

NORTHSHORE AREA SERVICE COMMITTEE

GUIDELINES AND PROCEDURES



JANUARY 2018

**This revision is adapted conditionally as per NASC motion number 08-06-01:
“To revise and update NASC Guidelines and Policy to include any changes
made since last printing, March 2002 Version 1.0”.**

Service Prayer

*“God, grant us the knowledge that we may act accordingly to your Devine precepts. Instill in us a sense of purpose, make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, so that no addict, anywhere, need die from the horrors of addiction.” **

**As adapted from the Introduction section of the Basic Text*

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THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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

1. *To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.*
 2. *The final responsibility and authority for NA services rests with the NA groups.*
 3. *The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*
 4. *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*
 5. *For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.*
 6. *Group conscience is the spiritual means by which we invite a loving God to influence our decisions.*
 7. *All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.*
 8. *Our service structure depends on the integrity and effectiveness of our communications.*
 9. *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*
 10. *Any member of the 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.*
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SECTION I: THE NORTSHORE AREA SERVICE COMMITTEE

The Northshore Area Service Committee (NASC) is a committee made up of Group Service Representatives (GSRs), Area Service Officers, and Subcommittee Chairpersons. It meets regularly to serve the specific needs of its member groups.

SECTION II: DEFINITION AND PURPOSE OF AN AREA SERVICE COMMITTEE

The Northshore Area Service Committee shall include any Narcotics Anonymous group that uses the Twelve Steps and Twelve Traditions of NA as a basis for their recovery-that being the only criteria to joining the Northshore Area Service Committee if it so desires.

The purpose of this committee shall be to:

1. Administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups that are joined to the Northshore Area Service Committee
2. Support the needs of these groups
3. Serve as a link between these groups and the Louisiana Regional Service Committee of Narcotics Anonymous (LRSCNA)
4. Foster unity

For the purpose of these guidelines, the term “*Narcotics Anonymous*” shall be as stated in the approved service manual of Narcotics Anonymous.

Definition and Purpose of a Group Service Representative (GSR):

A Group Service Representative is elected by each group as his/her representative to the Area Service Committee (ASC). It is the GSR's responsibility to keep his/her group informed and to carry the group's conscience in all matters. A GSR speaks for its group at Area Service Committee meetings. GSRs take part in the planning and implementation of any business affecting their groups.

SECTION III: MEETING TIMES AND LOCATION

- A. The Northshore Area Service Committee (NASC) will meet on the 3rd Sunday of every even month. With the RSC meeting quarterly on the first weekend of January, April, October, and the second weekend of July, or if the NASC is confronted with a dilemma. A *phone poll* of groups, taken by the ASR, may be used to determine group conscience on Regional issues when necessary. This action assures that the ASR always carries the Northshore Area's conscience to LRSC meetings.
- B. The NASC meeting will begin at 3:00 PM, directly following the subcommittee meetings. The meeting will end when a motion to adjourn is made and passed.
- C. The subcommittee meetings will begin as follows:
 1. Public Relations Committee (PR) will meet from 2:00-2:30 PM
 2. Activities and Fundraising Committee (A & F) will meet from 2:30-3:00 PM.
- D. The NASC meeting location is currently fixed at:

Truth 180
20234 Highway 36
Covington, Louisiana

- E. If the date, time, or place of the meeting must be changed, it will be announced at the previous meeting.
- F. If, prior to the NASC meeting, the need arises to change the meeting's time or location, the Chairperson will notify all GSRs, officers, and subcommittee chairpersons by telephone as soon as possible of the scheduling change.
- G. A notice of the meeting being rescheduled is to be posted at the original location of the NASC meeting.

SECTION IV: MEETING FORMAT

- 1. Call to order
 - a) Moment of silence and the Serenity Prayer
 - b) A reading of the *Twelve Traditions of Narcotics Anonymous*
 - c) A reading of the *Twelve Concepts of Narcotics Anonymous*
 - d) A reading of definition and purpose of an Area Service Committee
- 2. Roll Call
 - a) Administrative committee and subcommittee chairpersons
 - b) Group Service Representatives (GSRs) and/or Alternates
- 3. Call for Quorum

Note: Quorum must be met in order to proceed. Refer to "Section V: Quorum" for details.

- 4. Secretary's report
 - a) Amend the minutes as necessary
 - b) Motion to accept the minutes
- 5. Initial Treasurer's Report
 - a) Amend the Treasurer's Report as necessary
 - b) Motion to accept the Treasurer's report
- 6. Group Service Representatives'(GSRs) reports
 - a) Received donations should be preferably made in the form of check or money order, made out to "NASC".
 - b) Legible, written or emailed reports must be turned into the secretary prior to the end of the ASC meeting. All reports are to be limited to 10 minutes per report.
- 7. Area Service Representative's (ASR) Report
- 8. Subcommittee reports
 - a) Ad Hoc Committee
 - b) Hospitals and Institutions (H & I)
 - c) Activities and Fundraising (A & F)
 - d) Public Relations (P.R.)
- 9. Optional recess for announced time period
 - a) Any motions to be addressed in new business should be turned in at this time.
 - b) The secretary has the appropriate forms to fill out and submit.
See "Addendum A "Northshore Area Service Committee Motion Form"
- 10. Mailbox report:
Read and/or distribute all relevant mail received at: P.O. Box 291, Covington, LA 70434
- 11. Treasurer's updated financial report with current contributions

12. Old Business
13. Nomination and/or election of new officers as required
14. Ratification of chairpersons of any subcommittees as required
15. New business
 - Pre-arranged agenda from ASR, Subcommittee chairs, etc. have priority
16. Approval of funds to be disbursed
17. Treasurer's closing report
18. Review of information to be brought back to groups and confirmation of next ASC meeting date
19. Announcements
20. Motion to adjourn
21. Closing Prayer

SECTION V: QUORUM

- A. Official quorum of the ASC is 51% of the voting participation. Voting participation is defined as the average number of GSRs or alternate GSRs, with voting rights, present at the previous three ASC meetings. If the average results in a decimal, always round up.
- B. Official quorum must be reached prior to old business.
- C. Only duly-elected alternates are eligible for quorum in the GSR's absence
- D. In the event quorum is not met, all normal business can be carried out except:
 1. Old business
 2. Nominations, elections, and ratifications of new officers and subcommittee chairs
 3. New business
 4. Non-budgeted financial disbursements

SECTION VI: VOTING

- A. Voting eligibility:
 1. GSRs or duly-elected alternate GSRs
 2. Administrative committee has one combined vote when necessary to break a tie.
 3. Groups attending their first NASC meeting may vote on new motions only
 4. Groups not represented at 2 consecutive NASC meetings will lose voting rights
 5. New groups and returning groups get full voting rights at second consecutive NASC meeting
- B. Voting participants will signal their votes by raising their hands.

SECTION VII: MOTIONS

- A. Presentations of motions: all motions will follow parliamentary procedure taken from "*Robert's Rules of Order, Newly Revised*". See *Addendum C, "Short Parliamentary Guide"*, or refer to WSC 2002 edition of "*A Guide to Local Service*."
- B. Only GSRs, officers of the NASC, and chairpersons/vice chairpersons of subcommittees can make motions. Motions are to be seconded by GSRs only and are to be submitted to the chairperson on *NASC Motion Forms (Addendum A)* supplied by secretary.

- C. All motions to be considered must be made by a person present at the NASC meeting. Any motions made by persons not present will not be recognized.
- D. Motions creating or affecting policy require a 2/3 majority to pass. All other motions require a simple majority.
- E. Motions requiring a Group Conscience:
 - 1. All motions, not budgeted, involving expenditures of \$200.00 or more must go back to groups for group conscience.
 - 2. Any motion that changes the Northshore Area Service Committee (NASC) Guidelines must go back to groups and must pass by a 2/3 majority.

