

**NATURE COAST AREA
of
NARCOTICS ANONYMOUS**

(NCASC)



Revised October 2019

Policy and Procedures

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DEFINITION OF AN AREA SERVICE

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSR) from groups within a designated area, executive committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member's groups. It is also to serve as a link between these groups and the Florida Regional Service Committee of Narcotics Anonymous (NA), and to foster unity.

The most important service that an ASC provides is that of its group's needs. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its ASC for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

An ASC performs other functions that are of help to the groups. It can help groups get started or give aid to floundering groups. It may hold workshops or seminars to train trusted servants. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

In order to provide these services, an ASC needs the active participation of its GSR's. A group supports its ASC both financially and emotionally. It takes money to provide these services. It is a group's responsibility to offer this support. However, as an Area grows, the financial needs of the committee also grow. In order to provide a full line of services it requires steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but the bulk of the responsibility still falls on the members of a group.

INTRODUCTION

While the structure and operation of the ASC varies considerably throughout the Fellowship, there are some general characteristics that hold true in every case. These characteristics are born from experience. From these observations, we can derive spiritual goals, which we strive towards in area service. Understanding the characteristics and goals of an ASC is what fosters spiritual unity and decision making to be guided by what works — “Addicts helping Addicts.”

1. An ASC should adopt the 12 Traditions, then create guidelines for its operation. The guidelines can, and should, change as the ASC grows.
2. An ASC must make decisions, but does not have power or control over NA groups. An ASC can quickly stray from their purpose by attempting to “police” groups or otherwise control them. In producing meeting lists for an area, decisions must be made about which meetings to list. There are many ways to approach this, but all approaches must be based upon sound principles and conform with the purpose of the meeting list. “Punitive” motives are unacceptable in NA.
3. An ASC can, and should, be the place where ALL of the following are in evidence & a collective expression of:
 - The group’s conscience
 - Spiritual needs and strengths of groups
 - Recovery Insight
 - Experience Wisdom A loving God (Tradition 2)
4. The trusted servants of the ASC have rights associated with their specific task. With each right, there is a responsibility. In selecting trusted servants, we have a spiritual responsibility. If we place someone in a service position that does not have working knowledge of the 12 Steps and the 12 Traditions, then we all bear some responsibility for what happens.
5. The tragedies of service can be avoided by working our programs, being responsible in electing people, and requiring accountability. Over-commitment, resentments, disservice and return to using are the tragedies of service, which occur all too often. Pride and power can lead to self-centered leadership, which harms newcomers, and old-timers alike, by detracting from the atmosphere of recovery.
6. The rewards of service are not praise, recognition, or ego. In terms of rewards, we look to the spiritual rewards. Each of us strengthens our own recovery so that we can contribute to services which help the group make recovery available to any addict seeking it. Still suffering addicts are attracted to our groups, enter recovery, and eventually may join our service efforts. This is why we are here, so that our own recovery helps another addict. Along the way, we benefit individually, as do other current and potential members.
7. The trusted servants, especially the RCMs and GSRs, are often called upon to explain or confront issues. In order to do so, they must provide and possess an understanding of the communication process between group, area, region and world services. These trusted servants must have the ability to present this type of information repeatedly to different people in different settings. This contributes directly to unity, growth, and stability of those being served.

MEETING FORMAT

- Open with the
Serenity Prayer
- Readings
 - 12 Traditions
 - Reading of the 12 Concepts
 - Reading of the Concept of the month, from the 12 Concepts, Chapter of the Guide to Local Service, to correspond with the current month.
- Open Forum with a 30-minute limit may be extended by a majority vote of GSR's present.
- Roll Call by Secretary and quorum
established.
- Report by Secretary, Treasurer, & RCM
 - Subcommittee Reports
 - H&I Subcommittee
 - Activities Subcommittee
 - Phonline Subcommittee
 - Policy Subcommittee
 - PR Subcommittee
 - Literature Subcommittee
 - Internet Technology
- ☐ GSR Reports
- ☐ Break - limited to 10 minutes and can be voted by GSRs to cancel or shorten
- ☐ Old Business
 - Items taken back to home group members
- ☐ New Business:
 - Regional business items brought back from regional service committee
- ☐ New business for current NCASC meeting
- ☐ Request for membership at NCASC
- ☐ Review business of the day by Secretary
- ☐ Closing Prayer
 - We version of the Serenity Prayer.

BYLAWS, GUIDELINES, & PARLIAMENTARY PROCEDURES

ARTICLE I. NAME:

- The name of this committee shall be the Nature Coast Area Service Committee (NCASC).
- The service area shall include that geographical area which has the following boundaries: Citrus County

ARTICLE II. MEMBERSHIP:

- Membership is open to any NA group within or outside our area.
- An NA group is a meeting, which occurs regularly at a specified time and place, and which follows the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- An NA group may become a member of NCASC by holding regular meetings for 90 days, by attending three consecutive NCASC meetings, and by requesting an NCASC vote on the group's admission. Time will be allowed for this request and vote at the end of new business.
- An NA group will be deleted from the roll call of NCASC upon its third (3rd) consecutive missed NCASC meeting.

The purpose of this action is to establish an accurate quorum. Re-admission shall follow the same procedure as approval of a new group to NCASC. Upon receipt of a written request from an institutionally isolated meeting, NCASC has the choice to review and accept as a member group. The requirement for GSR to be physically present at ASC is waived as long as a written report is submitted monthly. NCASC may furnish them literature as we are able, should they not be able to sustain an adequate supply on their own.

ARTICLE III. THE EXECUTIVE COMMITTEE:

- The NCASC Executive Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Committee Members (2), and Literature Distribution.
- Each member of the NCASC Executive Committee may hold only one position on the Executive Committee, but may serve as a member of a subcommittee, or as a group level trusted servant, with the exception of Subcommittee Chair or GSR.
- Each member of the NCASC Executive Committee may succeed themselves in office. (Following normal nomination and election procedures). No individual shall serve more than two (2) consecutive terms in the same position.
 - Members of the NCASC Executive Committee do not represent a group and therefore have no vote, with the exception of the Chairperson, and then only to alleviate a tie.
 - All NCASC Executive Committee positions are a one-year commitment unless otherwise specified.
 - The NCASC Executive Committee is responsible for semi-annual (June and December) audits of Treasurer, Literature Distribution, and Policy updates.

ARTICLE VI. INCLUSION OF ALL SUBCOMMITTEE POLICIES:

- NCASC Policy affects and guides all Subcommittee policy.
- NCASC should participate in all Subcommittee policy development meetings.
- NCASC should provide a year-end report.

