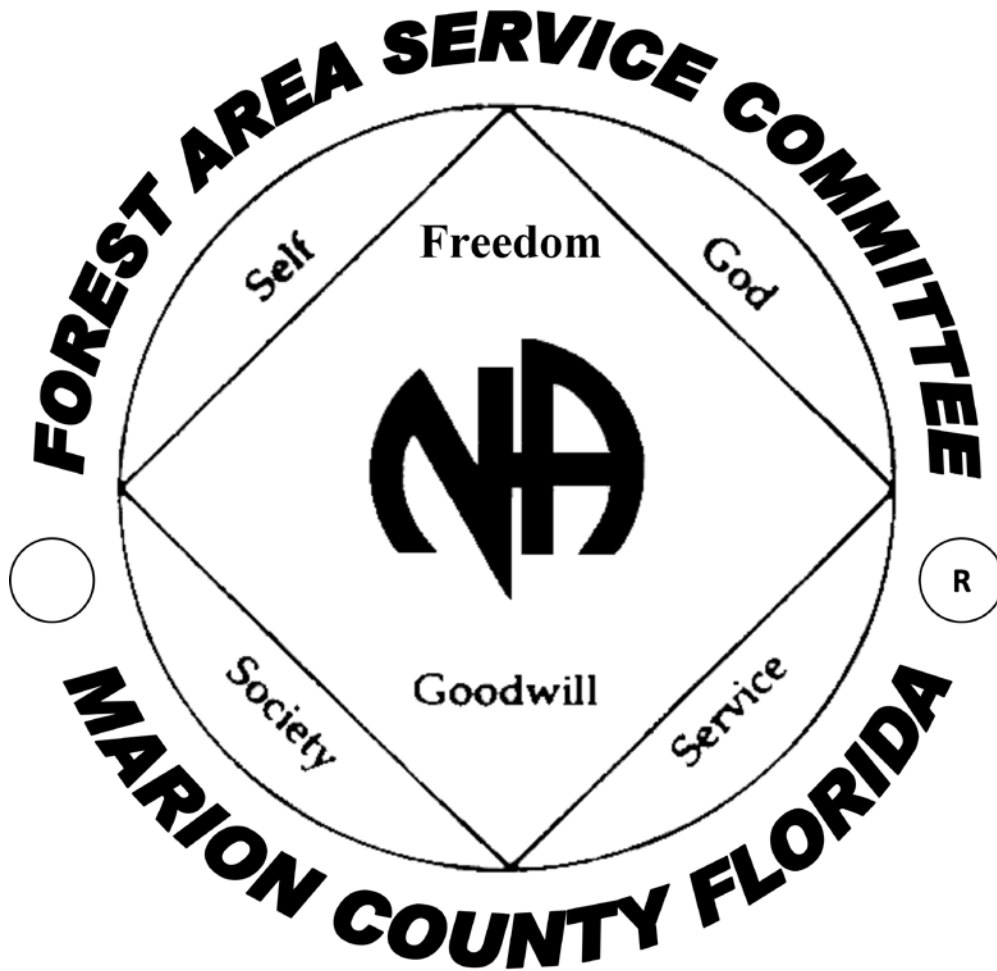


**F.A.S.C.**



**POLICY / GUIDELINES**  
**2012**

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### ATTACHMENTS

- A. FORMAT FOR AREA SERVICE BUSINESS MINUTES PACKAGE
- B. HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES
- C. ACTIVITIES SUBCOMMITTEE GUIDELINES
- D. FASC POLICY SUBCOMMITTEE GUIDELINES
- E. HELPLINE SUBCOMMITTEE GUIDELINES
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- G. PUBLIC INFORMATION SUBCOMMITTEE GUIDELINES
- H. INTERNET TECHNOLOGIES COORDINATOR

## **DEFINITION OF AN AREA SERVICE**

An Area Service Committee (ASC) is a committee made up of representatives (GSR's) 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, and to foster unity.

The most important service that an ASC provides is that of its groups' 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 Area Service Committee 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 Area Service Committee 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 ASC's 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. ASC's must make decisions, but do not have power or control over N.A. groups. ASC's 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 Narcotics Anonymous.
3. An ASC can and should be the place where ALL of the following are in evidence; collective expression of:
  - The group's conscience
  - Spiritual needs and strengths of groups
  - Recovery
  - Insight

Experience  
Wisdom  
A loving God (Tradition Two)

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 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, nor 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 and other members and potential members do also.
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**

1. Open with the Serenity Prayer
2.
  - a. Reading of the 12 Traditions
  - b. Reading of the 12 Concepts
  - c. Reading of the Concept of the month, from the 12 Concepts Chapter of the Guide to Local Service, to correspond with the current month.
3. Open Forum with a 30-minute limit may be extended by majority vote of GSR's present.
4. Roll Call by secretary and quorum established.
5. Secretary's Report
6. Treasurer's Report
7. RCM's Report