SECTION VIII: DEBATE AND DISCUSSION

- A. Main motion is to be limited to 2 pro/2 con.
- B. A motion to suspend the rules may be made in order to extend discussion for a set period of time
- C. If a motion passes or fails, it cannot be brought up again until after the next NASC meeting. However, the motion can be reconsidered in the same NASC meeting if a member of the prevailing side proposes reconsideration.
- D. A motion that has been tabled and brought back to groups will be voted on without discussion.
- E. Some motions require no discussion, such as:
 - 1. Motion to Close
 - 2. Motion to suspend the rules
 - 3. Paper trail

SECTION IX: NOMINATIONS & ELECTIONS OF OFFICERS AND SUBCOMMITTEE CHAIRS

- A. Officers of the Administrative Committee are:
 - 1. Chairperson,
 - 2. Vice-Chairperson,
 - 3. Secretary,
 - 4. Treasurer, and
 - 5. Area Service Representative (ASR), if absent, ASR-Alternate (ASR-A).
- B. Nominations for all Administrative Committee officers are opened at the August NASC meeting. The Vice-Chairperson is an automatic nomination for chairperson. The ASR alternate is an automatic nomination for ASR. Nominations are closed at the October meeting. Nominees must be present for nomination and election.
- C. Election is to be called in the December NASC meeting, with terms beginning at the close of the December meeting.
- D. No Administrative Officer, GSR, or Subcommittee Chairperson can hold more than one position, unless there are no other willing nominees.
- E. No Administrative Officer or subcommittee chairperson is to serve more than two consecutive terms, unless that position will be left vacant.
- F. Procedure for nominating new officer:

Nominations for Administrative Officers (except Chairperson and ASR) are opened to the floor. Nominees for Subcommittee Chairpersons will be presented by their respective subcommittees for ratification. All nominees must be present at time of nomination.

1. All nominees must complete and submit the *NASC Service Trusted Servant Resume Form (Addendum B)* at the time of his/her nominations. All completed *NASC Trusted Servant Resume Forms* must be distributed to the GSRs, for the purpose and review by their respective groups, prior to the date of the election.
2. Discussion on merits of nominees is held. At this time, nominees are asked to leave the room.
3. Nominations go back to groups for a vote.

G. Procedure for electing/ratifying new officer:

1. A vote by a show of hands is taken
2. Elected/Ratified officer is announced.
3. In the case of only one nomination, a simple majority of voting participants must approve the nomination. If a majority does not approve, the issue goes back to groups or their respective subcommittees for further nominations.

SECTION X: RESIGNATION AND REMOVAL OF OFFICERS

- A. An officer or subcommittee chairperson must be removed automatically in the case of a relapse.
- B. An officer or subcommittee chairperson may be removed for non-fulfillment of duties, or upon unexcused absence of two consecutive regular Northshore Area Service Committee (NASC) meetings. A motion is automatically made for removal by the NASC Administrative Committee. The motion is voted upon at that time. In either case, a 2/3 majority is required for the motion to pass.
- C. In the case of a voluntary resignation, a two week notice is requested.

SECTION XI: QUALIFICATIONS AND DUTIES OF AREA TRUSTED SERVANTS

- A. **CHAIRPERSON:** A chairperson arranges an agenda for, and presides over meetings in accordance with a prescribed format as described in *Section IV: Meeting Format*. The chairperson is one of the co-signers of the NASC bank account. The chairperson must be capable of conducting a committee meeting with a firm, yet understanding hand and must attempt to be **absolutely fair and impartial**.

Qualifications:

- I. A willingness and desire to serve,
- II. A one-year commitment,
- III. Minimum of one year of N.A. service involvement,
- IV. Two years clean time,
- V. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*, and
- VI. Time & resources to do the job.

- B. **VICE-CHAIRPERSON:** A Vice-Chairperson is responsible for:

1. In the absence of the chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.
2. Acting as a parliamentarian at the NASC meetings.
3. Attending all NASC subcommittee meetings whenever possible.
4. Coordinating all subcommittee functions, in the absence of a subcommittee chair
5. Being one of the co-signers of the NASC bank account.
6. Succeeding the chairperson and completing his/her term in the event of resignation or impeachment.
7. The Vice-Chairperson shall move to chairperson upon ratification. If not ratified, nominations will be taken from the floor.

Qualifications:

- I. A willingness and desire to serve,
- II. A two year commitment upon ratification (one year as vice chairman and one a chairperson),
- III. Minimum of six months Narcotics Anonymous service involvement,
- IV. One year clean time,
- V. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*, and
- VI. Time & resources to do the job.

C. SECRETARY: The secretary is responsible for:

1. Keeping accurate minutes at each NASC meeting
2. Typing and distributing copies of the minutes to each GSR as soon as possible, but no later than two weeks prior to the next NASC meeting. The chairperson should verify the accepted minutes before an archival copy is made.
3. Making available copies of motion forms and Service Resume' forms at NASC meetings.

Qualifications

- I. A willingness and desire to serve,
- II. A one year commitment,
- III. A minimum of six months Narcotics Anonymous service involvement,
- IV. One year clean time,
- V. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*, and
- VI. Time and resources to do the job.

D. TREASURER: The treasurer is the custodian of the Northshore Area Service Committee's funds. The treasurer is responsible for:

1. Co-signing checks from the NASC bank account
2. Keeping an accurate record of all transactions, including a *General Ledger* and a balanced *NASC bank account checkbook*. These records must be reproducible at all times.
3. Preparing and presenting a report at each regular NASC meeting. The regular treasurer's report shall, at a minimum, include the following:

- a) A copy of the most recent NASC bank account statement
- b) A written report which includes:
 - 1) Beginning balance
 - 2) Available balance reflecting the most current receipts and disbursements
 - 3) Unencumbered balance reflecting funds available,
Less: prudent reserve per group conscience of the NASC,
Less: committee budgets per group conscience of the NASC.
4. Disbursing of currency as per group conscience of the NASC by way of check with two signatures
5. Collecting of all donations from groups, individuals, and committees. Donations should be:
 - a) preferably made in the form of check or money order,
 - b) listed in the group or committee reports, and
 - c) detailed on the treasurer's report.
6. Preparing a deposit ticket at the NASC meeting. This ticket should be verified by an authorized check co-signer to be deposited on the next business day.

Qualifications:

- I. A willingness and desire to serve,
- II. A two-year commitment,
- III. Minimum of six months Narcotics Anonymous service involvement,
- IV. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*,
- V. Gainfully employed and/or financially stable,
- VI. Three years clean time, and
- VII. Time and resources to do the job.

E. AREA SERVICE REPRESENTATIVE (ASR): The Area Service Representative:

1. Serves as chairperson in the absence of the Chairperson and Vice Chairperson.
2. Represents the NASC at each meeting of the *Louisiana Regional Service Committee (LRSC)*
3. Provides the chairperson with additional agenda items, if appropriate, for the first regular NASC meeting following the LRSC within a reasonable time prior to that NASC meeting.
4. Makes a report to the NASC at each regular meeting covering the business of the previous LRSC meeting.
5. Provides receipts for expenses incurred attending the LRSC.

Qualifications:

- I. A willingness and desire to serve,
- II. A one-year commitment,
- III. A minimum of six months Narcotics Anonymous area service involvement,
- IV. Two years clean time,
- V. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*, and
- VI. Time and resources to do the job.

F. AREA SERVICE REPRESENTATIVE- ALTERNATE (ASR-A): An Area Service Representative-Alternate serves as the ASR in the absence of the ASR. He/she attends each Louisiana RSC meeting if possible and attends all regular NASC meetings. The ASR-A also provides receipts for expenses incurred attending the LRSC.