ARTICLE IV. REMOVAL FROM OFFICE OF AN EXECUTIVE COMMITTEE MEMBER:

- An NCASC Executive Committee member who misses three (3) consecutive, unexcused NCASC meetings, is considered to have automatically resigned his/her position.
- NCASC Executive Committee members may be removed from office for any of the following:
 - a. Noncompliance of duties
 - b. Inability to perform duties
 - c. Loss of abstinence
 - d. Resignation
- Removal of an NCASC Executive Committee member from office will require a two-thirds majority vote of GSR's present.
- Any NCASC Executive Committee member resigning from office should submit their resignation in writing to the NCASC Chairperson two (2) weeks in advance of the upcoming regular meeting of the committee.

- Any NCASC Executive Committee member resigning or dismissed from office prior to completing that term of office must wait six (6) months to resume NCASC involvement. The only exception is when a resignation is to fill a newly elected position.

ARTICLE V. QUALIFICATIONS AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE:

Chairperson:

- Nominated and elected by NCASC Home Groups
- Three (3) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, as well as working knowledge of the NCASC Service Policy
- One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the NCASC Executive Committee.

Arranges and presides over the NCASC meetings. Must refrain from expressing his/her opinion during discussion of a motion. Keeps discussion focused on the topic and within a reasonable time frame. Should attend all NCASC meetings. Approved to sign on NCASC's bank account. Responsible for appointing trusted servant at the end of the NCASC to access groups that have missed two (2) or more meetings, to report back at the next NCASC. Is required to vote at NCASC in the event of a tie vote. Serves as Parliamentarian at NCASC meetings. Arranges for an audit of the treasurer and literature distribution person two (2) times per year (June and December). Reports to the NCASC annually on Area's performance. Backs up Treasurer in the event they are unable to pick up NCASC mail at Post Office. Signature authentication on all committee correspondence.

Vice-Chairperson:

- Nominated and elected by Nature Coast Home Groups
- Two (2) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a knowledge of the NCASC Policy
- One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the NCASC Executive Committee.

Acts as a liaison, and fosters frequent communication, between the Subcommittees and NCASC. Responsible for assisting the Subcommittees in the event of the absence or resignation of a Subcommittee Chairperson to ensure their continued primary purposes are fulfilled. Assists in with vote tabulations. Responsible for communication to all members of NCASC in case of a change of meeting time, date or place, for emergency purposes only. The Vice-Chair becomes Chairperson for the second year of this commitment with a priority vote of confidence of 2/3 majority of GSRs present. In the event this majority vote is not approved, the Vice-Chair may become a nominee for the position of Chairperson. Responsible for securing a copy of all handbooks. Fulfills the obligation of chairing the administrative committee. Acts as Secretary, Treasurer, &/or Assistant Treasurer in the event elected trusted servant is unable to attend the meeting. Vice Chairman will also act as, and conduct subcommittee meetings, in the absence of the Subcommittee Chairperson, or Vice Chairperson.

Secretary:

- Nominated and elected by Nature Coast Area Home Groups
- One (1) year clean time
- General office, secretarial skills, and organizational ability.
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a knowledge of the NCASC Service Policy.
- Six (6) months prior involvement in the service structure of NA

It is essential that he/she possess a good sense of order about what transpires at NCASC meetings. Drafts minutes, following NCASC format and agenda, to reflect the essence of what is conducted at the NCASC meetings. Types and distributes minutes to all participants by email, mail, or hand delivery within 14 days following NCASC meeting. Takes roll call at the NCASC meetings. Provides a list of groups that have missed three (3) or more NCASC meetings to the NCASC Chairperson. Maintains a file system for all information generated by the NCASC, including, as a record, motion forms, reports and correspondence for the NCASC archives and facilitates making these records available to NA member upon request with Executive Team approval. Furnishes newly elected officers with whatever documents

are required for the successful performance of their responsibilities. Maintains consistent & clear record book, to be available at all NCASC meetings, of guidelines, special rules of order, standing rules, and minutes. Any amendments to these documents must be properly recorded. Create and distribute any general correspondence of the committee which does not fall under the responsibility of other officers or committees.

Treasurer:

- Nominated and elected by Nature Coast Area Home Groups
- Three (3) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a knowledge of the NCASC Policy
- Personally financially secure & skilled in personal finances, garnering the trust of the committee
- Experience in business, accounting, bookkeeping, or as a successful group treasurer
- One (1) year prior experience as a home group Treasurer or prior participation in the NCASC

Responsible for the management of NCASC funds. Required first signature on the NCASC bank account and maintenance of the checkbook. Responsible for all incoming and outgoing monies through the NCASC. Presents an itemized report of finances at each monthly NCASC meeting. This report should include a monthly statement showing fixed, and all other expenses, of the NCASC, monthly balances with accumulated year to date totals, as well as the NCASC's general fund, prudent reserve and operating expenses, as part of the Treasurer's report. Maintains fiscal yearly budget from January through December. Maintains accurate balances for the NCASC bank account, confirmed monthly by formal bank statement. All monies must be turned in to the Treasurer within forty-eight (48) hours of the event (i.e. - dance, merchandise sales, special events, etc.) All documentation should be up to date and available at any time for audit purposes. Treasurer is required to make all deposits under a single set of books. The Treasurer makes disbursements upon direction of the NCASC. Any request made to the Area for payment or reimbursement must be accompanied by an itemized receipt. The Treasurer oversees a prudent reserve of one months operating expenses and informs the NCASC of any excess above prudent reserve and operating expenses so that a donation can be made to Region and World. Prudent reserve funds should be set aside to cover unforeseen emergency needs (currently set at \$600.00), operating expenses such as funds as outlined in our policy. Allocation for planned budget items shall be held above and beyond our prudent reserve. Develop and incorporate a consistent system for cash receipt verifications requiring two (2) signatures on all receipts issued. All payments will be made by check, except for petty cash purchases of under \$20.00. If the Treasurer is unable to attend the NCASC meeting, the checkbook, all records, and funds should be handed over to the Chairperson, so that distribution of needed funds can be made.

Assistant Treasurer:

- Nominated and elected by Nature Coast Area Home Groups
- Two (2) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a working knowledge of the Nature Coast Area Service Policy
- Personally financially secure & skilled in personal finances, garnering the trust of the committee
- Six (6) months prior experience as a group treasurer or prior participation in the NCASC

A two-year commitment is required for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all NCASC meetings, and assisting the Treasurer as needed. Joint accountability with the Treasurer, by signature, for all monies, cash, and checks received. The Assistant Treasurer will become Treasurer for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Assistant Treasurer can become a nominee for the position of Treasurer. Required to be present as a witness, by signature, when all monies are received and counted by the Treasurer, verifying group donations and balances. Required to be available for Treasurer on a temporary basis in his/her absence.

RCM 1:

- Nominated and elected by the Nature Coast Area Home Groups
- Three (3) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a working knowledge of the Nature Coast Area Service Policy
- One (1) year prior experience in NCASC as a GSR or Subcommittee Chairperson
- Time and resources to perform the responsibilities of the position.

Books RCM room, and takes care of booking GSR Assembly rooms bi-annually.

As the representative of the Area, the RCM 1 will speak for the members and groups within the NCASC.

