

# SHARK COAST AREA POLICY GUIDELINES

## TABLE OF CONTENTS

2	TWELVE TRADITIONS
3	TWELVE CONCEPTS
4	DEFINITION OF AN ASC
5	MEETING FORMAT
6	VOTING FINANCIAL
7	REPORTS MISCELLANEOUS
9	ELECTION OF OFFICERS REMOVAL OF OFFICERS
10	RESPONSIBILITIES AND QUALIFICATIONS
15	PARLIAMENTARY PROCEDURE

16	DEFINITIONS
18	BUDGETS
20	PUBLIC RELATIONS GUIDELINES
22	NEWSLETTER GUIDELINES
24	LITERATURE REVIEW GUIDELINES

# SHARK COAST AREA POLICY GUIDELINES

## I. 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 STRONG 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

## II. THE 12 CONCEPTS FOR NA SERVICE

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.

### III. THE DEFINITIONS OF AN AREA SERVICE COMMITTEE

AN AREA SERVICE COMMITTEE (ASC) IS MADE UP OF GROUP SERVICE REPRESENTATIVES (GSR'S) 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'S. EACH GSR MUST KEEP THEIR GROUP INFORMED AND MUST REPRESENT THAT GROUP'S CONSCIENCE IN ALL COMMITTEE DECISIONS. GSR'S 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 RESPONSIBILITY TO OFFER THIS SUPPORT. USUALLY, AS AN AREA GROWS, THE FINANCIAL NEED OF ITS ASC ALSO GROWS. 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 AND SUBCOMMITTEE CHAIRS 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.

## IV. ASC MEETING FORMAT

1. OPEN MEETING WITH SERENITY PRAYER
2. READING OF THE 12 TRADITIONS, 12 CONCEPTS, AND THE DEFINITION OF AN ASC
3. ROLL CALL
4. SECRETARY'S REPORT
5. RCM REPORT
6. SUBCOMMITTEE REPORTS
7. RECESS (5 MIN)
8. OPEN FORUM (ANY NA MEMBER MAY ADDRESS THE ASC)
9. ANY GROUP CONCERNS, ISSUES, OR ANNOUNCEMENTS
10. ROLL CALL TO GET QUORUM
11. OLD BUSINESS
12. NEW BUSINESS (PRE-ARRANGED AGENDAS HAVE PRIORITY, MOTIONS SHOULD BE MADE IN WRITING AND SUBMITTED TO THE AREA SECRETARY)
13. ELECTIONS OF OFFICERS (IF NECESSARY)
14. TREASURER'S REPORT
15. MOTION FOR REGIONAL CONTRIBUTION (EVERY OTHER MONTH)
16. CLOSE MEETING WITH THE SERENITY PRAYER



## V. ASC GUIDELINES

### **VOTING**

1. GSR'S ARE THE ONLY VOTING MEMBERS AT AN ASC MEETING OR THEIR ALTERNATES IN THEIR ABSENCE, PROVIDING THE ALTERNATE IS CARRYING THE GROUP CONSCIENCE.
2. NEW GROUPS SHALL HAVE VOTING PRIVILEGES AT THE 2<sup>ND</sup> CONSECUTIVE ASC MEETING THEY ATTEND. THEY SHALL BE INCLUDED IN ROLL CALL, COUNT AS PART OF THE VOTING PARTICIPATION OF THE AREA FOR QUORUM PURPOSES, AND THEIR MEETING SHALL BE ADDED TO THE AREA MEETING LISTS.
3. THE FOLLOWING CAN MAKE OR SECOND MOTIONS: GSR'S, VICE-CHAIR, TREASURER, SECRETARY, RCM, AND SUB COMMITTEE CHAIRS.
4. DISCUSSION ON MOTIONS SHOULD BE LIMITED TO 2 PRO/2 CON.
5. VOTING WILL BE DONE BY A SHOW OF HANDS, THE NOMINEE WILL BE ASKED TO LEAVE THE ROOM
6. IF THE MAJORITY IS ABSTAINING VOTES, THE MOTION WILL BE SENT BACK TO THE GROUPS FOR A REVOTE. ONLY THE YEA'S AND NAY'S ARE COUNTED AS VOTES CAST. ABSTENTIONS STAND ALONE.
7. MOTIONS THAT INITIATE OR CHANGE POLICY, INCLUDING BUDGETS, ARE REFERRED BACK TO GROUPS AND REQUIRE A 2/3 MAJORITY OF VOTES CAST ON DAY OF AREA TO PASS.
8. THE CHAIRPERSON MAY VOTE ONLY IN THE CASE OF A TIE.
9. ANY GROUPS THAT ARE ABSENT FOR 3 CONSECUTIVE ASC MEETINGS WILL NOT BE ON ROLL CALL OR PART OF QUORUM AT THE 4<sup>TH</sup> ASC MEETING. (ONCE A GROUP RETURNS TO THE ASC MEETING, THEY WILL BE INCLUDED ONCE AGAIN.)
10. GSR'S MAY HOLD ONLY ONE POSITION AT THE AREA LEVEL.
11. POLICY GUIDELINES MAY BE WAIVED WHEN IMMEDIATE ACTION WOULD BEST SERVE THE AREA. AN 80% MAJORITY OF GROUPS PRESENT IS REQUIRED.
12. REGIONAL MOTIONS REQUIRE A SIMPLE MAJORITY. ABSTAINING VOTES ARE NOT COUNTED AS VOTES CAST UNLESS THEY ARE THE MAJORITY. AT SUCH TIME, THE RCM WILL CARRY AN ABSTAINING VOTE TO REGION.