Qualifications:

- I. A willingness and desire to serve,
- II. A two year commitment upon ratification (one year as alternate and one year as ASR),
- III. Minimum of six months Narcotics Anonymous area service involvement,
- IV. One year clean time,
- V. Working knowledge of the *Twelve Traditions* and familiarization with the *Twelve Concepts of NA Service*, and
- VI. Time and resources to do the job.

SECTION XII: STANDING SUBCOMMITTEES

A. The Northshore Area Service Committee may establish subcommittees as necessary to perform duties and tasks to support the primary purpose of the NASC and to carry the message of Narcotics Anonymous. These subcommittees shall be formed upon approval of the voting members of the NASC. Subcommittees may include, but not be limited to:

- I. Activities and Fundraisers Committee (A & F),
- II. Hospitals and Institutions Committee (H & I),
- III. Literature Committee,
- IV. Policy Committee, and
- V. Public Relations Committee (PR).

NOTE: ALL SUBCOMMITTEE MEETINGS SHOULD BE HELD IN NEUTRAL LOCATIONS, NOT AT MEMBERS' HOMES.

- B. At the inception of a standing subcommittee, the chairperson will be appointed by the NASC chairperson and ratified by the voting members of the remaining NASC. Subcommittee officers for each standing committee will be elected by the membership of the standing committee itself. Each year at the appointed time for NASC elections, the standing committee chairperson resume' must be submitted for ratification.
- C. In the event of the resignation and/or removal of the standing committee chairperson, the NASC chairperson may appoint the NASC Vice-Chairperson as an interim standing subcommittee chairperson, if the subcommittee vice chairperson is not able to serve.
- D. All standing subcommittees of the ASC shall create and adopt guidelines which are consistent with the best and most current information available from the *World Service Office (WSO) of Narcotics Anonymous* in the form of *World Service Conference-approved handbooks* and *Guide to Local Services*. The guidelines of each standing committee shall be subject to approval and review by the NASC as a whole.

- E. At the October ASC meeting, subcommittees shall submit a proposed annual budget of the expenses for approval by the NASC.

SECTION XIII: AD-HOC COMMITTEES

The NASC chairperson shall have the authority to appoint ad-hoc committees for such special purposes as deemed necessary to fulfill specific functions. The chairperson shall specifically designate the purpose, membership, and duration of any such ad-hoc committee at the time of the appointment of the committee.

SECTION XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of “*Robert’s Rules of Order, Newly Revised*”, shall be utilized to expedite the business of the ASC in cases to which:

1. They are applicable
2. They are not inconsistent with :
 - a) the *Twelve Traditions of Narcotics Anonymous*,
 - b) the *Twelve Concepts of Narcotics Anonymous*,
 - c) these guidelines, and
 - d) any special rules the committee as a whole may adopt.

See “*Addendum C: Short Parliamentary Guide*” and WSO publication entitled “*A Guide to Local Service*” 2002 edition, available for review at: <http://na.org/admin/include/spaw2/uploads/pdf/gls.pdf>

SECTION XV: AMENDMENTS TO GUIDELINES

These guidelines may be amended by a 2/3 vote, providing *the exact* wording of the amendment has been submitted in writing and in motion form. The amendment must be announced at a previous regular meeting, having been referred to groups for approval.

SECTION XVI: FINANCIALS

A. Bank Account

1. The ASC will maintain a checking account for the area treasury, under an IRS Employer Identification Number (EIN) in the name of NASC.
2. Three (3) signatures will be on the signature card at our bank, those signatures being ASC Treasurer, Chairperson, Vice-chairperson, or a member of the ASC approved with a 2/3 majority.

B. Internal Accounts

1. Regular Account - The Regular Account (RA) shall be that account out of which the ASC's regular, prioritized expenses are paid each month.

2. Prudent Reserve - The Prudent Reserve (PR) shall be that account maintained as a reserve of money equal to the ASC's regular expenses for one month, amount determined by the ASC.
 - a) The amount of the Prudent Reserve is \$1190.00, and is accounted separate from the Regular Account.
3. Public Relations Reserve
 - a) The amount of the Public Relations Reserve is \$100.00 per month, and is accounted separate from the Regular Account.
4. Activities Reserve
 - a) The amount of the Activities Reserve is \$750.00, and is accounted separate from the Regular Account.
5. Hospitals and Institutions Reserve
 - a) The amount of the Hospitals and Institutions Reserve is \$100.00 per month, and is accounted separate from the Regular Account.

C. Priority of Expenses

1. The following expenses are to be paid in priority order out of Regular Account:
 - a) Rent of ASC and subcommittee meetings
 - b) ASC officer expenses (secretary, treasurer, ASR, etc.)
 - c) Phone line expenses
 - d) Post office box rent
 - e) ASR/ASR-Alternate packages to quarterly RSC meetings
 - f) Replenishment of all reserves
 - g) Subcommittee requests for money
 - h) Regional donation
 - i) WSO donation
 - j) SZF donation
2. The ASC Treasurer is authorized to pay items a. through f. above without seeking GSR approval. The ASC Treasurer will need GSR approval before making disbursements for items g. - j.

D. Account Activity

1. If there are insufficient funds in the Regular Account to pay the prioritized expenses above, the Treasurer shall transfer the needed amount from the Prudent Reserve.
2. After the prioritized expenses are paid, all additional income to the Regular Account shall go toward replenishing the Prudent Reserve to its predetermined level.
3. After all prioritized expenses are paid out of the Regular Account and the Prudent Reserve is full, the ASC may determine as an item of new business the appropriate use of any excess funds in the Regular Account, such as a donation.
4. Treasurer should pay all approved expenditures by the next ASC meeting.

E. Other

1. ASC Officers

- a) The ASC will pay for the package cost of the ASR and ASR-Alternate attending the regional service committee held four (4) times yearly.
- b) The ASC will purchase Conference Agenda Reports and Conference Approval Tracks for the ASR, ASR-Alternate, and all GSRs if necessary.

2. Rent

- a) The Treasurer shall pay established rent for meetings of the ASC and its subcommittees.
- b) Mail P.O. Box rent is paid annually.

3. Group/Subcommittee Moneys

- a) All group donations are to be made directly to the ASC Treasurer.
- b) All subcommittee needs for money are to be addressed by a request from that subcommittee to the ASC.
- c) If ASC funds are allocated, these funds need to be disbursed by the next ASC meeting or the allocation is void, unless extended time is approved by the ASC.

4. Annual Audit

- a) The Administrative committee meets before the ASC. It conducts an annual audit of all area financial accounts



NORTHSHORE AREA SERVICE COMMITTEE

ADDENDUM C

SHORT PARLIAMENTARY GUIDE



JANUARY 2018

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DECORUM STATEMENT

Excerpts of this guide were taken from the WSC publication entitled, “*A Guide to Local Service*” 2002 Version, in conjunction with past versions of NASC Parliamentary Guides. The intent of revising this document is to provide a combination of the two sources, creating (hopefully) a better understanding of how we have been conducting business meetings since this area’s conception. If some portions of this guide still remain unclear, a chart has been provided on page C-9. A short glossary of terms immediately follows to help explain commonly used terminology.

Meetings will be conducted according to these rules of order, adapted from “*Robert’s Rules of Order*”. This time-honored system for conducting business is the clearest way devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly, collective decisions in a cooperative and respectful way in the spirit of our Twelve Concepts. Please refrain from using them as weapons against each other. We encourage all participants to become familiar with these rules of order and to conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at a time and no other discussion is in order. Please respect the chairperson’s right to be in control of the process of this meeting so that you can have maximum benefit of its content.

LIMITS ON DEBATE

Debate is defined as the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to **two pros (for the motion) and two cons (against the motion)**. Speakers addressing a motion in debate may sometimes have a limit on time used to state their opinions.

