



# PEACE RIVER AREA

## Of Narcotics Anonymous Policy November 2022

We establish guidelines to clarify our responsibilities and articulate clearly the guidelines that each of us (that are privileged to serve) will observe and respect. Just as our traditions reminds us, we are equally members of Narcotics Anonymous. We put our guidelines clearly in writing here so that each participant of the Peace River Area Service Committee will adhere to these guidelines. These guidelines are intended to help us “be of” service; in developing them in the future we should regularly look to our 12th concept, which reminds us:

IN KEEPING WITH THE SPIRITUAL NATURE OF  
NARCOTICS ANONYMOUS, OUR STRUCTURE  
SHOULD ALWAYS, BE ONE OF SERVICE, NEVER OF  
GOVERNMENT

[Course title]



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## **The Definition of an Area Service Committee**

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

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

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

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

## THE TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority-a loving God as he may express himself in our group conscience; our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous, except in matter affecting other groups, or NA as a whole.
5. Each group has but one primary purpose-to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need to always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

## **The Twelve Concepts for Narcotics Anonymous Service**

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

## **ASC MEETING FORMAT**

Prior to opening the meeting Chair announces, please make donations, turn in literature, and turn in all fliers to the secretary for approval.

1. Open meeting with Serenity Prayer
2. Read the definitions of ASC, the 12 Traditions & the 12 Concepts. Pass basket.
3. Welcome any new GSR's, alternates or visitors. (Read by Chair)
4. Roll Call (Administrative Officers, Committee Chairs and GSR's. Ask for new groups and establish quorum.)
5. Secretary's Report – (Chairperson asks if all GSR'S have received the minutes and are there any additions or deletions – if none enter a motion to accept.)
6. Admin Report
7. Old Business (Read by Vice Chair)
8. RCM Report
9. Group Reports – (GSR's will read any group concerns, issues or announcements.)
10. Subcommittee Reports (5 minutes each with 5 minutes for questions)
  - A. H&I
  - B. Policy
  - C. Public Relations
  - D. Activities
  - E. Literature
  - F. Campout
11. Open Forum (Any NA member may address ASC without rebuttal)
12. Recess (15 minutes, all motions are turned in before new business)
13. Roll Call (Re-establish quorum, show of hands by GSR's)
14. New Business (Read by Chairperson. Pre-arranged agendas have priority, motions should be made in writing and submitted to the area secretary)
15. Elections of Officers (if necessary)
16. Treasurer's Report (The treasurer will go over the financial report answering any questions, note any changes and then move for the report to be accepted.)
17. Review Business of the day (Read by Secretary).
18. Establish Next Meeting Time and Place

