

---

# Suncoast Area of Narcotics Anonymous

---

Area Policy & FDC  
Guidelines

---

Policy Subcommittee  
Revised February, 2017

---

# Table of Contents

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

<a href="#"><u>The 12 Traditions of Narcotics Anonymous</u></a>	3
<a href="#"><u>The 12 Concepts for NA Service</u></a>	4
<a href="#"><u>The Definition of an Area Service Committee</u></a>	5
<a href="#"><u>Area Service Committee Meeting Format</u></a>	6
<a href="#"><u>Area Service Committee Guidelines</u></a>	7
<a href="#"><u>Financial Policy</u></a>	10
<a href="#"><u>Election of ASC Officers</u></a>	12
<a href="#"><u>Qualifications and Responsibilities of ASC Officers</u></a>	13
<a href="#"><u>Qualifications and Responsibilities of Subcommittee Chairs</u></a>	16
<a href="#"><u>Chairs and Resource Coordinators Qualifications</u></a>	17
<a href="#"><u>Fellowship Development Committee Guidelines</u></a>	18
<a href="#"><u>Fellowship Development Plan Submission Form</u></a>	27 (appendix A)
<a href="#"><u>Fellowship Development Orientation Format Agenda</u></a>	28 (appendix B)
<a href="#"><u>H&amp;I Do's and Don'ts</u></a>	29 (appendix C)
<a href="#"><u>Policy Changes</u></a>	30 (appendix D)
<a href="#"><u>Parliamentary Procedures</u></a>	31 (appendix E)
<a href="#"><u>Phone Line Guidelines</u></a>	33 (appendix F)

# 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. (4:00 PM)
- Reading of the 12 Traditions, 12 Concepts, and the Definition of an ASC.
- Roll Call
- Open Forum (Any NA member may address the ASC)
- Secretary's Report
- Treasurer's Report
- RCM Report (Oral & Written)
- Subcommittee Reports
- Fellowship Development Committee (FDC) Report (Oral & Written)
- Recess (If ASC meeting goes beyond 5:00p.m the chair make take a Motion to recess)
- Group & Meeting Reports (Oral & Written)
- Roll Call (To establish Quorum)
- Old Business
- New Business (Pre-arranged agendas have priority, motions should be made in writing and submitted to the secretary.)
- Election of Officers(If necessary)
- Review Business of the day
- Plans for next ASC meeting
- Announcements for the good of NA
- Close Meeting with Serenity Prayer

## 5. Area Service Committee Guidelines

### Participation

- ASC meetings are open to all NA members. Any NA member may have a voice on the floor, but 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 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, the FDC Chairperson, FDC Vice Chairperson and ASC Officers, 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.

### 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.
  - Quorum is one more than half of all groups present for today's business.
  - At their request, any group that has attended three consecutive ASC meetings may be added to the Suncoast Area Meeting List and Helpline. They may then be placed on the roll call.
  - Any group absent from three consecutive ASC meetings will be removed from the roll call.
- 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 on the ASC roll call.

## **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 Officers**

- 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 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 officer, that position will be filled at the next ASC meeting by the alternate or vice officer to that position with a vote of acclimation. If the alternate or vice officer 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 \$40.00.
- 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. Further more, 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 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.
- 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 held 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 Policy shall establish a meeting 1/2 hour before the ASC meeting.
- Area Service will meet Second Sunday of each month at 4PM except for May, when it will meet on first Sunday due to Mothers 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.
- A Prudent Reserve of \$1,000 will be maintained in the ASC 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 will retain an additional \$2,000 in the ASC general fund for the 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.
- Any one time expenditure over \$150.00 must go back to the groups for approval.
- A petty cash fund of \$50.00 shall be created and maintained for the ASC Secretary.
- Travel and Lodging up to \$750 for RCM I, RCM 2, FDC Chairperson, and FDC Vice-Chairperson when attending a Florida Regional Service Conference and Regional Fellowship Development Committee beyond a 65 mile radius for up to 5 room nights.
- RCMs are the only members allocated for Saturday night. First priority for remaining room nights will be given to FDC Resource Coordinators, followed by active FDC members wishing to attend. RSC must inform FDC Chairperson and RCM 1. After lodging, any remaining funds may be divided and applied towards gas expenses, accompanied by receipts.
- With respect to the Regional travel allowance of \$750.00, no airline tickets will be purchased by the ASC; however, reimbursement may be made if there is a balance of the \$750.00 not spent. Otherwise, reimbursement requires ASC approval.
- The Activities Subcommittee must present for approval all planned functions with an estimated budget.
- The annual budget for Activities shall be \$2,000.00
- Once a subcommittee has received an approved budget, any additional requests for funds must go back to the groups for approval.
- Any one time expenditure over \$150.00 must go back to the groups for approval.
- The ASC Treasurer purchases one annual subscription of the N.A. Way to be made available to the Suncoast Area Fellowship.
- Disallow personal checks, coins, and cash in favor of money order or cashier's check only.
- Treasurer should not have to bear responsibility for overdraft payment for his or her honest mistake.
- The FRCNA support committee is allowed no more than \$200.00 for travel and lodging expenses. Receipts will be proved for reimbursements.
- The annual Treasurer's budget shall be \$250.00
- The annual budget for Policy shall be \$50.00
- 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.
- The ASC Literature ceiling is \$2,500.00.