THE TYPES OF MOTIONS USED

A *motion* is defined as a statement of an idea a committee member wants the committee to put into practice. The person making the motion speaks briefly about why he or she feels the idea is important; this is usually called the intent of a motion. Motions should be clearly written and handed-in to the secretary before the Mailbox report on the appropriate form (*Addendum A: Northshore Area Service Committee Motion Form*).

Every motion requires a *second*, which is the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea taken place. After one person makes a motion, the chairperson will ask whether the motion has a second. If nobody seconds a motion, the chair will say, “*The motion dies for a lack of a second.*” This means that the idea will not be discussed any further due to a lack of interest.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for one of a number of reasons:

- The motion goes against the committee's standing policy
- The motion clearly contradicts one of the Twelve Traditions or Twelve Concepts for NA Service
- The motion is inappropriate at the particular point in a meeting at which it is made

Any member of the committee who wishes to challenge the ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS-

Parliamentary motions can be best understood as "*sub-motions*" made during debate on a main motion that affect that motion in some way. Here are a few parliamentary motions that seem to be the most appropriate for use and are discussed below.

1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. If a member feels that the motion would benefit from a language change during debate, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion as amended. When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motions accept it:

- no second is required,
- no debate is called for, and
- no vote need be taken on the amendment.

2. Motion to call the PREVIOUS QUESTION.

2/3 majority required.

Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Please use it often. This motion is made by a member saying, "*I move the previous question...*", or, "*I move the debate stop right now and that we vote immediately.*" This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. Any member need not be called on, and the chairman

must recognize when this motion is made. Therefore, a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, it is time to vote and move on.

A point worth making about this motion is that a member must be careful not to squelch debate before an issue has been thoroughly discussed. If there's any confusion about the motion, or members are unsure of how to vote, voting "**no**" allows debate to continue until the motion on the floor is clearly understood. However, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion when he/she knows that members will be quick to stop debate.

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

One way of disposing a motion that is not ready for a vote is to **table** it. This is done by saying, "*I move we table this motion to a later date.*" This motion is not debatable; if it is made and seconded, it is voted on immediately. If that fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified. This also gives groups the chance to discuss the tabled motion.

4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required.

Is DEBATABLE.

A motion that is tabled can be taken up for the time originally set in the motion to table. This is done by saying, "*I move to remove from the table the current motion.*" If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER.

SIMPLE majority required.

Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from the table and sent to either a standing subcommittee, or an ad-hoc committee for further study. This can be done by a member saying, "*I move to refer the motion to the (fill in the blank) subcommittee.*" If the motion to refer is seconded, the body may debate it before voting.

The subcommittee to which a motion is referred will take it up at its next business meeting and report back on what it has come up with at the next meeting of the full committee.

6. Motion to RECONSIDER

Majority required VARIES

Is DEBATABLE

A **motion to reconsider** is meant to bring an item which has already been voted on back to the floor. This is used to permit the correction of hasty, ill-advised, erroneous action or review

new information or situations not considered when taking the original vote. This motion is not to be used for rehashing motions when an individual or minority was not pleased with the outcome; it can only be made by a voting participant who voted on the prevailing side, or any member who spoke in debate to the prevailing side of the motion. At the end of the next ASC meeting, it would be no longer in order to reconsider a motion. A motion may not be reconsidered more than once.

7. UNANIMOUS CONSENT

Is NOT DEBATABLE

This is a motion that allows the ASC to move quickly through routine business or questions that have little or no 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 may 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 as prescribed **for** the motion.

8. Request to WITHDRAW or MODIFY

UNANIMOUS CONSENT required

Is NOT DEBATABLE

A *request to withdrawal or modify* may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made, it belongs to the ASC as a whole; the maker must request permission from the ASC to proceed. The chairperson will treat this as a **unanimous consent** matter if there are no objections. If an objection arises, the chairperson automatically puts the request to a vote, which is not debatable.

9. Offering A SUBSTITUTE MOTION

SIMPLE majority required

IS DEBATABLE

A *substitute motion* is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, rather than merely revising a portion of it. It is handled in the same way an amendment is handled.

10. Motion to CALL THE VOTE

SIMPLE majority required

Is NOT DEBATABLE

A *motion to call the vote* must be seconded and allows for only **one pro/one con**. 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.

11. Motion to SUSPEND THE RULES**2/3 MAJORITY FOR POLICY****Is NOT DEBATABLE**

A *motion to suspend the rules* is made when a member of the ASC would like to waive a 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 if it is a policy matter.

12. Motion to ADJOURN**SIMPLE majority required****Is NOT DEBATABLE**

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously, frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

ORDER OF THE DAY

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "I *call for the order of the day*." This means, "I *move that the chairperson bring us back on track to conduct the meeting according to procedure, adhering to the agenda*." This does not require a second, is not debatable, and does not require a vote-the chairperson is obligated to enforce the request unless 2/3 of the body tell the chair otherwise.

POINT OF INFORMATION

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

POINT OF ORDER

If a member feels that the rules, policy, or guidelines of the ASC are not being followed, he/she can make a "*Point Of Order*", which is, in fact, asking the chairperson 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. It does, however, bring to the attention of the chairperson that a member feels that proper procedure is not being followed.

POINT OF APPEAL

Any time the Chairperson makes a decision, that decision can be appealed. Any voting member who wishes to appeal a decision can say, “*I appeal the decision of the chair.*” If the appeal is seconded, the chair requests on what grounds are the appeal made. The member must state the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chairperson.

PARLIAMENTARY INQUIRY

If a committee member wants to do something, but doesn’t know how it fits in with the rules of order, all that number Has to do is ask. At any time, a member may simply say out loud, “*Point of parliamentary inquiry.*” The chairperson must immediately recognize the member so that the person may ask how to do the procedure in question. The chair will explain the question, possibly by referring to a specific passage in this document. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

POINT OF PERSONAL PRIVILEGE

If the temperature in the room is uncomfortable, or there’s too much noise, a member can ask the chairperson to address this issue. If the matter is urgent, a member can interrupt the proceedings by calling for a *point of personal privilege*; if the matter is not particularly urgent, is suggested that the member wait until the member speaking has finished.

Such a request generally requires no second, and the chairperson must recognize the request immediately. The member then states the situation and asks that it be corrected. If the request seems reasonable, the chair will accommodate.

QUICK REFERENCE MOTION TABLE

This table was taken from the NAWS publication entitled,
“*A Guide to Local Services in Narcotics Anonymous*”, 2002 Version
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MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

GLOSSARY A-O

- Additional needs, addicts with.** Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.
- Area service committee (ASC).** A committee created to provide common services for NA groups in a specific locale. Composed of GSRs, ASC officers, and subcommittee chairpersons. Usually part of a region, to which it sends RCMs.
- Assembly district.** A subdivision of a heavily populated or geographically far-flung region within which a region holds one of its multiple assemblies. Most RSCs have only one assembly for the entire region.
- Closed meetings.** NA recovery meetings that are closed to nonaddicts.
- Common needs (special interests).** A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.
- Conference-approved service material.** Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee.
- Cooperative council (co-op).** Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.
- CPC panel.** A specialized subunit of the PI subcommittee in some areas, focusing on *cooperation with the professional community*.
- Fellowship-approved literature.** See *NA-approved literature*.
- Group service representative (GSR).** Elected by an NA group to participate on the group's behalf in the ASC and the regional assembly.
- GSR.** See *group service representative*.
- H&I.** See *hospitals and institutions*.
- Home group.** The group an NA member calls "home." Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience-building and decision-making processes.
- Hospitals and institutions (H&I).** A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
- Metro committee member (MCM).** Elected by an ASC to participate on the area's behalf on the metropolitan services committee.
- Metropolitan services committee (MSC).** A committee formed to administer an array of subcommittees providing direct NA services (PI, H&I, phonelines, etc.) in a major metropolitan district on behalf of a number of ASCs.
- NA Way Magazine, The.** The NA Fellowship's quarterly journal, published in various languages.
- NA-approved literature.** Recovery literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as "fellowship-approved literature."
- Narcotics Anonymous World Services (NAWS).** Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description.)
- Open meetings.** NA recovery meetings that allow attendance by nonaddicts.