## 19. Close Meeting with the 3<sup>rd</sup> Step Prayer

### **How to make a Motion**

THIS IS TO BE A SIMPLE GUIDELINE SERVING TO HELP MEMBERS CREATE MOTIONS THAT SERVE OUR PRIMARY PURPOSE TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS. MOTIONS MADE MUST HAVE A CLEAR DESCRIPTION OF THE MOTION BEING PRESENTED AS WELL AS THE INTENT OF THE MOTION. MEMBERS SHOULD BE ABLE TO READ THE MOTION AND ITS INTENT AND BE ABLE TO UNDERSTAND THE MEANING OF THE MOTION AND WHAT THE IMPLEMENTATION OF SAID MOTION WOULD HAVE ON THE PRASC, SUBCOMMITTEES, GROUPS AND INDIVIDUAL MEMBERS AS A WHOLE. MOTIONS SUBMITTED WITHOUT A CLEAR STATEMENT OF THE MOTION OF THE INTENTION BEHIND THE MOTION WILL BE CONSIDERED INCOMPLETE AND RULED OUT OF ORDER UNTIL FURTHER CLARIFICATION IS ADDED. WHEN DRAFTING OR DISCUSSING MOTIONS A QUESTION THAT HELPS US TO ASK IS, "HOW WILL THIS MOTION SERVE TO FURTHER FULFILL OUR PRIMARY PURPOSE?" AS PER OUR 8TH CONCEPT, "OPEN AND FRANK COMMUNICATION IS A CRITICAL INGREDIENT OF EFFECTIVE LEADERSHIP". TO BETTER KNOW THE IDEAS, WISHES, NEEDS AND CONSCIENCE OF THOSE THEY SERVE, TRUSTED SERVANTS MUST LISTEN CAREFULLY TO THEIR FELLOWSHIP. TO GIVE THE NA GROUPS THE INFORMATION THEY NEED TO GUIDE AND SUPPORT OUR SERVICES. NA LEADERS REGULARLY DISTRIBUTE FULL UNEQUIVOCAL REPORTS. FULL AND FREQUENT COMMUNICATION IS ESSENTIAL IN THE DEVELOPMENT OF GROUP CONSCIENCE, THE SPIRITUAL MEANS BY WHICH WE INVITE THE INFLUENCE OF A LOVING GOD IN MAKING OUR COLLECTIVE DECISIONS. TO DEVELOP GROUP CONSCIENCE, COMMUNICATIONS MUST BE HONEST AND DIRECT. WITHOUT THE FULL PICTURE, SEEN FROM ALL SIDES, OUR GROUPS, SERVICE BOARDS AND COMMITTEES CANNOT DEVELOP AN INFORMED GROUP CONSCIENCE. A CONSCIENCE FED ON IGNORANCE, AN INEFFECTIVE CONSCIENCE, INCAPABLE OF PROVIDING RELIABLE GUIDANCE, AN EFFECTIVE CONSCIENCE CAN DEVELOP ONLY IN AN ATMOSPHERE OF REGULAR, OPEN COMMUNICATION AMONG ALL PARTIES CONCERNED. THE PURPOSE OF OUR SERVICES IS TO HELP OUR FELLOWSHIP FULFILL ITS PRIMARY PURPOSE: TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS. WITH REGULAR TWO-WAY COMMUNICATION, OUR GROUPS AND OUR SERVICES ARE WELL POSITIONED TO UPHOLD THE IDEALS AND FULFILL THE RESPONSIBILITIES DESCRIBED IN OUR TWELVE CONCEPTS."



## **VOTING**

1. GSR's are the only voting members of an ASC meeting or their alternate in their absence, providing they are carrying the group conscience.
2. New groups shall have voting privileges at the 2<sup>nd</sup> consecutive ASC meeting they attend. They shall then be included in roll call, count as part of voting participation of the area for quorum purposes and their meeting shall be added to the area meeting list.
3. The following can make and second motions; GSR's, Vice-Chair, Treasurer, Secretary, RCM and Sub Committee Chairs.
4. Discussion on motions will be limited to 2 Pro's and 2 Cons.
5. All voting will be done by a show of hands,
6. Extensive abstentions are when more than ½ of the voting members in attendance abstain. In the event of extensive abstentions, a second discussion with 2 pro's and 2 cons' will be held, then a second vote will be taken which will stand. If the abstentions still prevail the motion will die.
7. A 2/3 yes vote is required for policy change, amendment to policy or forming new policies. All policy changes, including amendments, must go back to groups. All other business requires a simple majority (2/3) to pass. All money motions other than normal budgeted items, administrative housekeeping items or normal monthly expenditures must go back to groups for vote if the dollar amount exceeds \$200. (Excluding RSC donations)
8. The Chairperson may vote only in the case of a tie.
9. It is the will of this body that changes to the policy should not be made casually or haphazardly. Changes to the existing policy of the PRAASC shall require a 2/3 majority
  - A. If a policy is not serving the needs of the area it should be changed or modified. Motions to waive policy guidelines on a temporary basis should be rarities and only used to solve a critical or emergency situation that is time sensitive. A motion to waive or suspend policy shall require a unanimous consent of all ASC members present to pass.
  - B. To ensure care and consideration are exercised in new policies the Chairperson will read Concept 5 prior to any other discussion on a motion to amend, make or waive policy, "For each responsibility assigned to the service structure a single point of decision and accountability should be clearly defined".

10. Regional motions require a simple majority. Abstaining votes are not counted as votes cast unless they are the majority. At such time, the RCM will carry an abstaining vote to Region.
11. On matters of ASC meeting incidentals, (Date, Time, Location, Cancellation, Suspending Break, etc.) All ASC members present may vote.