The primary responsibility of the Senior RCM is to work for the good of NA and as a liaison between the NCASC and Florida Regional Service Committee (FRSC). The Senior RCM represents the group conscience of the NCASC at a Regional level. In order to accomplish this, the Senior RCM and the Junior RCM must become informed of issues from Area, Region and World levels of NA service. Therefore, it is essential for both the Senior RCM and the Junior RCM to attend all meetings of NCASC and RSC, including Regional Conferences. The Senior RCM should prepare a written report to the RSC on NCASC's progress, projects and opportunities. In addition, the Senior RCM should prepare a written report to NCASC regarding RSC meetings. The Senior RCM is accountable to share trusted servants phone numbers to appropriate people at RSC. The member who holds this position may also serve on one or more of NCASC and RSC Subcommittees, but not as a Chairperson. When the WSC Conference Agenda Report comes out at the beginning of each year, the RCM1 will need to be well informed on all agenda items to disseminate this information to the groups. This is a primary responsibility of the Senior RCM and Junior RCM, as they present the WSC Conference Agenda items to the groups, in workshop format, in which group members may ask questions pertaining to these items. They are also responsible to ensure RSC minutes and voting tabulation sheets are on the tables at the NCASC for any interested parties to review. NCASC may request the Senior RCM attend Subcommittee meetings in which the Area may not be represented.

Junior RCM:

- Nominated and elected by the Nature Coast Area Home Groups
- Three (3) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a working knowledge of the Nature Coast Area Service Policy
- One (1) year prior experience in NCASC as a GSR or Subcommittee Chairperson.

Assists the Senior RCM. There is a two (2) year commitment for this position. The first year of service is spent becoming familiar with the job, attending all NCASC and RSC meetings, and filling in for the Senior RCM if he/she is temporarily absent for any reason. If the Senior RCM is unable to complete their term in office, the Junior RCM becomes the Senior RCM with a 2/3 majority vote of confidence of the GSR's. The Junior RCM will become Senior RCM for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority. If this is not received, the Junior RCM can become a nominee for the position of Senior RCM. The Junior RCM is also responsible to assist the Senior RCM in attending RSC Subcommittee meetings in which the Area may not be represented, directed by NCASC.

Literature Distribution Person:

- Nominated and elected by Nature Coast Area Home Groups
- Two (2) years clean time
- A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous & a working knowledge of the Nature Coast Area Service Policy
- **Time and resources to perform the responsibilities of the position.**
- Responsible for transportation of the literature to and from NCASC meetings.
- Accountable for storage of the literature between meetings.
- Should be available 30 minutes prior to and after completion of the monthly NCASC meeting to fulfill Group

literature orders.

- Provide an itemized inventory and a written report at each NCASC.
- Submit a year-end report at the annual meeting.
- Responsibility includes ensuring no distribution of any literature outside of the monthly NCASC meeting, with the exception of back-orders

Procedure for Distribution of Literature

- NCASC Literature form to be completed and tallied by GSR and presented to the Literature Distribution Chairperson, attached to the Treasurer's receipt
- Order will be filled with stock on hand and any literature not on hand will be ordered and considered a backorder.
- Medallions and special-order literature should be ordered at least one month in advance to ensure
- Materials are on hand when needed.
- Responsible to place literature order with FRSO within 10 days after the NCASC monthly meeting. Request should include accurate documentation of what was sold, and any special-order items not kept on hand.
- Literature Distribution Chairperson is required to maintain the NCASC \$650 literature stock guideline and is required to contact Treasurer after submitting order with order details
- No literature should be sold or distributed until the end of the meeting

Web Servant:

- Update website calendar with events, celebrations, conventions, etc....
- Create a position for Junior IT Coordinator to assist Web Servant with current IT responsibilities
- To allow approved NA event link on our webpage for Activities along with service Informational Pamphlets (IPs).

ARTICLE VI. SUBCOMMITTEES:

General Guidelines for Subcommittees

- All standing subcommittees of NCASC shall create and adopt guidelines consistent with the Guide to Local Service, the Twelve Traditions of NA, and pertinent information available from the World Service Conference (WSC) in the form of WSC approved handbooks and guidelines.
- The guidelines of each standing subcommittee shall be subject to approval and review by the Area as a whole.
- Any changes to approved guidelines must be approved by Nature Coast Home Groups.
- If the Chairperson or Vice-Chairperson of the subcommittee are unable to attend the NCASC, an
- informed member of that subcommittee should be asked to attend and report to Area so that any questions may be answered.

General Qualifications for Subcommittee Chairpersons

- 1 year of service in NA
- Demonstrated working knowledge of the structure & service of NA
- **The time and resources necessary to complete these duties**
- A working knowledge of the 12 Steps and 12 Traditions of NA
- At least 2 years abstinence from all drugs **2 years clean & currently working program with a sponsor**
- Cannot currently be serving as GSR or Executive Committee member

General Responsibilities of Subcommittee Chairperson:

- To meet in joint session with other subcommittee chairs at the discretion of the Vice-Chair of NCASC
- To hold at least 1 meeting monthly of its membership
- To submit a report at NCASC of the subcommittee's current plans, special events, workshops, opportunities
- To ensure that a set of Guidelines for the newly formed committee is given to the NCASC Vice-Chairperson and to update annually, as needed
- To regularly attend the RSC. If, on infrequent occasions the chairperson is not able to attend the RSC, they are accountable for reading, understanding, and reporting new information to the NCASC based on the RSC minutes.
- To provide a comprehensive year-end report.

ARTICLE VII. NOMINATION OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS:

Nomination of NCASC Executive committee members should be solicited by the “group conscience” of each group within the Area. Only Nature Coast Home Groups or Subcommittees are allowed to make nominations for NCASC trusted servants. In the event that a nomination is not made by the groups by election date, then any NA member may make a nomination. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for qualified members within this Area.

NCASC Executive Committee positions shall be nominated as follows:

- Chairperson, Vice-Chairperson, Activity Chairperson, Treasurer and Assistant Treasurer shall be nominated in December.
- Senior RCM, Junior RCM, Secretary, Literature Distribution Chairperson, and Subcommittee Chairpersons (except Activity Chair) shall be nominated in June.
- An explanation of each service position is read from the NCASC Policy package, as well as the qualifications and responsibilities for each position, by the secretary at the time of nominations.
- Each nomination must be seconded
- After accepting nominations, the NCASC Chairperson will ask if there are any other nominations.
- A motion is made to close nominations.
- Each nominee must be present.
- Verbal qualifications; as well as written qualifications, should be submitted to the NCASC Secretary. (State clean time, prior service experience and why you want to serve the fellowship).
- Written qualifications will be accepted for absent nominees.
- Nominees do not need NOT state their vocational or educational backgrounds and any mention of requiring these credentials is removed from all policy guidelines.
- All nominations and qualifications are to be brought back to the groups by the GSRs for their “conscience” and are then to be voted on at the following NCASC.