GLOSSARY P-T

Phoneline. An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.

PI. See *public information*.

Policy log. A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.

Public information (PI). A field of service usually covered by one ASC subcommittee devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

RCM. See *regional committee member*.

Regional assembly. A gathering of GSRs and RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the biennial WSC meeting. The regional delegate is elected at the assembly.

Regional committee member (RCM). Elected by an ASC to participate on the area's behalf on the regional service committee.

Regional delegate. A World Service Conference participant elected by a region's GSRs and/or RCMs.

Regional service committee (RSC). A body that draws together the combined service experience of a number of adjoining areas for those areas' mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.

Resource assignment. Rather than create RSC subcommittees to focus regional attention and gather regional experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate

communication between area H&I subcommittees throughout the region.

RSC. See *regional service committee*.

Service bulletins. Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.

Shared services committee. A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.

Sharing session. A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.

Special interests (common needs). A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men's or women's groups and gay or lesbian groups.

Trusted servant. An NA euphemism for "leader," "official," or "officer." Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.

Twelve Concepts for NA Service. One of three bodies of basic NA principle, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

GLOSSARY T-Z

Twelve Steps. One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.

Twelve Traditions. One of three bodies of basic NA principle, the traditions provide guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.

World Board. The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

World Service Conference (WSC). A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Conference Report. The full reports of the World Service Conference and the World Board and its committees.

World Service Office (WSO). World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe).

WSC. See *World Service Conference*.

WSO. See *World Service Office*.



NORTHSHORE AREA SERVICE COMMITTEE

***Addendum D:
Hospitals & Institutions Guidelines
January 2018***



THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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



THE TWELVE CONCEPTS FOR NA SERVICE

- 1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of an NA as a whole.*
 - 2. The final responsibility and authority for NA services rests with the NA groups.*
 - 3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.*
 - 4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.*
 - 5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.*
 - 6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.*
 - 7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.*
 - 8. Our service structure depends on the integrity and effectiveness of our communications.*
 - 9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*
 - 10. Any member of the 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.*
-

I. PURPOSE:

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

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

II. SUBCOMMITTEE TRUSTED SERVANT POSITIONS:

A. CHAIRPERSON QUALIFICATIONS & DUTIES:

1. Clean time requirement of two years, plus one year of H & I experience and a strong NA message of recovery.

2. The H & I chairperson is elected by the Area Service Committee (ASC), as outlined in the Northshore Area Service Committee (NASC) Guidelines (Section XII E., ¶ 3-6 and Section XV B. and C) The H & I subcommittee is directly responsible to the ASC through the H & I chairperson.

3. The H & I chairperson should attend all H & I subcommittee meetings and ASC meetings. The H & I chairperson is a voting member of the regional H & I subcommittee and should attend all of its meetings. He/she acts as a link of communication between the subcommittee, the ASC, and the regional H & I subcommittee.

4. He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chair should ensure that it is taking place. The H & I chairperson is responsible to ensure that all panel leaders and panel members comply with the H & I subcommittee and ASC policies, as well as the rules of the individual facilities.

5. The chairperson is responsible for:

- a)** Keeping a monthly report to the ASC, including all budget expenditures
- b)** Keeping order in the subcommittee business meetings
- c)** Keeping a discussion on the topic
- d)** Arranging an agenda for each subcommittee meeting
- e)** Ensuring that the 12 Traditions and Twelve Concepts are upheld in all matters

6. The chairperson should always be aware of any matters that affect H & I in the Northshore Area.

B. VICE-CHAIRPERSON QUALIFICATIONS & DUTIES:

1. The H & I Vice-Chairperson is elected by the Area H & I subcommittee. He/she assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected. Requirements are:

- a) One year clean time
- b) A minimum of six-months experience doing H & I work
- c) A strong NA message of recovery

2. In the event that a committee H & I literature coordinator (as per Section G.) is not actively in place, the H & I vice chair is responsible for providing literature to panel leaders

3. The Vice Chairperson works with the Chairperson to maintain the smooth operation of the subcommittee.

4. The Vice Chair should attend all H&I subcommittee meetings. It is suggested that the Vice Chair attend the regular ASC meetings and assume the responsibilities of the Chairperson and ASC in the event of the chairperson's absence

C. SECRETARY QUALIFICATIONS & DUTIES:

1. The H & I subcommittee elects its own secretary. The secretary must have one year clean time. The position's responsibilities include:

- a) Keeping an accurate set of minutes for all subcommittee meetings, properly recorded and available to all subcommittee members
- b) Keeping a file of all correspondence to and from the subcommittee
- c) An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with
- d) An updated list of all subcommittee members
- e) An updated list of all members willing and eligible to be panel members

D. PANEL COORDINATOR QUALIFICATIONS & DUTIES:

1. The Panel Coordinator is elected as needed by the H & I subcommittee. The requirements are:

- a) One year clean time
- b) A strong NA message of recovery
- c) Six months previous involvement in the area H. & I subcommittee

2. The coordinator should attend all regular H & I subcommittee meetings and is responsible to maintain a regular, ongoing link of communication with the facility.

E. PANEL LEADER QUALIFICATIONS & DUTIES:

1. Panel leaders are appointed as needed by the H & I subcommittee. The requirements are:
 - a) One year clean time
 - b) A strong NA message of recovery
2. He/she should attend all the regular H & I subcommittee meetings
3. The panel leaders are responsible for all aspects of meeting/presentation, such as keeping supplies (literature, serial publication, labels) and making sure the meetings begin and end on time.
4. Panel leaders are to maintain a link of communication with the facility, keeping the H & I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel coordinator to ensure that all is as it should be.
5. Panel leaders are responsible for submitting an ASC H & I report form (per attachment) for each meeting/presentation attended by this panel leader during each scheduled period. These forms are to be turned in to the H & I subcommittee at the next business meeting.

F. THE PANEL: QUALIFICATIONS & DUTIES:

1. The panel leader selects a panel from the current H & I volunteer list. The panel also includes a member who has undergone the current H & I orientation process. It is strongly suggested that no panel member have less than six months clean time, however attendance as an observer with 90 days clean time during orientation is permissible if approved by the facility. The panel should never consist of less than two or more than five members. The panel members should be made aware of all of their responsibilities by the panel leader during the orientation stage.

G. LITERATURE COORDINATOR QUALIFICATIONS & DUTIES:

1. The literature coordinator shall have one year continuous clean time, six months involvement with the area H & I subcommittee, and should attend all regular H & I subcommittee meetings.
2. The Literature Coordinator responsibilities include:

- a) Filling literature orders from the panel leaders
- b) Keeping a continuous record of literature distributed to panel leaders
- c) Making a report at the regular H & I subcommittee meetings on the literature distributed
- d) Working with the chairperson to ensure that necessary literature is obtained as part of the H & I subcommittee budget.
- e) Auditing distribution records on an ongoing basis to ensure that requests for literature from the panel leaders are prudent and do not put the subcommittee over budget

H. LITERATURE

1. Only Narcotics Anonymous-approved literature, Reaching Out, and The N A Way Magazine may be taken into a facility. Literature, or any of these other items, will be distributed by the literature coordinator as set forth under that job description. Meeting schedules should be taken into all facilities; however, only conference-approved literature should be used in meetings/presentations.
2. Literature distributed into facilities shall be labeled with up-to-date regional Help Line/Information telephone numbers for the entire region.