## **FINANCIAL**

1. All ASC funds will be handled through a consistent checking account. Every check must be signed by 2 of the following people: Treasurer, Alt. Treasures. ASC Chairperson or Vice Chairperson.
2. The ASC treasurer will maintain a prudent reserve of \$3800 in the checking account, always. If it is necessary to go below prudent reserve to pay monthly expenses/reimbursement, a vote on the ASC floor will be made. Any funds exceeding prudent reserve after paying set-asides (money motions, upcoming events and checks) will be donated to the SFRSC at the end of ASC, after all expenses have been paid, on the months SFRSC meets.
3. All sub-committee chairs will review their existing budget and submit an annual itemized budget for ASC approval the month following election. The submitted budgets will be sent back to home groups to be voted on at the next ASC meeting (October). Until a budget is approved by the ASC, a motion and check request (with receipt/invoice attached) must be submitted for any payments or reimbursements.
4. The activities committee must present for approval all planned functions with estimated budget 60 days prior to the activity.
5. All expenses above literature cost will be absorbed by the ASC general fund; shipping and/or taxes.
6. All receipts for ASC expenditures without pre-approval or exceeding approved budgets must be submitted to the ASC for approval before reimbursement,
7. ASC will not take personal checks for payment for any literature.
8. Funds will be dispersed from the ASC treasurer to committee chairpersons, who must provide receipts accounting for all funds received. Unused funds and/or any money collected from events held during the month will be returned to the ASC general account no later than 48 hours following the event. (see trusted servant financial policy

- for procedures on handling PRASC merchandise and/or funds) unused funds budgeted do not go back into a committee's budget for future use.
9. All check requests must be filled out and turned in to the treasurer before the start of ASC.
  10. All requests for money must be submitted with a dollar amount.
  11. Any person receiving money must sign a release of funds form.
  12. The night deposit slip will be given to a subcommittee chairperson. For a PRA event, to deposit the collected money. This is to be done within 48 hours of the event. The alt treasurer will pick up the bag and deposit slip. A picture of the deposit slips will be sent to the treasurer and brought to the following ASC.
  13. Adopt world service bulletin#30 from world service policy(attached) and that the financial policy form be signed by admin, all sub-committee chairs and any person handling PRA funds. Have forms including letters to be utilized as a plan of action regarding misappropriation of NA funds. 1. Financial policy 2. Theft inquiry letter 3. Restitution agreement letter 4. Actual restitution agreement letter (attached documents)
  14. All ASC funds will be handled through the ASC Treasurer.
  15. A typed monthly report will be provided by the ASC treasurer for inclusion in the minutes. This report will include at a minimum:
    - a) A statement of cash flow (income/expenses) for the month ASC,
    - b) A year to date expenses vs. budget report
    - c) Beginning and ending account balance from check register.
    - d) A monthly bank statement screenshot photo less the account number.
  16. If there should be a lack of funds to sufficiently meet the budgeted expenses, the priority of the expense will be in the following order: meeting room rent, helpline payment, PA box rental, secretary expenses, all other accounts as proposed to the ASC for approval.
  17. All "stop payment" on issued checks, due to failure to cash or loss, will be debited from the check register and the issued amount of the check will be credited back to the account. A new check will be issued at the following ASC. If the same member requests a "stop payment" and a new check is reissued 2 or more times in a fiscal year, the member will be asked to reimburse the ASC for the bank fees associated with the stop payment.

18. All funds the PRASC receives will be deposited within 48 hours of receiving the funds.
19. Written registers and reports will always be maintained, along with all monthly bank statements, deposit slips, check requests, receipts and home group donation envelopes.
20. All checks concerning sub-committees must be written directly to the vendor whenever possible and all reimbursements must have a receipt.

## **Reports**

1. A group report will be submitted on the GSR report form and will consist of the following: group name, when & where, literature expense, ASC contribution, attendance, newcomers, group conscience, name, date and email.
2. Sub-committee reports will be submitted on the sub-committee report form and will consist of the following: sub-committee, when & where, attendance, old business, new business, name, date and email
3. GSR should give their contributions to the treasurer and literature order forms to the literature distribution chair.

## **MISCELLANEOUS**

1. During open forum, any NA member may have a voice on the floor, but they must raise their hand to be recognized by the chairperson.
2. All new groups are suggested to register with the WSO by filling out a "narcotics anonymous new group registration form". Found at NA.ORG  
<http://www.na.org/?=updateforms-ngp-form>
3. All new groups will be given a group starter kit. The kit will consist of 3 white books, key tags 5-white, 5-orange, and 1 of all others, 25 IP's and group readings.
4. In case of an emergency affecting the area service committee and its functions the administrative officer contacts all GSR's and subcommittee chairs.
5. Admin will do all new GSR orientation, hold a trusted servant workshop and supply all new GSR with a packet of information.