## **FDC Budget**

- The annual budget for H & I shall be \$7,750.00.
  - The monthly literature budget for H & I shall be \$600.00
  - Plus an additional \$350.00 for the annual learning day event
- The annual budget for Public Relations shall be \$1,700.00
- The annual budget for Helpline shall be \$1,320.00
- The annual budget for Webpage shall be \$99.00
- The annual budget for the Newsletter shall be \$1600.00; \$200.00 Bi-monthly.

## 7. Election of ASC Officers

- 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 Vice Chairs and Secretaries.

### **Nominations**

- Nominations should be solicited by the “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 office is read from the “Suncoast Area Policy and Guidelines” to establish each positions 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’s 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, 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:* 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. This is a two year commitment in office, the first year spent serving as the Vice Chairperson and the second year as Chairperson.

### **Secretary**

*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 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 stationary, is a co-signer on the Area bank account, does any job that may be appointed to the Secretary during the year, 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 literature form and 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 six (6) months 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 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. Prior experience with bookkeeping and accounting with knowledge of Quickbooks.

**Responsibilities:** Counts group contributions and literature orders along with expenses for that month. Is responsible for the ongoing accounting and reporting of all budgets including all subcommittees. Must be aware of month-to-month, yearly, and bi-annual expenses. Makes deposits of funds after verification by either the Vice-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, Secretary, and Vice-Treasurer. Responsible for cash, cashier's check or 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. Mentors Vice-Treasurer with accountability by the chair of the area to confirm that training is being done. All area money is channeled through the Treasurer. 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, and attends all policy subcommittee meetings. Is to be sure that the annual federal taxes are filed. Gets/maintains state exemption forms and certificate (501( c ) 3). The books will be closed at the end of the month, with the Treasurer writing a check to be available for the region the Wednesday prior to ASC.

## **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:** 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 Vice Chairperson. Attends all Policy subcommittee meetings.

## **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:** Update and revise old policy to current status and to define, clarify, and revise Policy as necessary through the ASC using the 12 Traditions of NA.

## **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. 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.

It is required that each subcommittee submits written plans of their yearly budget for the approval of the ASC as needed. An annual report should be submitted at the October ASC. 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. Violation of this policy could result in the subcommittee chair being removed from their position. 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. Activities, Policy and GSR Orientation & Mentorship Coordinators are required to attend all ASC meetings in person or send representation. All subcommittees 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) Policy
- 4) GSR Orientation & Mentorship
- 5) Fellowship Development Committee



## **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. Insures proper funds have been received and accounted for by the Treasurer. The Literature Distributor will be working very closely with the Treasurer.

## **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. To record and maintain all policy in an appendix. The policy document shall be updated once at the end of term form updates in the appendix

Responsibilities: Update and revise old policy to current status and to define, clarify, and revise Policy as necessary through the ASC using the 12 Traditions of NA.