III. NORTSHORE AREA H & I SUBCOMMITTEE PANEL MEMBER ORIENTATION PACKAGE

- A.** The attached Panel Member Orientation Package (compiled by the Northshore Area H & I Subcommittee) and excerpts from the Hospitals & Institutions Handbook (as revised by the 1996 World Service Conference) will be provided to all volunteers for, and all members of, meeting/presentation panels in the Northshore Area.
- B.** The guidelines and suggestions contained within this package will be complied with, as closely as possible, at all H & I meetings/presentations conducted by the Northshore Area Service Committee (NASC) H & I subcommittee.

IV. GENERAL INFORMATION

- A.** Any member of the H & I subcommittee is automatically disqualified from further H & I activity upon relapse, but may again become eligible when he/she can conform to the requirements in these guidelines. Being clean, for the purposes of this subcommittee, shall be defined as complete abstinence from all drugs.

B. Any member who:

- 1.** Does not conform to these requirements, or
- 2.** Does not conform to any other requirement which may be added later, or
- 3.** Refuses to abide by the rules and regulations of the host facility,

shall automatically be relieved of any H & I subcommittee assignments.

No Narcotics Anonymous H&I meeting 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 leader. This appointment must be acceptable to the facility being served.

C. Any N A member who is involved with the 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 prevent the resulting damage to:

- 1.** The inmate or patient inside, or
- 2.** The working ability and privilege of the subcommittee to carry the message inside the facility

D. For the same reasons, no H & I member will interfere with, or use influence in any facility, court, or hospital, nor with:

- 1.** Any judge or doctor, or
- 2.** Any probation or parole officer

E. Furthermore, H & I members will not make any comments or promises regarding employment, a role, probation, or medical problems. We simply carry the message of Narcotics Anonymous, which is recovery from addiction through our spiritual program. Of course, these members may participate on panels going to other facilities.

F. Length of clean time required by each facility is to be rigidly upheld by all H & I panel members.

G. Excessive use of profanity, or the use of vulgar stories while sharing, is strictly prohibited by the authorities of all facilities and is strongly discouraged by the H & I subcommittee.

H. Any member of the H & I subcommittee on parole will only be allowed to participate in or attend an H & I meeting in any facility being served by the subcommittee with the expressed clearance of the authorities of the facility, if applicable.

I. H & I panel members shall be responsible for their conduct in any facility. They shall take responsibility to become informed in advance regarding the regulations of the host facility.

J. Printed instructions, which will include the foregoing, and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by the subcommittee to all panel leaders so they will be in full knowledge of their responsibilities in connection with their individual assignments.

K. We are all reminded that the H & I subcommittee exists to share the Narcotics Anonymous message—our experience, strength, and hope. H & I speakers should try to get residents involved with the H & I meeting/presentation through reading materials, as well as direct sharing. A personal contact should be established with residents only upon their release.

L. Business meetings shall be held monthly at a time and place designated by the membership. No business meeting shall last more 1.5 hours, except by a vote to extend this time by the members present.

M. Any member present of Narcotics Anonymous may become a member of H & I by expressing a willingness to serve, and by having his/her name added to the current H & I panel member list.

N. Any member, having attended previous business meetings within the past year, is eligible to vote at business meetings.

O. Elections of officers shall be held once each year, with the officers elected taking office the following month. This subcommittee elects all positions except chairperson, who is elected by the ASC.

P. Members of the H & I Subcommittee shall be elected each year to fill the following positions:

- *Chairperson (ratified by the ASC)*
- *Vice Chairperson*
- *Secretary*
- *Literature Coordinator*
- *Panel Coordinators*

**Northshore Area Service Committee of NA
Hospitals & Institutions Subcommittee
Panel Member Orientation Package**
(revised & approved June 2002, MS WORD DOC, June 2003)

Introduction- If you have these pages in your hand; you are about to embark on some of the most important service work the fellowship of Narcotics Anonymous does to fulfill our 5th *Tradition- to carry the message to the addict that still suffers*. H & I orientation is a period that allows NA members to become familiar with H & I work so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H & I for a variety of reasons. Don't be put off, everyone has something to offer.

These guidelines as compiled by the *Northshore Area H & I Subcommittee* were excerpted from *Hospitals & Institutions Handbook* (as revised by the 1996 World Service Conference) to give a brief outline of some of the specifics that will be important for you as a panel member. This was developed by the WSC H & I Committee and based on extensive input from H & I subcommittees throughout the fellowship. Every attempt was made to tap the wealth of H & I experience that exists in our fellowship and use it here to provide the most up-to-date policies, concepts and procedures for providing H & I services. The *Hospitals & Institutions Handbook* gives a much more in-depth look at H & I work in Narcotics Anonymous if you decide that you want to learn more about this rewarding type of service.

Our area service committee as a part of orientation brings those that are new to H & I to their first H & I meeting/presentation or two as an observer. This will give you a chance to just listen at first and see how H & I presentations really work. Also this helps many feel more comfortable when they come join the panel.

Why is an H & I Meeting/Presentation Needed?

The purpose of an H & I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H & I meetings and presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the NA program

Page 2**What Constitutes An H & I Meeting / Presentation?**

1. In order to form a clear understanding of an H & I meeting / presentation, it is important to know where it fits in our service structure. Rather than being an NA group, which may be represented at an area service committee (ASC) by a GSR (Group Service Representative), an H & I meeting / presentation is a service provided by that ASC through its H & I subcommittee.
2. An H & I meeting / presentation is always held under the auspices of an H & I subcommittee. Any meeting not linked into the service structure in this way is not an approved H & I meeting.
3. H & I meeting / presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
4. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H & I meetings.
5. All H & I meeting / presentations are closed to outside participation. NA members from the outside should attend the H & I meeting only when invited by the panel leader. The only people to attend H & I meetings are the panel leader, panel chair, panel member, or anyone approved by the H & I subcommittee to go into that H & I meeting.

If there is any confusion over whether or not a meeting should be an H & I meeting / presentation or a regular meeting, please contact your H & I subcommittee for assistance.

Who Is Best Suited To Carry the NA Message in a H & I meeting?

In our experience, it is best for members to have three months clean before attending an H & I meeting, and six months clean before speaking at one. It is not important whether or not we have been in a similar facility ourselves. Anyone with a clear and consistent NA message who is willing to share is well suited for H & I work. In the case of a facility, itself, having clean time requirements which are more stringent than our suggested guidelines, the facilities guidelines always govern. The H & I committee and the panel leader are responsible to see that the facilities guidelines are adhered to without exception.

Working With Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your panel presentations will consist of only men or only women, we feel strongly that only same-sex NA members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Page 3**The H & I Meeting / Presentation:**

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of a particular H & I meeting / presentation may vary from meeting to meeting depending on the type of facility. In short-term facilities, the format will be more focused on the panel members carrying a message into the residents, while at a long-term facility we may encourage more participation from the residents. **IMPORTANT:** In H & I we are carrying the message into the facility. At an H & I meeting: *We are not there to dump our problems, but rather to help these addicts become aware of what NA is and how it works in our lives.* In effect an H & I meeting is an introduction to our fellowship for addicts; who might not be familiar with our program, or who might have some knowledge of our program but very little recent experience of our program working in their lives.

The panel leader should let you know what the format is before the meeting / presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the *Hospitals & Institutions Hand book*.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting / presentation. Also you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

Questions and Answers:

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about NA, but there are a few things you should keep in mind.

Please remember that *"NA has no opinion on outside issues."* Occasionally during the Question and Answer period or when talking after the meeting / presentation, the residents will ask us to give an opinion on outside issues such as:

1. **Other recovery programs or fellowships.**
2. **The facility, i.e. *Do I need to stay in treatment?***
3. **Many other issues that do not pertain to recovery from addiction in Narcotics Anonymous**

It is very important that we are not drawn into these types of discussions! Always remember to only share experience, strength and hope about **YOUR** recovery in Narcotics Anonymous.

