

SOUTH BROWARD AREA POLICY

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DEFINITION OF AN AREA SERVICE COMMITTEE

An Area Service Committee (ASC) is a committee made up of representatives (GSRs) from groups within a designated area, an administrative committee, and sub-committee chairpersons which meets monthly for the express purpose of serving the specific needs of its member groups.

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

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

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

FORMAT OF AN AREA SERVICE MEETING

An ASC meeting is run by The Twelve Traditions, the Twelve Concepts, Area Policy, and then Robert Rules Of Order.

1. Open meeting with the Serenity Prayer.
2. Read Traditions and the definition of an ASC.
3. Open forum, time limit to be determined at the discretion of the Chairperson.
4. Roll call by Secretary to include Administrative Committee, Sub-Committee Chairpersons, RCM, Alternate RCM, GSRs, or their Alternates in their absence (to be done in alphabetical order by group). Ask for new groups after roll call. Group reports done during roll call only if they have a specific problem or announcement to be included in the minutes. Group reports should then be submitted to the Secretary for the minutes.
5. The second to the last paragraph of the prefix on page XVI of the Basic Text is read by the Chair or Vice-Chair following the first roll call.
6. Following the first roll call at each ASC, a trusted servant of the area (Admin Member, Committee Chair, or GSR) will share a five-minute presentation of their service position that includes their role within the body they serve, the responsibility of their position, and any other pertinent information that may be helpful to those members new to the service structure.
7. Establish quorum.
8. Move to accept last month's minutes.
9. Treasurer's report. Move to accept Treasurer's report.
10. RCM report.
11. Sub-Committee reports in alphabetical order and Ad-Hoc Committees.
12. Elections.
13. Old Business.
14. New Business (Pre-arranged agenda has priority).
15. Establish next meeting time and place.

- 1 16. Announcements.
- 2 17. Meeting closes with the Serenity Prayer.

SOUTH BROWARD AREA SERVICE SUBCOMMITTEES

5 ACTIVITIES	LITERATURE DISTRIBUTION
6 HELPLINE/PUBLIC RELATIONS	HOSPITALS & INSTITUTIONS
7 NEWSLETTER	POLICY

Activities:

10 Coordinates and plans activities which promote unity and fellowship in the N.A. program, as well
11 as generate funds. All activities are to be held in accordance with the Twelve Traditions of
12 Narcotics Anonymous.

Helpline/Public Relations:

15 Establishes, maintains, and coordinates an effective 24-hour/7 day a week answering service.
16 Through this service we form a link between Narcotics Anonymous and the general public
17 seeking help and/or information. The committee will also maintain a 12 Step list to provide
18 appropriate referrals. Informs the public that Narcotics Anonymous exists, offers recovery from
19 the disease of addiction and provides information about how and where to find it. All activities are
20 directed toward that purpose and shall be carried out in accordance with the Twelve Traditions of
21 Narcotics Anonymous.

Hospitals & Institutions:

24 Coordinates all local Narcotics Anonymous hospital and institution meetings. Carries the N.A.
25 message via meetings to those addicts who cannot attend outside meetings in accordance with
26 our Fifth Tradition.

LITERATURE DISTRIBUTION:

29 Procures from the Regional Service Office all literature and related items and distributes them at
30 the group level. Procures and distributes meeting lists as needed. Distribution is done largely at
31 the monthly Area Service Committee meeting and is also available as required throughout the
32 month.

NEWSLETTER:

35 Prints and distributes to the area and region a South Broward Area newsletter.

POLICY:

38 To review and update policy within the South Broward Area service committee. To assure that all
39 policy is in accordance with the 12 concepts and 12 traditions of Narcotics Anonymous.

QUALIFICATIONS AND RESPONSIBILITIES OF ADMINISTRATIVE COMMITTEE

- 44 A. Chairperson: Nominated and elected by the ASC.
 - 45 1. Three (3) years clean time.
 - 46 2. An example of living recovery through the application of the Twelve Steps and
47 Twelve Traditions of Narcotics Anonymous, and the knowledge of South
48 Broward Area Service Policy.
 - 49 3. One (1) year prior involvement as ASC Vice-Chairperson, Sub Committee
50 Chairperson or GSR.
 - 51 4. Organizational skills.

52
53 Presides over the ASC meeting. Should refrain from expressing his/her opinion during
54 the discussion of a motion. Formulates the ASC agenda. Reviews the secretary's
55 minutes prior to their distribution. Keeps discussion focused on the topic and within a

1 reasonable time frame. Serves as an available resource for the GSRs between ASC
2 meetings. Should attend all ASC meetings. Is one of the signatures on the ASC's bank
3 account. Will appoint someone at the end of the ASC to check on the groups that have
4 missed two (2) or more meetings to report back at the next ASC. Is responsible for
5 facilitating the GSR Orientation/Presentation to be held at 11:30am prior to each ASC
6 meeting. Should acquaint him/herself with the South Broward Area Service policy.
7

8 B. Vice-Chairperson: Nominated and elected by the ASC.

- 9 1. Three (3) years clean time.
10 2. An example of living recovery through the application of the Twelve Steps and
11 Twelve Traditions of Narcotics Anonymous, and the knowledge of South
12 Broward Area Service Policy.
13 2. One (1) year prior involvement as Sub-Committee Chairperson or GSR.
14 4. This is a 2 year commitment. The first year an ASC Vice Chair becomes familiar
15 with the Chairpersons responsibilities. Will need two thirds vote of acclamation
16 from the ASC to become Chairperson. If no vote of acclamation is achieved the
17 Vice Chair becomes a nominee for Chairperson.

18 Presides over the ASC meeting in the absence of the Chairperson. Is responsible for
19 coordinating the subcommittees. Communicates frequently with each of the
20 subcommittee chairpersons and acts as a resource to the subcommittees in an effort to
21 facilitate the continuation of their duties. Is responsible for assisting the chairperson. Acts
22 as parliamentarian on the ASC floor. Holds a mandatory meeting before the ASC meeting
23 with all subcommittee chairpersons. The format for the ASC Vice-Chairperson's meeting
24 prior to the ASC will be as follows:

- 25 1. Open meeting with Serenity Prayer.
26 2. Roll call of Sub-committee chairpersons.
27 3. Review sub-committee business of the day.
28 4. Review ASC Treasurer's report.
29 5. At change of office have the sub-committee chairpersons present their new
30 budget. The Vice-Chairperson will offer a written and an oral report to the ASC
31 pertaining to the ASC Vice-Chair meeting that will include attendance. Should be
32 one of the co-signers on the ASC's bank account. Assists in tabulating votes.
33 Should acquaint him/herself with the South Broward Area Service policy.
34

35 C. Secretary: Nominated and elected by the ASC.

- 36 1. Two (2) years clean time.
37 2. General office or secretarial experience and some organizational ability.
38 3. An example of living recovery through the application of the Twelve Steps and
39 Twelve Traditions of Narcotics Anonymous, and knowledge of South
40 Broward Area Service Policy.
41 4. Six (6) months prior involvement as secretary to a group or to an ASC
42 Sub-Committee.
43

44 It is essential that he/she possesses a good sense of order about what transpires at ASC
45 meetings. Drafts concise minutes to reflect the essence of what is conducted at the
46 meeting. Takes roll at the ASC meetings. Gives a list of groups that have missed two
47 (2) or more ASC's to the ASC Chairperson. Maintains a file system of all information
48 generated by the ASC, including materials created by the subcommittees or groups as
49 well as a record of motions, reports and correspondence for the ASC archives. Prepares
50 letters and communications for the officers. Types and mails minutes of the ASC meeting
51 (after Chairperson reviews) within ten (10) days following the ASC meeting. Should follow
52 ASC format and agenda in compiling minutes and number accordingly. Is responsible for
53 utilizing the most cost effective method of preparing and distributing minutes. Should
54 acquaint him/herself with the South Broward Area Service Policy.
55

56 D. Treasurer: Nominated and elected by the ASC.

- 1 1. Four (4) years clean time.
- 2 2. An example of living recovery through the application of the Twelve Steps and
- 3 Twelve Traditions of Narcotics Anonymous, and the knowledge of South
- 4 Broward Area Service Policy.
- 5 3. Bookkeeping or accounting experience.
- 6 4. One (1) year prior experience as a group treasurer and/or prior participation in
- 7 the ASC.
- 8 5. *Anyone holding the position of an elected Area treasurer in the SBA must have*
- 9 *bank account.*

10 Performs a most visible and essential service to N.A. Is mainly responsible for the
 11 management of ASC funds. Is usually the first signature on the ASC bank account and
 12 maintains the checkbook. Is responsible for complete accounting of all funds received
 13 through donations from members and groups, as well as monies generated by Activities.
 14 To assure good records, he/she should encourage members and groups to forward all
 15 monies in the form of checks or money orders. Where cash is handled, receipts should
 16 be issued immediately. Presents a detailed report of finance at each ASC meeting, as
 17 well as an annual report at the end of term and whatever else is requested by the ASC or
 18 its members. During this report he/she should encourage the GSR's to remind their
 19 groups of the importance of the Seventh Tradition at every level of service, beginning
 20 with the member and then the group. Explains briefly what this money goes to provide.
 21 The attraction that these services provide (when the members are informed) helps our
 22 Seventh Tradition become reality. The ASC bank account will contain all funds for the
 23 ASC, including subcommittees. The Treasurer, therefore, keeps separate balances for
 24 the ASC general fund, prudent reserve, each subcommittee, and any other recurring
 25 funding or finance the ASC feels is appropriate. In this way, all funds are under one set of
 26 books, and the Treasurer makes disbursements upon direction of the ASC. Area Prudent
 27 Reserve is recommended to be one (1) month operating cost (currently \$ 3,500.00). All funds over prudent
 28 reserve are donated to Region. The treasurer will wait a minimum of one month before
 29 making donations **MOTION 02-09-05** Deposits all funds collected within 24 hours. There
 30 will be no personal checks accepted at the ASC. No blank ASC checks are to be signed
 31 in advance. No checks are to be requested during the month. All checks are to be
 32 requested at Area Service. Must attend the meeting with the ASC Vice-Chairperson prior
 33 to the ASC. Should acquaint him/herself with the South Broward Area Service Policy.