## **FINANCIAL**

1. DEFINITION OF PRUDENT RESERVE: PRUDENT RESERVE IS THE OPERATING COSTS OF THE AREA FOR 2 (TWO) MONTHS. PRUDENT RESERVE IS NOT A MINIMUM AMOUNT NECESSARY IN THE ACCOUNT FOR THE AREA TO FUNCTION, i.e.: ACTIVITIES, EXPENDITURES ETC.
2. THE ASC BANK ACCOUNT REQUIRES TWO (2) SIGNATURES. THREE (3) ADMINISTRATIVE MEMBERS WILL BE APPOINTED BY THE CHAIRPERSON AS AUTHORIZED SIGNERS.
3. A PRUDENT RESERVE OF \$2500.00 WILL BE MAINTAINED IN THE ASC BANK ACCOUNT TO COVER ANY UNEXPECTED ASC EXPENSES. THEN THE AREA WILL MAKE A DONATION TO THE SOUTH FLORIDA REGION AND ALSO TO THE WORLD SERVICE OFFICE. THIS WILL BE DONE BI-MONTHLY, AND IT WILL BE TO THE DISCRETION OF THE AREA AS TO HOW MUCH WILL BE SENT TO EACH ONE, IF ANY AT ALL.
4. RCM's, SUB-COMMITTEE CHAIRPERSONS, OR THEIR APPOINTED REPRESENTATIVE ATTENDING REGIONAL SERVICE MEETINGS WILL BE REIMBURSED BY THE ASC FOR BUDGETED TRAVEL AND LODGING EXPENSES. BUDGETED FUNDS ARE AVAILABLE BY REQUESTING A CHECK FROM THE TREASURER IN WRITING. RECEIPTS AND THE BALANCE OF FUNDS WILL BE RETURNED TO THE TREASURER THE FOLLOWING ASC MEETING.
5. ALL SUBCOMMITTEE CHAIRS WILL REVIEW THEIR EXISTING BUDGET AND SUBMIT AN ANNUAL BUDGET FOR ASC APPROVAL IN JULY, OR THE MONTH FOLLOWING THEIR ELECTION. NEWSLETTER MUST BRING COST FOR NEWSLETTER TO THE ASC FOR APPROVAL.
6. The ACTIVITIES COMMITTEE MUST PRESENT FOR APPROVAL ALL PLANNED FUNCTIONS WITH AN ESTIMATED BUDGET 60 DAYS PRIOR TO THE ACTIVITY.
7. THERE WILL BE A STANDING FUND OF \$40.00 FOR PRINTING AND MAILING OF THE SECRETARY'S REPORT.
8. ALL EXPENSES ABOVE LITERATURE COST WILL BE ABSORBED BY THE ASC GENERAL FUND; SHIPPING AND/OR TAXES.

9. ALL RECEIPTS FOR ASC EXPENDITURES WITH OUT PRE-APPROVAL OR EXCEEDING APPROVED BUDGETS MUST BE SUBMITTED TO THE ASC FOR APPROVAL BEFORE REIMBURSEMENT.
10. ASC WILL NOT TAKE PERSONAL CHECKS FOR PAYMENT FOR ANY LITERATURE.
11. ALL MONEY GENERATED BY THE ASC OR IT'S SUBCOMMITTEES WILL BE TURNED INTO THE ASC2 TREASURER FOR DEPOSIT INTO THE ASC ACCOUNT.
12. ANY REQUEST FOR FUNDS OR EXPENDITURE UNDER \$100 MAY BE VOTED ON BY GROUP SERVICE REPRESENTATIVES WITHOUT SENDING THE MOTION TO GROUPS.
13. A DEBIT CARD WILL BE LINKED TO THE SHARK COAST BANK ACCOUNT AND MAINTAINED BY THE AREA CHAIRPERSON AND SECRETARY. AN ALERT WILL BE PLACED ON CARD SO THAT CARDHOLDERS ARE NOTIFIED FOR EXPENDITURES OVER \$50.

## **REPORTS**

1. A GROUP REPORT 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, NAME, DATE AND CONTRIBUTION TO ACTIVITIES
2. GSR'S SHOULD GIVE THEIR CONTRIBUTIONS AND LITERAURE ORDER FORMS TO THE TREASURER FOR APPROVAL.
3. SUBCOMMITTEE REPORTS WILL BE SUBMITTED ON THE SUBCOMMITTEE REPORT FORM AND WILL CONSIST OF THE FOLLOWING: SUBCOMMITTEE, WHEN & WHERE, ATTENDANCE, OLD BUSINESS, NEW BUSINESS, NAME AND DATE.

## **MISCELLANEOUS**

1. DURING OPEN FORUM, ANY NA MEMBER MAY HAVE A VOICE ON THE FLOOR, BUT THEY MUST RAISE THEIR HAND TO BE RECOGNIZED.
2. ALL NEW GROUPS SHOULD REGISTER WITH THE WSO BY FILLING OUT A "NARCOTICS ANONYMOUS NEW GROUP REGISTRATION FORM." THOSE MAY BE OBTAINED BY THE SECRETARY.
3. ALL NEW GROUPS WILL BE GIVEN A GROUP STARTER KIT. THE KIT WILL CONSIST OF A LIMITED NUMBER OF WHITE BOOKS, KEY TAGS, I.P.'S, AND GROUP READINGS. **INSERT DETAILED STARTER PACKET ITEMS HERE**
4. THE ASC HAS A TIME LIMIT OF 2 HOURS.
5. ACTIVITIES WILL HOLD AN ANNUAL LEARNING DAY IN MARCH. TWO (2) SUBCOMMITTEE REPRESENTATIVES SHOULD BE PRESENT (REGIONAL REPRESENTATIVES MAY BE AVAILABLE). SUBCOMMITTEE WORKSHOPS WILL PROVIDE AWARENESS OF SERVICE, EXPLAIN THEIR FUNCTION IN THE FELLOWSHIP, AND ENCOURAGE PARTICIPATION. FLYERS ANNOUNCING THE EVENT WILL BE DISTRIBUTED. ALL NA MEMBERS ARE ENCOURAGED TO ATTEND.
6. IN CASE OF AN EMERGENCY EFFECTING THE AREA SERVICE COMMITTEE AND IT'S FUNCTION THE ADMINISTRATIVE MEMBERS WILL MAKE ANY DECISIONS NECESSARY AND CONTACT ALL GSR'S AND SUBCOMMITTEE CHAIRS WITH THE RESULTS.
7. IF YOU ARE A GSR AND CANNOT STAY UNTIL AREA SERVICE IS OVER THEN, YOU NEED TO HAVE REPRESENTATION BY YOUR GROUP'S ALT GSR OR YOUR GROUP WILL BE MARKED ABSENT FOR THE ENTIRE MEETING.