It is important to be familiar with the following Dos & Don'ts**Do's**
for H & I work in Treatment Centers**Treatment facility rules**

- Do Attempt to get the treatment facility agreements in writing,
- Do Clarify the rules with whomever you bring into the facility.
- Do Adhere to the security regulations at all times.
- Do Arrive early to set up meeting
- Do Keep staff informed of your whereabouts
- Do Obey the dress code; Exercise common sense

Panel Leaders and members

- Do Screen all panel members, speakers, and chairpersons
- Do Adhere to the clean time requirements of the treatment facility and the H & I committee. (facility requirements have priority)
- Do Ensure that a clear NA message of recovery is carried by all panel members
- Do Remember that this is a "we" program. No addict should feel he/she is being preached to

Literature

- Do Make directories of outside meetings available to the residents
- Do Use the literature recommended for H & I work
- Do Stamp all literature with local phone line(s) telephone numbers
- Do Provide facilities with literature order forms and encourage the facility to supply its own NA literature

Treatment Facility Meetings

- Do Start and end on time
- Do Explain briefly, during the meeting, what H & I is
- Do Clearly state that Narcotics Anonymous is separate from the treatment facility and from other fellowships
- Do Emphasize that NA recovery is available to all addicts, regardless of drug (s) used.
- Do Explain the language that we use (addict, clean, recovery, clean time) and why we use it (the First Step of NA and Sixth Tradition of NA)

Page 5**Residents Meeting Participation**

- Do Involve residents with the meeting, especially those in long term treatment facilities (Readings, clean time recognition, brief questions & answers periods)
- Do Emphasize the importance of getting to an NA meeting the first day out of the facility.
- Do Emphasize the importance of a sponsor, regular meeting attendance, and group commitments after release.

Don'ts

for H & I work in treatment centers

Panel Leaders and members

- Don't Bring any contraband items or weapons into the treatment facility
- Don't Take messages or carry letters in or out of the facility
- Don't Show favoritism to any resident (s)
- Don't Bring an NA member who has friends and/or family in the treatment facility
- Don't Wear flashy jewelry and don't carry excessive cash
- Don't Use excessive profanity
- Don't Attend H & I facilities alone

Facility Guidelines

- Don't Debate any issue involving the treatment facilities rules, regulations, programs, client treatment plans, or other fellowships with resident and staff
- Don't Discuss conditions within the treatment facility
- Don't Discuss treatment staff members with resident (s)
- Don't Discuss resident (s) with the treatment facility staff.
- Don't Sponsor resident (s) in the treatment facility that you are attending as an. H & I member
- Don't Accept money or gifts from, or give money or gifts to, any resident.

Meeting Guidelines

- Don't Give anyone within the facility your address or telephone number
- Don't Provide anyone with another NA member's address or telephone number
- Don't Bring in anyone who is not supposed to be there (sponsee (s), friends, guests)
- Don't Break another person's anonymity
- Don't Emphasize "using days" while sharing an NA message of recovery
- Don't Glorify you past

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Panel Members & Personal Commitments:

Please **DO NOT** volunteer for an H & I meeting / presentation if:

1. You are not sure you want to attend. Or.....
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it try to give the panel leader at least forty-eight (48) hours' notice so he / she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.
3. The names of panel members who have twice failed to give a forty-eight (48) hour notice of cancellation will be removed from the committee's list of active panel members and must be reoriented prior to participating on future panel presentations.

Panel Leader Checklist:

- ☐ All panel members you invited to a panel have read and understood this orientation package.
- ☐ There are at least two panel members at every presentation. We **DO NOT** H & I work alone.
- ☐ The contact person at the facility has received a call from you confirming/cancelling the presentation.
- ☐ All panel members have accurate directions to the facility & have been requested to be there 15 minutes early
- ☐ Panel members have been asked to review the topics (opposite page) and it is ensured that two members will not speak on the same topic.
- ☐ You have reminded all panel members of the following:
 - ✓ Clean time as construed for the purposes of sharing on an H & I panel is defined as Complete abstinence from all drugs. Please confine your sharing about prescribed medications to regular N.A. meetings as it is not an appropriate topic for a panel presentation in a treatment facility.
 - ✓ Use the NA Language of recovery in all that you say.
 - ✓ This is a H & I meeting / Presentation of NA. It is only an introduction to NA. not a regular NA meeting. We ask that you give a positive message of recovery.
 - ✓ We are here to talk about our recovery in NA. We ask that you not mention any other 12 Step program, treatment facility or religious experiences by name.

These common sense requests are made so that we can to the best of our ability, uphold the traditions of NA

- ☐ Call panel members and thank them for their participation, and sharing their hope, strength and experience with the suffering addict.

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Suggested Topics for a panel presentation:

Rather than all sharing on the same topic, panel members usually take one aspect of recovery in NA each and share on that subject. This way, topics that supply a variety of relevant information, experience, strength and hope on different subjects can be selected in advance.

1. Any I.P. or selection from the Basic Text	21. Reservations
2. H.O.W. (Honesty, Open-mindedness, and Willingness)	22. Sponsorship
3. Surrender	23. Balance
4. Acceptance	24. Benefits of recovery
5. The Basics (don't use, meetings , phone #s , literature, sponsor, and Steps)	25. Change
6, H.A.L.T.S. (Don't get too: Hungry, angry, lonely, tired, Or serious)	26. Fear
7. Responsible for our own recovery	27. Humility
8. Freedom from Active Addiction	28. Insanity
9. Identify rather than compare	29. Isolation
10. Spiritual not Religious Program	30. Life on Life's Terms
11. Going to any lengths	31. Prayer
12. Transition to the fellowship from a closed environment	32. Rationalizing
13. Tools of the Fellowship	33. Tradition Three (The only requirement.)
14. Letting Go	34. Secrets
15. Feelings	35. Service
16. Learning to Trust	36. Unconditional Love
17. Giving up old Playmates, Playgrounds and Playthings	37. Stick with the Winners
18. The First Three Steps	38. Relapse and Recovery
19. Living Just For Today	39. Keep It Simple
20. Denial	40. Higher Power

Pace 8**Sample H & I Meeting Format**

Chairperson: Confirm that readings have been previously passed out

Hello everyone welcome to the regularly scheduled Hospitals & Institutions meeting of Narcotics Anonymous here at _____.

My Name is _____ and I am an addict.

Would you please join me in a moment of silence followed by the Serenity Prayer.

I've asked someone to read WHO IS AN ADDICT?

WHAT IS THE NA PROGRAM?

WHY ARE WE HERE?