8. Subcommittee Reports:
  - a. H&I Subcommittee
  - b. Activities Subcommittee
  - c. Phonenumber Subcommittee
  - d. Policy Subcommittee
  - e. PR Subcommittee
  - f. Literature Subcommittee
  - g. Internet Technology
9. GSR Reports
10. Break (majority vote may omit the break)(10 minute duration)
11. Old Business:
  - a. Items taken back to home group members
  - b. All other old business
12. New Business:
  - a. Regional business items brought back from regional service committee
  - b. New business for current FASC meeting
  - c. Request for membership at FASC
13. Review business of the day by Secretary
14. Closing Prayer- We version of the Serenity Prayer.

## **BYLAWS, GUIDELINES, & PARLIAMENTARY PROCEDURES**

### ARTICLE I. NAME

The name of this committee shall be the Forest Area Service Committee (hereinafter referred to as FASC). The service area shall include that geographical area which has the following boundaries: Marion and surrounding counties.

### ARTICLE II. MEMBERSHIP

1. Membership is open to any N.A. group within or outside our area.
2. A N.A. 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.
3. A N.A. group may become a member of FASC by holding regular meetings for 90 days and by attending three consecutive FASC meetings and requesting FASC to vote on the group's admission. Time will be allowed for this request and vote at the end of new business.
4. A N.A. group will be dropped from the roll call of FASC upon its third (3<sup>rd</sup>) consecutive missed FASC meeting. The purpose of this is to establish accurate quorum. Re-admission shall follow the same procedure as for a new group.
5. Upon receipt of a written request from an Institutional isolated meeting, this ASC would accept them 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. We would 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

1. The FASC Executive Committee shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Treasurer, Regional Committee Members (2), and Literature Dist. Person.
2. Each member of the FASC 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. (Except for position of subcommittee chair or GSR).
3. Each member of the FASC 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.
4. Members of the FASC Executive Committee do not represent a group and therefore have no vote, except the Chairperson and then only to alleviate a tie.
5. All FASC Executive Committee positions are a one-year commitment unless otherwise specified.
6. To hold the semi-annual (June and December) meeting to audit the Treasurer's, Literature Distribution, and update policy to add to this policy Article VI Inclusive of all Subcommittee Policies and the fact the Forest Area Policy also affects and guides the Subcommittee. They should also participate in this process.
7. To provide a year-end report.

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

1. An FASC Executive Committee member who misses three (3) consecutive, unexcused FASC meetings is considered to have automatically resigned his/her position .
2. FASC 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
3. Removal of an FASC Executive Committee member from office will require a two-thirds majority vote of GSR's present.
4. Any FASC Executive Committee member resigning from office should submit their resignation in writing to FASC Chairperson two (2) weeks in advance of the upcoming regular meeting of the committee.
5. Any FASC Executive Committee member resigning or dismissed from office prior to completing that term of office must wait six (6) months to resume FASC 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:

1. Nominated and elected by Forest Area Home Groups
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and

knowledge of the Forest Area Service Policy.

4. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the FASC Executive Committee.

Arranges and presides over the FASC 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 FASC meetings. Is one of the signatures on the FASC's bank account. Will appoint someone at the end of the FASC to check on groups that have missed two (2) or more meetings, to report back at the next FASC. Votes at FASC only to break a tie vote. Serves as Parliamentarian at FASC meetings. Arranges for an audit of the treasurer and literature distribution person two (2) times a year (June and December). Makes a report of the year's work at the annual meeting. Picks up mail at PO box if treasurer is unable to. To authenticate, by the chairperson's signature, all correspondence of the committee.

Vice-Chairperson:

1. Nominated and elected by the Forest Area Home Groups
2. Two (2) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Forest Area Service Policy
4. One (1) year prior involvement as Subcommittee Chairperson, GSR, or member of the FASC Executive Committee.

Communicates frequently with each of the Subcommittee Chairpersons and acts as a liaison between the Subcommittees and FASC. Is responsible for assisting the Subcommittees to continue with business in the event of the absence or resignation of a Subcommittee Chairperson. Assists in tabulating votes. Will inform all members of FASC in case of a change of meeting time, date or place, for emergency purposes only. The vice-chair will become chairperson for the second year of this commitment if he/she receives a priority vote of confidence of 2/3 majority of GSRs present. If this is not received the vice-chair can become a nominee for the position of Chairperson. To keep a copy of all handbooks. To chair the administrative committee. To act as secretary in the absence of the secretary. To act as treasurer in the absence of the treasurer and Assistant Treasurer. In the absence of a subcommittee chair/vice-chair, act as chair & conduct subcommittee meetings.