## VI. ELECTION OF ASC OFFICERS & SUBCOMMITTEE CHAIRS

1. IT IS STRONGLY SUGGESTED THAT NO ASC OFFICER OR SUBCOMMITTEE CHAIR SHALL SERVE MORE THAN TWO CONSECUTIVE TERMS IN THE SAME POSITION.
2. ALL ASC SUBCOMMITTEES WILL RECRUIT VOLUNTEERS AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. A MEMBER MUST BE PRESENT TO BE NOMINATED AND/OR ELECTED TO SERVICE THIS ASC.
4. NOMINATIONS SHOULD BE SOLICITED BY THE "GROUP CONSCIENCE" OF EACH GROUP WITHIN THE AREA.
5. NOMINATIONS ARE SOLICITED IN APRIL, PRESENTED TO THE ASC IN MAY, ELECTIONS WILL BE HELD IN JUNE, LEAVING JULY AS A TRANSITION PERIOD FOR TRUSTED SERVANTS. TERM OF OFFICE IS FROM AUGUST TO JULY.
6. AN EXPLANATION OF OFFICE IS READ FROM THE "SHARK COST AREA POLICY GUIDELINES" TO ESTABLISH EACH POSITIONS RESPONSIBILITIES.
7. EACH NOMINEE MUST STATE IN PERSON, AND ON PAPER, THEIR QUALIFICATIONS FOR SERVING THE FELLOWSHIP AS A WHOLE IN OUR AREA.
8. ALL ASC TRUSTED SERVANTS AND SUBCOMMITTEE CHAIRS WILL BE REQUIRED TO ATTEND AREA SERVICE AND STAY UNTIL AREA IS OVER UNLESS THERE IS A GOOD REASON FOR YOU TO LEAVE.

## VII. REMOVAL OF OFFICERS

### 1. **VOLUNTARY:**

NOTICE SHOULD BE GIVEN IN WRITING TO THE ASC CHAIRPERSON PRIOR TO THE NEXT ASC MEETING.

### 2. **INVOLUNTARY:**

(A) TWO CONSECUTIVE MEETINGS MISSED (CALLS FOR VOTE FOR IMPEACHMENT PROCEEDINGS TO BEGIN)

(B) RELAPSE DURING TERM OF OFFICE.

### 3. **IMPEACHMENT:**

(A) FAILURE TO PERFORM DUTIES AND RESPONSIBILITIES AS RECOGNIZED. THIS IS NEEDED PARTLY IN CASE OF A BREACH IN THE TRADITIONS.

(B) THE INDIVIDUAL WILL BE INFORMED IN WRITING AT LEAST SEVEN (7) DAYS PRIOR TO THE NEXT ASC MEETING.

(C) A MOTION FOR IMPREACHMENT MUST BE PRESENTED WITH SAID CAUSE.

(D) THE RESPONDENT IS GIVEN UP TO FIVE (5) MINUTES FOR A REBUTTAL.

(E) CLOSED BALLOT TAKEN (GSR'S ONLY).

(F) A 2/3 MAJORITY OF ALL GROUPS PRESENT ON DAY OF AREA IS REQUIRED TO IMPEACH.

## VIII. RESPONSIBILITIES AND QUALIFICATIONS OF ASC OFFICERS

**CHAIRPERSON:** SUGGESTED CLEAN TIMES IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE CHAIRPERSON INCLUDE:

1. COMPILES A PRE-ARRANGED AGENDA PRIOR TO EACH ASC MEETING.
2. PRESIDES OVER ALL MEETINGS OF THE SHARK COAST ASC.
3. MAINTAINS A LINE OF COMMUNICATION BETWEEN THE ASC AND ANY/ALL GSR'S THROUGHOUT THE YEAR.
4. ENFORCES THE GUIDELINES OF DECORUM AND DISCIPLINE.
5. MUST BE ABSOLUTELY FAIR AND IMPARTIAL.
6. MUST REFRAIN FROM DISCUSSING A MOTION WHEN PRESIDING.
7. APPOINTS THREE ADMIN. MEMBERS AS COSIGNERS ON THE ASC BANK ACCOUNT.
8. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
9. WHEN ANY MEMBER OF THE ASC MISSES 2 OR MORE MEETINGS, THE CHAIRPERSON IS TO CONTACT THEM AND INVESTIGATE THE MATTER.
10. SHALL MAKE THE DEPOSIT FOR TREASURER IN CASE OF HIS/HER ABSENCE.

**VICE-CHAIRPERSON:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE VICE-CHAIRPERSON INCLUDE:

1. PERFORMS ALL DUTIES, AND HAS ALL RESPONSIBILITIES OF THE CHAIRPERSON IN HIS/HER ABSENCE.
2. SUGGESTED THAT HE/SHE IS A MEMBER OF ALL SUB-COMMITTEES
3. IS A LIASON BETWEEN ALL SUB-COMMITTEES TO ASSURE PROPER FUNCTIONING OF SAID COMMITTEES, PER ASC GUIDELINES
4. ATTENDS AS MANY OF THE AREA'S GROUPS MEETINGS AS POSSIBLE
5. ATTENDS ALL POLICY SUB-COMMITTEE MEETINGS
6. SHALL FILL IN FOR THE TREASURER IN CASE OF HIS/HER ABSENCE.

**SECRETARY:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE SECRETARY TO INCLUDE:

1. IS RESPONSIBLE FOR THE WRITTEN RECORD, AND STORAGE OF ASC MEETINGS.
2. KEEPS A MAILING LIST OF ALL ASC TRUSTED SERVANTS, GSR'S, TO BE INCLUDED IN THE MINUTES.
3. RESPONSIBLE FOR TYPING MINUTES SO THEY CAN BE DISTRIBUTED, AT MOST TWO WEEKS FOLLOWING EACH ASC MEETING, TO ALL THOSE IN THE E-MAIL/MAILING LIST.
4. COORDINATE AND TO KEEP RECORDS, FILES AND ARCHIVES OF THE AREA WITH ACCESS TO ANY NA MEMBER.
5. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.

**ALT. SECRETARY:** SUGGESTED CLEAN TIME IS ONE (1) YEAR. LENGTH OF COMMITMENT IS (2) YEARS. DUTIES OF THE ALT SECRETARY INCLUDE:

1. FIRST YEAR OF SERVICE IS SPENT BECOMING FAMILIAR WITH THE DUTIES OF THE SECRETARY.
2. ALT SECRETARY ATTENDS ALL ASC MEETINGS.
3. ASSIST THE SECRETARY WHENEVER POSSIBLE.
4. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
5. FILLS IN AS SECRETARY WHEN THE SECRETARY IS ABSENT.