- 34
- 35 E. RCM: Nominated and elected by the ASC
- 36 1. Four (3) years clean time.
- 37 2. An example of living recovery through the application of the Twelve Steps and
- 38 Twelve Traditions of Narcotics Anonymous.
- 39 3. Six (6) months prior experience in the ASC as a GSR or Sub-Committee
- 40 Chairperson.
- 41 4. Time and resources to perform the responsibilities of the position.
- 42 5. Six (6) months prior involvement at the Regional level.

43

44 As the representative of the Area, the RCM will speak for the members and groups
 45 within their Area Service Committee. The primary responsibility is to work for the good
 46 of N. A. and act as a liaison between their Area and the rest of N.A., particularly with
 47 neighboring ASC's. They represent the group conscience of an ASC at a Regional level.
 48 In order to accomplish this, the RCM and the RCM alternate must become informed of
 49 issues from the Area, Regional, and World levels of N. A. service. Therefore, it is
 50 essential for both the RCM and the RCM alternate to attend all meetings of the ASC and
 51 the RSC, including Regional Conferences. The RCM should prepare a written report of
 52 the RSC on the ASC's progress, projects and dilemmas. In addition, the RCM should
 53 prepare a written report to the ASC of the RSC meetings. May serve on one or more of
 54 its ASC and RSC subcommittees, but not as chairperson. When the WSC Conference
 55 Agenda Report comes out at the beginning of the year, the RCM will need to be well
 56 informed on all agenda items to disseminate this information to the groups. This is a

1 primary responsibility of the RCM and RCM alternate. They present the WSC
2 Conference Agenda items to the groups in a workshop format where group members
3 may ask questions pertaining to these items. Should acquaint him/herself with the South
4 Broward Area Service Policy
5

- 6
- 7 F. RCM Alternate: Nominated and elected by the ASC
- 8 1. Two (2) years clean time.
- 9 2. An example of living recovery through the application of the Twelve Steps and
- 10 Twelve Traditions of Narcotics Anonymous.
- 11 3. One (1) year prior experience in the ASC as a GSR or subcommittee
- 12 chairperson.
- 13 4. Time and resources to perform the responsibilities of the position.
- 14

15 Assists the RCM. There is a two (2) year commitment for this position. The first year of
16 service is spent becoming familiar with the job, attending all RCM and RSC meetings
17 and filling in for the RCM if they are absent for any reason or unable to complete their
18 term in office. Should acquaint him/herself with the South Broward Area Service Policy.
19

- 20 G. Alternate Secretary: Nominated and elected by the ASC.
- 21 1. One (1) year clean time.
- 22 2. General office or secretarial experience and some organizational ability.
- 23 3. An example of living recovery through the application of the Twelve Steps and
- 24 Twelve Traditions of Narcotics Anonymous.
- 25 4. Three (3) months prior involvement as secretary to a group or to an ASC
- 26 Sub-Committee.
- 27

28 Assists secretary at the ASC meeting. This is a two (2) year commitment. The first year
29 is spent becoming familiar with the position and filling in for the secretary in his/her
30 absence. The second year is spent as the ASC secretary with a vote of acclimation from
31 the ASC. Should acquaint him/herself with the duties and responsibilities of the
32 secretary. Should also acquaint him/herself with the South Broward Area Policy.
33

- 34 H. Alternate Treasurer: Nominated and elected by the ASC.
- 35 1. Three (3) years clean time.
- 36 2. An example of living recovery through the application of the Twelve Steps and
- 37 Twelve Traditions of Narcotics Anonymous.
- 38 3. Bookkeeping or accounting experience.
- 39 4. Six (6) months prior experience as a group treasurer and prior participation in
- 40 the ASC.

41 Assists treasurer at the ASC meeting. This is a two (2) year commitment. The first year
42 is spent becoming familiar with the position and filling in for the treasurer in his/her
43 absence. The second year is spent as the ASC Treasurer with a vote of acclimation
44 from the ASC. Should acquaint him/herself with the duties and responsibilities of the
45 treasurer and become familiar with the South Broward Area Policy. Is not a signer on
46 the ASC bank account the first year.
47
48
49

50 **QUALIFICATIONS AND RESPONSIBILITIES OF AN ALTERNATE GSR AND**
51 **GSR**

- 52
- 53 GSR: Nominated and elected by each group.
- 54 1. One (1) year clean time suggested.
- 55 2. An example of living recovery through the application of the Twelve Steps and

- 1 Twelve Traditions of Narcotics Anonymous.
- 2 3. Active participation in the group they serve.
- 3 4. An understanding of N.A. service structure and the responsibilities of a GSR.
- 4 5. Willingness to fulfill the commitment.

5
6 Should attend the ASC meetings to express the group conscience of his/her group.
7 Should be a member of at least one (1) sub-committee, but not as a chairperson. It is
8 suggested that they attend at least one (1) trusted servants workshop. This position
9 requires the representative to provide information to the group (working closely with the
10 group secretary) about what is happening in the rest of N.A. (at the Area, Regional and
11 World levels) and to keep the Area informed about activities, strengths, and problems of
12 the group. Receives from his/her group treasurer any funds that are to be taken and
13 given to the ASC Treasurer. There is a one (1) year commitment for this position. In
14 addition to this, the GSR participates in helping to carry out the ASC's other specific
15 functions; the attracting of new members, the planning and implementation of
16 activities, the aid given to groups with specific situations, and services which require
17 more effort than a monthly meeting period. He/She should acquaint him/herself with the
18 South Broward Area Service Policy.

19
20 GSR Alternate: Nominated and elected by each group.

- 21 1. Six (6) months clean time suggested.
- 22 2. An example of living recovery through the application of the Twelve Steps and
- 23 Twelve Traditions of Narcotics Anonymous.
- 24 3. Active participation in the group they serve.
- 25 4. An understanding of N.A. service structure and the responsibilities of a GSR.
- 26 5. Willingness to fulfill the commitment.

27
28 Must attend all ASC meetings and vote in the absence of the GSR. Works closely with
29 the GSR. Should be a member of at least one (1) sub-committee, but not as a
30 chairperson. It is suggested that they attend at last one (1) trusted servants workshop.
31 There is a two (2) year commitment for this position. The first year of service is spent in
32 training. Should acquaint him/herself with the South Broward Area Service Policy.

33
34 **NOMINATIONS ADMINISTRATIVE COMMITTEE**

- 35
- 36 1. Nomination of Administrative Committee officers should be solicited by the "group
- 37 conscience" of each group within the area.
- 38
- 39 2. Nominations for sub-committee chairpersons will be solicited from the groups of N.A. for
- 40 only qualified members within this area.
- 41
- 42 3. Nominations are solicited in June to be brought back to the ASC in July.
- 43
- 44 4. An explanation of office is read from the ASC policy package, as well as the
- 45 qualifications and responsibilities of each position.
- 46
- 47 5. At the July ASC, nominations are taken from the GSRs, Administrative Committee,
- 48 Sub-Committee Chairpersons and/or RCM and Alternate.
- 49
- 50 6. Each nomination must be seconded.
- 51
- 52 7. After accepting nominations, the ASC Chairperson will ask if there are any other
- 53 nominations.
- 54
- 55 8. A motion is made to close nominations.
- 56

1 **The Administrative body will:**

- 2 1. Hold one regularly scheduled meeting between ASC meetings on a monthly basis where
3 all are welcomed to attend. These meetings will be held to accomplish the following:
4 a. Coordinate efforts;
5 b. Maintain communication;
6 c. Responsible for determining the time and location of ASC meetings;
7 d. Discuss any motions referred to the Administrative Committee;
8 e. Create any motions that reflect the Administrative Committee in its entirety.
9

10 The Administrative Committee consists of five core ASC members that include the following:
11 vice-chair, treasurer, secretary, RCM and RCM Alternate with the ASC Chair presiding over the
12 committee. In the absence of the chair, the vice-chair will preside over the meeting thus losing the
13 ability to participate in motion making or seconding motions as well as becoming able to vote only
14 in the case of a tie.

15 The five core members along with the alternate secretary and alternate treasurer, as well as
16 standing committee chairs have the ability to make and second motions as well as participate in
17 discussion but voting is limited to the five core members.
18

19 **Agenda for the meetings will be as follows:**

- 20 1. Opening;
21 2. Roll call for core members;
22 3. Recognition of other ASC trusted servants as well as interested members;
23 4. Open Forum (if necessary)
24 5. Reports
25 a. ASC Vice-chair (report to include subcommittee information);
26 b. Treasurer (report to include a summarized breakdown of internal budget as well
27 as the availability of funds with respect to each committee's budget).
28 c. RCM (report to include any information pertaining to other areas, upcoming or
29 past regional issues).
30 6. The Chairperson will then entertain discussion on the following topics:
31 a. Reflect on the previous ASC in reference to motions made and the outcome,
32 committed motions, as well as any difficulties that may have occurred. At this
33 time the Administrative Officers will ensure that all assigned tasks that were
34 delegated at the past ASC are being followed.
35 b. Prepare for the next ASC in reference to motions coming from committees and
36 known budgetary needs. The administrative officers may choose to commit to
37 follow-up with a particular group who has expressed a difficulty of has not been
38 in attendance at the two prior ASC's.
39 c. Discuss the ASC's responsibility to the groups it serves. Are the sub-committees
40 providing services as reflected in their guidelines? Evaluate the effectiveness of
41 the ASC in fulfilling its purpose to the groups it is accountable to.
42 7. Old Business Motions
43 8. New Business Motions
44

45 **Additional responsibilities:**

46 To consider any input referred by the ASC that affects the policy of the ASC, and upon
47 deliberation give recommendation to the Area. Give a written response to any issues regarding
48 tradition violations. The Administrative Committee will update the policy package as needed.
49

50 **ADDITIONAL GUIDELINES**

51 **ADMIN:**

- 52 1. All new groups should register and be given a group starter kit, if needed. New groups
53 should have a GSR and a secretary before going on the meeting list.
54 2. The Administrative Committee plans a trusted servant's workshop twice a year including
55 both the area and the group level in scope. The Administrative Committee will also

- 1 present a workshop on the Traditions.
- 2 3. The Administrative Committee will update, print and distribute changes every two (2)
- 3 months.
- 4 4. The Administrative Committee is responsible for presenting a calendar for the upcoming
- 5 year from August to August of the ASC meeting dates, pointing out any conflicting
- 6 holidays with the ASC meetings, and noting such changes on the calendar. The calendar
- 7 will be printed in August minutes.
- 8 5. The Administrative Committee will schedule a conference workshop the weekend
- 9 following the availability of the conference agenda.
- 10 6. If clean time has to be waived for an administrative position, that position may not sign
- 11 checks until clean time is met.
- 12 7. Conference Agenda Reports will be purchased by the ASC and provided to groups at no
- 13 cost, for groups that request them.
- 14 8. Phone numbers will be provided in each area minutes for sub-committee chair people
- 15 9. Area Service meeting is non-smoking, with a break every hour.