ARTICLE VIII. ELECTIONS OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS:

NCASC Executive Committee positions shall be elected as follows:

- Chairperson, Vice-Chairperson, Activities Chairperson, Treasurer, and Assistant Treasurer shall be elected in the month of January and begin office in February.
- Senior RCM, Junior RCM, Secretary, Literature Distribution Chairperson, and Subcommittee Chairpersons (except Activities Chair) shall be elected in the month of July and begin office in August.
- All nominees are required to attend the NCASC for election. If a nominee is not present for election, his/her nomination will be withdrawn.
- Voting is done by roll call. Majority wins.
- All nominations, even with only one nomination, must go back to the home groups for a vote and be brought back to the NCASC for election. With only one (1) nomination, a 2/3 vote is needed; but must always go back to the groups for a vote.
- When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken and the nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. The one who gets the majority of votes is elected. A 2/3 majority vote is required to be elected.
- The Junior RCM, Vice-Chairperson, and Assistant Treasurer get priority vote of confidence requiring a 2/3 majority vote. If a 2/3 vote of confidence is not given, they may become nominees for that position

- Should an office be vacated in the middle of a term, a temporary shall be appointed by the NCASC
- Chairperson, approved by a 2/3 majority vote of GSRs present, until a standard nomination and election procedures can be followed to fill the vacated position, within 2 months, except when a qualified alternate exists. Current Executive Committee members are responsible for meeting obligations of their position through the last months of office and are responsible for a smooth transition of office.
- Only GSRs, or their alternates, in the absence of the GSR, are allowed to vote in the election of Executive Committee Officers of NCASC.
- The Chairperson may vote, but only to break a tie.
- Election of Subcommittee Chairs will follow the same procedures as outlined above.

ARTICLE IX. MOTIONS AND VOTING PROCEDURE:

- Only those listed below can make, second, or amend motions:
 - a. GSRs, or their alternates, in the absence of the GSR.
 - b. Executive Committee members, pertaining to their office.
 - c. Subcommittee Chairpersons or their Vice-Chairperson in the absence of the chairperson, pertaining to their office.
- All motions must be submitted on motion forms.
- All motions must be seconded.
- To be recognized on the floor, a raise of the hand is necessary.

Quorum

- Official quorum is one (1) more than half of the eligible Home Groups.
- Official quorum must be reached by the end of open forum.
- Only duly elected alternates are eligible for quorum in the GSR's absence.
- No Proxy Representatives can make motions or vote.
- A quorum call from the floor is always in order. A simple majority of groups is required to open the NCASC, and a simple majority of eligible groups is required to vote on a motion.
- All motions should be given, in writing, to the Vice-Chairperson at the beginning of each NCASC meeting (or during but not preferred).
- After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.

If there is no opposition:

- The Chairperson asks for a voice vote of all those in favor.

If there is opposition:

- The maker of the motion is given an opportunity to speak on the intent of the motion.
- The floor is open for debate (refer to Parliamentary Procedures Guidelines).

Voting:

- Voting participation is open to any recognized elected GSR within the Area (or Alternate GSR in his/her absence), only one (1) vote per group. A GSR can represent only one (1) group at NCASC.
- The Chairperson has a vote only in the case of a tie, at his/her discretion.
- A 2/3 majority vote is required for policy change, amendments to policy or forming new policies.
- Voting will be done by a roll call vote.

- In all votes at the NCASC, the abstentions do not go to the prevailing side, but are counted as abstentions, and if abstentions prevail the vote goes back to the groups.
- NCASC executive committee members or subcommittee chairs do not represent a group and therefore have no vote except the chairperson as outlined above.
- All motions at Area can only be decided by the eligible voters present.

ARTICLE X. MEETINGS OF NCASC:

- NCASC shall meet monthly on the second (2nd) Sunday of the month, except if changed by 2/3 majority vote of voting members as outlined in Article XIII, number 6.
- If at any time the GSR nor their alternate can attend NCASC the Chair or Vice-Chair should be notified as soon as possible regarding absence.
- Attendance at NCASC is open to any member of Narcotics Anonymous.
- Discussion from the floor is welcome, but only during open forum.
- Special meetings may be called by the Chairperson of the committee, and shall be called upon the written request of members of the committee. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted. At least 7 days notice shall be given.
- All area subcommittee chairs and GSRs are required to stay until the NCASC meeting concludes.

ARTICLE XI. BUDGET AND EXPENSES:

- NCASC shall maintain a prudent reserve of one month's normal operating expenses. (Currently set at \$600.00)
- The Treasurer will provide an estimated yearly budget to be presented to the NCASC in January. All motions requiring new money expenditure not already budgeted, will require passage by 2/3 majority vote of GSRs present.
- After paying all bills and establishing the prudent reserve, any monies left over shall be forwarded to the next levels of service (75% to RSC & 25% to WSO).
- NCASC will pay for two (2) nights hotel stay at RSC. When funds are not available, each attending occupant will be asked to contribute an equal share to the room cost.

Monthly Budgets:

- Secretary \$50.00
- H&I \$75.00 plus annual rent of \$60.
- Activities \$100.00
- Rent is \$20.00 per month
- Storage \$20.00
- RSC hotel room \$200.00 bi-monthly (\$75.00 monthly)
- Annual PO box fee \$40.00 (\$3.34 monthly)
- PR \$50.00
- Literature \$650.00
- Debit card should be used monthly to pay Helpline charges. The bill to be emailed to the Treasurer. The Treasurer's physical address should be used for billing.

ARTICLE XII. AMENDMENTS TO POLICY:

Anyone authorized by current policy to make motions may propose amendments to existing policy.

Procedure is as follows:

- Submit the proposal in writing to the policy committee at a regular NCASC meeting
- Upon deliberation by policy committee all motions, whether recommended or not, will be put on the agenda for the next NCASC meeting for discussion by GSRs
- Any policy changes require a 2/3 majority vote of voting members.

- All motions requiring a change in policy must go back to the home groups.
- Any amendments to policy shall become effective immediately upon passage unless specified otherwise.

ARTICLE XIII. ADDITIONAL GUIDELINES:

- Each GSR, elected officer and subcommittee chair of the NCASC shall be provided a copy of the “Forest Area Service Committee Policy and Guidelines Package” and “Guide to Local Service”. These will be provided by NCASC and be retained as property of NCASC and, as such, be passed on to new officers as elected or returned to NCASC archives if position is unfilled.