**TREASURER:** SUGGESTED CLEAN TIME IS THREE (3) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEARS. DUTIES OF THE TREASURER INCLUDE:

1. KEEPS AN ACCURATE RECORD OF ALL TRANSACTIONS, INCLUDING RECEIPTS FOR INCOME AND DISBURSEMENTS.
2. PREPARES A FINANCIAL REPORT DUE AT EACH ASC MEETING.
3. DISBURSES MONEYS AS PER GROUP CONSCIENCE OF THE ASC.
4. COLLECTS ALL DONATIONS FROM GROUPS, INDIVIDUALS OR COMMITTEES. ALL SUCH MONEYS COLLECTED SHALL BE DEPOSITED BY CLOSE OF BUSINESS THE FOLLOWING FRIDAY.



5. THE ASC TREASURER, AS PART OF THE ASC COMMITTEE, WILL MAKE AN ANNUAL PROJECTED BUDGET, WITH A SUGGESTED PRUDENT RESERVE AT THE END OF HIS/HER TERM.
6. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
7. WHEN THE TREASURER IS ABSENT FROM ASC, ALL MONIES SHALL BE GIVEN TO THE CHAIR OR VICE CHAIR.
8. DEPOSITS ARE TO BE MADE BY CHAIRPERSON OR TREASURER ONLY

**ALT. TREASURER:** SUGGESTED CLEAN TIME IS TWO (2) YEAR. LENGTH OF COMMITMENT IS ONE (1) YEAR. DUTIES OF THE ALT TREASURER INCLUDE:

1. ASSIST THE TREASURER IN ALL HIS/HER DUTIES.
2. COLLECTS LITERATURE ORDERS AND MONEY FROM GROUPS AT ASC.
3. NO FUNDS HANDLED BY THE ALT TREASURER OUTSIDE OF THE ASC.
4. FILLS IN FOR TREASURER IN THE EVENT OF HIS/HER ABSENCE
5. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.

**LITERATURE DISTRIBUTION CHAIR:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. THE PURPOSE OF THE LITERATURE DISTRIBUTOR IS TO PROVIDE FOR MEMBERS IN THE SHARK COAST AREA LITERATURE FOR THEIR GROUP.

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. PROVIDE WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
3. THE LITERATURE DISTRIBUTION CHAIR WILL BE WORKING VERY CLOSELY WITH THE TREASURER.
4. KEEP A LOG OF INVENTORY ON HAND, AND MONTHLY DISTRIBUTIONS.
5. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.

**ALTERNATE LITERATURE DISTRIBUTOR:** TO AIDE OR CARRY OUT ALL DUTIES OF THE LITERATURE CHAIR IN THE EVENT OF HIS/HER ABSENCE

**RCM AND ALT. RCM:** SUGGESTED CLEAN TIME IS TWO (2) YEARS FOR THE RCM AND ONE (1) YEAR FOR THE ALT. RCM. THE RCM IS A ONE (1) YEAR COMMITMENT AND THE ALT RCM IS A TWO (2) YEAR COMMITMENT STEPPING INTO THE RCM'S POSITION AFTER THE FIRST YEAR. DUTIES ARE TO INCLUDE:

1. PRIMARY PUROSE OF THE RCM IS TO LINK THE AREA WITH THE REGION.
2. PRESENTS MINUTES OF THE RSC.
3. ATTENDS ALL REGIONAL SERVICE COMMITTEE MEETINGS.
4. ATTENDS AS MANY REGIONAL FUNCTIONS AS POSSIBLE.
5. THE RCM AND ALT. RCM WORK CLOSELY TOGETHER ON ALL GROUP CONSCIENCE DECISIONS AT AN RSC AND IN PREPARING ALL ASC & RSC WRITTEN REPORTS.
6. ATTENDS ALL POLICY SUBCOMMITTEE MEETINGS.
7. IF RSC IS MORE THAN 300 MILES ROUND TRIP RCM OR RCM II MAY BE RE-IMBURSED UP TO BUT NOT MORE THAN 75.00

**PUBLIC RELATIONS:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. THE PURPOSE OF THE PUBLIC INFORMATION COMMITTEE (PI) IS TO PROVIDE CONFERENCE APPROVED LITERATURE AND INFORMATION TO THE PUBLIC. THIS SUBCOMMITTEE SERVES AS A RESOURCE OF INFORMATION ABOUT NA IN THE SHARK COAST AREA. THIS SUBCOMMITTEE WILL ABIDE BY THE 12 STEPS, 12 TRADITIONS, 12 CONCEPTS AND "GUIDE TO PUBLIC INFORMATION." DUTIES OF THE PI CHAIR INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC.
4. HOLD REGULARLY SCHEDULED AND ANNOUNCED MONTHLY MEETINGS AS NECESSARY.
5. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOKS.
6. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
7. MAINTAIN STOCK OF AND DISTRIBUTE CURRENT MEETING LISTS AT THE ASC AND RELATED FACILITIES.
8. IF PUBLIC INFORMATION CHAIR IS NOT PRESENT AT ASC EXCESS MEETING LISTS GO TO LITERATURE CHAIR/ALTERNATE