16 **MOTIONS AND VOTING PROCEDURES.**

- 17
- 18
- 19 1. All ASC meetings are open to N.A. members and they do have a voice on the floor.
- 20 2. Only those listed below can make, second or amend motions:
 - 21 a. GSRs or their Alternates in their absence
 - 22 b. RCM or their Alternate
 - 23 c. Sub-Committee Chairpersons, or their Vice Chairpersons in their absence, can
 - 24 make motions pertaining to their subcommittees or procedural motions.
 - 25 d. Members of the Administrative Committee excluding the Chair and Vice Chair.
- 26 3. To be recognized on the floor, a raise of the hand is necessary.
- 27
- 28 4. Quorum:
 - 29 a. Official quorum is one more than 1/2 the voting membership.
 - 30 b. Official quorum must be reached by the end of the roll call vote.
 - 31 c. Only duly elected alternates are eligible for quorum in the representative's
 - 32 absence.
 - 33 d. No proxy representatives.
 - 34 e. A quorum call from the floor is always in order.
- 35 5. If any group is not represented at two (2) consecutive meetings, they are dropped from
- 36 roll call. The purpose is to establish accurate quorum.
- 37 6. No motions will be accepted after the 1st motion in new business. Emergency motions
- 38 will be ruled on at the discretion of the Chair.
- 39 7. After a motion is made, the Chairperson asks for a second. After second is taken, the
- 40 Chairperson asks for opposition:
 - 41 a. If there is no opposition the Chairperson asks for a voice vote of all those in
 - 42 favor, and the motion carries.
 - 43 b. If there is opposition:
 - 44 1. Maker of the motion is given an opportunity to speak on the intent of the
 - 45 motion.
 - 46 2. The floor is open for debate (refer to Parliamentary Procedures
 - 47 Guidelines).
- 48 8. All Policy motions going to groups go to ADMIN prior to being presented to groups.
- 49 Intent is for ADMIN to give recommendations.
- 50 9. Voting
 - 51
 - 52
 - 53
 - 54 a. Voting participation is any recognized elected GSR within the Area (or duly
 - 55 elected Alternate in his/her absence). Only one vote per group.

- 1 b. The Chairperson has a vote only in the case of a tie.
- 2 c. 2/3 of quorum majority vote for policy change, amendments to policy, forming
- 3 new policies or to waive policy.
- 4 d. Voting will be done by a show of hands, a roll call vote can be called for at any
- 5 time by a voting participant.
- 6 e. For all others, refer to the South Broward Area Service Rules of order.
- 7 f. In all votes at the ASC, the abstentions do not go to the prevailing side, but are
- 8 counted as abstentions. If abstentions prevail the vote goes back to the groups.
- 9 g. All motions tabled to the groups from Area/Region will have intents.
- 10 h. Sub-committee Chairs may make motions directly pertaining to their
- 11 sub-committee or procedural motions only.
- 12

13 **SOUTH BROWARD AREA PARLIAMENTARY PROCEDURES**

14 MAIN MOTION:

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

17 AMMENDMENTS:

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

23 MOTIONS TO TABLE:

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

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

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

31 MOTIONS THAT CHANGE POLICY

32 Are automatically tabled to groups.

33 MOTIONS TO REFER TO COMMITTEE:

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

42 MOTIONS TO REFER TO GROUPS:

43 When a motion to refer to groups is made, it is to send an item of business to the groups for their
44 consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to
45 groups will be limited to one pro and one con and the debate will pertain only to the desirability of
46 committing the motion. If passed, there will be two pros and two cons on the original motion so as
47 to give information to bring back to the groups. All motions tabled to groups from Area/Region will
48 have intent.

49 MOTIONS TO RECONSIDER:

1 A motion to reconsider is meant to bring an item that has already been dealt with onto the floor.
2 This is used to permit the correction of hasty, ill-advised, or erroneous action, or to take into
3 account new information or situations not considered when taking the original vote. Since this
4 motion is not to be used for rehashing motions that an individual or minority were not pleased with
5 the outcome, this motion can only be made by a GSR who voted on the prevailing side or a
6 member who spoke in debate to the prevailing side of the motion. After the end of the next ASC
7 meeting it would no longer be in order to reconsider a motion. You may not reconsider a motion
8 more than once.
9

10 UNANIMOUS CONSENT:

11 That is a method that allows the ASC to move quickly through a routine business or questions of
12 little importance. This is a less formal way of handling business and is an alternative to taking a
13 vote on a motion. If the Chairperson senses no opposition to a motion, he/she will state that the
14 motion is carried by unanimous consent unless there is an objection. If there is no objection to
15 this, the minutes will reflect that all of the voting members were in favor. If a member objects to
16 this, the matter will go to a vote as prescribed for the motion.
17

18 WITHDRAW OR MODIFY:

19 A request to withdraw or modify may be made by the maker of the original motion upon his/her
20 acceptance of a suggestion from another member. After the motion is made it belongs to the
21 ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this
22 as a unanimous consent matter, that is, if no one objects to this, the request is granted. If there is
23 an objection, the Chairperson automatically puts the request to a vote which is not debatable.
24

25 MOTION TO CALL THE VOTE:

26 A motion to call the vote must be seconded and allows for only one pro and one con. A 2/3
27 majority is required to adopt this motion. The intent of this motion is to bring the original motion to
28 a vote without any further amendment or debate. This motion is not to be made to suppress
29 information but rather to expedite the proceedings.
30

31 POINT OF INFORMATION:

32 A point of information is a question directed to the Chairperson to obtain information concerning
33 parliamentary procedure on the motion that is pending. This allows a member to ask a question
34 and it is not to make a statement or give information.
35

36 POINT OF ORDER:

37 When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he
38 can make a "Point of Order" which in effect is asking the Chairperson to make a determination of
39 whether or not the procedure the member is pointing out is in fact being violated. A point of order
40 is not a method in which to dispute the accuracy of validity of another member's remarks but
41 instead is to bring to the attention of the Chairperson that a member feels that the proper
42 procedure is not being followed.
43

44 SUSPEND THE RULES:

45 A motion to Suspend the Rules is made when a member of the ASC would like to waive certain
46 ASC procedure. The motion will include the rule to be suspended and the length of time it shall be
47 suspended. The motion requires a second and a 2/3 majority.
48

49 APPEAL THE DECISION OF THE CHAIR:

50 By electing the ASC Chairperson, the ASC delegates to him/her the authority and duty to make
51 necessary rulings on questions or parliamentary procedure. Any two members have the right to
52 Appeal from his/her decision on such a question. By one member making the appeal and another
53 seconding it, the question is taken from the Chairperson and given to the ASC for final decision.
54 Debate will be limited to one pro by the maker of the motion, and one con by the Chairperson,
55 limited to one minute each.
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IMPEACHMENT PROCEDURES

When a member of the Administrative Committee, or a Sub-Committee Chairperson misses two (2) consecutive meetings, or fails to perform his/her duties, a letter will be sent stating the charges prior to voting. Following the letter, the person may make a rebuttal. Impeachment will be determined by vote at the ASC meeting. Relapse may fall under the heading of "failure to perform duties". It takes a 2/3 vote to impeach. The vote is done by closed ballot.

RESIGNATION PROCEDURES

Submit a letter to the ASC Chairperson prior to the ASC stating your resignation.

GENERAL GUIDELINES

- 1. Sub-Committees may meet in a public or private place, at the discretion of the sub-committee.
- 2. Each sub-committee member should receive a copy of that sub-committee policy once they become a voting member.
- 3. The fiscal year budget begins and runs for one (1) year simultaneously with elections of ASC officers. Regular sub-committee yearly budgets should be submitted broken down on a monthly basis. All non-recurring expenses should be submitted as necessary. A copy of last years budget must be submitted with the present budget.
- 4. All sub-committees must get competitive bids if they are going to spend more than three hundred dollars (\$300.00) on non-fundraising activities.
- 5. Any N. A. group within or outside our area is welcomed to join the South Broward Area.
- 6. All fundraising efforts for this Area should be approved by this ASC, coordinated and implemented by the subcommittee putting on the fund raising event.
- 7. The sub-committee reports should contain whether the Chair or Vice Chair of each sub-committee attended the RSC.
- 8. All Sub-committee chairs that are required to attend the RSC will be reimbursed up to \$50.00 upon presentation of receipts of expense for travel outside Dade, Broward and Mid Cost Areas.
- 8a. To fund RCM and RCM Alternate \$200.00 each at the ASC prior to the RSC (if held outside of Dade, Broward and Mid Coast Areas). Receipts will be turned in at the next ASC.

SOUTH BROWARD AREA ACTIVITY COMMITTEE GUIDELINES

Purpose:

To coordinate and plan activities which promote unity and fellowship in the N.A. program, as well as to generate funds. All activities must be held in accordance with the Twelve Traditions of Narcotics Anonymous.

Membership:

Chairperson, Vice-Chairperson, Secretary, Treasurer and General Members.