## **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.

## 10. Fellowship Development Committee (FDC) Guidelines

*In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12<sup>th</sup> Concept for NA Service)*

### **PURPOSE OF THE FELLOWSHIP DEVELOPMENT SERVICE COMMITTEE**

*This section defines our purpose—the reason we exist. Our purpose is based on NA's 5<sup>th</sup> tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12<sup>th</sup> step, "We tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Suncoast Area Fellowship Development Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, "The final responsibility and authority for NA Services rests with the NA Groups." (2<sup>nd</sup> Concept)*

1.1 Our fellowship development committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.2 The name of this committee shall be the Suncoast Area Fellowship Development Committee of Narcotics Anonymous, hereafter referred to as the FDC.

1.3 The FDC is a standing subcommittee of the Suncoast Area Service Committee.

1.4 The FDC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Relations Committee, Newsletter Committee, Literature Distribution, Phone line Committee and Panel Committee. It will utilize the most current local, region, and world approved service handbooks and materials that are written for those committees.

1.5 The FDC shall comply in all its actions with the following documents in order of priority as listed below:

- The Twelve Traditions, Twelve Concepts, and, Twelve Steps of Narcotics Anonymous
- The current guidelines/policy of the Area Service Committee
- The current guidelines of the FDC
- A Guide to Local Services in NA, and NAWS approved service handbooks.

### **FELLOWSHIP DEVELOPMENT COMMITTEE MEETINGS & MEMBERSHIP**

*The FDC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The FDC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.*

2.1 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.

2.2 Any Narcotics Anonymous member or interested person may attend the FDC meeting.

2.3 Any Narcotics Anonymous member will become a committee member by attending at least one FDC orientation (normally held a half hour prior to every FDC meeting) in the previous two years and informing the Recording Secretary of their desire to be a committee member.

## **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 FDC. 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."*

3.1 All FDC motions and decisions except elections will first be considered using consensus-based decision-making. For the FDC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the FDC. If at the end of discussion the FDC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, the motion shall be tabled to the next FDC meeting. If the dissenters still will not assent to the majority, a decision will be reached using these guidelines and the short form of Robert's Rules of Order from A Guide to Local Services in NA.

3.2 Any member of the FDC, except for the Chair, is eligible to vote at business meetings.

3.3 Any member of the FDC can make or second a motion.

3.4 Any member of the FDC may propose an amendment to these guidelines, however all FDC guideline changes are made by the Area Service Committee.

3.5 All committee members have one vote regardless of number of positions held.

## **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.*

4.1 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Coordinators shall be held annually in June. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.

4.2 Elections of all Panel Coordinators shall be held annually in January.

4.3 All terms of service are one year. In the event a member cannot complete his or her term of service, there will be a special election to complete the term. If no one is elected, the vacancy will be filled on a month-to-month basis by appointment from the FDC chairperson. The term begins at the end of that meeting.

4.4 The officers of the FDC are the Chairperson, Vice-Chairperson, Recording Secretary, and Alternate Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.5 The Resource Coordinators for the FDC are Hospital and Institutions Resource Coordinator, Panel Resource Coordinator, Panel Leader, Panel Member, Public Relations Resource Coordinator, Literature Resource Coordinator, Phone line Resource Coordinator, Internet Technology Resource Coordinator, Newsletter Coordinator, and Rack Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.6 Panel coordinators are trusted servants. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.7 No member of the FDC committee can serve in more than one elected officer position of the FDC simultaneously.

4.8 Officers of the committee cannot serve as resource coordinators. They may serve as panel coordinator or panel leader.

4.9 The Vice Chair may fill in as a resource coordinator on a month-to-month basis until someone is elected to the position.

4.10 During elections of FDC trusted servants the nominees shall leave the room following all discussion and prior to voting.

4.11 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.

4.12 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.13 An FDC officer, coordinator, or leader may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the FDC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- Loss of abstinence from drugs
- Failing to perform the duties of the position
- Two or more consecutively missed FDC meetings

4.14 No committee member can hold the same position more than two consecutive years.

## **FELLOWSHIP DEVELOPMENT PLAN**

*In order to insure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all of our communications and interactions are professional, consistent, and mutually beneficial.*

5.1 All proposed FDC action plans will be submitted on the plan submission form included in these guidelines.

5.2 Each plan will be reviewed and either.

- Approved or rejected.
- Approved pending available resources.
- Referred to the ASC with recommendation for approval when area policy is affected.