**ACTIVITIES:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. THE PURPOSE OF THE ACTIVITIES SUBCOMMITTEE IS TO PROVIDE THE FELLOWSHIP WITH RECOVERY-ORIENTED ACTIVITIES. FUNDS GENERATED THROUGH THIS SUBCOMMITTEE BELONG TO THE SHARK COAST AREA SERVICE AND ARE TO BE USED TO SUPPORT THE AREA'S NEEDS. DUTIES OF THE ACTIVITIES CHAIRPERSON INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITY AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
4. ANY ACTIVITY NEEDS TO BE APPROVED BY THE ASC.
5. ANY ACTIVITY REQUIRING MONEY MUST BE PRESENTED TO THE ASC WITH A DETAILED BUDGET FOR APPROVAL AT LEAST SIXTY DAYS (60) PRIOR TO THE EVENT. FLYERS SHOULD BE AVAILABLE 30 DAYS PRIOR TO THE EVENT.
6. ALL PROCEEDS FROM AN ACTIVITY GO DIRECTLY TO THE TREASURER AS SOON AS POSSIBLE AND BELONG TO THE ASC.
7. AN ANNUAL LEARNING DAY WILL BE HELD IN MARCH TO PROMOTE SERVICE PARTICIPATION.
8. WILL GIVE CONSIDERATION TO REGIONAL MEETINGS AND ACTIVITIES WHEN SCHEDULING LOCAL ACTIVITIES.
9. ALL ASC ACTIVITIES WILL INCLUDE AN N.A. MESSAGE, (MEETING, WORKSHOP, AND LIT. STUDY, SPEAKER, ETC...). OR BE SCHEDULED IN CONJUNCTION WITH AN EXISTING MEETING
10. WILL HOLD AN ANNUAL PICNIC THE 3<sup>RD</sup> SUNDAY IN JULY. FACILITIES WILL BE BOOKED IN OCTOBER OR AS SOON AS POSSIBLE. BUDGET FOR T-SHIRTS IS \$500,  
BUDGET FOR FOOD IS \$900
11. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.
12. WILL HOLD AN ANNUAL GRATITUDE DINNER IN NOVEMBER ON THE 3<sup>RD</sup> WEEKEND.
13. TO ENSURE THAT THERE ARE NO CASH GAMBLING OR CASH PRIZES AT ANY SHARK COAST AREA ACTIVITIES OR FUNCTIONS.
14. TO HAVE ALL THE MONIES FOR ALL THE ACTIVITIES TO BE GIVEN TO THE TREASURER WITHIN 72 HOURS OR DEPOSITED IN THE ASC BANK ACCOUNT FROM SAID ACTIVITY.

**HOSPITALS AND INSTITUTIONS:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEARS. THE PURPOSE OF THE H&I COMMITTEE IS TO CARRY THE MESSAGE OF RECOVERY TO THOSE FACILITIES WHOSE CLIENTS ARE UNABLE TO REGULARLY ATTEND NA MEETINGS IN OUR AREA. DUTIES OF H&I CHAIRPERSON INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
4. ENCOURAGED TO ATTEND ALL RSC MEETINGS.
5. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOK, GUIDELINE, OR GUIDE UNLESS STATED IN WRITING BY THE SUBCOMMITTEE OR THE ASC AS A GROUP.
6. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.

**POLICY CHAIR:** SUGGESTED CLEAN TIME IS TWO (2) YEARS. LENGTH OF COMMITMENT IS ONE (1) YEAR. THE PURPOSE OF THE POLICY CHAIR IS TO HAVE WORKING KNOWLEDGE OF THE 12 STEPS, 12 TRADITIONS, 12 CONCEPTS, AND MAKE SURE THAT CURRENT POLICY IS KEPT. DUTIES OF POLICY CHAIR INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE THE ASC EVERY YEAR WITH A REVISED VERSION OF THE POLICY AND NOTING THE CHANGES MADE THROUGHOUT THE YEAR.
4. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
5. WILL ALSO FUNCTION WITHIN THE PRINCIPLES OF ANY WORLD SERVICE HANDBOOK, GUIDELINE OR GUIDE UNLESS STATED IN WRITING BY THE SUBCOMMITTEE OR THE ASC AS A GROUP.

## **Newsletter**

Job Description: SUGGESTED CLEAN TIME IS ONE (1) YEAR. LENGTH OF COMMITMENT IS ONE (1) YEAR. THE PURPOSE OF THE NEWSLETTER IS TO INFORM ADDICTS SEEKING RECOVERY IN OUR FELLOWSHIP WITH NEWS, UPCOMING EVENTS, ANNIVERSARIES, AND PROMOTING OUR UNITY.

DUTIES OF THE NEWSLETTER INCLUDE:

1. BEING DIRECTLY RESPONSIBLE TO THE ASC.
2. TO RECRUIT VOLUNTEERS FOR SUBCOMMITTEE AND DELEGATE RESPONSIBILITIES AS NECESSARY.
3. PROVIDE A WRITTEN REPORT OF ALL MONTHLY ACTIVITIES AT EACH ASC MEETING.
4. DISTRIBUTE THE NEWSLETTER ON A QUARTERLY BASIS.
5. REVIEW EXISTING BUDGET, AND SUBMIT ANNUAL BUDGET FOR ASC APPROVAL.

## **WebServant**

Job Description: Suggested clean time is one year. Length of commitment is one year.

The WebServant at Narcotics Anonymous (NA) is responsible for managing and maintaining the organization's website and ensuring its smooth operation. This role involves handling all web-related tasks, including website updates, content management, troubleshooting, and addressing web-related inquiries from NA members and the general public. The WebServant plays a crucial role in supporting NA's mission by ensuring effective online communication and providing reliable web services.

### **Responsibilities:**

- Maintain and update the NA website, ensuring accurate and timely information.
- Regularly review and improve the website's design, usability, and functionality.
- Manage website content, including uploading and formatting text, images, and multimedia elements.

- Monitor website performance, functionality, and security, addressing any issues promptly.
- Collaborate with other NA service committees to gather and update relevant information for the website.
- Respond to web-related inquiries and requests promptly and professionally.
- Implement and enforce NA's web policies and guidelines.
- Stay up to date with web-related trends, technologies, and best practices.
- Provide technical support to NA members and groups regarding website related matters.
- Assist with the integration of NA's online resources, such as literature, event calendars, and meeting directories, into the website.
- Participate in NA service committee meetings and provide updates on web-related activities.
- Collaborate with the Public Information committee to ensure accurate representation of NA's message on the website.
- Contribute to the development and implementation of online outreach strategies.

## ASC CALENDER

JANUARY:

FEBRUARY:

MARCH: LEARNING DAY

APRIL: NOMINATIONS

MAY: NOMINATIONS PRESENTED

JUNE: ELECTIONS

JULY: PICNIC

AUGUST:

SEPTEMBER:

OCTOBER:

NOVEMBER: GRATITUDE DINNER

DECEMBER:

## IX. PARLIAMENTARY PROCEDURES

### **GENERAL**

THESE GUIDELINES ARE INTENDED TO BE A SIMPLE, EASY TO UNDERSTAND EXPLANATION OF THE PROCEDURES UTILIZED AT THE ASC MEETING FOR THE GSR'S. AS AN GSR, YOUR INPUT TO THE ASC IS ESSENTIAL TO BOTH YOUR GROUPS AND YOUR AREA, SO IT IS IMPORTANT THAT YOU CAN MEANINGFULLY PARTICIPATE.