Qualifications and Responsibilities:

- 1. Chairperson: Nominated and elected by the ASC.
 - a. Three (3) years clean time;
 - b. Six (6) months prior involvement in the activities committee;
 - c. An example of living recovery through the application of the Twelve Steps and

1 Twelve Traditions of Narcotics Anonymous.
2 The Chairperson is responsible for planning, coordinating, and implementing all area activities.
3 He/she acts as liaison between the area and the Activities Committee. He/she must attend all
4 RSC meetings and attend the meeting with the Vice-Chairperson before the ASC. He/she
5 coordinates the work of all ad-hoc committees. He/she maintains order in the sub-committee
6 meetings. He/she arranges times and agendas for all sub-committee meetings, and is ultimately
7 responsible for the functioning of the committee and the maintenance of files and records. He/she
8 should acquaint him/herself with the South Broward Area Service Policy.

- 9 2. Vice-Chairperson: Nominated and elected by the Activities Committee from its voting
10 members.
11 a. Two (2) years clean time;
12 b. Three (3) months prior involvement in the Activities Committee;
13 c. An example of living recovery through the application of the Twelve Steps and
14 Twelve Traditions of Narcotics Anonymous.

15 The Vice-Chairperson fills in for the Chairperson when needed. He/she assists the chairperson in
16 maintaining order in sub-committee meetings. He/she works closely with the Chairperson in
17 planning and executing all Area activities. He/she should attend all activities committee meetings.
18 He/she maintains communication with the South Broward Area groups and neighboring Areas
19 and keeps a calendar of upcoming events.

- 20 3. Secretary: Nominated and elected by the Activities Committee from its voting
21 members.
22 a. Six (6) months clean time;
23 b. Secretarial experience and some organizational ability;
24 c. An example of living recovery through the application of the Twelve Steps and
25 Twelve Traditions of Narcotics Anonymous.

26 The Secretary takes accurate minutes at Sub-Committee meetings and will make copies
27 available upon request. He/she assists the Chairperson in maintaining the Sub-Committee's
28 records. He/she is responsible for all necessary correspondence.

- 29 4. Treasurer: Nominated and elected by the ASC
30 a. Three (3) years clean time.
31 b. Three (3) months prior involvement in the Activities Committee.
32 c. An example of living recovery through the application of the Twelve Steps and
33 Twelve Traditions of Narcotics Anonymous.
34 d. *Anyone holding the position of an elected Area treasurer in the SBA must have*
35 *bank account.*

36
37 The Treasurer must attend all activities Sub-Committee meetings. He/she is accountable for all
38 funds spent or acquired by the sub-committee. He/she is responsible for turning over all money
39 collected by the sub-committee to the ASC Treasurer within (48) hours. He/she submits a
40 monthly written financial statement accounting for all monies and inventory (i.e. paper goods,
41 sodas, sports equipment, decorations, condiments, etc.) to be included in the ASC minutes.
42 He/she assists the chairperson in the budgeting of funds.

- 43 5. General Members:
44 a. One (1) day clean time;
45 b. Willingness to fulfill the commitment. It is suggested that you attend the Sub-
46 Committee meetings. He/she assists in the planning, coordination, and
47 implementation of activities. He/she brings new ideas for events.
48

49 **Agenda for Meeting:**

- 50 1. Opening prayer
51 2. Reading of the Twelve Traditions
52 3. Establish voting members
53 4. Review sub-committee business
54 5. Old business
55 6. New business
56 7. Review business of the day

- 1 8. Announcements
- 2 9. Establish next meeting time and place
- 3 10. Close meeting with Serenity Prayer.

4
5 **Motions and Voting Procedures:**

- 6 1. Motions
- 7 a. May be made and seconded only by voting members.
- 8 2. Voting
- 9 a. Members have voting privileges after attending two (2) consecutive meetings, to
- 10 be lost after missing two (2) meetings until reestablished.
- 11 b. You must have participated in at least one (1) activity within the last three (3)
- 12 months to vote.
- 13 c. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
- 14 d. A quorum is the simple majority of the voting members. Once a quorum is
- 15 established at each meeting, it stays throughout the meeting.

16
17 **Budget:**

- 18 1. Annual budget includes printing of flyers, miscellaneous sub-committee meeting hall
- 19 fees, and general operating expenses.
- 20 2. Area holds \$500.00 for security deposits, tickets, foods, etc. If additional funds are
- 21 needed, it must be approved by a vote of the ASC. This fund shall be replenished by the
- 22 Activities Committee after each activity.

23
24 **Guidelines for Planning Functions:**

- 25 1. All activities must have prior ASC approval.
- 26 2. Locations:
- 27 a. The Activities Sub-committee Chairperson is responsible for negotiating and
- 28 contracting locations for activities.
- 29 b. The Chairperson may appoint committee members to scout locations.
- 30 c. The final selection of a location will be voted on by the sub-committee.
- 31 d. All deposits and fees are to be paid by check from the ASC account.
- 32 e. Refundable deposits should be returned to the ASC account via the ASC post
- 33 office box.
- 34 f. The Chairperson should make follow-up call to location to maintain goodwill and
- 35 proper clean up, etc.
- 36 3. Provisions (food, sodas, decorations, etc.):
- 37 a. The Vice-Chairperson will coordinate volunteers and or purchase and deliver all
- 38 provisions for activities.
- 39 b. All commitments for jobs must be by sub-committee members.
- 40 c. All purchases should be made through ASC account, and must be accompanied
- 41 by a receipt. All receipts must be turned in to Activities Treasurer.
- 42 d. All surplus provisions must be accounted for and returned to the designated
- 43 storage place by the Chairperson, and the Treasurer. An on-going record of
- 44 inventory should be kept.
- 45 4. Entertainment:
- 46 a. All entertainment should be approved by and be voted on by members of the
- 47 Activities Committee.
- 48 b. It is suggested that bids be obtained for all entertainment and be reviewed and
- 49 approved by vote of the Activities Committee.
- 50 c. All contracted entertainment must be informed that no mood or mind-altering
- 51 chemicals will be allowed on premises.
- 52 5. Advanced Planning:
- 53 a. Flyers will be printed for each function and tickets when needed.
- 54 b. Ticket sellers must have a minimum of one (1) year clean time.
- 55 c. All flyers and tickets should read: "suggested donation \$_____".
- 56 d. The Treasurer must keep a record of all tickets handed out.

- 1 e. Ad-hoc committees will be formed for decoration and set up, food and beverage,
- 2 entertainment, location, ticket sales, meeting, and clean up.
- 3 f. A progress report will be given by each of the above ad-hoc committees at the
- 4 next Activities Committee meeting.
- 5 g. The Activities Chairperson, Vice-Chairperson and Treasurer will count the
- 6 money together. More than one person will count money at functions.
- 7 h. Activities must submit a 12-month calendar to the ASC in September to be
- 8 voted on at October ASC.
- 9 i. All flyers should have a small map of how to get to each function from I-95.
- 10 j. The Activities Committee shall host a 24-hour room on New Year's Eve in the
- 11 same manner as the 24-hour room on Christmas, in which groups will have the
- 12 same time slots.
- 13 6. Area Policy for Functions:
- 14 a. All South Broward Area functions (i.e. conventions, meetings, workshops, and
- 15 activities) to begin and end with the "Serenity Prayer" only!
- 16 b. The Activities Committee will participate in "Unity Day".

Sporting Events Team:

The South Broward Area, in conjunction with the Activities Committee, has established a Sporting events Team which shall utilize the following guidelines:

Purpose: To Coordinate softball activities and promote unity and fellowship in the N.A. Program.

Membership: The sporting events team will have a liaison that will report directly to the South Broward Area Activities Chairperson on a monthly basis. The team can be co-ed and will consist of NA and NA family members.

Budget: Funds collected at the games will supply equipment and refreshment establishing this as a 7th Tradition event. Any additional funds will be donated to the Area through the Activities Committee.

- Additional Guidelines:**
- 1. NA Sporting event for the South Broward Area will be announced at NA meetings with flyers to be circulated promoting participation.
 - 2. The NA banner will be displayed at all games. The location of the games will be determined by the Sporting events Committee.
 - 3. All attendees will have an opportunity to play.
 - 4. If there are not enough NA members to play a game, it will be canceled for that day.
 - 5. South Broward Area NA will not be responsible for any injuries. Adhering to the guidelines will be the responsibility of the liaison. Any misconduct may result in the dismissal and election of a new liaison by the South Broward Activities Committee.

SOUTH BROWARD HELPLINE/PUBLIC RELATIONS
SUBCOMMITTEE GUIDELINES

Purpose: To establish, maintain, and coordinate an effective 24-hour, 7 day a week contact number for Narcotics Anonymous. This number is (954) 967-6755 and will be owned by the South Broward Area. Through this service, we form a link between Narcotics Anonymous and the general public seeking help and/or information. The committee will also maintain a 12-Step List to provide members available for 12-Step calls. In addition, to inform the public that Narcotics Anonymous exists, offer recovery from addiction and provide information about how and where to

1 find it. All activities are directed towards that purpose and shall be carried out in accordance with
2 the Twelve Traditions of Narcotics Anonymous.

3
4 **Agenda for Meeting:**

- 5 1. Opening Prayer
- 6 2. Reading of the Twelve Traditions
- 7 3. Establish voting membership
- 8 4. Open Forum
- 9 5. Public Information
- 10 6. Shift Sheets
- 11 7. Old Business
- 12 8. New Business
- 13 9. Announcements
- 14 10. Establish next meeting time and place
- 15 11. Close meeting with Serenity prayer

16
17 **Membership:**

18 Chairperson, Vice-Chairperson, Secretary, Subcommittee Members

19
20 **Qualifications and responsibilities:**

- 21 1. Chairperson: Nominated and Elected by the ASC
 - 22 a. Two (2) years clean time
 - 23 b. Six (6) months prior involvement in the Helpline/P.R. Sub-Committee
 - 24 c. An example of living recovery through the application of the 12-Steps and 12
 - 25 Traditions of Narcotics Anonymous.

26 The Chairperson sees that all shifts are covered and makes monthly schedule. He/she acts as a
27 liaison between the Area, the Helpline/P.R. Sub-committee and the answering service. He/she
28 must attend all ASC meetings and attend the meeting with the ASC Vice-chairperson prior to the
29 ASC. He/she keeps a current listing of all Helpline/P.R. and 12-Step Volunteers. He/she is
30 responsible for all money transactions, including creating annual budget. He/she must attend all
31 RSC Public Relations sub-committee meetings meeting's. He/she should acquaint him/herself with
32 South Broward Area Service Policy.