HOW IT WORKS

I would like to thank all who participating in the readings; I have some announcements

- NA is not affiliated with this or any other institution, religious organization, political or law-enforcement group or any other twelve-step group. We are here to carry the NA message of recovery with the cooperation of this facility.*
- This is an introduction to Narcotics Anonymous for the residents of this facility. We suggest that when you are no longer a resident here; that you locate and attend Narcotics Anonymous meetings in your community. We have meeting lists available which have local meetings listed and which have printed on the front Help Line Telephone numbers. Also NA literature is available in the rack. Please help yourself to this helpful information and please note that the Help-line Telephone numbers are also printed on the front of each pamphlet.*
- A brief explanation of the NA language of recovery and why we use it. Narcotics Anonymous is a program of complete abstinence from all drugs. Those who follow this program are: Clean. Our Clean Date is the day after the last day we used and remember: Alcohol is a drug! In the first step of Narcotics Anonymous we have shifted the focus away from specific drugs and onto the disease of Addiction as a whole.*
- We like to state what you hear here tonight is the opinion of the speaker and does not necessarily represent N.A. as a whole or this facility.*
- If you have any questions see a panel member after the panel presentation.*
- One of the things we do at all NA meetings is celebrate our Clean Time. We would like to do that tonight by having you stand to be recognized.
(Start with 60 days or more; 30 days; 21 days; 14 days; one week and end by saying "Will everybody who has JUST FOR TODAY CLEAN please stand and give yourself a hand. And don't forget to stand yourself.)
Introduce the panel...DO NOT EXCEED THE ALLOTTED TIME (1 hour)...If there is a short time at the end of the meeting, open it up for Questions and Answers...End the meeting by asking for the reading of JUST FOR TODAY & then form a circle for the closing SERENITY PRAYER (we version).*

ADDENDUM E**ACTIVITIES & FUNDRAISING SUBCOMMITTEE GUIDELINES****NORTH SHORE AREA SERVICE COMMITTEE****JANUARY 2018****PURPOSE**

The purpose of the A & F Subcommittee is to hold activities that are attractive to the newcomer, foster unity, and raise funds to carry the message of recovery through the subcommittee functions of the North Shore Area Service Committee (N A S C). This subcommittee is directly responsible to the NASC.

ANNUAL FUNCTIONS

- 1) The Mardi Gras Ball is an annual function for NASC and LRCNA. The profits are split evenly between the two.*
- 2) In the spring, a workshop is held of on one of the following:*
 - a) Twelve Concepts or*
 - b) Twelve Traditions or*
 - c) Conference Agenda Report*
- 3) In the fall, a workshop is held on the following topics:*
 - a) Service awareness*
 - b) Learning/training on subcommittee functions*

FUNDING

The NASC groups have approved seed funds of \$ 750.00, which roll-over each function. A rough draft flyer and budget plan must be submitted before seed money is dispersed.

ELECTED TRUSTED SERVANTS

This committee consists of a chairperson, vice chairperson, treasurer, secretary, and any other interested members of Narcotics Anonymous. All elected trusted servants must have a working knowledge of the Twelve Steps and Twelve Traditions of N A, as well as a familiarization with the Twelve Concepts of N A Service. All terms are for one year.

1. The **CHAIRPERSON** is chosen within the A&F subcommittee and is presented for ratification to the NASC in September of each year. Duties and qualifications are as follows:
 - a. Creates an agenda and facilitates subcommittee meetings
 - b. Reports subcommittee activity and budget expenditures to the NASC bi-monthly
 - c. Insures the Twelve Traditions and Twelve Concepts are upheld in all matters
 - d. Minimum clean time requirement is one year.
2. The **VICE-CHAIRPERSON** is elected by the A&F subcommittee and assumes that duties of the chairperson in his/her absence.
Duties and qualifications are:
 - a. Term of service is two years; one as Vice-chairperson, one as Chairperson if ratified by the NASC
 - b. Minimum clean time requirement is six months
3. The **SECRETARY** is elected by the A & F subcommittee. Duties and qualifications are:
 - a. Minimum clean time is six months
 - b. Records, distributes, and maintains accurate minutes of subcommittee meetings
 - c. Maintains subcommittee archives.
4. The **TREASURER** is elected by the A & F subcommittee. Duties and qualifications are:
 - a. Keeps accurate and reproducible record of all transactions
 - b. Distributes written reports to the subcommittee at every meeting, and to the NASC when requested.
 - c. Minimum clean time is two years
 - d. Narcotics anonymous funds should always be used to further our primary purpose, and must be managed responsibly.
5. Other positions may be elected, including, but not limited to:
 - a. A chairperson for locations
 - b. Clean-up
 - c. Food menu
 - d. Flyers
 - e. Tee shirt design

Clean time requirement for these positions is 60 days

MISCELLANEOUS

1. All subcommittee meetings of the NASC are to be held in neutral locations, **NOT** in members' homes.
2. Although consensus is the goal of our efforts, voting is sometimes necessary. In this case, everyone has a vote. A simple majority rules.

AMENDMENTS



NORTHSHORE AREA SERVICE COMMITTEE

ADDENDUM F

PUBLIC RELATIONS GUIDELINES

JANUARY 2018

At the present time, the P.R. committee has decided to utilize the P.R. guidelines approved by NAWs located at the following link:

<http://www.na.org/handbooks/handbook-index.htm>

Click the "PR Handbook" link and browse around.

This handbook covers issues on a variety of topics. We can pick and choose which items best serve our needs.

ADDENDUM G

LITERATURE SUBCOMMITTEE GUIDELINES

THE NORTSHORE AREA SERVICE COMMITTEE

JANUARY 2018

1) DEFINITION AND PURPOSE:

The Northshore Area of NA Literature Committee is a volunteer group of recovering addicts from the fellowship of Narcotics Anonymous. This committee is directly responsible to the *Northshore Area Service Committee (NASC)* and the addicts in recovery within the Northshore Area. This service committee serves the fellowship by carrying the written message of recovery to the Fellowship and the addict who still suffers.

2) FUNCTIONS:

- a)** This committee serves as a communication link between the groups of the NASC and the:
 - i)** *Louisiana Regional Service Committee (LRSC)*
 - ii)** *World Board Literature Committee*
- b)** To review, input, submit, and receive NA literature
- c)** To conduct a monthly business meeting
- d)** To abide by the *Twelve Traditions Of Narcotics Anonymous* and to practice the *Twelve Concepts of NA Service*

3) STRUCTURE AND DUTIES OF ELECTED TRUSTED SERVANTS:

a) CHAIRPERSON:

- i)** Elected or ratified by the NASC
- ii)** Minimum clean time is one year
- iii)** Must have a working knowledge of the *Twelve Steps and Traditions of Narcotics Anonymous*, and a familiarization with the *Twelve Concepts of NA Service*
- iv)** Presides over the regular meetings of the committee
- v)** Distributes NA literature for review and approval during the review process to selected members of the committee
- vi)** Assigns other tasks within this area of responsibility to the other members of the committee

b) VICE CHAIRPERSON:

- i) The Vice-chairperson is elected by the subcommittee and serves as the chairperson in his/her absence
- ii) Term of service is two years; one as Vice-chairperson and one as Chairperson
- iii) Minimum clean time is one year
- iv) Must have a working knowledge of *the Twelve Steps and Traditions of Narcotics Anonymous*, and a familiarization with *the Twelve Concepts of NA Service*

c) SECRETARY:

- i) The secretary is appointed by the chairperson at each meeting to record pertinent information
- ii) There is no clean time requirement for this position

4) COMMITTEE STRUCTURE:

- a) All *Group Service Representatives (GSRs)* and the *NASC Vice Chairperson* are members of this committee.
- b) Any interested member of the *NASC* may become a member of this committee
- c) Committee meetings are open to any members of NA
- d) The meetings operate as an open forum, but only members can vote.

5) RESPONSIBILITIES OF COMMITTEE MEMBERS:

- a) Any member of NA may give input on literature in progress
- b) Any member of the committee may give input on review and input of literature that they have read
- c) Every member of the literature committee who receives literature from the chairperson is required to review the literature or return it to the chairperson

6) THE DO'S AND DON'TS OF LITERATURE COMMITTEE SERVICE:**a) DO!**

- i) **REVIEW THE LITERATURE...**
- ii) **CARRY THE NA MESSAGE...**
- iii) **MAKE COMMITTEE MEETINGS...**
- iv) **BE RESPONSIBLE TO THOSE WE SERVE...**

b) DON'T!

- i) **PLAGIARIZE**
- ii) **GIVE UNAPPROVED LITERATURE TO NEWCOMERS**
- iii) **INPUT PROFANITY...**
- iv) **REFER TO SPECIFIC DRUGS...**