1. AN ASC 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, AND THE REPORT FROM THE SUBCOMMITTEES ARE PARTS OF THE MEETING THAT ARE FAIRLY STRUCTURED. REMEMBERING THAT IT IS YOUR ASC, YOU SHOULD PAY CLOSE ATTENTION TO THESE REPORTS BECAUSE YOU WILL BE ASKED TO EITHER ACCEPT OR REJECT THE 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 REPORTED YOUR GROUPS CONTRIBUTION TO THE ASC.)
  
2. THE WAY YOU PARTICIPATE IN THE MEETING WILL BE GOVERNED BY THE PRINCIPLES SET OUT BELOW. THE FOLLOWING PROCEDURAL AUTHORITY WILL GUIDE AREA BUSINESS:
  - A. THE 12 TRADITIONS OF NARCOTICS ANONYMOUS.
  - B. THE PROCEDURAL GUIDELINES OF THE SHARK COAST AREA.
  - C. ROBERT'S RULES OF ORDER NEWLY REVISED,
  - D. A GUIDE TO LOCAL SERVICE
  - E. ADDITIONAL RULES THAT THE BODY MAY ADOPT, IN THAT ORDER.

**THE CHAIRPERSON, TO ASSURE A SMOOTH AND ORDERLY MEETING, WILL ADHERE TO THESE GUIDELINES. THE CHAIRPERSON IS EMPOWERED TO KEEP DISCUSSIONS FOCUSED ON THE TOPIC AND WITHIN A REASONABLE TIME FRAME.**



3. YOU CAN ONLY BE RECOGNIZED BY THE CHAIRPERSON, THIS IS DONE BY  
“RAISING YOUR HAND”. THE CHAIRPERSON MUST ACKNOWLEDGE YOU IN ORDER FOR YOU 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.
  
4. A MAIN MOTION MUST BE SUBMITTED IN WRITING, AND COMES UP FOR DISCUSSION DURING NEW BUSINESS. ANOTHER MEMBER OF THE ASC MUST SECOND THIS MOTION, BEFORE THE ASC MEETING CAN CONSIDER IT. A “SECOND” IS AN INDICATION BY THE PERSON MAKING THE SECOND THAT THE IDEA DESERVES CONSIDERATION BY THE MEMBERS OF THE ASC. IF THERE IS NO SECOND THE MATTER WILL DIE.
  
5. ONCE SECONDED, IT BECOMES THE BUSINESS OF THE GSR’S OF THE ASC TO CONSIDER THE MOTION AND DISCUSS ITS PROS AND CONS. THE CHAIRPERSON WILL USUALLY CALL UPON THE SPONSOR OF THE MOTION TO EXPLAIN THE INTENT OF THE MOTION. WHEN HE/SHE IS THROUGH, THE CHAIRPERSON WILL ASK FOR OTHERS WHO WISH TO SPEAK FOR OR AGAINST THE MOTION. THERE WILL USUALLY BE TWO PROS AND TWO CONS. UNDER LIMITED CIRCUMSTANCES, DEBATE MAY BE EXTENDED.
  
6. UNLESS AN AMENDMENT OF THE MOTION IS PROPOSED, SECONDED AND ACCEPTED, OR THE MOTION IS TABLED OR REFERRED TO THE GROUPS, DEBATE IS THEN CONCLUDED AND IT IS TIME TO VOTE (A 2/3 VOTE IS REQUIRED TO CLOSE, LIMIT OR EXTEND DEBATE.) A SIMPLE MAJORITY OF THE VOTES CAST BY THE GSR’S IS REQUIRED FOR THE MOTION TO PASS. A MAJORITY MEANS ONE MORE THAN HALF OF THE VOTES CAST. CERTAIN MOTIONS REQUIRE A 2/3 VOTE TO PASS, THESE INCLUDE:
  - A. TO AMEND THE POLICY GUIDELINES.
  - B. TO CLOSE, LIMIT OR EXTEND DEBATE.
  - C. TO CLOSE NOMINATIONS.
  - D. TO REMOVE A TRUSTED SERVANT OF THE ASC FROM OFFICE.
  - E. TO CHANGE THE ORDER OF BUSINESS.
  
7. IN MANY CASES A SIMPLE VOICE VOTE OF THE GSR’S IS SUFFICIENT. FOR EXAMPLE, WHEN A VOTE IS CALLED TO ACCEPT THE MINUTES OR A TREASURER’S REPORT, ALL THOSE IN FAVOR MAY SIGNIFY BY SAYING “AYE” AND THOSE OPPOSED MAY SIGNIFY BY SAYING “NAY”. HOWEVER, WHEN A VOTE IS REQUIRED, GSR’S MUST RAISE HANDS TO SIGNIFY THEIR VOTE. IF THE VOTE IS A TIE, THE CHAIRPERSON MAY BREAK THE TIE WITH A

VOTE AT THE CHAIR'S DISCRETION, OR MAY CALL FOR THE MATTER TO BE RETURNED TO THE GROUPS FOR A GROUP CONSCIENCE DECISION, AND BE BROUGHT BACK TO THE NEXT ASC.

8. IF ANY GSR THINKS THAT THE VOTE IS CLOSE, A ROLL CALL MAY BE CALLED FOR WHEREIN EVERY GSR IS INDIVIDUALLY POLLED AND AN ACCURATE TALLY TAKEN. THE REQUEST FOR A ROLL CALL VOTE IS ITSELF A MOTION THAT MUST BE SECONDED, IS NOT DEBATABLE AND REQUIRES A SIMPLE MAJORITY TO BE PASSED.
  
9. ONLY THE BOD MEMBERS, SUBCOMMITTEE CHAIRS, AND GSR'S HAVE A VOICE ON THE FLOOR (EXCEPT DURING OPEN FORUM WHEN ANY NA MEMBER CAN ADDRESS THE ASC.)