- 33
34 2. Vice-Chairperson: Nominated and elected by the Helpline/P.R. Sub-
35 Committee from it's voting members.
 - 36 a. One (1) year clean time.
 - 37 b. Three (3) months prior involvement in the Helpline/P.R. Sub-Committee.
 - 38 c. An example of living recovery through the application of the 12- Steps and
 - 39 12-Traditions of Narcotics Anonymous.

40
41 The Vice-Chairperson updates the 12-Step list semi-monthly. He/she fills in for the Chairperson
42 when needed. He/she maintains order in the Subcommittee meetings. He/she takes roll call and
43 establishes voting membership. Is responsible for the literature needs of the sub-committee and
44 shall arrange for the purchase and distribution of same.

- 45
46 3. Secretary: Nominated and elected by the Helpline/P.R. Subcommittee from its voting
47 members. Nine (9) months clean time required.

48
49 The Secretary takes accurate minutes and has copies available upon request. He/she maintains
50 the Sub-Committee records. He/she is responsible for all necessary correspondence. He/she
51 assists the Chairperson in recording and distributing all lists and schedules. He/she is responsible
52 for calling all members to remind them of the monthly sub-committee meeting.

- 53
54 4. Helpline/P.R. Volunteers:
 - 55 a. Six (6) months clean time required to work Helpline/P.R.
 - 56 b. An example of living recovery through the application of the 12- Steps and 12-

- 1 Traditions of Narcotics Anonymous.
- 2 c. All new members will be given an orientation packet and must attend a training
- 3 session presented by the chair before receiving a Helpline shift.
- 4 d. It is required that members attend the monthly sub-committee meetings. If a
- 5 member is unable to attend the monthly sub-committee meeting, they must call the
- 6 chairperson before the sub-committee meeting. If a member cannot attend due to
- 7 work, they must call the Chair, the Vice-Chair or the Secretary.
- 8 e. If a member misses two (2) shifts in a month without explanation, their name will be
- 9 removed from the schedule.
- 10 f. WHEN BEEPER RECEIVES PAGE VOLUNTEER CALLS (954) 981-0112 OR 967-6755
- 11 TO RETRIEVE MESSAGE
- 12
- 13 5. 12-Step Volunteers:
- 14 a. One (1) year clean time.
- 15 b. An example of living recovery through the application of the 12-Steps and 12-
- 16 Traditions of Narcotics Anonymous.
- 17

18 **Motions and Voting Procedures:**

- 19
- 20 1. Motions
- 21 a. May be made and seconded only by voting members.
- 22 2. Voting
- 23 a. Voting members of the Sub-Committee shall all be Helpline/P.R. volunteers who
- 24 have participated in two (2) out of the last three (3) Sub-Committee meetings.
- 25 b. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
- 26 c. A quorum is the simple majority of the voting members. Once a quorum is
- 27 established at each meeting, it stays throughout the meeting.
- 28

29 **Budget:**

- 30 1. General Operating Expenses:
- 31 a. Copies of minutes, guidelines or policies.
- 32 b. Postage.
- 33 c. Helpline/P.R. Sub-committee meeting hall fees, etc.
- 34 d. The budget will include projected expenses for the answering service including
- 35 beepers.
- 36 e. Travel expenses to RSC out tri-area.
- 37
- 38 2. The Helpline/P.R. Chairperson is responsible for creating the annual budget.
- 39
- 40

41 **Beeper Guidelines:**

- 42 1. Carrying a Helpline beeper is a commitment.
- 43 2. The Helpline member will be responsible for the beeper. If the beeper is lost or broken
- 44 by the member, the beeper must be repaired or replaced by said member.
- 45 3. Members must have three (3) months previous Helpline experience to be eligible to
- 46 obtain a beeper.
- 47 4. All members who carry a beeper should attend all sub-committee meetings. The beeper
- 48 must be given back to the Helpline/P.R. Chair if the member misses two (2) consecutive
- 49 monthly sub-committee meetings without contacting the Chair, Vice-Chair or Secretary.
- 50 Two (2) consecutive monthly meetings must be attended to regain eligibility for a beeper
- 51 and the member will then be returned to the beeper waiting list.
- 52 5. If the commitment cannot be fulfilled, the member will return the beeper to the Chair
- 53 and/or the next eligible member.
- 54 6. The beepers are to be used for Helpline/P.R. business only.
- 55 7. If the member is unable to attend to his/her shift for an extended period of time (more
- 56 than two (2) weeks) then the beeper must be returned to the Chairperson.

1 8. A beeper waiting list will be maintained by the Chairperson.
2

3 South Broward Area Helpline/Public Relations Committee Internal Guidelines
4

5 **Purpose:** Helpline/P.R. internal guidelines direct/maintain and organize the continuity of the
6 inter-dynamics of the committee, always mindful of the integrity of our primary
7 purpose.
8

9 **Guidelines:**

- 10 1. Regularly scheduled Sub-Committee meetings will be opened by the Chairperson with
11 the Serenity Prayer. The Vice Chair will then read the 12 Traditions.
12 2. A roll call will be taken by the Vice Chair to establish voting membership, as well as
13 active shift participants.
14 3. Open forum along with introduction of new members and their qualifications should last
15 no longer than 10 minutes (except at the Discretion of the Chair).
16 4. Public Information business will be presented and discussed.
17 5. Shift sheets will be gone over.
18 6. As the Chair continues to preside over the meeting, old business will be presented to the
19 floor through review of the minutes with new business to follow.
20 7. After the business session, the floor is opened to Announcements.
21 8. The Chair will establish the next meeting time and place.
22
23

24 **Responsibilities:**

- 25 1. Chairperson
26 a. The Chairperson will create a monthly schedule to be placed on the monthly
27 schedule sheet.
28 b. The Chair will evaluate the effectiveness of the Answering Service and
29 the volunteers.
30 2. Vice-Chairperson
31 a. The Vice-Chairperson is responsible for obtaining the 12-Step list submitted to
32 the Chair by the GSR's. He/she is responsible to provide each Helpline/P.R.
33 member with a current copy of such list.
34 b. The Vice-Chair will review (and update if necessary) any names that have been
35 on the 12-Step list longer than six (6) months.
36 3. Secretary
37 a. The Secretary's archives will include past Helpline/P.R. minutes, prior schedule
38 sheets, prior 12-Step lists, copies of all log sheets, all incoming and outgoing
39 correspondence as well as an updated Helpline/P.R. roster.
40 b. The Secretary will be responsible for production of all the schedule sheets, 12-
41 Step lists and any necessary flyers as directed by the committee.
42 c. The Secretary is responsible for maintaining, copying and distributing
43 Helpline/P.R. guidelines (both internal and external).
44
45 4. New Helpline/P.R. Members
46 a. At the new member's initial meeting, they will receive an orientation packet.
47 b. The orientation packet will consist of the following:
48 1. A copy of the SBA Helpline/P.R. Sub-Committee External Guidelines.
49 2. A copy of the SBA Helpline/P.R. Sub-Committee Internal Guidelines.
50 3. Do's and Don'ts for Helpline/P.R. members.
51 4. Any new approved materials should be reviewed as they become available.
52
53 c. The orientation packets will be distributed following the monthly Sub-Committee
54 meeting.
55 d. At the member's second meeting, following Orientation, the member will be
56

- 1 eligible for one (1) Helpline shift.
- 2 e. At the member's third meeting, the member will be given full participatory rights
- 3 and is eligible for additional shifts as they become available.

4 **Additional Guidelines:**

5 The Helpline/P.R. member is performing a valuable service when they answer the phone for
6 Narcotics Anonymous. Their commitment requires compassion when addicts or their loved ones
7 call NA and ask for help. It will require patience to effectively listen to the needs of the caller. The
8 Helpline/P.R. member's commitment is vitally important to the still suffering addicts.

9
10 Addiction is a disease that affects the whole family and for that reason, we can expect to receive
11 call from the family and friends of the active addicts. We need to treat all callers with respect and
12 talk to anyone who reaches out for help. Families and friends of addicts often feel isolated and
13 ashamed. It is important to take a little time with these people because they may be reaching out
14 for the first time. They need and deserve encouragement. Members are allowed to refer callers to
15 Naranon Helpline. Remember we are not counselors.

16
17 Our primary purpose is to stay clean and to carry the message to the addict who still suffers. Our
18 Helpline/P.R. phone number has been set up at an answering service and is listed in the
19 phonebook. The number is (954) 967-6755.

20
21 **Answering Helpline Calls:**

- 22 1. Answer the call and advise the caller you have reached the NA helpline or You have reached
- 23 the South Broward Area of NA how can I help you?
- 24 2. Answer the call by stating that you are a Helpline volunteer and a recovering addict.
- 25 3. Give information about NA, answer basic questions providing meeting locations and times,
- 26 etc. (quoting NA literature is a good source of information).
- 27 4. **DO NOT** give out other people's names or phone numbers.
- 28 5. If someone needs a ride to a meeting and they are new, refer to the 12-Step list (women to
- 29 women, men to men). Keep calling until you get someone to respond.
- 30 6. Remember to call them back within 30 minutes if you are unable to reach someone from the
- 31 12-Step list. Remind them that you are still trying to locate someone for them.
- 32 7. Contact Helpline/P.R. Chairperson or Vice-Chairperson in his/her absence if a problem arises.
- 33 If a caller is unfamiliar with NA or if they need to be 12-Stepped, ask the following questions:
- 34 a. Have you ever been to a Narcotics Anonymous meeting?
- 35 b. What area are you calling from?
- 36 c. Do you have transportation?
- 37 d. Let the caller know that someone will be in touch with them shortly.
- 38 e. Call the 12-Step volunteer of the same sex and in the same geographical area as
- 39 the caller to relay the name, phone number and basic information about the
- 40 caller.
- 41 f. Keep call the 12-Step list until you reach someone who is available.
- 42 g. Remember to call them back within 30 minutes if you are unable to reach
- 43 someone from the 12-Step list. Remind them that you are still trying to locate
- 44 someone for them.
- 45
- 46 8. Addendum B, section 4, page 1 of the World phone line service guidelines adopted by
- 47 the South Broward Area to aid in crisis calls received by helpline is as follows:
- 48 **COMMUNITY SERVICE REFERRAL LIST.** When providing these numbers, always
- 49 explain that Narcotics Anonymous is not affiliated with nor does it recommend any other
- 50 organizations, institutions, emergency services, agencies, or programs. We simply
- 51 provide alternate telephone numbers for those callers who need services other than
- 52 Narcotics Anonymous. 1.) POISON CONTROL CENTER 800-222-1222
- 53 2.) RAPE CRISIS CENTER 954-761-7273 3.) SPOUSE ABUSE SERVICES 800-962-2873
- 54 4.) CHILD ABUSE 800-422-4453 5.) RUNAWAY HOTLINE 888-356-4774
- 55 6.) COUNTY/STATE WIDE EMERGENCY NUMBER 211 7.) BUS INFORMATION 954-357-8400
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Motions and Voting Procedures:

All decisions are made by simple majority, unless the decision changes or establishes policy, in which case it will require a 2/3 majority vote.