## **ELECTION OF ASC OFFICERS & SUB-COMMITTEE CHAIRS**

1. No ASC officer or sub-committee chair shall serve more than 2 consecutive terms in the same position.
2. All ASC sub-committees will encourage members to participate as necessary.
3. A member must be present to be nominated and/or elected to serve this ASC.
4. Nominations are to be presented by the “group conscience” of each group within the area.
5. Nominations are to be selected in April (by groups), presented to the ASC in May, elections will be held in June, leaving July as a transition period for trusted servants. Term of office is from August to July.
  - A. At the April ASC, the following positions get a priority vote of confidence: Vice Chair, Alt Secretary, Alt Treasurer, Alt Policy and Alt RCM. The vote of confidence requires a 2/3 majority; anyone not receiving a 2/3 majority becomes a nominee for those respective positions. Abstention votes are considered votes not cast. Unless they are the majority.
  - B. If acclamations are missed in April, all positions are open and must go back to groups for vote.
6. An explanation of responsibilities and qualifications of office is read from the “Peace River Area Policy” guidelines to establish each position responsibility.
7. Each nominee must state in person, and on paper, their qualifications for serving the fellowship in our area.
8. All administrative committee members and subcommittee chairs will be required to attend area service and stay until area is over unless there is a good reason for you to leave.
9. Shall an office be vacated; the ASC chair shall appoint a pro temp for no more than 2 ASC’S.
10. Clean time requirements for ASC elected positions will not be waived.
11. There will be a cap of 4 consecutive years for all admin positions.
12. Admin consist of Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, RCM, Alt RCM, Policy and Alt Policy

## **REMOVAL OF OFFICERS AND SUB-COMMITTEE CHAIRS**

1. Voluntary: given in writing to the ASC chairperson prior to the next ASC meeting.
2. Involuntary:
  - A. Two consecutive meetings missed without prior notification to the body.
  - B. Relapse during term of office

C. Failure to perform duties and responsibilities as recognized

**RESPONSIBILITIES AND QUALIFICATIONS OF ASC OFFICERS**

**CHAIRPERSON:** Clean time is 3 years. Length of commitment is 1 year. Duties to include:

1. Approves a pre-arranged agenda submitted by the Secretary prior to each ASC meeting.
2. Coordinates with the Secretary to approve ASC minutes 10 days following area service.
3. Presides over all meetings of the Peace Area ASC.
4. Maintains a line of communication between the ASC and all GSR's throughout the year.
5. Enforces the guidelines of decorum and discipline.
6. Must be fair and impartial.
7. Must refrain from discussing a motion when presiding.
8. Is a co-signer on the ASC bank account.
9. Encouraged to attend all policy sub-committee meetings.
10. When any member of the ASC misses 2 or more meetings, the chairperson is to contact them and investigate the matter.
11. Form a committee from the ASC, consisting of the ASC chair, vice chair, secretary, policy chair, treasurer and alternate treasurer to conduct an annual financial audit.
12. Must sign a Trusted Servant Financial Policy Form.

**VICE-CHAIRPERSON:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Perform all duties and has all power of the chairperson in his/her absence.
2. Is a member of all sub-committees.
3. Is a liaison between all sub-committees to assure proper functioning of said committees, per ASC guidelines. Is responsible for coordinating the sub-committees. Communicates frequently with each of the sub-committee's chairperson and acts as a resource to the sub-committee to facilitate the continuation of their duties. Is responsible for assisting the sub-committees to continue with business in the event of an absence or resignation of a sub-committee chair.
4. Attends as many of the area's group meetings as possible.
5. Attends all policy Sub-committee meetings.
6. Shall fill in for the treasurer in case of his/her absence.

7. Assists with tabulating votes.
8. Is a co-signer on the ASC bank account.
9. Holds a key to the post office box and checks mail or confirms mail is being checked.
10. Must sign Trusted Servant Financial Policy Form.