Motion	2nd	Debatable	Amendable	Vote	Back to Groups
Main Motion	Yes	2 pro, 2 con	Yes	Majority	
Amendment	Yes	2 pro, 2 con	No	Majority	when change in policy
Refer to Committee**	Yes	1 pro, 1 con	Yes	Majority	NO
Refer to Groups"	Yes	1 pro, 1 con	Yes	Majority	YES
Policy Change	Yes	2 pro, 2 con	Yes	2/3	YES
Call to Vote*	Yes	1 pro, 1 con	No	2/3	NO
Table	Yes	1 pro, 1 con	No	Majority	NO
Recess	Yes	No	No	Majority	NO
Adjourn	Yes	2 pro, 2 con	No	Majority	NO
Point of Order	No	No	No	None	NO
Appeal Chair's Decision	Yes	1 pro, 1 con	No	Majority	No
Suspend the Rules	Yes	No	Yes	2/3	NO
Point of Information	No	No	No	None	NO
Reconsider	Yes	2 pro, 2 con	No	Majority	NO
Take from Table	Yes	2 pro, 2 con	No	Majority	NO
Financial	Yes	2 pro, 2 con	Yes	Majority	YES

\*If passed, 2 pros and 2 cons for information only.

\*\*Debatable only if motion to be amended is debatable

## **Parliamentary Procedures**

### **Main Motion:**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

### **Amendments:**

An amendment is a motion to modify the wording and within certain limits the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable.

### **Motion to Table:**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up the by ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies!

### **Motion to Refer to Committee:**

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

### **Motion to Refer to Groups:**

When a motion to refer to groups I made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of committing the motion. If passed, there will be two pros and two cons on the original motion so as the give information to bring back to the groups.

### **Motion to Reconsider:**

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome, this motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

### **Unanimous Consent:**

That is a method that allows the ASC to move quickly through routing business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

#### Withdraw or Modify:

A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one Objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

#### Motion to Call the Vote:

A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion. The intent of the motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

#### Point of Information:

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

#### Point of Order:

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chair to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

#### Suspend the Rules:

A motion to suspend the Rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

#### Appeal the Decision of the Chair:

By electing the ASC Chair, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members (one making the appeal and

another seconding it) have the right to Appeal from his/her decision on such a question. The question is taken from the Chair and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion and one con by the Chair, limited to two (2) minutes each.

Vote of Acclamation:

Full approval of all voting members present, a unanimous assent.

Administrative Committee: Consists of:

Chair, Vice Chair, Secretary, All. Secretary, Treasurer, All. Treasurer, Two (2) RCMs.

Subcommittee Chairs: Consists of:

Activities, Helpline, Hospitals and Institutions, Literature Distribution, Review Literature, Newsletter, Policy, Public Information.

## X. DEFINITIONS

**ADMIN. OFFICERS:** "ADMINISTRATIVE OFFICERS", CHAIRPERSON, VICE CHAIR, TREASURER, ALTERNATE TREASURER, SECRETARY, ALTERNATE SECRETARY, RCM I AND RCM II

**BUDGET:** AN ITEMIZED ESTIMATE OF EXPECTED INCOME AND EXPENDITURES; PLAN OF OPERATIONS

**GSR:** GROUP SERVICE REPRESENTATIVE

**OFFICIAL QUORUM:** 51% OF THE GSR'S ON ROLL CALL. (NECESSARY TO CONDUCT ASC BUSINESS)

**MAJORITY VOTE:** 51% OF THE VOTING MEMBERS

**"ROLL CALL":** ALL SHARK COAST AREA GROUPS WITH VOTING PRIVILEGES. NEW GROUPS ARE INCLUDED ON ROLL CALL AND HAVE VOTING PRIVILEGES AT THE 2<sup>ND</sup> CONSECUTIVE ASC MEETING THEY ATTEND.

## BUDGETS:

### Budgets

<u>Public Relations (including Helpline)</u>	<u>\$300.00</u>
<u>Secretary</u>	<u>\$ 28.00</u>
<u>Literature</u>	<u>\$650.00</u>
<u>RCM and Subcommittee Chairs</u>	<u>\$300.00 (Regional Months Only)</u>
<u>H&amp;I</u>	<u>\$200.00</u>
<u>Activities</u>	<u>\$300.00</u>
<u>Newsletter</u>	<u>\$120.00</u>
<u>Treasurer</u>	<u>\$ 5.00</u>
<u>Emergencies</u>	<u>\$ 50.00</u>
<u>POLICY</u>	<u>\$ 75.00</u>
<u>Literature review</u>	<u>\$ 50.00</u>
<u>Webservant</u>	<u>\$ 400.00</u>

# **Shark Coast Area Newsletter Guidelines**

## **Purpose**

The purpose of this subcommittee is to publish and to distribute a quarterly newsletter for the purpose of increasing unity and carrying the message of recovery within the Shark Coast Area of Narcotics Anonymous.

## **Membership**

A member of the newsletter Subcommittee can be anyone in the Narcotics Anonymous Fellowship who has the willingness to serve and to commit to attending all business meetings and activities of the Newsletter.

A voting member is anyone who has attended two (2) consecutive Newsletter Subcommittee meetings. A member becomes ineligible to vote when he or she has missed two (2) consecutive meetings.

Anyone with 24 hours of clean time, who has joined our fellowship, is welcome to become a member of the Newsletter Subcommittee.

## **Qualifications and Responsibilities**

### **Chairperson: Nominated and elected by the ASC**

One year of clean time.

6 months of prior involvement in Newsletter Subcommittee.

An example of living recovery through the application of The Twelve Steps and Twelve Traditions of Narcotics Anonymous

Owns a computer or has access to such



Arranges agenda for, and presides over Newsletter Subcommittee meeting.

Votes only in cases of a tie.

Approves all Newsletter expenditures.

Is responsible for correspondence and maintaining Newsletter archives.

Reports to the Shark Coast ASC in writing, once a month, on the progress, needs, and activities of the Newsletter Subcommittee.

### **Agenda for meetings**

Opening Prayer

Reading the Twelve Traditions

Establish voting membership

Old business

New business

Review Business of the day

Announcements

Establish next meeting day and time

Close meeting with prayer of choice

**Motions and voting procedures**

May be made and seconded by voting members only

Voting members of the Subcommittee shall all be Newsletter members.

In the event of a tie, the Chairperson will exercise his/her right to break such tie.

A quorum is a simple majority of the voting members, it stays throughout the meeting.

These voting procedures apply to regular Subcommittee meetings, as opposed to workshops.

Anyone attending a workshop on Review and input of literature may vote.

## Shark Coast Area

### Literature Review Subcommittee Guidelines

- Purpose
  - All Conference approved literature published for Narcotics Anonymous is produced from within the fellowship. These items may be initiated by individuals, but true conscience is obtained initially through the efforts of the Area Subcommittee. The Literature Review Subcommittee can initiate and/or produce review form items. They should also use meetings and/or workshops to collect input from the fellowship on review and input form literature, and to inform the fellowship about approval form literature so that a true group conscience can be forwarded through the service structure to the World Service Conference.
  