Secretary:

1. Nominated and elected by the Forest Area Home Groups
2. One (1) year clean time
3. General office or secretarial skills and some organizational ability.
4. A working knowledge of the Twelve Steps and Twelve Traditions of NA, and a knowledge of the Forest Area Service Policy.
5. 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 FASC meetings. Drafts minutes to reflect the essence of what is conducted at the FASC meetings. Takes roll call at the FASC meetings. Gives a list of groups that have missed three (3) or more FASC's to the FASC Chair. Maintains a file system for all information generated by the FASC, including, as a record, motion forms, reports and correspondence for the FASC archives and makes those records available to NA members

upon request, and in the manner prescribed by the committee. Types and distributes copies of minutes of the FASC meeting, by email, mail or hand delivery, to all participants within 14 days following the FASC meetings. Should follow the FASC format and agenda in compiling minutes. Furnishes newly elected officers with whatever documents are required for the performance of their duties. To maintain record book in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book on hand at every FASC meeting. To type and mail the correspondence of the committee which is not a function proper to other officers or committees.

Treasurer:

1. Nominated and elected by Forest Area Home Groups
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Forest Area Service Policy
4. Are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.
5. One (1) year prior experience as a group treasurer or prior participation in the FASC

Responsible for the management of FASC funds. First signature on the FASC bank account and maintains the checkbook. Responsible for all incoming and outgoing monies through the FASC. Presents an itemized report of finances at each FASC meeting. Includes a monthly statement showing fixed and all other expenses of the FASC. Maintains fiscal yearly budget from January through December. The Treasurer maintains accurate balances for the FASC bank account, confirmed monthly by bank statement. He/she will report these monthly balances with accumulated year to date totals, as well as the FASC's general fund, prudent reserve and operating expenses as part of the Treasurer's report. 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. In turn, the Treasurer must deposit under one set of books. The Treasurer makes disbursements upon direction of the FASC. 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 FASC of any excess above prudent reserve and operating expenses so that a donation can be made to the next levels of service. Incorporate a system for cash receipts verification requiring two (2) signatures with a receipt issued. All payments will be made by check, except for petty cash purchases of under \$20.00. If unable to attend the FASC meeting, checkbook, all records, and funds be handed over to the Chairperson, so that distribution of needed funds can be made. To produce all books & records upon request for audit purposes.

Prudent reserve: Funds set aside to cover unforeseen emergency needs. (Currently set at \$600.00)

Operating expenses: Funds as outlined in our policy, allocated for planned budgets shall be held above and beyond our prudent reserve.

Assistant Treasurer:

1. Nominated and elected by Forest Area Home Groups
2. Two (2) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Forest Area Service Policy
4. who are financially secure, good at managing their personal finances, inspire the trust of the



committee, and have substantial clean time. Experience in business, accounting, bookkeeping, or as a successful group treasurer is also very helpful.

5. Six (6) months prior experience as a group treasurer or prior participation in the FASC.

Assists the Treasurer. There is a two-year commitment for this position. The first year is spent as Assistant Treasurer, becoming familiar with the job, attending all FASC meetings and assisting the Treasurer as needed. Is accountable along with the Treasurer, by signature, for all monies, cash and checks, received. Will be present to witness, by signature when all monies are received and counted by the Treasurer, verifying group donations and balances. Will fill in for Treasurer on a temporary basis in his/her absence. 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.

#### Sr RCM:

1. Nominated and elected by the Forest Area Home Groups
2. Three (3) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous, and a knowledge of the Forest Area Service Policy
4. One (1) year prior experience in FASC as a GSR or Subcommittee Chairperson
5. Time and resources to perform the responsibilities of the position.
6. Books RCM room, and takes care of booking GSR Assembly rooms bi-annually.

As the representative of the Area, the Sr RCM will speak for the members and groups within the FASC. The primary responsibility is to work for the good of NA and as a liaison between the FASC and Florida Regional Service Committee (FRSC). The Sr RCM represents the group conscience of the FASC at a Regional level. In order to accomplish this, the Sr RCM and Jr RCM must become informed of issues from Area, Regional and World levels of NA service. Therefore, it is essential for both the Sr RCM and Jr RCM to attend all meetings of FASC and RSC, including Regional Conferences. The Sr RCM should prepare a written report to the RSC on FASC's progress, projects and dilemmas. In addition, the Sr RCM should prepare a written report to FASC of the RSC meetings. To give trusted servants phone numbers to appropriate people at RSC. May serve on one or more of FASC 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 Sr RCM and Jr RCM, as they present the WSC Conference Agenda items to the groups in workshop form where group members may ask questions pertaining to these items. To have RSC minutes and voting tabulation sheet on the table for any interested parties to review during FASC. Attend RSC Subcommittee meetings where we are not represented, as directed by FASC.