Ascension to the Chair shall be in the following order:

1. Chairperson
 2. Vice-Chairperson
 3. Sr RCM
 4. Jr RCM
 5. Treasurer
 6. Secretary
- Every May, NCASC will hold an “Area Service Inventory” meeting to review the prior year’s performance.
 - The format used shall be the approved and attached “Inventory Guidelines.”
 - GSRs shall notify their groups of this meeting at least one month in advance.
 - Home Groups will be charged for returned checks.
 - In matters affecting NCASC meetings ONLY, (such as smoking, time, location of meeting, etc.) all NCASC participating committee members shall have a vote. Majority vote prevails. These votes do not establish policy.
 - The NCASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the NCASC. Standing subcommittees may include, but not be limited to, Executive, Public Information, Hospitals & Institutions, Literature, Activities, and any other standing subcommittee which shall be deemed necessary to carry on the work of the NCASC. At the inception of these standing subcommittees, a Chairperson will be elected by the voting members of the NCASC, after getting nominations from the group. Other officers of each subcommittee will be elected by the subcommittee membership.
 - Ad Hoc committees may be formed by NCASC as needed. The Ad Hoc Committee Chairperson shall be appointed by NCASC Chairperson. Ad Hoc committees are not Subcommittees. They are appointed for special circumstances and as such have no voice on the floor.

RSC Hotel room priority for Friday night:

1. RCMs
2. Subcommittee Chairs & Vice-Chairs
3. Other NA members
4. Family members

RSC room priority for Saturday night:

1. RCMs
 2. Other NA members
 3. Family members
- Any person wishing to stay in the Regional motel room(s) should be on the motion passed by Area before each Regional **meeting** and only those people passed by the motion are allowed stay in the RSC room(s)
 - Members at large that have been approved by NCASC to attend Regional meetings must submit a written report on the committee meeting they attended.
 - GSRs or Alternate GSRs (in their absence), Subcommittee Chairs or Vice-Chairs (in their absence), and Executive Committee have a voice on the floor at Area after open forum. Executive committee members and subcommittee chairs have a voice on the floor at Area only on matters directly relating to the business of their office.
 - For items not covered in the NCASC Policy Package, refer to the Guide to Local Service (GTLS). If not covered in the GTLS, refer to Roberts Rules of Order.

- Any position that requires a 2/3 majority vote of confidence needs to be voted on one month prior to nominations being taken for the position they will fulfill.
- All fliers must be approved by NCASC for all functions.
- Wording of activities info to be used on the phone line.
- Submit in writing all activity and flyer requests to be read aloud at Area Service meeting
- The Treasurer reports will not be accepted until the month following the NCASC review of the reports with the intention being that the groups have time to review them.
- All business transactions with the Treasurer to be conducted immediately prior to the NCASC meeting except in an emergency.

GUIDELINES FOR AREA SERVICE INVENTORY

“NA ought never be organized, but we may create service boards or committees directly responsible to those they serve.”

The NCASC exists to carry the message of recovery in accordance with the principles of this tradition. Service committees, like individuals, often vary in personality. Some grow and thrive, while others struggle to survive, and sometimes-even fail. As individual members, we are advised to use our 4th Step as a tool of recovery. Similarly, a service inventory might help the NCASC keep things on track. As individuals take their own inventories, even when things are going well, an Area should also review itself periodically. An NCASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of it’s services and trusted servants, its growing pains, suggestions for improvement and its adherence to the 12 Traditions of NA. Emphasis should be given overall to how the NCASC is performing it’s responsibilities to the Area it serves. This review may include some of the following questions.

Generally, the inventory can be broken into 2 parts:

- 1) How did I, as a trusted servant, do in the performance of my duties?
 - Do I show up?
 - Do I know what I am supposed to do? If not, have I consulted the NCASC Guidelines, the Temporary Working Guide to the Service Structures, or the person who held this position before me?
 - Do I do what I am supposed to do?
 - Represent my group’s conscience?
 - Keep my group (subcommittee, or the Area) informed about the Area, Region and World.
- 2) How did the NCASC do in performance of its functions?
 - As a representative of a meeting or subcommittee do I feel confident that the NCASC will help my meeting or committee resolve any problems it may face?
 - Do the NCASC subcommittees serve the needs of my meeting?
 - Is my group’s conscience being sought and heard when matters arise which affected my meeting or NA as a whole?
 - Does the NCASC remember our 12 Traditions and do we “place principles before personalities?” We are a spiritual fellowship. The function of the NCASC is to allow the message of recovery to be carried through the services we provide. When we respect each other, even though we might disagree, and adhere to the principles stated in each of our Traditions, we are a unified entity

serving the Fellowship of NA within the Nature Coast Area.

PARLIMENTARYPROCEDURES:

MAIN MOTION: A main motion is a motion whose introduction brings business before the NCASC. Such a motion can only be made 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.

MOTIONS 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, the 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 by the NCASC by a motion to do so, or until the next NCASC meeting when it will be brought up by the executive committee under old business. This motion is not intended to kill a main motion or suppress debate on it.

MOTIONS 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 NCASC to consider. Unless specified, the issue will be brought up at the next NCASC 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 directions to the committee.

MOTIONS TO RECONSIDER: A motion to reconsider is meant to bring an item that has already been dealt with back 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 where 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 NCASC 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 NCASC to move quickly through routine business or questions of little importance. This is a less formal way of handling business and is an alternative to taking a vote on motion. If the Chairperson senses no opposition to a motion he/she will state that the motion was 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 member that proposed the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the NCASC as a whole and the maker must request the FASC'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 and allows for only one pro and one con. A 2/3 majority is required to adopt this motion. The intent of this 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 or 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 NCASC 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 the procedure the member is pointing out is in fact being violated. A point of order is not a method to dispute the accuracy or validity of another member’s remarks, but instead is to bring to the attention of the chair 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 NCASC would like to waive a certain NCASC 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 NCASC Chair the NCASC delegates to him/her the authority and duty to make necessary rulings on questions of parliamentary procedure. Any two members have the right to appeal his/her decision on such a question. By one member making the appeal and another seconding it, the question is taken from the Chair and given to the NCASC for the final decision. Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson, limited to one minute each.

ATTACHMENT A. FORMAT FOR AREA SERVICE BUSINESS MINUTES PACKAGE:

- Open with the Serenity Prayer
- Readings
 - 12 Traditions
 - Reading of the 12 Concepts
 - Reading of the Concept of the month, from the 12 Concepts, Chapter of the Guide to Local Service, to correspond with the current month.
- Open Forum with a 30-minute limit may be extended by a majority vote of GSR's present.
- Roll Call by Secretary and quorum established.
- Report by Secretary, Treasurer, & RCM
- Subcommittee Reports
 - H&I Subcommittee
 - Activities Subcommittee
 - Phonline Subcommittee
 - Policy Subcommittee
 - PR Subcommittee
 - Literature Subcommittee
 - Internet Technology
- ☐ GSR Reports
- ☐ Break - limited to 10 minutes and can be voted by GSRs to cancel or shorten
- ☐ Old Business
 - Items taken back to home group members
- ☐ New Business:
 - Regional business items brought back from regional service committee
- ☐ New business for current NCASC meeting
- ☐ Request for membership at NCASC
- ☐ Review business of the day by Secretary
- ☐ Closing Prayer
 - We version of the Serenity Prayer.

ATTACHMENT B: H&I Subcommittee

1) Purpose and Function

To carry the NA message, via presentations, to those addicts that cannot attend outside meetings, to conduct activities that promote the growth and strength of all H&I efforts, and to serve as an unaffiliated resource for facilities serving individuals with the disease of addiction.