5.3 All plan submission forms will be kept by the recording secretary for a minimum of two years then submitted to the ASC for archive.

## **SPECIAL RULES**

*From time to time the FDC will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.*

6.1 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any FDC events which could be affected by their restrictions.

6.2 Only NA approved literature will be used in FDC projects, meetings, presentations, etc. per ASC policy.

6.3 Fellowship Development Committee orientation is held thirty minutes prior to the regularly scheduled monthly FDC meeting. The orientation will follow the format listed in Appendix B of these guidelines. At any regular FDC meeting the committee may choose to schedule a future Fellowship Development Committee orientation at a place and time convenient for those attending. At least two qualified FDC trusted servants must be present to hold an FDC orientation, those people are: FDC chair or appointee and one of the following trusted servants: FDC Vice-Chair, H&I Coordinator, PR Coordinator, or Phone line Coordinator.

## **TRUSTED SERVANTS**

*“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.” (2<sup>nd</sup> tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a FDC trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3<sup>rd</sup> Concept). Once we select them, we trust our trusted servants.*

## **7.1 Chairperson**

- Coordinates all public relations efforts.
- Presides at all regular and special subcommittee meetings.
- Makes regular reports to ASC on the status of all proposed, current or completed plans.
- Represents FDC at the regular meeting of the ASC.
- Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
- If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- Clean time requirement of two years.
- Familiarity with all public relations related NAWs approved handbooks. (Includes Public Relations Handbook, A Guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phone line Handbook).
- Facilitate or appoint someone to facilitate PR Committee Orientations.
- Previous FDC or other relevant service experience.

## **7.2 Vice Chairperson**

- In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- Works closely with the chairperson.
- Attends the regular meetings of the FDC and ASC.
- Works with panel leaders to assure that volunteers are placed as panel members.
- Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
- In absence of an elected officer or coordinator assists Chairperson in insuring the duties of that position are fulfilled.
- Clean time requirement of two years.
- Familiarity with all public relations related NAWs approved handbooks. (Includes Public Relations Handbook, A guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phone line Handbook).
- Can assist with FD Committee Orientations.
- Previous FDC or other relevant service experience.

## **7.3 Secretary**

- Keeps a complete record in the form of minutes of every FDC meeting for minimum of two years and then submit to the ASC for archive.
- Maintain records of attendance at FDC meeting for one year.
- Provides correspondence to committee members about FDC business.
- Prepares written committee correspondence.
- Maintains files of all FDC plans, minutes, motions and correspondence.
- Clean time requirement of one year.
- Maintains record of name and contact information for committee members and oriented members.
- Checks Plan Submission Forms every three months as dated at top for FDC review.

## **7.4 Alternate Secretary**

- A. Attend monthly FDC subcommittee meeting
- B. Assists Secretary
- C. Clean time requirement of six months

### **7.5 Hospitals and Institutions Resource Coordinator**

- Attend monthly FDC subcommittee meeting and H&I Resource Committee meeting. .
- Coordinates all hospital and institution activities.
- Makes monthly written report to the FDC on the status of all H&I ongoing meetings and plans.
- Makes monthly reports for any completed plans.
- Clean time requirement of eighteen months.
- Previous hospital and institution experience.
- Can assist with FD Committee Orientations.
- 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 Panel Member/Leader Guidelines)

### **7.6 Hospitals and Institutions Resource Co-Coordinator**

- Attend monthly FDC subcommittee meeting and H&I Resource Committee meeting.
- Keeps in contact and works with FDC officers, H&I Resource Coordinator and Panel Leaders.
- Assists Secretary with monthly written report to the H&I Resource Coordinator on the status of meetings.
- Insures panel is filled for meetings for which he/she is coordinator.
- Keep panel leaders informed of facility rules and policies.
- Coordinates panel leaders for meetings and notify the H&I Resource Coordinator. May bring Panel Leader recommendations to Resource Members for nomination and election.
- 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 Panel Member/Leader Guidelines)
- Assist H&I Secretary in maintaining H&I Panel Leader Contact Information form