#### Jr RCM:

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

5. Time and resources to perform the responsibilities of the position.

Assists the Sr 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 FASC and RSC meetings and filling in for the Sr RCM if he/she is temporarily absent for any reason. If the Sr RCM is unable to complete their term in office, the Jr RCM becomes the Sr RCM with a 2/3 majority vote of confidence of the GSR's. The Jr RCM will become Sr 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 Jr RCM can become a nominee for the position of Sr RCM. To assist the Sr RCM in attending RSC Subcommittee meetings we are not represented at, as directed by the FASC.

**Literature Distribution Person:**

1. Nominated and elected by Forest Area Home Groups
2. Two(2) years clean time
3. A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. A knowledge of the Forest Area Service Policy and guidelines.
5. Time and resources to perform the responsibilities of the position.
  - a. Literature Distribution Chair is responsible for transporting the literature to and from FASC meetings.
  - b. Will store the literature between meetings.
  - c. Will be available 30 minutes prior and 30 minutes after completion of FASC to fill Group literature orders.
  - d. Will provide an itemized inventory and a written report at each FASC.
  - e. Will submit a year-end report at the annual meeting.
  - f. Will not distribute any literature outside of the monthly FASC meeting except back-orders
6. Procedure for Distribution of Literature
  - a. FASC Literature form filled and tallied will be presented to the Literature Distribution Chairperson with Treasurer's Receipt
  - b. Order will be filled with stock on hand and any literature not on hand will be ordered and considered a backorder.
  - c. Medallions and special order literature should be ordered at least one month in advance to ensure material is on hand when needed.
  - d. Will place literature order with FRSO with 10 days after FASC monthly meeting, with exactly what was sold and any special order items not kept on hand, as required to maintain the FASC \$650 literature stock and contact Treasurer after submitting order..
  - e. No literature be given out until the end of the meeting.

1.

**ARTICLE VI. SUBCOMMITTEES**

**Web Servant:**

- 1.To put the events calendar on the website.
2. Create a position for Junior IT Coordinator to assist Web Servant with current IT qualifications
  3. To allow approved NA Event link on our webpage for Activities along with Service IPs.

General Guidelines for Subcommittee:

1. All standing subcommittees of this ASC shall create and adopt guidelines which are consistent with the Guide to Local Service, the Twelve Traditions of NA, and the best information available from the World Service Conference (WSC) in form of WSC approved handbooks and guidelines.
2. The guidelines of each standing subcommittee shall be subject to approval and review by the Area as a whole.
3. Any changes to approved guidelines must be approved by groups.
4. If the Chairperson or Vice-Chair of the subcommittee are unable to attend the FASC, that an informed member of that subcommittee read report so that questions at FASC can be answered.
- 5.

General Qualifications for Chair:

1. Active for 1 year in the service structure of Narcotics Anonymous
2. Has demonstrated a working knowledge of the structure of that committee and of the service structure of NA
3. The time and resources necessary to complete these duties
4. A working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous
5. At least 2 years abstinence from all drugs
6. Cannot currently be serving as GSR or Executive Committee member

General Responsibilities of Chair:

1. To meet in joint session with other subcommittee chairs at the discretion of the Vice-Chair of FASC
2. To hold at least 1 meeting monthly of its membership
3. To submit a report at FASC of the subcommittee's plans, special events, workshops, problems and concerns.
4. To see that a set of guidelines for that committee be given to FASC when the committee is formed through the Vice-Chair, and to be updated annually, or as needed.
5. To attend the RSC. If not at attendance of RSC, to read and report new info to the FASC based on the RSC minutes.
6. To provide a year-end report.

**ARTICLE VII. NOMINATION OF EXECUTIVE COMMITTEE MEMBERS AND  
SUBCOMMITTEE CHAIRS OF FASC**

1. Nomination of FASC executive committee members should be solicited by the "group conscience" of each group within the Area. Only groups or subcommittees are allowed to make nominations for FASC 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.
2. Nominations for Subcommittee Chairpersons will be solicited from the groups of NA for qualified members within this Area.
3. FASC executive committee positions shall be nominated as follows:
  - a. Chairperson, Vice-Chairperson, Activity Chair, Treasurer and Assistant Treasurer shall be nominated in the month of December.
  - b. RCM1, RCM2, Secretary, Literature Dist. Person, and Subcommittee Chairs (except Activity Chair) shall be nominated in the month of June.
4. An explanation of office is read from the FASC Policy package, as well as the qualifications and responsibilities for each position by the secretary at the time of nominations.