- Membership
  - General Members:
    - One (1) day clean time
    - Willingness to fulfill the commitment
      - It is required that you attend all subcommittee meetings. If you are unable to attend please call the Chairperson or Vice Chairperson. Can assist in all work by this Subcommittee. May provide ideas for new literature and input on review form items.
  
- Agenda for Meeting:
  - Opening Prayer
  - Reading of the Twelve Traditions
  - Establish Voting Membership
  - Review subcommittee Guidelines
  - Old Business
  - New Business
  - Review Business of the day
  - Announcements
  - Establish next meeting day and time
  - Close meeting with prayer of choice
  
- Motions and voting procedures:
  - Motions:
    - May be Made and seconded only by voting members
  - Voting:
    - Voting members of the Subcommittee shall be all Literature Review members, with the exception of the Chairperson
    - In the event of a tie, the Chairperson will exercise his/her right to break such tie.
    - A Quorum is the simple majority of the voting members, it stays throughout the meeting These
    - voting procedures apply to regular Subcommittee meetings as opposed to workshops. Anyone attending a workshop on review and input literature may vote
  
- Budget:
  - General Operating expenses, these should include office supplies, art supplies, postage, copies, meeting hall fees, etc.
    - The Chairperson or Vice Chairperson in their absence, are reimbursed up to fifty dollars (\$50.00) for Subcommittee operating expenses per month.
    - The Chairperson or Vice Chairperson in their absence, are reimbursed up to but not more than seventy five dollars (\$75.00) for gas for travel to and from RSC

# **SHARK COAST AREA HOSPITALS & INSTITUTIONS (H&I)**

## **SUBCOMMITTEE GUIDELINES**

(revised and approved 11/11/12)

### **Purpose:**

The Shark Coast Area Hospitals and Institutions (H&I) Subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular NA meetings. An H&I meeting may also be held where such a meeting better suits the needs of the addicts within the facility.

The H&I subcommittee initiates, coordinates, and conducts all H&I meetings in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

### **Subcommittee Trusted Servant Positions:**

#### **A. Chairperson**

1. The H&I chairperson is elected by the area service committee as outlined in Shark Coast's ASCNA Guidelines, i.e., (2) two year clean time, six (6) months H&I experience in the Shark Coast Area, working knowledge of the 12 steps of NA and a strong NA message of recovery. (If not in ASCNA guidelines, these guidelines are to be abided by.) The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.
2. The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I subcommittee and should attend its meetings. He/she acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.
3. He/she also makes sure that a link of communication is maintained between the H&I subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chairperson should ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC guidelines/policies, as well as the rules of the individual facilities.

4. The chairperson is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the vice chair reports.
5. The chairperson should be aware of all matters that affect H&I in the Shark Coast area.
6. The chairperson is responsible for coordinating a general H&I workshop and/or orientation to all H&I subcommittee members at least every six (6) months and all H&I members are responsible for attending an orientation at least every six (6) months.

## **B. Vice Chairperson**

1. The H&I vice chairperson is elected by the area's H&I subcommittee.

Requirements are one (1) year clean, a minimum of six (6) months experience doing H&I work and a strong NA message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve or until a new chairperson is elected.

2. The H&I vice chairperson will maintain open and clear communication with the H&I chairperson and be available to fulfill any responsibility the H&I chairperson may need assistance in.
3. The H&I vice chairperson is responsible for getting the needed and appropriate literature to the requesting coordinator for each facility that H&I meetings are taken.

## **C. Secretary**

1. The H&I subcommittee elects its own secretary. The secretary must have one (1) year continuous abstinence from all drugs. The secretary's responsibilities

include keeping an accurate set of minutes of all H&I subcommittee meetings. These minutes are to be properly typed or legibly printed, approved by the chairperson, and distributed or available to all subcommittee members within two (2) weeks following the H&I subcommittee meeting. The secretary is responsible for maintaining the following files:

- an ongoing file of all H&I subcommittee minutes
- current policies of the various facilities the subcommittee works with, if available or possible
- all correspondence to and from the H&I subcommittee
- an updated list of all H&I subcommittee members

- an updated list of all H&I members, specifying who are willing and eligible to be panel members

#### **D. Panel Coordinator**

1. The panel coordinator is elected as needed by the H&I subcommittee. The requirements are one (1) year abstinence from all drugs, a strong NA message of recovery, and six (6) months previous involvement in the Shark Coast Area H&I subcommittee. The coordinator must attend all regular H&I subcommittee meetings and is responsible to maintain a regular and ongoing link of communication between the H&I chairperson and the facility they are responsible to for taking H&I meetings.

#### **E. Panel Leader**

1. Panel leaders are elected as needed by the H&I subcommittee. The requirements are one (1) year abstinence from all drugs, a strong NA message of recovery, and six (6) months previous involvement in the Shark Coast Area H&I. He/she must attend all regular H&I subcommittee meetings.
2. Panel leaders are responsible for all aspects of the meeting/presentation, i.e., keeping supplies (literature, publications, etc...), and making sure the meeting begins and ends on time.
3. They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel coordinator to ensure that all is as it should be.
4. The panel leader is responsible for making sure all members of the panel are oriented to the Shark Coast Area H&I guidelines and H&I handbook along with being familiar to the policy and guidelines of the facility that will receive the H&I meeting/presentation.

## **F. The Panel**

1. The panel leader selects a panel from the current H&I volunteer list. The panel may also include a member who is currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member is to have less than six (6) months continuous abstinence from all drugs. The panel should never consist of less than two (2), nor more than five (5) members. These panel members should be made aware of all their responsibilities by the panel leader during the orientation stage. There may be facilities such as a detox facility that requests recovering addicts with less than 6 months clean; in that case, it will be up to the discretion and agreement of both the panel coordinator and panel leader

**\*\*\*ALL POSITIONS WITH THE EXCEPTION OF PANEL MEMBERS AND GENERAL H&I SUBCOMMITTEE MEMBERS WILL MAINTAIN OPEN AND DIRECT COMMUNICATION WITH THE AREA H&I CHAIRPERSON or THE VICE CHAIR\*\*\***