2) Membership

Chairperson, Vice-Chairperson, Secretary, H&I Panel Coordinator, H&I Presentation Coordinator, H&I Presentation Co-Coordinators, H&I Panel Members.

3) Qualifications and Responsibilities

A. Chairperson

- Elected by the NCASC.
- 3 Years clean time.
- 6 months prior involvement in the H&I Subcommittee in the Nature Coast Area.
- Demonstrates an example of recovery through the NA program.
- Has a basic understanding of the NCASC Policies and Guidelines.
- Maintains order in H&I Subcommittee meetings.
- Ensures the NA Traditions are upheld.
- Attend all NCASC meetings or have the H&I Subcommittee Vice Chairperson attend in his absence.
- Acts as a liaison between the H&I Subcommittee and the NCASC.
- Maintains communication with the RSC H&I Subcommittee, via a written report, and attends the RSC H&I Subcommittee meeting whenever possible.
- Is responsible for submitting the annual budget, as recommended by the NCASC H&I Subcommittee, to the NCASC.

B. Vice-Chairperson

- Nominated and elected by the H&I Subcommittee.
- Two year clean time requirement.
- 6 months prior involvement in the H&I Subcommittee in the Nature Coast Area.
- Demonstrates an example of recovery through the NA program.
- Attends H&I presentations in the Nature Coast Area.
 - Fills in for the H&I Chairperson in their absence.
 - Fills in for Presentation Coordinators in their absence.
 - Orders, labels and distributes literature to the Presentation Coordinators, keeping an accurate record of all literature distributions.

C. Secretary

- Nominated and elected by the H&I Subcommittee.
- Six months clean time requirement.
- Three months prior involvement with H&I in the Nature Coast Area.
- An example of recovery through the NA program.
- Attends H&I presentations in the Nature Coast Area.
- Takes accurate minutes at the subcommittee meetings.
- Maintains subcommittee minutes.

- Prepares copies of subcommittee minutes for distribution at next H&I subcommittee meeting.
- Keeps an updated list of all H&I Panel members.
- Fills in for the H&I Subcommittee Vice-Chairperson if necessary.
- Prepares an agenda for the subcommittee meeting, and distributes it at the meeting.

D. Panel Coordinator

- Nominated and elected by the H&I Subcommittee.
- 2 years clean time requirement.
- 1 year prior involvement with H&I in the Nature Coast Area.
- An example of recovery through the NA program.
- Attends H&I presentations in the Nature Coast Area.
- Maintains a list of all contact people at each facility.
- Acts as a liaison between the H&I Subcommittee, Presentation Coordinators, and the facilities.
- Presents a written progress report at the H&I Subcommittee Meeting.
- Maintains communication and responds to all requests for H&I presentations in conjunction with the PR Subcommittee Chairperson.
- Keeps a current list of Presentation Coordinators, and keeps facilities informed of who will be coordinating the presentations.
- Attends presentations in the Nature Coast Area.

E. Presentation Coordinators/Co-Coordination

- Nominated and elected by the H&I Subcommittee.
- 1 year clean time requirement.
- 9 months prior involvement with H&I in the Nature Coast Area.
- An example of recovery through the NA program.
- Attends H&I presentations in the Nature Coast Area.
- Good record of fulfilling service commitments.
- Prior to taking on the responsibilities of Presentation Coordinator, must attend 3 consecutive H&I presentations at the facility in which they will coordinate.
- Presentation Coordinators responsibilities include but are not limited to:
 - (1) Inviting Panel Members
 - (2) Review do's and don'ts with all Panel Members, observers and guest speakers attending the presentation.
 - (3) Ensure that only H&I subcommittee approved guest speakers are utilized during speaker meetings.
 - (4) Present a written report monthly at the H&I Subcommittee meeting, concerning the presentations they coordinate.
 - (5) Submit a literature request for the facility they coordinate to the Vice-Chairperson one week prior to the monthly subcommittee meeting.
 - (6) Ensure a clear NA message is shared by panel members.
 - (7) Appoint someone to chair each presentation.

4. General Information

- All elected subcommittee members (Chairperson, Vice-Chairperson, Secretary, Panel Coordinator, Presentation Coordinator and Co-coordinator) can be removed from office by a 2/3 majority vote for 3 consecutive unexcused absences from the subcommittee meeting.
- Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines.

Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.

- Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
- No NA presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated member. This appointment must be acceptable to the facility being served.
- Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to:
 - a. the inmate or patient inside
 - b. the working ability and privilege of the subcommittee to carry the message inside the facility. Of course, these members may participate on panels going to other facilities.
- For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital; nor with any judge, doctor, probation, or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of NA:: recovery from addiction through our spiritual program.
- Length of time clean required by each facility is to be rigidly upheld by all H&I Presentation Coordinators.
- Excessive use of profanity or the use of vulgarities in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I Subcommittee.
- H&I Panel Members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
- You are reminded that the H&I subcommittee exists to share the NA message—our experience, strength, and hope. H&I Presentation Coordinators should try to get residents involved with the H&I presentation through reading materials.
- The NCASC H&I Subcommittee has no dress code, however Panel Members are requested to use common sense regarding dress; to present a positive appearance while representing NA at a facility.
- There are times when a guest H&I Speaker who is not a member of the NCASC H&I Panel would like to be utilized by a Presentation Coordinator. If at all possible that person should be approved in advance by the Subcommittee, but if that is not possible, please contact the H&I Chairperson prior to the speaking engagement. A guest speaker must meet the clean time requirement of one year, be a Panel Member in his/her own Service Area, and carry a “clear” NA message.

5. Agenda

- Serenity Prayer
- Traditions, Purpose, Concepts and the Do's and Don'ts
- Distribute agenda and copies of previous meeting minutes.
- Approve last meeting minutes.
- Establish Voting Members (Quorum)
- Panel Coordinator Report
- Presentation Coordinator Reports
- Old Business
- New Business
- Vote in Panel Members
- Vote in Observers
- Close meeting with Serenity Prayer

6) **Motions, Quorum, and Voting**

- Motions can be made and seconded only by voting members of the H&I Subcommittee.
- A quorum must be present in order to conduct business that requires a vote. A quorum is defined as a simple majority of the number of members present at the last meeting (1 more than half the attendees.)
- Voting members are defined as: Chairperson, Vice-Chairperson, Secretary, H&I Panel Coordinator, H&I Presentation Coordinator(s), H&I Presentation Co-Coordinator(s), and H&I Panel Members.

7) **Budget**

- The budget is currently \$75.00 per month, and should cover general operating expenses such as:
 - a. Rent
 - b. Copies
 - c. Literature
 - d. Any other expenses approved by a majority vote.
- Annually, when possible, an H&I Awareness / Learning Day should be held to promote H&I growth and support.