5. Each nomination must be seconded.
6. After accepting nominations, the FASC Chairperson will ask if there are any other nominations.
7. A motion is made to close nominations.
8. Each nominee must be present. Verbal qualifications are now given; as well as written qualifications handed to the FASC Secretary. (State clean time, prior service experience and why you want to serve the fellowship). Written qualifications will be accepted for absent nominees.
9. Members of NA, when submitting their qualifications for possible service positions need NOT state their vocational or educational backgrounds and any mention of requiring these credentials is removed from all policy guidelines.
10. 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 FASC.

### ARTICLE VIII. ELECTIONS OF EXECUTIVE COMMITTEE MEMBERS AND SUBCOMMITTEE CHAIRS OF FASC

1. FASC Executive Committee positions shall be elected as follows:
  - a. Chairperson, Vice-Chairperson, Activities Chairperson, Treasurer, and Assistant Treasurer shall be elected in the month of January and begin office in February.
  - b. RCM1, RCM2, Secretary, Literature Dist. Person, and Subcommittee Chairs (except Activities Chair) shall be elected in the month of July and begin office in August.
2. All nominees are required to attend the FASC for election. If a nominee is not present for election, his/her nomination will be withdrawn.
3. Voting is done by roll call. Majority wins.
4. All nominations, even with only one nomination must go back to the groups for a vote and be brought back to the FASC for election. With only one (1) nomination, a 2/3 vote is needed; but must always go back to the groups for a vote.
5. When there are more than two nominations, if no candidate gets a clear majority, the following will be done. A vote will be taken. 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. Require a 2/3 majority vote to be elected.
6. The RCM2, Vice-Chairperson, and Assistant Treasurer get a 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
7. Should an office be vacated in the middle of a term, a temporary shall be appointed by the FASC 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 month of office and are responsible for a smooth transition of office.
8. Only GSRs or their Alternates, in the absence of the GSR, are allowed to vote in elections of Executive Committee Officers of FASC. The Chairperson may vote, but only to break a tie.
9. Election of Subcommittee Chairs will follow the same procedures as outlined above.

### ARTICLE IX. MOTIONS AND VOTING PROCEDURE

1. 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.
- 2. All motions must be submitted on motion forms.
- 3. All motions must be seconded.
- 4. To be recognized on the floor, a raise of the hand is necessary.
- 5. Quorum
  - a. Official quorum is one (1) more than half of the eligible Groups.
  - b. Official quorum must be reached by the end of open forum.
  - c. Only duly elected alternates are eligible for quorum in the GSR's absence.
  - d. No Proxy Representatives can make motions or vote.
  - e. A quorum call from the floor is always in order. A simple majority of groups is required to open the FASC, and a simple majority of eligible groups is required to vote on a motion.
- 6. All motions should be given, in writing, to the Vice-Chairperson at the beginning of each FASC meeting (or during but not preferred).
- 7. After a motion is made, the Chairperson asks for a second. After a second is taken, the Chairperson asks for opposition.
  - a. If there is no opposition:
    - 1) The Chairperson asks for a voice vote of all those in favor.
  - b. If there is opposition:
    - 2) The maker of the motion is given an opportunity to speak on the intent of the motion.
    - 3) The floor is open for debate (refer to Parliamentary Procedures Guidelines).
- 8. Voting:
  - a. 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 FASC.
  - b. The Chairperson has a vote only in the case of a tie, at his/her discretion.
  - c. A 2/3 majority vote is required for policy change, amendments to policy or forming new policies.
  - d. Voting will be done by a roll call vote.
  - e. In all votes at the FASC, 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.
  - f. FASC executive committee members or subcommittee chairs do not represent a group and therefore have no vote except the chairperson as outlined above.
  - g. All motions at Area can only be decided by the eligible voters present.

## ARTICLE X. MEETINGS OF FASC

- 1. FASC 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.
- 2. Any GSR's that can't attend ASC and if their Alternate can't be there; also notify Chair or Vice-Chair as soon as possible about absence.
- 3. Attendance at FASC is open to any member of Narcotics Anonymous.
- 4. Discussion from the floor is welcome, but only during open forum.
- 5. 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.
- 6. That all area subcommittee chairs and GSRs stay until area ends.