### **7.7 Hospitals and Institutions Resource Secretary**

- Attend monthly FDC subcommittee meeting and H&I Resource Committee meeting. .
- Keeps in contact and works with H&I Resource Coordinator and Co-Coordinator.
- Makes monthly written report to the H&I Resource Coordinator on the status of meetings and attendance and records minutes of monthly H&I Resource meetings.
- Copies and distributes minutes to H&I Members
- Maintains copies of H&I guidelines, and specific guidelines, rules, and regulations for specific institutions
- Has blank applications for Jails and Institutions available at H&I monthly meetings
- 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 Panel Member/Leader Guidelines)
- Maintains, with assistance from H&I Co-Coordinator, H&I Panel Leader Contact Information form

## **7.8 Panel Leader**

- Meets all requirements for an H&I Panel Member
- Minimum six (6) months H&I experience and a current H&I member in good standing (per H&I Panel Member/Leader Guidelines)
- Clean time requirement of one year
- Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines. Ensures that all meetings are attended by at least two people, with at least one being an H&I Member in good standing
- Informs H&I Resource Co-Coordinator as soon as possible when unable to conduct meeting.
- Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting including H&I Dos and Don'ts
- Maintains bi-weekly communication with H&I Resource Co-Coordinator about meeting.
- Attends all H&I Resource committee meetings or have a representative – missing more than 2 consecutive could result in removal
- Attend all Fellowship Development Committee (FDC) meetings or have a representative – missing more than 2 consecutive could result in removal
- Make written report to H&I Resource at each H&I Resource Meeting (online completion preferable but not required)
- Maintain literature and supplies for meetings, while prudently allocating funds
- Ensures only approved H&I Resource literature is taken into facilities (as identified on the Suncoast Area Literature Order Form)
- Budget of \$40 per month per facility for literature and supplies

## **7.9 Panel Member**

- To become a Panel Member (a Panel Member that meets and maintains the following requirements is also a Voting Member):
  - Must have 6 months clean
  - Attend two consecutive H&I Resource business meetings
  - Observe on at least one H&I panel
  - Complete FDC orientation(all of above as recorded by the H&I Secretary)
- To maintain membership as Panel Member :
  - Must attend minimum of 3 FDC orientations per year
  - Must attend minimum of one H&I Resource Committee Business Meeting every three months
- Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines and utilizes the approved H&I Meeting Presentation Format
- Never goes into a meeting facility alone – speakers must have at least 90 days clean to speak in an H&I meeting
- Informs panel leader as soon as possible when unable to attend meeting.
- Adheres to all applicable rules of the facilities and procedures for that meeting.



### **7.10 Public Relations Resource Coordinator**

- Attend monthly FDC subcommittee meeting.
- Coordinates all Public Relation activities.
- Makes monthly written report to the FDC on the status of all PR ongoing meetings and plans.
- Makes monthly reports for any completed plans.
- Attend all bi-monthly regional fellowship development meetings and as many PR Resource Coordinator meetings as possible.
- Clean time requirement of eighteen months.
- Previous public relations experience.
- Can assist with FD Committee Orientations.
- Familiarity with all related NAWS handbooks.

### **7.11 Public Relations Resource Co-Coordinator**

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

### **7.12 Rack Resource Coordinator**

- Attend monthly FDC meeting.
- Maintains stock of current schedules and listed IP's at all rack and schedule locations.
- Makes monthly written report to the FDC.
- Clean time requirement of eighteen months.
- Familiarity with committee literature policy.
- Gives written record of rack and schedule location to FDC.
- Previous FDC or other relates service work.

### **7.13 Rack Resource Co-Coordinator**

- A. Attend monthly FDC subcommittee meetings.
- B. Assists Coordinator
- C. Clean time requirement of one year

### **7.14 Internet Technology Resource Coordinator (I.T.)**

- Attend monthly FDC subcommittee meeting.
- Coordinates all website activities.
- Makes monthly written report to the FDC 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 Alternate Website Resource Coordinator in maintaining website.

### **7.15 Internet Technology Resource Co-Coordinator**

- Attend monthly FDC subcommittee meeting.
- Assists in coordinating websites.
- Clean time requirement of one year.
- Experience in developing and maintaining a website.