**SECRETARY:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Compiles a pre-arranged agenda prior to each ASC meeting that must be approved by the chairperson before the ASC meeting.
2. Is responsible for the written record of ASC meetings.
3. Keeps a mailing list of all ASC trusted servants, GSR's, to be included in the minutes.
4. Responsible for typing minutes so they can be emailed/mailed out, at most 2 weeks following each ASC meeting, to all those on the mailing list.
5. Coordinate and to keep records, files and archives of the area with access to any NA member. Maintains a file system for all information generated by the ASC including certain materials created by the sub-committees or groups, as well as a record of motions, reports and correspondence for the ASC archives.
6. Should limit attachments to area minutes to functions in this area only.
7. Attends all policy sub-committee meetings.
8. Review flyers for NA logo and non-affiliation disclaimer, approve and distribute.
9. Prepares letters and communication as needed for Peace River Area.
10. Holds a key to the post office box and will maintain the post office box by paying annually.

**ALTERNATE SECRETARY:** Clean time is 1 year. Length of commitment is 1 year. Duties to include:

1. Become familiar with the duties of the secretary.
2. Attends all ASC meetings.
3. Assist secretary whenever possible.
4. Attends all policy sub-committee meetings
5. Responsible for all secretary's duties when the secretary is unable to perform any or all duties.

**TREASURER:** Clean time is 5 years. Length of commitment is 1 year. Duties to include:

1. Keep an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each ASC meeting.
3. Disburses money as per group conscience of the ASC.
4. Collects all donations from groups, individuals or committees. All such money collected shall be deposited by close of business the following Friday and attaches deposit slip copy to treasurer's monthly report.
5. The ASC treasurer, as part of the ASC committee, will make an annual projected budget, with a suggested prudent reserve at the end of his/her term.
6. Attends all policy sub-committee meetings.
7. Is present for bi-annual audits.
8. Is a signer on the ASC bank account.
9. Refrains from putting last names on ASC reports.
10. Coordinate with public relations to assure treasurer maintains adequate payment on phone lines.
11. Will pass a background check by the bank of checking account to be an endorser of checks
12. Pay literature order by phone.

**ALTERNATE TREASURER:** Clean time is 4 years. Length of commitment is 1 year. Duties to include:

1. Assist the treasurer in all of his/her duties.
2. Collects literature orders and money from groups at ASC.
3. No funds handled by the alt treasurer outside of the ASC.
4. Fills in for treasurer in the event of his/her absence. Funds will be deposited by the ASC Chairperson.
5. Deposit bag and deposit slip will be picked up the week following ASC, a picture of the deposit slip will be sent to the treasurer.
6. Attends all policy sub-committee meetings.
7. Is a signer on the ASC bank account.
8. Will Pass a background check by the bank of checking account to be an endorser of checks.



**RCM:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Primary purpose of the RCM is to link the Peace River Area with the region.
2. Presents minutes of the RSC.
3. Attends all regional service committee meetings.
4. Attends as many regional functions as possible.
5. The RCM and Alt. RCM work closely together on all group conscience decisions at an RSC.
6. Attends all policy sub-committee meetings.

**ALTERNATE RCM:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Assumes all responsibilities of RCM in their absence
2. Attends as many regional functions as possible.
3. Attend all Regional service committee meetings.
4. The RCM and Alt. RCM work closely together on all group conscience decisions at an RSC.

## **RESPONSIBILITIES AND QUALIFICATIONS OF SUB-COMMITTEE CHAIRS**

**LITERATURE DISTRIBUTOR:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

1. Being directly responsible to the ASC.
2. Provide a written report of all monthly activities at each ASC meeting.
3. The literature distributor will be working very closely with the treasurer.
4. Keep a log of monthly distributions.
5. Review existing budget and submit annual budget for ASC approval.
6. Include all meetings in our geographical location on our meeting lists.
7. Encouraged to attend all Regional service committee meetings.

**ALTERNATIVE LITERATURE DISTRIBUTOR:** Clean time 1 year. Length of commitment is 1 year. Duties to include:

1. To carry out all duties of the literature chair in the event of his/her absence.
2. Responsible for providing monthly meeting lists in quantities to meet anticipated needs.
3. Encouraged to attend all Regional service committee meetings.

**PUBLIC RELATIONS:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of Public Relations (PR) is to provide conference approved literature and information to the public. This sub-committee serves as a resource of information about NA in the Peace River Area. Distribute a newsletter on a bi-monthly basis. Responsible for Outreach, taking meetings to homebound or hospitalized addicts. To maintain a Na telephone service that helps addicts and others in the community find us easily and quickly. This sub-committee often serves as the first point of contact between the community at large and the NA fellowship. This sub-committee will abide by the 12 steps, 12 traditions, 12 concepts and “guide to public information”.

1. Directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Provide a written report of all monthly activities at each ASC.
4. Hold regularly scheduled and announced monthly meetings as necessary.
5. Will be the webmaster and manage all social media regarding PRA.
6. Will function within the principles of any world service handbooks.
7. Review existing budget and submit annual budget for ASC approval.
8. Encouraged to attend all Regional service committee meetings,
9. Establish and maintain phone book listing.
10. Upload online or distribute the newsletter on a bi-monthly basis.

**IT LIASON/SPECIAL WORKERS:** Clean time is 5 years.

Length of commitment: This is a special worker position, as such it does not conflict with any other positions being held within the Peace River ASC. Since it is a special worker position, it is held until the current IT Liaison wishes to step down, or in accordance with the Peace River Area Policy or if the Area chooses not to retain their services.

### **SPECIAL REQUIREMENTERS**

Strong understanding of spreadsheets, online services, web based content management systems, and other miscellaneous computer software.

#### **Duties**

1. Help maintain the Peace River Area website in conjunction with the PR Chair.

2. Help maintain the Peace River Area phone line system in conjunction with the PR Chair.
  - a. For items 1&2 the IT Liaison will operate independently in these roles if the area does not have a PR Chair.
3. Monitor the Peace River Area email and forward all appropriate conversations as need be.
4. Troubleshoot and assist with any area help laptops.
5. Maintain all online logins/services and be the backup point of contact for those services.
6. Help maintain financial spreadsheets in conjunction with the Treasurer.
7. Help maintain the CashApp account in conjunction with the Treasurer.
8. Any miscellaneous computer/online services not listed on these duties.
9. In accordance with Tradition 7(fully self supporting) a payment will be negotiated between the IT Liaison and the ASC.

**ACTIVITIES:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of the activities sub-committee is to provide the fellowship with recovery-oriented activities. Funds generated through this sub-committee belong to the Peace River Area service and are to be used to support the area's needs.

1. Being directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibility.
3. Provide a written report of all monthly activities at each ASC meeting.
4. Any activity needs to be approved by the ASC.
5. Any activity requiring money must be presented to the ASC with a detailed budget for approval at least 60 days prior to the event. Flyers available 30 days prior to the event.
6. All Proceeds from an activity will be deposited within 5 business days or go directly to the treasurer within 5 business days and become part of the ASC funds.
7. An annual learning day will be held to promote service participation, and the sub-committee Chairperson will host the event (regional representatives may be available). Sub-committee workshops will provide awareness of service, explain their function in the fellowship and encourage participation. Flyers announcing the event will be

distributed. All NA members are encouraged to attend, and activities will also host 2 additional functions annually. All ASC activities will include an NA message (meeting, workshop, literature study, speaker, etc..). Or be scheduled in conjunction with an existing meeting.

8. Will consider regional meetings and activities when scheduling local activities.
9. Review existing budget and submit annual budget for ASC approval.
10. There are no cash prizes at any Peace River Area activities or functions.
11. Encouraged to attend all Regional service committee meetings.

Yearly events are to include:

- A. November – Fall Festival
- B. December – Christmas Day Marathon Meeting
- C. March – Volleyball Tournament
- D. June – Service slam
- August – Anniversary Dinner

**Peace River Area Campout Committee Chair:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose is to organize a celebration of recovery by bringing members of NA and their guests together for meetings, workshops and other activities. The intent is to encourage unity and fellowship amongst the members.

1. Directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Provide a written report for all monthly activities at each ASC meeting.
4. Review existing budget for ASC approval.

**HOSPITALS AND INSTITUTIONS:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of the H&I committee is to carry the message of recovery to those facilities whose clients are unable to regularly attend NA meetings in our area.

1. Being directly responsible to the ASC.

2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Provide a written report of all monthly activities at each ASC meeting.
4. Will also function within the principles of any world service handbook, guideline or guide unless stated in writing by the sub-committee or the ASC as a group.
5. Review existing budget and submit annual budget for ASC approval.
6. Encouraged to attend all Regional service committee meetings.

**POLICY CHAIR:** Clean time is 2 years. Length of commitment is 1 year. Duties to include:

The purpose of the policy chair is to have a working knowledge of the 12 steps, 12 traditions, 12 concepts and make sure current policy is kept up to date.