8) **Panel Members**

- Any member of NA that attends an H&I Subcommittee meeting may request to become a part of this body as long as they meet the following requirements:
 - a. Has a minimum of 60 days clean time to become an Observer.
 - b. Is working an NA program with an NA sponsor
 - c. Carries a “clear” NA message
 - d. Is voted in as an Observer by a majority vote of members present
- Any individual that has been voted in as an Observer, may upon completion of attending a minimum of two presentations in a thirty day period, may request to be voted in as an H&I Panel Member, as long as they meet the above requirements in addition to having achieved a minimum of 90 days of clean time.
- In order to be nominated to be voted in as an H&I Panel Member, an NA member must:
 - a. Be present and express a willingness.
 - b. Have 90 days consecutive clean time.
 - c. Work an NA program with an NA sponsor.
 - d. Carry a “clear” NA message.
 - e. Be elected by a majority vote of the members.
- With due cause, any Panel Member can be removed from the H&I Panel by a 2/3 vote of the subcommittee. That Panel Member must be notified by the H&I Subcommittee Chairperson prior to the vote for removal, when possible if they are still in recovery. All Panel members must receive a copy of the “NCASC H&I Guidelines” and the “H&I Do’s and Don’ts” before attending any H&I presentation.

9) **Additional Guidelines**

- It requires a 2/3 vote to amend these guidelines.
- The “WSC H&I Handbook” serves as a guide for anything that is not addressed in these guidelines.

ATTACHMENT C ACTIVITIES SUBCOMMITTEE GUIDELINES: (July 2019)

Purpose:

The primary purpose of the Activities Subcommittee is to promote unity and fellowship for the Nature Coast Area of NA. The Activity Subcommittee is responsible for organizing and hosting such events as dances, picnics, campouts, etc...in a recovery oriented atmosphere.

Composition of the Subcommittee

- This Subcommittee will consist of members of NA who have a willingness to serve and meet certain requirements.
- The organization of the Subcommittee will be as follows:
 1. Subcommittee Officers
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 2. General Members
- Qualifications for Membership
 - A. In all cases members shall:
 1. Have a willingness to serve
 2. Be a member of NA
- Qualifications for Officers
 - A. Chairperson
 - A minimum qualification of 1-year clean time.
 - The time and resources necessary to complete these duties.
 - A knowledge of the 12 Traditions of NA and the service structure
 - Previous experience as a working member of the Activities Subcommittee
 - B. Vice-Chairperson
 - A minimum clean time requirement of 6-months.
 - Previous experience as a working member of the Activities Subcommittee
 - C. Secretary
 - A minimum clean time requirement of 6-months.
 - Previous experience as a working member of the Activities Subcommittee
- Qualifications for General Members

General membership shall consist of any member expressing the desire to make a commitment to work with

this Subcommittee.

Responsibilities of Positions

A. Chair

1. To arrange times and agendas for and preside over all Subcommittee meetings.
2. Ultimately responsible for the functioning of this Subcommittee at monthly NCASC meetings.
3. Responsible for the handling and accounting of any funds given to, or generated by, this Subcommittee.

B. Vice-Chair

1. Assist the Chair as necessary.
2. In the absence of the Chair, will perform all duties of the Chair.

C. Secretary

1. To record accurate minutes and attendance at each Subcommittee meeting.
2. To maintain all records of the Subcommittee.

D. Qualifications for General Members

1. To provide input and assistance to the Subcommittee

Agenda for Meetings

- Opening Prayer
- Reading of the 12 Traditions, 12 Concepts & Purpose
- Establish voting members and record attendance
- Reading of previous meeting minutes
- Chair Report
- Old Business
- New Business
- Closing Prayer

Motions, Voting Members, and Voting Procedure

A. Motions

1. Motions under the category of Old Business may be brought to the Floor by the Chair
2. Motions may be brought to the Floor by any Voting Member as a part of New Business

B. Voting Members

1. A Voting Member is defined as a person who has attended two consecutive Subcommittee meetings.
 - a. Voting privileges will be forfeited if a member misses two consecutive Subcommittee meetings.
 - b. Voting privileges can be re-established as stated in VIII.B.1.

C. Voting Procedures

1. A simple majority of the Voting Members is required to pass a motion.
2. The Chair will exercise the right to vote only in the event of a tie.
3. A quorum of at least three Voting Members must be present to vote on a motion.



Statement of Policy

- Subcommittee events shall be planned two months in advance
- Flyers of upcoming events will be distributed to Area meetings in a timely manner.
- In the spirit of cooperation, flyers will be sent to surrounding areas.

ATTACHMENT D NCASC POLICY SUBCOMMITTEE
GUIDELINES:

ATTACHMENT E NCASC HELPLINE SUBCOMMITTEE GUIDELINES: (August 2, 2009, Passed December 2009)

Our primary purpose is to stay clean, and to carry the message of recovery to the addict who still suffers. By far, the best way to make ourselves available to those who need help, is to provide a "HELP LINE" phone service. Someone can call and talk anonymously to a recovering addict. The phone number is listed as NA in the telephone directory, and serves that purpose. The suffering addict can call this number without fear, get meeting times and location, and receive information about NA.

Our vision is to ensure that each member of the PhoneLine Subcommittee of the Nature Coast Area has the information needed to be confident and concise in the NA message that they carry to those via [352-368-6061](tel:352-368-6061). We hope by offering each member of the Subcommittee this information, we, as a subcommittee, will better perform the task given to us by the Nature Coast Area.

The mission of the PhoneLine Subcommittee is to direct the potential newcomer to a meeting or direct questions about our fellowship to the appropriate subcommittee(s). We will help each individual member to better understand the Traditions of NA, and how to interact with people that may or may not be seeking recovery from the disease of addiction. We will present the Do's and Don'ts of the PhoneLine interaction, which will help to protect the member and the image of NA. We hope to do this in a clear and concise message, indicative of recovery in NA.

1. Definition and Purpose of the Subcommittee:

- The Nature Coast Area PhoneLine Subcommittee (hereinafter referred to as the Subcommittee) is a volunteer group of the fellowship of NA, existing for the express purpose of directing the potential addict to an NA meeting or directing questions about our fellowship to the appropriate subcommittee(s).
- The response and attitude of the volunteer(s) can have a lasting impression on the caller.
- As a Subcommittee of the NCASC, we shall maintain effective communication and cooperation with the NCASC. Meetings are open to all members on the NA fellowship.

2. Functions of the Subcommittee:

- To hold regularly scheduled monthly business meetings.
- To communicate and disburse all information to and from PhoneLine volunteers.
- To provide representation and participation in the NCASC.
- To coordinate, recruit and develop the training of PhoneLine volunteers.
- To update the information line on an as-needed basis.
- To elect and/or appoint members to fulfill the needs of the Subcommittee.
- To educate the fellowship at large and train Subcommittee members.
- To maintain an archive of all correspondence.