### **7.16 Phone line Resource Coordinator**

- Attend monthly FDC subcommittee meeting.
- Coordinates all Phone line activities.
- Makes monthly written report to the FDC on the status of all Phone line meetings and plans.
- Makes monthly reports for any completed plans.
- Attend all bi-monthly regional fellowship development meetings and as many Phone line Resource Coordinator meetings as possible.
- Clean time requirement of eighteen months.
- Previous public relations experience.
- Can assist with FD Committee Orientations.
- Familiarity with all related NAWS handbooks.

### **7.17 Phone line Resource Co-Coordinator**

- Attend monthly FDC subcommittee meetings.
- Assists Coordinator
- Clean time requirement of one year.

# Appendix A. FDC Plan Submission Form

## Suncoast Area Fellowship Development Plan Submission Form

**SUBMISSION DATE:** \_\_\_\_\_

Name of plan: \_\_\_\_\_

Is this plan one time or recurring? \_\_\_\_\_ If recurring, how frequent? \_\_\_\_\_

Describe plan (attach extra sheets if necessary): \_\_\_\_\_

NA member responsible to communicate with public contact: \_\_\_\_\_

Public contact name and phone: \_\_\_\_\_

Did public contact request this plan from NA? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Is ongoing contact necessary or recommended? \_\_\_\_\_

If yes, how frequently and for what purpose? \_\_\_\_\_

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) \_\_\_\_\_

Is NA literature needed? \_\_\_\_\_ If so, what: \_\_\_\_\_

Lit. Cost: \_\_\_\_\_

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? \_\_\_\_\_

Does the public contact or facility have any special rules or conditions for this plan? \_\_\_\_\_

Does the plan adhere to NA's traditions and concepts? \_\_\_\_\_

How does this project specifically fulfill NA's primary purpose? \_\_\_\_\_

Is any special research or planning needed to implement this plan? \_\_\_\_\_

If so, what? \_\_\_\_\_

Also, are there any special considerations of dress or language which will help our message be better received? \_\_\_\_\_

Should this plan be referred to the Area and/or Groups for their approval? \_\_\_\_\_

**Total approximate cost:** \_\_\_\_\_ **Total approximate hours:** \_\_\_\_\_

### PLAN STATUS:

\_\_\_ **APPROVED**

\_\_\_ **APPROVED WHEN RESOURCES ARE AVAILABLE**

\_\_\_ **REJECTED**

\_\_\_ **REFERRED TO AREA WITH RECOMMENDATION TO APPROVE RESOURCE**

\_\_\_ **COORDINATOR ASSIGNED TO REPORT ON PLAN TO FDC:** \_\_\_\_\_

## Appendix B. FDC Orientation Format

### Fellowship Development Committee Orientation Format

- Open with serenity prayer or 3<sup>rd</sup> step prayer.
- Welcome and Introductions
- Read Public Relations Statement
- Introduce Suncoast Area Public Relation Committee and distribute PR Committee Guidelines.
- Introduce Public Relations Handbook and distribute Chapter 2 'Core Principles & Philosophies' handout
- Introduce H&I handbook and distribute 'Sample Panel Member Orientation' handout.
- Introduce Phone line handbook and distribute 'Phone line Flow Chart' handout
- Distribute PR Handbook FAQ (frequently asked questions) handout.
- Distribute current PR Committee Contact sheet.
- Distribute current Area Schedule
- Questions and Answers
- Close with 3<sup>rd</sup> step prayer.

## Appendix C. H&I Do's and Don'ts

### DO'S

- **Do** make directories of outside meetings available to residents.
- **Do** clarify the rules with whomever you bring into the facility.
- **Do** Start and end on time!
- **Do** emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- **Do** clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- **Do** involve residents with the meeting, especially those in long term facilities (readings, etc.)
- **Do** obey the dress code, exercise common sense.
- **Do** screen all panel members, speakers, and chairperson(s).
- **Do** attempt to get all agreements in writing.
- **Do** adhere to the security regulations at all times.
- **Do** ensure that a clear NA message of recovery is carried by all panel members.