## ARTICLE XI. BUDGET AND EXPENSES

1. FASC shall maintain a prudent reserve of one month's normal operating expenses. (Currently set at \$600.00)
2. The Treasurer will provide an estimated yearly budget to be presented to the FASC in January. All motions requiring new money expenditure not already budgeted, will require passage by 2/3 majority vote of GSRs present.
3. After paying our bills and establishing prudent reserve, any monies left over shall be forwarded to the next levels of service (75% to RSC & 25% to WSO).
4. FASC to 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.
5. Secretary's monthly budget is \$50.00
6. H & I monthly budget is \$75.00 and annual rent of \$60.
7. Activities monthly budget is \$100.00
8. Rent is \$20.00 per month
9. Storage budget is \$20.00 per month
10. RSC hotel room budget is \$200.00 bi-monthly (\$75.00 monthly)
11. Annual PO box fee is \$40.00 (\$3.34 monthly)
12. PR budget is \$50.00
13. Literature budget \$650.00
14. To use debit card every month to pay Helpline bill. The bill to be emailed to Treasurer and use the Treasurer's physical address for billing.

## ARTICLE XII. AMENDMENTS TO POLICY

1. Anyone authorized by current policy to make motions may propose amendments to existing policy. Procedure is as follows:
  - a. Submit the proposal in writing to the policy committee at a regular FASC meeting
  - b. Upon deliberation by policy committee all motions whether recommended or not will be put on the agenda for the next FASC meeting for discussion by GSRs
  - c. Any policy changes require a 2/3 majority vote of voting members.
  - d. All motions requiring a change in policy must go back to groups.
  - e. Any amendments to policy shall become effective immediately upon passage unless specified otherwise.

## ARTICLE XIII. ADDITIONAL GUIDELINES

1. Each GSR, elected officer and subcommittee chair of the FASC 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 FASC and be retained as property of FASC and, as such, be passed on to new officers as elected or returned to FASC archives if position is unfilled.
2. Ascension to the Chair shall be in the following order:
  - a. Chairperson
  - b. Vice-Chairperson
  - c. Sr RCM
  - d. Jr RCM
  - e. Treasurer
  - f. Secretary
3. Every May the FASC shall hold an "Area Service Inventory" meeting to review what and how it has

done in the past year. 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.

4. Groups will be charged for returned checks.
5. In matters affecting FASC meetings ONLY, (such as smoking, time, location of meeting, etc.) all FASC participating committee members shall have a vote. Majority vote prevails. These votes do not establish policy.
6. The FASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees shall be formed upon approval by the voting members of the FASC. 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 FASC. At the inception of these standing subcommittees, a Chairperson will be elected by the voting members of the FASC, after getting nominations from the group. Other officers of each subcommittee will be elected by the subcommittee membership.
7. Ad Hoc committees may be formed by FASC as needed. The Ad Hoc Committee Chairperson shall be appointed by FASC Chairperson.
8. Ad Hoc committees are not Subcommittees. They are appointed for special circumstances and as such have no voice on the floor.
9. RSC Hotel room priority for Friday night:
  - a. RCMs
  - b. Subcommittee Chairs & Vice-Chairs
  - c. Other NA members
  - d. Family membersRSC room priority for Saturday night:
  - a. RCMs
  - b. Other NA members
  - c. Family members
10. Any person wishing to stay in the Regional motel room(s) should be on the motion passed by Area before each Regional and only those people named.
11. Members at large that have been approved by FASC to attend Regional meetings must submit a written report on the committee meeting they attended.
12. 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.
13. For items not covered in the FASC Policy Package, refer to the Guide to Local Service (GTLS). If not covered in the GTLS, refer to Roberts Rules of Order.
14. 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 would move in to.
15. All fliers be approved by ASC for all functions.
16. Area service to approve wording of activities info to be used on the phonline service. “Submit in writing and be read aloud at Area Service meeting”
17. The Treasurer reports will not be accepted until the month following the giving of the report. Intent: That groups have time to review them.
18. All business transactions with the Treasurer to be conducted immediately prior to the ASC 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 Forest Area Service Committee 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 4<sup>th</sup> Step as a tool of recovery. Similarly, a service inventory might help the FASC keep things on track. As individuals take their own inventories even when things are going well, an Area should also review itself periodically. An FASC service inventory, much like an individual inventory, should reflect both the strengths and weaknesses of its 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 FASC is performing its responsibilities to the Area it serves. This review might 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?
  - a. Do I show up?
  - b. Do I know what I am supposed to do? If not, have I consulted the FASC Guidelines, the Temporary Working Guide to the Service Structures, or the person who held this position before me?
  - c. Do I do what I am supposed to do?
    - 1) Represent my group’s conscience?
    - 2) Keep my group (subcommittee, or the Area) informed about the Area, Region and World.
2. How did the FASC do in performance of its functions?
  - a. As a representative of a meeting or subcommittee do I feel confident that the FASC will help my meeting or committee resolve any problems it may face?
  - b. Do the FASC subcommittees serve the needs of my meeting?
  - c. Is my group’s conscience being sought and heard when matters arise which affected my meeting or NA as a whole?

