not sure what to do, use the community referral list. Contact someone and ask for help. Ascertain if the individual is alone. Find out their address if possible. Once the type of crisis is determined refer them to the appropriate agency. If you hear evidence of domestic violence, abuse, or if the caller appears to be suicidal, you will need to make an individual decision on what to do. You can ask the caller for permission to call whomever you think needs to be notified. If the person is alone and appears to be having physical problems or seizures, you as an individual, may decide to call 911.

### **CALLS FROM FAMILY MEMBERS**

Many calls come from family members or friends who are concerned with the welfare of the person who is using drugs. We must remember that our primary purpose is to carry the message to the addict who still suffers. If the addict is there and is willing to talk with the volunteer, GREAT. If not, it is suggested that the family member attend an open discussion meeting to find out more about NA. It can be suggested that the caller bring along the addict who still suffers. The family member can be asked to give the Helpline number to the addict. Always treat the family member with kindness and respect. We need to keep in mind and convey our 6<sup>th</sup> Tradition (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) when talking with family members. Various reference materials have been supplied to assist in contact with family members. If the caller is a family member, provide guidance for 211 services.

### **REQUESTS FOR INFORMATION**

Helpline volunteers will sometimes receive calls from a number of different sources including the media (radio, TV, newspapers, magazines, etc.) and law enforcement agencies. The way we handle these calls will determine how these agencies look at the program of Narcotics Anonymous. It is imperative that any time a member of the media calls that we refer them to the Public Relations Subcommittee. The referral to PR is best accomplished by obtaining what type of information the caller is seeking and then contacting the Helpline Coordinator. They will pass the information along with the PR subcommittee as well as contacting the caller to assure them that we are taking the needed steps to process their request. Occasionally, the caller may attempt to gather information while working under a deadline, remember that the deadline will affect the caller, not NA.