3. Structure of Elected Positions:

- The Elected Positions of the Subcommittee shall consist of a Chair, Vice-Chair, and Secretary. All positions, with the exception of the Chair, who is elected by the FASC, are elected by consensus of the Subcommittee.
- All terms of office are one year with eligibility for a second term of one year for any elected position, followed by two years of ineligibility for that position.
- If an elected committee member becomes unable to fulfill the duties of that position, a successor shall be suggested by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to fulfill the duties of that position, the Vice-Chairperson will automatically assume the position of the Chairperson until the next

NCASC meeting where a new Chairperson will be elected or appointed.

4. Qualifications and Duties of Committee Members

- All volunteers are required to attend regular monthly PhoneLine Subcommittee meetings.
- Volunteers should have a minimum of 1-year clean time and are directly responsible to the PhoneLine Chairperson.
- Volunteers are responsible for staying in close communication with the PhoneLine to make sure the flow of information is current and current.

Chairperson

- Elected by the NCASC – see NCASC requirements and responsibilities in NCASC guidelines.

Responsibilities to the subcommittee include:

- Presides at Subcommittee meetings
- Prepares an agenda for each meeting.
- Maintains order at the meeting.
- Provides representation of the subcommittee at the monthly NCASC meeting and supplies a report to the NCASC.
- Attends volunteer trainings when applicable to observe and assist in carrying the message and training of volunteers.
- Creates an annual and quarterly Subcommittee budget to be submitted to the NCASC. Coordinates the rotation of the time slots with appropriate members.
- 2-year clean time required for this position.
- One year previous NCASC experience.

Vice-Chairperson

- Assumes the duties of the Chairperson in case of their absence.
- If the office of the Chairperson should become vacant, the Vice-Chairperson assumes the duties until a Chairperson is elected or appointed by the NCASC.
- Works closely with the Chairperson to become familiar with all aspects of the position responsibilities.
- Schedules and maintains list(s) of all active phone-line volunteers and coordinates all back-up volunteers.
- Collects PhoneLine volunteer logs.
- Maintains volunteer morale (either through thank-you notes, bi-annual parties – see WSO phone- line guide, etc.).
- Keeps current list of outside contacts and referral numbers.

Secretary

- Records minutes of all meetings of the Subcommittee and maintains archives of prior meeting minutes and related materials.
- Copies and distributes minutes from Subcommittee meetings.’
- Keeps current records of all Subcommittee members including address, phone numbers, and email

addresses\

- Receives PhoneLine logs for archives and coordinates with Vice Chair.

Phone Volunteers

- Requires completion of Phone-Line training.
- Follows the do's and don'ts of the Subcommittee
- Attends monthly Subcommittee meetings
- Reports any problems to the Chairperson or Vice-Chairperson.
 - Ensure phone is turned on during your entire shift.
 - Notify Chairperson or Vice-Chairperson if unable to attend Subcommittee meeting.

Removal from office

- No call/no show for two consecutive months in a row at the Subcommittee meeting.
- Failure to take calls as they come in - this will result in automatic removal from shift and then this becomes the responsibility of the Chairperson or Vice-Chairperson.
- Tradition Violation will be dealt with as a matter of principle rather than against the individual and then presented to the Subcommittee for a decision.

Voting Policy for Subcommittee

- Anyone can vote after attending two consecutive Subcommittee meetings in a row.
- Voting privileges are not lost due to missing Subcommittee meetings.
- **Normal Business**

Meetings ???

- Quorum: Minimum of three voting members (Regular business cannot be conducted without a quorum, without voting, or making changes).
- Majority = Simple Majority

Changing Policy

- Quorum = 75% of all voting members
- Majority = 2/3 of the vote.
- All changes have to be taken to the NCASC

Change the attendance requirements from "must attend the meeting" to "must attend or contact the chair with a monthly update without the loss of voting rights."

ATTACHMENT F LITERATURE
SUBCOMMITTEE GUIDELINES

ATTACHMENT G PUBLIC INFORMATION
SUBCOMMITTEE GUIDELINES

ATTACHMENT H INTERNET TECHNOLOGIES COORDINATOR

(Changed from Web Page Sub Committee by Motion # 66-P on 3-18-07 All references to Web Page Sub- Committee have been replaced by Internet Technologies Coordinator throughout the entire Policy)

Purpose The purpose of this Coordinator is to maintain the **Florida Regional Web page**. It is the responsibility of the Coordinator to update the page on a BI-monthly basis after every RSC. It is the hope of this Coordinator to foster unity in the form of communication by allowing addicts the ability to find meetings anywhere in the Florida Region. To carry meeting information to addicts still suffering and to our current members.

Function A Web page is a method of tying together/fostering unity and participation and disseminating information throughout the intended Area/Region and the Fellowship at large. Trying to Micromanage a web page through PR glasses seems far to limiting for the expanding tool that they are becoming. An **NA** web page carries the message both within and outside the fellowship and should be managed and guided accordingly.

Online Guidelines The FRSC website will attempt to make online information available to the largest amount of people possible. Our online information will contain only a link only to the NAWS web site. (Motion 2007-06-P 1-21-07) Information will be placed in accounts or web pages under the name of the Florida Regional Service Committee, and **not** under the name of individual members. No area's meeting list is removed from the FRSC web page without one of the area's RCM being notified. If there is no RCM's an area administrative committee member will be notified. The Web Page Sub-Committee will not publish NA member's personal contact information on the FL Regional Web Page. This is to include phone numbers, postal and email address, and where possible last names shall be omitted. (Motion #37-P 7-16-06) The Internet Technologies Coordinator will be responsible for managing floridana egroup for the Florida RSC with the following requirements:

- The Florida RSC egroup will be created using a generic account as the owner to ensure the manageability of the egroup in the future.
- The egroup will allow membership to all who request access but only current members of the Florida RSC roll call will be able to post messages to the egroup.
- The Internet Technologies Coordinator will moderate the egroup.

Florida Regional Web Page Link Guidelines The Florida Regional Website will link to the following: NA World Services, Florida RSO, and Member Areas of the Florida Region, Southeastern Zonal Forum Members. These links will be under the condition that the linked site will be vigilant in ensuring that they so not link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same. Any site that does not meet these linking guidelines will be given notice and have all links removed from the Florida Regional Website.

Duties and Responsibilities

1. To ensure that all inquiries are directed toward the Appropriate Area or sub-committee.
2. To maintain a close working relationship with all other Boards and committees.
3. Coordinate updating of web page on a bi-monthly basis.
4. To follow and adhere to the RSC guidelines as was adopted.
5. To respond to all requests for information in a timely manner with the most effective means available.
6. To submit a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19, 5-18-04)
7. To provide the RSC Secretary with log-in information, passwords etc. for the website each time they are changed. (Motion #35 7-18-04)

Qualifications

Chairperson

1. Four years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the FRSC.
4. Maintain and update the Pages on a BI-monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).
7. Internet connection and e-mail

Vice-chairperson

1. Four years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the FRSC.
4. Maintain and update the Pages on a BI-monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).