Does the FASC remember our 12 Tradition and do we “place principles before personalities?” We are a spiritual fellowship. The function of the FASC 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 Forest Area.

## PARLIAMENTARY PROCEDURES

**MAIN MOTION:** A main motion is a motion whose introduction brings business before the FASC. 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, 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 by the FASC by a motion to do so, or until the next FASC 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 FASC to consider. Unless specified, the issue will be brought up at the next FASC 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 FASC 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 FASC 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 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 Maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the FASC 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 FASC 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 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 FASC would like to waive a certain FASC 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 FASC Chair the FASC 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 FASC 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

1. Open with the Serenity Prayer
2.
  - a. Reading of the 12 Traditions
  - b. Reading of the 12 Concepts
  - c. Reading of the Concept of the month, from the 12 Concepts Chapter of the Guide to Local Service, to correspond with the current month.
3. Open Forum with a 30-minute limit may be extended by majority vote of GSR's present.
4. Roll Call by secretary and quorum established.
5. Secretary's Report
6. Treasurer's Report
7. RCM's Report
8. Subcommittee Reports:
  - a. H&I Subcommittee
  - b. Activities Subcommittee
  - c. Phonenumber Subcommittee
  - d. Policy Subcommittee
  - e. PR Subcommittee
  - f. Literature Subcommittee
  - g. Internet Technology
9. GSR Reports
10. Break (majority vote may omit the break)(10 minute duration)
11. Old Business:
  - a. Items taken back to home group members
  - b. All other old business
12. New Business:
  - a. Regional business items brought back from regional service committee
  - b. New business for current FASC meeting
  - c. Request for membership at FASC
13. Review business of the day by Secretary
14. Closing Prayer- We version of the Serenity Prayer.

ATTACHMENT B

## 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

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

### B. Vice-Chairperson

- a. Nominated and elected by the H&I Subcommittee.
- b. Two year clean time requirement.
- c. 6 months prior involvement in the H&I Subcommittee in the Forest Area.
- d. Demonstrates an example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.

- f. Fills in for the H&I Chairperson in their absence.
- g. Fills in for Presentation Coordinators in their absence.
- h. Orders, labels and distributes literature to the Presentation Coordinators, keeping an accurate record of all literature distributions.

### **C. Secretary**

- a. Nominated and elected by the H&I Subcommittee.
- b. Six months clean time requirement.
- c. Three months prior involvement with H&I in the Forest Area.
- d. An example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Takes accurate minutes at the subcommittee meetings.
- g. Maintains subcommittee minutes.
- h. Prepares copies of subcommittee minutes for distribution at next H&I subcommittee meeting.
- i. Keeps an updated list of all H&I Panel members.
- j. Fills in for the H&I Subcommittee Vice-Chairperson if necessary.
- k. Prepares an agenda for the subcommittee meeting, and distributes it at the meeting.

### **D. Panel Coordinator**

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

### **E. Presentation Coordinators/Co-Coordinators**

- a. Nominated and elected by the H&I Subcommittee.
- b. 1 year clean time requirement.
- c. 9 months prior involvement with H&I in the Forest Area.

- d. An example of recovery through the NA program.
- e. Attends H&I presentations in the Forest Area.
- f. Good record of fulfilling service commitments.
- g. Prior to taking on the responsibilities of Presentation Coordinator, must attend 3 consecutive H&I presentations at the facility in which they will coordinate.
- h. 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**

- A. 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.
- B. 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.
- C. 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.
- D. No Narcotics Anonymous 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.

- E. 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.
- F. 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 Narcotics Anonymous: recovery from addiction through our spiritual program.
- G. Length of time clean required by each facility is to be rigidly upheld by all H&I Presentation Coordinators.
- H. 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.
- I. 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.
- J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H&I Presentation Coordinators should try to get residents involved with the H&I presentation through reading materials.
- K. The FASC 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.
- L. There are times when a guest H&I Speaker who is not a member of the FASC 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**

- A. Serenity Prayer
- B. Traditions, Purpose, Concepts and Do's and Don'ts
- C. Distribute agenda and copies of previous meeting minutes.
- D. Approve last meeting minutes.
- E. Establish Voting Members (Quorum)
- F. Panel Coordinator Report
- G. Presentation Coordinator Reports
- H. Old Business
- I. New Business
- J. Vote in Panel Members
- K. Vote in Observers
- L. Close meeting with Serenity Prayer

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

- A. Motions can be made and seconded only by voting members of the H&I Subcommittee.
- B. 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.)
- C. 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**

- A. 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.
- B. Annually, when possible, an H&I Awareness / Learning Day should be held to promote H&I growth and support.