1. Being directly responsible to the ASC.
2. To recruit volunteers for sub-committee and delegate responsibilities as necessary.
3. Adds policy changes as needed in the form of an addendum. Provides the ASC every year with a revised version of the policy and noting changes made throughout the year.
4. Provide a written report of all monthly activities at each ASC meeting.
5. Will also function within the principles of any world service handbook, guideline or guide unless stated in writing by the sub-committee or the ASC as a group.
6. Be on hand at ASC to resolve policy questions and concerns,
7. Encouraged to attend all Regional service committee meetings.
8. Policy must meet at a different time than all other sub-committees.

**ALTERNATE POLICY CHAIR:** Clean time is 1 year. Length of commitment is 1 year. Duties to include:

1. Being directly responsible to the ASC.
2. To carry out all duties of the Policy Chair in the event of their absence.
3. Assists policy chair in his/her duties.
4. Attends all policy sub-committee meetings.
5. Encouraged to attend all Regional service committee meetings.

**AREA SERVICE COORDINATOR:** Clean time is 6 months. Length of commitment is 1 year. Duties to include:

1. Makes coffee for ASC meeting
2. Must arrive at least 30 minutes prior to the start of ASC.
3. Helps with the set-up and breakdown of ASC.
4. Shall collect and keep a running total of all 7<sup>th</sup> tradition money. If the amount exceeds \$25, the excess amount is to be turned into the treasurer.
5. May hold another ASC position if desired.

## **PARLIAMENTARY PROCEDURES**

These guidelines are intended to be a simple easily understood explanation of the procedures utilized at the ASC meeting for the GSR's. As a GSR, your input to the ASC is essential to both your groups and your area, so it is important that you can meaningfully participate.

1. An ASC meeting is composed of different parts. There is an agenda that is usually followed. The opening of the meeting, the secretary's and treasurer's report and the reports from the sub-committees are parts of the meeting that are structured. Remembering that it's your ASC, you should pay close attention to these reports because you will be asked to either accept or reject the reports or accept them with corrections (for example the secretary may have made an error recording a portion of last month's meeting or the treasurer may inaccurately reported your group's contribution to the ASC.
2. The way you participate in the meeting will be governed by the principles set out below. The following procedural authority will guide area business:
  - A. The 12 Concepts of Narcotics Anonymous
  - B. The procedural guidelines of the Peace River Area
  - C. Robert's rules of order newly revised
  - D. A guide to local service
  - E. Additional rules that the body may adopt, in that order

The Chairperson, to assure a smooth and orderly meeting, will adhere to these guidelines. The Chairperson is empowered to keep discussions focused on the topic and within a reasonable time frame.

1. You can only be recognized by the Chairperson; this is done by raising your hand. The Chairperson must acknowledge you for you to speak. When you have something to say

it generally must be relevant and timely to what is going on in the meeting, with some limited, specific exceptions.

2. A main motion must be submitted in writing and comes up for discussion during new business. Another member of the ASC must second this motion before the ASC can consider it. A “second” is an indication by the person making the “second” that the idea deserves consideration by the members of the ASC. If there is no “second” the matter will die.
3. Once “seconded” it becomes the business of the GSR’s of the ASC to consider the motion and discuss its pros and cons. The Chairperson will usually call upon the sponsor of the motion to explain the intent of the motion. When he/she is through, the Chairperson will ask for other NA members who wish to speak for or against the motion. There will usually be 2 pros and 2 cons. Under limited circumstances, debates maybe extended,
4. Unless an amendment of the motion is proposed, seconded and accepted, or the motion is tabled or referred to the groups, debate is then concluded and it is time to vote (a 2/3 vote is required to close, limit or extend the debate). A simple majority of the votes cast by the GSR’s is required for the motion to pass. A Majority means one more than half of the votes cast. Certain motions require a 2/3 vote to pass, these include:
  - A. To amend the policy guidelines
  - B. To close, limit or extend debate
  - C. To close nominations
  - D. To change the order of business
5. In many cases a simple voice vote of the GSR’s is sufficient. For example, when a vote is called to accept the minutes or a treasurer’s report, all those in favor may signify by saying “aye” and those opposed may signify by saying “nay”. However, when a vote is required, GSR’s must raise hands to signify their vote. If the vote is a tie, the Chairperson may break the tie with a vote at the Chairperson’s discretion or may call for the matter to be returned to the groups for a group conscience decision and be brought back to the next ASC.
6. If any GSR thinks that the vote is close, a roll call may be called for the wherein every GSR is individually polled and an accurate tally taken. The request for a roll call vote is

itself a motion that must be seconded, is not debatable and requires a simple majority to be passed.