Budget:

- 1. Rent
- 2. Onebox Phone System
- 3. Travel out of tri-area
- 4. Internal
- 5. External
- 6. Orientation
- 7. Helpline/P.R. event/presentation

Additional Guidelines

GUIDELINES FOR PRESENTATIONS

1. Preparation:

- A. Meet the following qualifications:
 - 1. Anyone who speaks about Narcotics Anonymous on behalf of the South Broward Area Helpline/P.R. Committee shall have a minimum of two (2) years clean time in Narcotics Anonymous and a working Knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.
 - 2. Persons with one (1) year clean time can participate with the qualified presenter to give presentations to schools, churches, probation and parole officers.
 - 3. Anyone who is to give a presentation or ask people to presentations must have prior approval from the Helpline/Public Relations
 - 4. Anyone who is to give a presentation or ask people to a presentation should dress appropriately.
 - 5. Anyone going on their first presentation must be accompanied by someone who has previous experience in Helpline/Public Relations Presentations.
 - 6. Any person who participates in any presentation shall have observed at least one previous presentation.
 - 7. Persons giving a Narcotics Anonymous presentation to the public should have a focused, clear Narcotics Anonymous message.
- B. Obtain data sheet from contact person.
- C. Confirm by phone the day before, and complete any missing information on data sheet.
- D. Review "20 Questions and Answers" sheet distributed by World Service.
- E. Take "White Book" "20 Questions and Answers" sheet and Literature packets.
- F. Arrive 10-15 minutes early.
- G. Remember, this is **NOT** a 12-Step call!

2. Presentation:

- A. Introduction
 - Give your full name. State that you are a member of the South Broward Area Service Helpline/Public Relations Committee of Narcotics Anonymous. (This is **NOT** an appropriate time to break your anonymity). "My purpose here today is to inform you what Narcotics Anonymous is, what it is not, what we do and how to contact us."

- 1 B. Discuss that Narcotics Anonymous is a non-profit fellowship. We meet regularly
2 to help each other to recover from the disease of addiction. We share two
3 important things in common: the disease of addiction and the desire to stop using
4 drugs. We are not affiliated with any political, religious, or law enforcement
5 groups and are under no surveillance at any time. Narcotics Anonymous started
6 in California since 1953, and has been in Broward County since 1978. There are
7 (give current number of) meetings per week. (If appropriate, also give number of
8 H&I meetings.)
- 9 C. Types of meetings and cost.
10 "There are four types of meetings: speaker, speaker/discussion, step study and
11 book study. Most of the meetings in the South Broward Area are open meetings.
12 Closed meetings are for addicts only or for people who think they may have a
13 problem with drugs. It costs absolutely nothing to attend these meetings. We are
14 fully self-supporting through our own contributions."
- 15 D. What we offer and what we do not offer.
16 "We offer recovery from the disease of addiction. Some of the things Narcotics
17 Anonymous does not provide for are: medical care, counseling services, job
18 placement, halfway house, detox centers, treatment facilities, or legal advice.
19 Narcotics Anonymous has over thirty years of experience with literally hundreds
20 of thousands of addicts. This mass of intensive first-hand experience in all
21 phases of illness and recovery is of unparalleled therapeutic value. We feel that
22 our way is practical for one addict can best understand and help another addict."
- 23 E. How to get in touch with us.
24 "One of the easiest ways to get in touch with us is to call our 24-hour Helpline
25 (954)967-6755. Your call will be returned by a recovering addict. Or, you can
26 attend a meeting." (Show meeting list).
- 27 F. Anonymity
28 "Before we open the floor to any questions you might have, we would like to
29 conclude with one of the basic elements of our fellowship, and that is the
30 principle of anonymity. We remain an anonymous fellowship so that addicts who
31 seek recovery here may be protected. Many of us eventually come to have
32 nothing to fear from society if it becomes known that we are recovering addicts;
33 still we maintain anonymity as a reminder that it is not our personal identity that
34 is important in Narcotics Anonymous. What is important is that we are addicts
35 who have learned to live without drugs. Personal anonymity at the public level
36 remains an important spiritual principle, reinforcing the humility necessary for
37 ongoing recovery. Thank you for respecting that when you leave here tonight."
38
- 39 3. Follow-up:
40 A. If you decide to break your anonymity, now is the time.
41 B. Answer questions from the audience using the "20 Questions and Answers"
42 sheet as a guide.
43 C. Send form letter within one week.
44 D. Give data sheet to the secretary for the permanent file.
45

46 **QUESTIONS FOR RADIO TALK SHOW**

- 47 Why is N.A. anonymous?
48 Do you have to use certain drugs to join?
49 How can I help an addict before it is too late?
50 What kind of staff does N.A. have?
51 Must an N.A. member believe in God?
52 Where are the meetings held?
53 Must a member stay abstinent forever?
54 How long are the meetings?
55 Must you be an N.A. member to attend the meetings?
56 What is Narcotics Anonymous?

- 1 Who is an addict?
- 2 How does N.A. work to help the addict?
- 3 Does Narcotics Anonymous work?
- 4 What happens in N.A. meetings?
- 5 How old do you have to be in order to attend these meetings?
- 6 What is total abstinence?
- 7 Is there a place an addict can go right now?
- 8 Are the meetings under surveillance at any time?

9

10 **GUIDELINES FOR PHONE CONTACTS**

11 Hello. My name is first and last name. I am calling as a member of the Helpline/Public Relations
12 Committee of Narcotics Anonymous. We are a non-profit organization that helps people who
13 have a problem with drugs. The services we provide are free, and we are available to make a
14 presentation to your type of organization at your convenience to provide more information as to
15 who and what we are and how we can help: Would your type of organization be interested in a
16 presentation of this type?

17 **If the answer is “No”, proceed as follows:**

18 Would you like to receive some of our literature to further explain our program? (If answer is
19 “Yes”, obtain the following information: person to whom you are speaking, verify address, obtain
20 zip code, to whose attention you should send information). For more information call Helpline/Public Relations
21 CHAIRPERSON at phone number. We have a 24-hour Helpline available for addicts (954)967-
22 6755 or if you prefer you can reach us through our P.O. Box 816313, Hollywood, FL 33081.
23 Attention: Helpline/Public Relations Chairperson. Thank you very much for your time.

24 **If the answer is “yes” proceed as follows:**

25 We are available (one month from date called) Obtain the following information: name of contact
26 person, business hours, phone number and extension, address, (including zip code). Either
27 myself or a member of our committee will contact you in the near future to confirm. If you have
28 further questions, you can contact us at: Helpline/Public Relations Committee of Narcotics Anonymous,
29 Attention Helpline/Public Relations Chairperson, P.O. Box 816313, Hollywood, FL 33081. Or call the
30 Helpline/Public Relations at (phone number). We have a 24-hour Helpline available for addicts at (954)967-6755.
31 Thank you very much for your time.

32

33

34 **KEEPING RECORDS OF CONTACTS**

- 35 1. Secretary will keep a written record on index cards of:
 - 36 a. Name of target, address, phone number.
 - 37 b. Person contacted.
 - 38 c. Date of contact.
 - 39 d. Who contacted target.
 - 40 e. Date of presentation.
 - 41 f. Follow up date.
- 42 2. The Helpline/Public Relations member who made the contact is responsible for
43 giving the secretary all necessary information.
- 44 3. form, or be put in contact with the H&I Committee if applicable.
45 When we furnish anyone with literature, if more is requested, they will be given an order
- 46 4. Refer to World Service Guidelines for the following:
 - 47 a. Guidelines for Media Presentation.
 - 48 b. Helpline/Public Relations service work in general: Do's and Don'ts.
 - 49 c. Phone lines, bulletins and letters: Do's and Don'ts.
 - 50 d. Letter writing: Do's and Don'ts.
 - 51 e. Presentations to Groups and Community Meetings: Do's and Don'ts.
 - 52 f. H&I/HELPLINE/PUBLIC RELATIONS COOPERATION

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SOUTH BROWARD AREA H & I COMMITTEE GUIDELINES

Purpose: To coordinate all local Narcotics Anonymous hospitals and institutions meetings.
To carry the N.A. message, via meetings, in accordance with our Fifth Tradition.

Membership:
Chairperson, Vice-Chairperson, Secretary, Literature Distribution, H & I Meeting Chairpersons

Qualifications:

1. Chairperson: Nominated and elected by the ASC.
 - a. Two (2) years clean time;
 - b. Six (6) months prior involvement in the H & I Committee
 - c. An example of living recovery through the application of the 12-Steps and 12-Traditions of Narcotics Anonymous.

The Chairperson maintains order in sub-committee meetings. He/she ensures the N.A. traditions are upheld. He/she maintains communications and responds to all requests for meetings from hospitals and institutions. He/she acts as liaison between the Area, the H & I Sub-Committee, and the institutions. He/she must attend all ASC meetings and the meeting with the ASC Vice-Chairperson prior to the ASC. He/she maintains communications with the RSC and must attend all RSC Sub-Committee meetings. He/she maintains a list of contact persons at institutions. He/she keeps a current listing of H & I meeting Chairpersons. He/she sees that contact persons at the institutions are notified when a new H & I meeting Chairperson is taking over the meeting. He/she is responsible for preparing and submitting the sub-committee's budget. He/she should acquaint him/herself with South Broward Area Service Policy.