### DON'TS!

- **Don't** attend H&I facilities alone.
- **Don't** emphasize using days while sharing an NA message of recovery.
- **Don't** give anyone within the facility your address or telephone number.
- **Don't** use excessive profanity
- **Don't** break another person's anonymity.
- **Don't** debate any issues involving facility rules, regulations, programs, or other fellowships.
- **Don't** get involved in discussions on outside issues, remember why we are there.
- **Don't** discuss conditions within the facility.
- **Don't** discuss facility staff members with inmate(s).
- **Don't** wear flashy jewelry.
- **Don't** carry excessive cash.
- **Don't** show favoritism to any resident(s).
- **Don't** take messages or carry letters in or out of the facility.
- **Don't** bring an NA member who has friends and/or family in the facility.
- **Don't** ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.
- **Don't** accept money or gifts from, or give money or gifts to any inmate.

### Additional Resources:

For more detailed information refer to the Hospitals & Institutions Handbook. More information may also be obtained from neighboring H&I committees. NA World Services may help in contacting others close to you with H&I experience. Sharing our experience, strength, and hope in this area of service can greatly enhance the ties that bind us together.

We recognize that there are legal restrictions in many countries prohibiting the congregation of addicts. Please contact NA World Services for additional information before moving forward with H&I efforts in areas where these restrictions exist.

#### **NA World Services**

PO Box 9999, Van Nuys, CA 91409 USA  
Tel. (818) 773-9999 - Fax (818) 700-0700  
Website: [www.na.org](http://www.na.org) Email: [info@na.org](mailto:info@na.org)

## Appendix D. 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 E. 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 F. 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**

- Do always identify yourself first with your first name only and state that you are an addict.
- 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.
- Do find out what the caller needs; ask questions.
- 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.
- Do remember to be helpful and polite to all callers.
- Do make appropriate referrals when necessary.
- Do contact the Helpline Coordinator if problems arise.
- Do use the Twelve Step list.
- 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.

### **DON'TS**

- 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.

## **TWELVE STEP VOLUNTEERS**

A Twelve Step call is usually a request for assistance to get to a meeting. We carry NA's message through Twelve Step calls; this kind of service gives each member an opportunity to make the newcomer feel welcomed. The most important concern is that NA members are safe. A Twelve Step call can mean that two or more addicts provide a ride to an NA meeting or that volunteers simply talk with the caller, helping the potential member to get to a meeting on their own. Trusted servants need to understand that any sexual interaction is inappropriate when performing Twelve Step calls or when representing NA in any fashion on the phone line. When possible, members meet those requesting a ride to a meeting in a public place. Due to the likelihood of being exposed to drugs and addicts who are under the influence of drugs, it is suggested that Twelve Step volunteers have at least 5 years clean, are not under legal constraints (such as parole or probation), and have current auto insurance to reduce the risk of incurring legal problems.

- Has the addict used today? Does it sound safe to meet the caller?
- Before meeting the caller, let them know you have to find another volunteer to accompany you. *Never go alone.*
- Upon arranging to meet the caller, it is suggested that the volunteer bring a current meeting list, some NA pamphlets, and a White Booklet.
- Do not give out the names and/or phone numbers of any NA members.
- Meet the caller in a public place, not at their home.
- Men work with men; women work with women.
- We carry the message, not the addict.
- Keep the 12 Steps and 12 Traditions in mind.
- The NA program has one must that applies to everyone: no drugs or paraphernalia in our possession. It is important that the volunteer tries to ensure that the newcomer follows this requirement. This is for the protection of the fellowship and its groups.
- Once an addict has been taken to a meeting, the Twelve Step volunteer may help the addict obtain telephone numbers and transportation to other meetings.

There are times when a caller may not be able to attend a meeting without the support of another member or needs to speak at length with someone. Obtain the following information from the caller before contacting a Twelve Step volunteer:

1. First name of the caller.
2. Age and gender of the caller.
3. Telephone number and zip code where the caller lives.
4. What type of drugs the caller has been using?
5. Does the caller need medical assistance before attending the meeting?
  - A. If yes, DO NOT pass the call to a Twelve Step volunteer, have the caller seek medical treatment and call us back (see Crisis Call section).
  - B. If no, contact a Twelve Step volunteer in that area and pass along the information.
6. If difficulty is experienced in locating a volunteer, re-contact the caller and let them know you are still working on finding someone to assist them. The addict seeking help is expecting a return call.