7. Only the administrative members, sub-committee chairs and the GSR's have a voice on the floor (except during open forum when any NA member can address the ASC.)

## **DEFINITIONS**

Budget: An itemized estimate of expected income and expenditures; plan of operations

GSR: group service representative

Official Quorum: 51% of the GSR's on roll call (necessary to conduct ASC business)

Roll Call: Peace River Area groups with voting privileges. New groups are included on roll call and have voting privileges at the 2<sup>nd</sup> consecutive ASC meeting they attend. Sub-committees, no voting privileges.

## **ROBERT'S RULE OF ORDER DEFINITIONS**

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

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

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

- A. To get further information
- B. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee



under Old Business. This motion is not intended to kill a main motion or suppress debate on it. Any motion tabled twice dies.

MOTION TO REFER TO COMMITTEE: When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to 1 pro and 1 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 2 pros and 2 cons on the original motion so as to obtain information to give direction to the committee.

MOTION TO REFER TO GROUPS: When a motion to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to 1 pro and 1 con and the debate will pertain only to the desirability of committing the motion. There will be 2 pros and 2 cons on the original motion so as to give information to bring back to groups.

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

UNANIMOUS CONTENT: That is a method that allows the ASC 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 a motion. If the Chairperson senses no opposition to a motion he/she will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

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

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

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

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

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

APPEAL THE DECISION OF THE CHAIR: By electing the ASC Chairperson the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any 2 members {1 making the appeal and another seconding it) have the right to appeal from his/her decision on such a question. The question is taken from the Chairperson and given to the ASC for final decision. Debate will be limited to 1 pro by the maker of the motion and 1 con by the Chairperson, limited to 2 minutes each.

## **BUDGET/ PRUDENT RESERVE**

ADMIN \$1505.00

TREASURER \$105.00

LITERATURE \$1500.00

RCM \$2100.00

PUBLIC RELATIONS \$800.00

ACTIVITIES \$1500.00

CAMPOUT SUBCOMMITTEE \$2000.00

H&I \$1300.00

POLICY \$200.00

PRUDENT RESERVE \$3800.00

### Emergency Policy Addendum

The following conditions and events will constitute an emergency condition for the PEace River ASC:

1. Hurricane or other state of emergency
2. Pandemic, i.e COVID
3. Absence of vital admin peoples
  - a. Both Chair / Vice Chair absent
  - b. No Vice Chair and no Treasurer and Alt Treasurer

When in a state of emergency Admin (which consists of Chair, Vice Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, RCM, Alt RCM, Policy and Alt Policy) has the discretion to do the following:

1. Vote to suspend or have area via Zoom.
  - a. The vote must be a majority result (51%+) of the filled admin positions.
  - b. Vote must happen by the Thursday before area.

The following is how GSRs will proceed if area is not held in person:

1. Literature Orders
  - a. Email / Call Orders to Lit Chair or Alt Lit Chair, including a breakdown of funds for Area Donation and Literature Order
    - i. Orders should be submitted within a week after original area date
    - ii. If next area is not held in person, orders can be arranged to be picked up within a couple days of next area
  - b. Literature can also be ordered by groups individually from the following places:
    - i. Florida RSO: <https://www.floridarso.org/store/pc/home.asp>
    - ii. World: <https://cart-us.na.org/>
2. Money to Treasurer
  - a. Arrange to pick up money in person via Treasurer / Alt, with breakdown of funds for Area Donation and Literature Order
    - i. Money should be picked up within a week after original area date
  - b. Donate Group's Money via CashApp to handle: \$PeaceRiverArea
    - i. email breakdown of funds for Area Donation and Literature Order to [peacriverarea@gmail.com](mailto:peacriverarea@gmail.com)
  - c. If a member needs to be reimbursed, then checks will be issued within a week after original area date
3. All area forms are available via the Peace River website: <https://peacriverna.org/area-service>

Subcommittee Chairs and Admin roles who are unable to attend area during an emergency state:

1. When 2nd excused area has been missed
  - a. Vote in a pro-temp person who will hold the interim chair / admin position until the original member can return.
    - i. Vote will be taken at the start of area and will be a majority vote by all members present.