2. Vice-Chairperson: Nominated and elected by the H & I Committee from its voting members.
 - a. One (1) year clean time.
 - b. Three (3) months prior involvement in the H & I Committee
 - c. An example of living recovery through the application of the 12-Steps and 12-Traditions of Narcotics Anonymous.

The Vice-Chairperson fills in for the Chairperson when needed. He/she helps the Chairperson maintain order in the sub-committee meetings. He/she assists the Chairperson in updating the list of H & I meeting Chairs.

3. Secretary: Nominated and elected by the H & I Committee from its voting members.
 - a. Six (6) months clean time.
 - b. Secretarial experience and some organizational ability.
The secretary takes accurate minutes at monthly Sub-Committee meeting. He/she maintains the sub-committee's records. He/she keeps an updated volunteer list of willing people who would like to serve on the Sub-Committee.

4. Literature Distribution
 - a. Six (6) months clean time
 - b. Willingness to fulfill the commitment

This person will keep record of and distribute literature and meeting lists at the monthly Sub-Committee meeting.

1. Literature and meeting lists (see Appendix A): Monthly literature needs should be evaluated based on past experience. It is advisable to cover any unusual circumstance.
2. Re-evaluate the disbursement of literature to institutions which allow their clients to go to outside meetings. The types of literature that are

1 brought into facilities are as follows: the White Booklet, I. P. Nos. 6, 7,
2 8, 11, 13, and 16 for adolescent facilities. Make Basic Texts available to
3 be placed in libraries of correctional institutions as is financially
4 available.
5 3. Hospitals, Treatment Centers, and Institutions should be urged to use
6 their budgets and funds to purchase N.A. literature for use by their
7 clients.
8

- 9 5. H & I Meeting Chairperson: Nominated and elected by the H & I Committee by it's
10 voting members.
11 a. Six (6) months clean time;
12 b. An example of living recovery through the application of the 12-Steps and
13 12-Traditions of Narcotics Anonymous.
14 c. Willingness to fulfill the commitment.

15 It is required that the Meeting Chairperson attend the monthly sub-committee meetings. If unable
16 to attend, please call the Chairperson or the Vice-Chairperson. If you do not call/attend for three
17 (3) consecutive months, you will lose your meeting. Prior to becoming an H & I Meeting
18 Chairperson, you must attend any three (3) meetings at institutions with another H & I Meeting
19 Chairperson and receive an orientation.
20

21 **Agenda for Meeting:**

- 22 1. Opening prayer
23 2. Read Traditions
24 3. Take attendance and give meeting reports
25 4. Establish voting membership
26 5. Read and approve the minutes of the previous meeting
27 6. Report of budget expenditures including literature disbursements
28 7. Old business
29 8. New business
30 9. Establish next meeting time and place.
31 10. Close meeting with prayer of choice.
32

33 **Motions and Voting Procedures:**

- 34 1. Motions may be made and seconded only by voting members.
35
36 2. Voting
37 a. Voting members of the sub-committee shall be all H & I meeting chairpersons.
38 b. In the event of a tie, the Chairperson will exercise his/her right to break such tie.
39 c. A quorum is the simple majority of the voting members. Once a quorum is
40 established at each meeting, it stays through the meeting.
41

42 **Budget:**

- 43 1. General operating expenses, which may include copies of minutes, guidelines, policies,
44 reports on projects from other levels of service or other committees, postage and rent for
45 H & I committee meeting.
46 2. The budget needs to be prepared and submitted to the ASC yearly. The H & I
47 Chairperson's report to the ASC should include a monthly statement detailing literature
48 and operating expenses. The H & I committee should receive literature from Area rather
49 than funds for literature. The ASC provides the H & I Sub-Committee with up to \$500.00
50 worth of literature per month.
51

52 **Additional Guidelines:**

- 53 1. Each speaker must have at least three (3) months clean time to speak at a H & I meeting
54 and have a clear N.A. message.
55 2. Literature and meeting lists for H & I meetings must be supplied at H & I Sub-Committee
56 Meetings only and will be distributed with discretion. H & I sub-committee is to be given

- 1 up-to-date meeting lists as needed.
- 2 3. Remember, ego has no place in H & I work. We are here to spread the message of
3 recovery to the suffering addict - not to make a name for ourselves. Narcotics
4 Anonymous through attraction rather than promotion.
- 5 4. Medallions may be passed out at H & I meetings. They will be approved by the H & I
6 Committee, who must first get approval from individual institutions to disperse.
- 7 5. Rides to outside N.A. meetings are not provided by H & I Committee members. They
8 are only done on a volunteer basis.
- 9 6. Speaker and Chairpersons for H & I meetings must not be employed or affiliated with
10 that facility.
- 11 7. Working with others: Men with Men; Women with Women
12 Some facilities house only men or only women. Other facilities house men and women
13 separately. Whenever this is the case, only same-sex N.A. members should chair H & I
14 meetings in those facilities or work closely with the inmates/patients whenever possible.
15 This does not exclude members of the opposite sex from participating in meetings.
16 Experience has taught us that we can avoid many possible problems if we follow this
17 simple guideline. Problems that arise in this area have the potential to seriously damage
18 the credibility of Narcotics Anonymous. Even though we may be innocent, just the
19 appearance of problems of this nature can do irreparable harm. Please use sound
20 judgment in this area.
- 21 8. Adolescents - Many N. A. members who have worked with adolescents in an H & I
22 setting have noted that there are some special concerns that should be taken into
23 account in guidelines such as these. We enter into this discussion guardedly though,
24 because we do not wish to create the impression that some addicts are "different". The
25 issues here represent the stated experience of members who have carried the
26 message to adolescents in institutions. In no way are these points presented as dogma
27 that will apply in every case. They are instead presented as points for your
28 consideration, to be used in whatever way makes the most sense. Four major issues
29 come to the forefront in any discussion of working with adolescents in an H & I setting.
30 One, the adolescent seems to respond strongly to role modeling; two, the adolescent is
31 very peer group oriented; three, significant adults in the young persons life must be
32 respected and taken into account; and four, adolescents respond particularly well to
33 an approach which includes positive rewards, such as key tags, chips, etc.
- 34 9. Do's and Don'ts for H & I Work - The World H & I Committee has compiled this list
35 based upon the experiences of committees around the world who sent their input on this
36 matter. They provide some very helpful guidelines, and should help you avoid pitfalls
37 others have fallen into.
- 38 DO's
- 39 1. DO make directories of outside meetings available to residents;
40 2. DO clarify the institution's rules with anyone you bring in;
41 3. DO start and end on time;
42 4. DO try to get residents involved, especially those in long-term facilities (i.e.
43 group secretary, literature person, etc.);
44 5. DO obey all dress codes. Exercise common sense and respect for the facility in
45 what you wear.
46 6. DO keep staff aware of your whereabouts at all times;
47 7. DO follow all security regulations at all times;
48 8. DO stamp all literature you bring into the institution with the local Helpline
49 number.
50 9. DO screen speakers carefully, especially regarding the clean time requirements
51 of the facility.
- 52 DON'Ts
- 53 1. DON'T break another person's anonymity or tell his/her story
54 2. DON'T get involved in discussions about an inmate's guilt or innocence
55 3. DON'T debate any issues involving institution rules or regulations
56 4. DON'T debate which drugs are acceptable. N. A. is a program of complete

- 1 abstinence from all drugs
- 2 5. DON'T discuss conditions within the institution, or opinions about staff members
- 3 6. DON'T give or accept gifts
- 4 7. DON'T carry excessive cash or wear expensive or flashy jewelry
- 5 8. DON'T show favoritism to any inmate(s)/patient(s)
- 6 9. DON'T mail letters for inmates or patients
- 7 10. DON'T give out any other person's address or phone number
- 8 11. DON'T carry in any contraband items, such as cigarettes (if applicable) or
- 9 weapons.
- 10 Remember at all times that you have a responsibility to the institution, to the
- 11 inmates/patients, and to Narcotics Anonymous. If you observe the above suggestions,
- 12 and follow the Twelve Traditions, you will uphold your responsibilities to all three.
- 13

14 **SOUTH BROWARD AREA LITERATURE DISTRIBUTION COMMITTEE**
15 **GUIDELINES:**

16
17 **Purpose**

18 To procure from the Regional Service Office all literature and related
19 items and distribute them at the group level. To procure and distribute meeting
20 lists from the Literature Committee as needed. Distribution is done largely at the
21 monthly Area Service Committee meeting and is also available as required
22 throughout the month.

23
24 **Membership**

25 Chairperson and general members.

26
27 **Qualifications and Responsibilities**

- 28 1. Chairperson: Nominated and elected by the ASC
- 29 a. Three (3) years clean time;
- 30 b. Six (6) months prior involvement on Literature Distribution Sub-committee;
- 31 c. An example of living recovery through the application of the Twelve Steps and
- 32 Twelve Traditions of Narcotics Anonymous.
- 33 d. Knowledge of purchasing and inventory

34 The Literature Distribution Chairperson is responsible for purchasing inventory. He/she maintains
35 records, fills literature orders, sells meeting lists at established price, fills out report in the form of
36 a balance sheet and submits it to the Administrative Committee at each ASC. He/she must attend
37 all ASC meetings and attend the meeting with the ASC Vice-Chairperson prior to the ASC.
38 He/she submits a written report at each ASC which includes literature purchases, sales, starter
39 kits, etc. to be included in the minutes. He/she should acquaint him/herself with the South
40 Broward Area Service Policy.

- 41
- 42 2. Alternate Chairperson: Nominated and elected by the Literature Distribution Committee
- 43 by its voting members.
- 44 a. Two (2) years clean.
- 45 b. Three (3) months prior involvement on the Literature Distribution sub-committee.
- 46 c. An example of living recovery through the application of the Twelve Steps and
- 47 Twelve Traditions of Narcotics Anonymous.