**8) Panel Members**

- A. 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
- B. 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.
- C. 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.
- D. 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.
- E. All Panel members must receive a copy of the “FASC H&I Guidelines” and the “H&I Do’s and Don’ts” before attending any H&I presentation.

**9) Additional Guidelines**

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

ATTACHMENT C  
ACTIVITIES SUBCOMMITTEE GUIDELINES

July 2009

I. Purpose

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

II. Composition of the Subcommittee

- A. This Subcommittee will consist of members of Narcotics Anonymous who have a willingness to serve and meet certain requirements.
- B. The organization of the Subcommittee will be as follows:
  - 1. Subcommittee Officers
    - a. Chair
    - b. Vice – Chair
    - c. Secretary
  - 2. General Members

III. Qualifications for Membership

- A. In all cases members shall:
  - 1. Have a willingness to serve
  - 2. Be a member of Narcotics Anonymous

IV. Qualifications for Officers

- A. Chair
  - 3. A minimum clean time requirement of one year.
  - 4. The time and resources necessary to complete these duties.
  - 5. A knowledge of the 12 Traditions of Narcotics Anonymous and the service structure
  - 6. Previous experience as a working member of the Activities Subcommittee
- B. Vice-Chair
  - 1. A minimum clean time requirement of six months.
  - 2. Previous experience as a working member of the Activities Subcommittee
- C. Secretary
  - 1. A minimum clean time requirement of six months.
  - 2. Previous experience as a working member of the Activities Subcommittee

V. Qualifications for General Members

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

VI. 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 Area Service 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

VII. Agenda for Meetings

A. Opening Prayer

B. Reading of the 12 Traditions, 12 Concepts & Purpose

C. Establish voting members and record attendance

D. Reading of previous meeting minutes

E. Chair Report

F. Old Business

G. New Business

H. Closing Prayer

VIII. 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.

IX. Statement of Policy

A. Subcommittee events shall be planned two months in advance.

1. Flyers of upcoming events will be distributed to Area meetings in a timely manner.

B. In the spirit of cooperation, flyers will be sent to surrounding areas.

ATTACHMENT D  
FASC POLICY SUBCOMMITTEE GUIDELINES

## ATTACHMENT E HELPLINE SUBCOMMITTEE GUIDELINES

August 2 2009 (Passed 12-09)

### Our Primary Purpose

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 Narcotics Anonymous 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

Our vision is to ensure that each member of the PhoneLine Subcommittee of the Forest Area has the information needed to be confident and concise in the Narcotics Anonymous message that they carry to those via 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 Forest Area.

### Our Mission

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 addictions. We will present the Do’s and Don’ts of the PhoneLine interaction, which will help to protect the member and the image of Narcotics Anonymous. We hope to do this in a clear and concise message, indicative of recovery on Narcotics Anonymous.

#### 1. Definition and Purpose of the Subcommittee:

- The Forest Area PhoneLine Subcommittee (hereinafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous, 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 Forest Area Service Committee (FASC), we shall maintain effective communication and cooperation with the FASC. Meetings are open to all members of 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 FASC.
- 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 Chair be unable to fulfill the duties of that position, the Vice-Chair will automatically assume the position of the chairperson until the next FASC meeting where a new Chair 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 ONE year clean time and are directly responsible to the PhoneLine Chair. Volunteers are responsible for staying in close communication with the PhoneLine to make sure the flow of information is current and current.

Chair: elected by the FASC – see FASC requirements and responsibilities in FASC 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 FASC meeting and supplies a report to the FASC.
- 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 FASC. Coordinates the rotation of the times slots with appropriate members.
- Two years clean time required for this position.
- One year previous FASC experience.

Vice-Chair:

- Assumes the duties of the Chair in case of Chair's absence.
- If the office of the Chair should become vacant, the Vice-Chair assumes the duties until a Chair is elected or appointed by the FASC.
- Works closely with the Chair to become familiar with all aspects of the Chair's responsibilities.

- Schedules and maintains list(s) of all active phone-line volunteers, 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 don’s and don’ts of the Subcommittee
- Attends monthly Subcommittee meeting to be up-to-date on everything going on.
- Reports any problems to the Chair or Vice-Chair.
- Makes sure your phone is turned on during your entire shift.
- Notify Chair or Vice-Chair 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 Chair or Vice-Chair.
- 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 quorum without any voting or making any changes).
- Majority = Simple Majority
- Changing Policy:
  - Quorum 75% of all voting members (All changes have to be taken to the FASC).
  - Majority=2/3 of the vote.



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 this 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 P.I 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 web site 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 e-mail 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 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**

### ***Chair***

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-chair***

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).