48 The Alternate Chairperson assists the chairperson at the ASC meeting. This is a two (2) year
49 commitment. The first year is spent becoming familiar with the position of chairperson and filling
50 in for them in his/her absence. The second year he/she becomes the chairperson with a vote of
51 acclimation from the ASC. He/she should acquaint him/herself with the duties and responsibilities
52 of the Literature Distribution Chairperson and become familiar with the South Broward Area
53 Policy.

- 54
- 55 3. General Members:

- 1 a. no clean time requirement
- 2 b. Willingness to fulfill the commitment;
- 3 c. An example of living recovery through the application of the Twelve Steps and
- 4 Twelve Traditions of Narcotics Anonymous.
- 5 d. Assists the Chairperson in whatever capacity he/she is needed.

6
7 **Agenda for the Meeting**

- 8 1. Opening Prayer
- 9 2. Reading of the Twelve Traditions
- 10 3. Review Sub-Committee Guidelines

11
12 **Budget**

13 Budget is \$2,000 per month, which includes the literature order from RSO and meeting lists.
14 Supplies, which may be needed, are staples, bags, rubber bands, inkpads and stamps.

15
16 **Additional Guidelines**

- 17 1. The size of the committee is at the discretion of the Chairperson. It is recommended
- 18 that the committee consist of two people in South Broward Area to facilitate distribution
- 19 throughout the month.
- 20 2. Purchases are made as needed and arrangements are made directly with the RSO.
- 21 Purchases are based on sales and inventory.
- 22 3. Meeting lists are ordered as needed. The closest intersection of the meeting facility will
- 23 be on the meeting list.
- 24 4. Orders may be phoned in to committee members before the ASC. Those orders will be
- 25 available before the ASC meeting begins. All other orders will be submitted in writing on
- 26 the day of, but before, the ASC and will then be ready for pick up as the order is filled.
- 27 Receipts with duplicates will be made with all transactions.
- 28 5. At the end of the ASC, all cash, receipts and credits are balanced and an
- 29 accounting (example attached) is submitted to the Treasurer at an agreed upon time
- 30 but as soon as possible following the ASC.
- 31 6. Inventory is taken and assigned a dollar value (confirmation is made of the account
- 32 balance).
- 33 7. An order is written based on sales and inventory and arrangements are made with the
- 34 RSO to purchase. Any back-orders are not paid in advance but only upon receipt.
- 35 8. The Chairperson then arranges with the ASC Treasurer for transfer of funds.
- 36 9. A moneybag is provided by the ASC and all funds collected must be deposited
- 37 immediately following the ASC meeting.
- 38 10. All groups and sub-committees receive literature from Literature Distribution and pay full
- 39 face value plus tax. If Literature Distribution cannot meet the needs of the area, then it
- 40 may go to the region to purchase their Literature Order.
- 41 11. The meeting list for South Broward Area will be accepted and produced through the
- 42 Literature Distribution Committee, one thousand (1000) meeting lists at a time, to be sold
- 43 to GSR's at cost rounded to the nearest penny.
- 44 12. Committee will provide H & I with 50 Gold Coast Meeting lists monthly.
- 45 13. Committee will stock a minimum of 200 regional meeting lists every printing.
- 46 14. The Literature Distribution Committee provides the ASC Treasurer with the amount of
- 47 each group's literature purchase so that it can be reflected in the Treasurer's report and
- 48 eliminated from the group reports section of the minutes.
- 49 15. The Literature Committee distributes leftover copies of NA Way Magazine to the groups.

50
51 **LITERATURE**

- 52 1. GSR's, RCM's, Alternates, as well as the Administrative Committee and Sub-Committee
- 53 chairpersons are to receive copies of Policy with five (5) extra copies available.
- 54 2. The Policy Package will be sold at cost when replacing, lost, or stolen copies. Free to all
- 55 new groups.
- 56 3. Old outdated meeting lists in the ASC's possession will be destroyed in an

- 1 environmentally correct manner by the Literature Committee.
2 4. The procedure for literature purchases are as follows:
3 a. GSR's will put all groups' money in an envelope marked with the group name
4 and total money amount to give to the treasurer.
5 b. GSR's will give Literature their order to process.
6 c. After Literature fills order and verifies dollar amount, Literature will give
7 treasurer the totals for each group's purchase.
8 d. Treasurer will take the literature purchase amount, subtract it from total money
9 and figure each group's donation.
10 5. Group Starter Kit shall include:
11 a. Reading Card Set
12 b. Group Booklet
13 c. 1 Policy Package
14 d. 1 Basic Text
15 e. 1 It Works How and Why
16 f. 20 meeting lists
17 g. 10 White Booklets
18 h. 10 White Key Tags
19 i. 5 each I.P.'s 5-9, 11-16, 19, 20, 22, 23
20 j. 3 each I. P.'s In Times of Illness and The Group
21 k. 5 each Key Tags 30, 60 and 90 days; 6 and 9 months
22 l. 2 each 1 year Moonglow Key Tag
23
24

SOUTH BROWARD AREA NEWSLETTER SUB-COMMITTEE GUIDELINES

Purpose

29 To carry the message of Narcotics Anonymous to the addict. All material published shall maintain
30 or reflect the spiritual principles and Twelve Traditions of Narcotics Anonymous.
31

Functions

33 We meet every first and third Sunday of the month at 11:30am at the Share Unit.
34

Qualifications and Responsibilities of Officers

- 36 1. Chairperson: Nominated and elected by the ASC.
37 a. Two (2) years clean time requirement;
38 b. Six (6) months prior experience on a newsletter committee;
39 c. Must be computer literate;
40 d. Carries the conscience of the committee to the ASC;
41 e. Delivers newsletter to area;
42 f. Maintains/archives all copies of newsletters;
43 g. Responsible for all money transactions including budget;
44 h. If two consecutive, unexcused meetings, are missed, trusted servant must step
45 down.
46
47 2. Vice-Chair: Elected by the Newsletter Committee
48 a. One (1) year clean time requirement;
49 b. Should be involved in sub-committee at least six months;
50 c. Takes on responsibility of chair when chair is absent;
51 d. Must be computer literate;
52 e. If two consecutive, unexcused meetings are missed, trusted servant must step
53 down.
54
55 3. Secretary: Elected by Newsletter Committee
56 a. Six (6) months clean time requirement;

- 1 b. Records meeting minutes and attendance;
- 2 c. Makes copies of minutes for each member;
- 3 d. Collects and maintains copies of all approved material;
- 4 e. If two consecutive, unexcused meetings, are missed, trusted servant must step
- 5 down.

Voting Members

- 8 1. All committee members who have attended one of the last three meetings;
- 9 2. Chairperson votes only in the case of a tie.

Budget

The annual budget will be submitted annually for acceptance by the ASC. Along with the request will be the actual spent in the previous year. 06-05-07

Additional Guidelines

- 16 1. Be polite and courteous to other fellow members
- 17 2. Help each other out
- 18 3. Keep it simple

POLICY SUB-COMMITTEE GUIDELINES

PURPOSE

The Policy committee should assure that all policy is in accordance with the 12 concepts and 12 traditions of Narcotics Anonymous. The committee should publish its' findings and make recommendations to groups and/or ASC. To Review and update policy within the South Broward Area Service Committee.

TRUSTED SERVANTS

The following shall be the elected trusted servants

Chairperson, Vice-Chairperson, Secretary

- 1. Chairperson:
 - a. Shall be elected by the South Broward Area Service Committee.
 - b. Shall have 3 years clean, and has completed a term in an elected position of the South Broward Area Service Committee.
 - c. Shall have had prior involvement with Policy Committee.

Duties: The Chairperson shall lead all Policy Committee meetings and shall serve as liaison for at the South Broward Area Service Meeting. The Chairperson shall assist the South Broward Area Service Committee meetings are following the 12 concepts, 12 traditions and South Broward Area Service Policy and may be called upon at the ASC meeting for Policy Clarification. The Chairperson can make or second any motion that would change, add, or effect the South Broward Area Policy.

- 2. Vice-Chairperson:
 - a. Shall be elected by the Policy Committee.
 - b. Shall have 2 years clean, has had 6 months prior experience in South Broward Area Service Committee, and does not currently hold an ASC position.

Duties: The Vice-Chairperson shall assist the Chairperson and act as the same in the Chairpersons' absence

- 1 3. Secretary: Shall be elected by the Policy Committee.
- 2 a. Shall have 1 year clean, be a current GSR of the South Broward Area Service
- 3 Committee.
- 4 b. Shall read previous minutes at each committee meeting.

5

6 Duties: The Secretary shall keep the minutes of every Policy Committee meeting as well

7 as roll call.

8

9 **MEMBERSHIP**

- 10
- 11 1. Members shall have 6 months clean.

12

13 **GUIDELINES**

- 14
- 15 1. The Policy Committee shall meet at least once a month within 1 week after the ASC
- 16 meeting, and as determined to be needed by the committee.
- 17
- 18 2. The Policy Committee will research and seek guidance to better understand the
- 19 3. application of the Twelve Traditions and Twelve Concepts as they relate to the ASC
- 20 Policy.
- 21 4. The Policy committee shall review all motions going back to group, and shall include an
- 22 explanation of their impact on 12 concepts and 12 traditions of NA.
- 23 5. The Policy Committee Chairperson shall attend the ASC’s GSR workshop to explain and
- 24 answer questions regarding the Policy of the ASC.
- 25 6. In Accordance with the 12Concepts the Policy Committee will evaluate the personal
- 26 grievances filed against the South Broward Area Service Committee and
- 27 present those deemed in order to the Groups for resolution. See 10th Concept.
- 28 7. The Policy Committee shall update policy as changes are made and submit updates
- 29 To GSRs at the next ASC meeting.
- 30 8. The Policy Committee shall review and completely update policy to be submitted to the
- 31 ASC in the month of July.

32 **BUDGET**

33 The Policy Committee shall submit a budget to the ASC for approval, each year in the month of

34 August

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36 **MEETING FORMAT**

- 37
- 38 Open with Serenity Prayer
- 39 Reading of the 12 Concepts
- 40 Reading of the 12 Traditions
- 41 Review of motions going to groups
- 42 Grievances
- 43 Policy changes
- 44 Close with the Serenity Prayer

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