

THE NEXT ASC IS MAY 3 (due to Mother's Day) AT THE SHARE UNIT, 801 DOUGLAS ROAD. WE WILL BEGIN AT 12:00.

THERE WILL BE A SUBCOMMITTEE CHAIR MEETING AND NEW GSR ORIENTATION BEGINNING AT 11:30

PLEASE NOTE: 1 AREA MOTION AND 3 REGIONAL MOTIONS TO VOTE ON

THANK YOU AND ENJOY YOUR RECOVERY.



**OPEN POSTION FOR SOUTH BROWARD AREA SERVICE:
ALTERNATE RCM**

OPEN REGIONAL SERVICE POSTIONS

Alternate Secretary Activities Coordinator

SOUTH BROWARD AREA MINUTES

April 5, 2009

I. Opening

Dave L. opened the meeting at 12:00 pm with the Serenity Prayer. Steve read the Twelve Traditions. Duke read the definition of an ASC.

II. Open Forum New GSR's are Jamie with Reflections of Recovery and Mike filling in for Free to Choose (group in need of GSR and Alt. GSR).

III. Roll Call

1. Administrative Committees and Subcommittees

Admin. Committee	MAR	APR	MAY	Admin. Committee	MAR	APR	MAY
Chair: Dave L. 954/701-5150	XX	X		Activities Chair: Fred P 954/562-9377	XX	X	
Vice Chair: Gary B. 954/723-1503	XX	X		Activities Treasurer: John A. 954/981-4026	XX	X	
Secretary: Terri Y. 954/673-5010	XX	X					
Alt. Sec.: Prescott K. 954/662-2801	XX	X		Helpline/PI Chair: Forest 954/	XX	O	
Treasurer: Suzi J. 954/309-8908	XX	X		H&I Chair: Steve D. 727/515-0889	OO	X	
Alt. Treasurer: Michele L. 305/607-5683	XX	X		Literature Chair: Yvette B. 954/232-8778	OO	X	
RCM: Katy A. 954/632-8417	XX	X		Newsletter Vice Chair: Wendy 954/865-6500	XX	O	
Alt. RCM: OPEN POSITION				Policy Chair: Duke S. 954/931-7083	XX	X	

2. Groups

Group	MAR	APR	MAY	Group	MAR	APR	May
A Burning Desire	XX	X		Sunrise Serenity	XX	O	
A Day at a Time	XX	X		Sunset Recovery	XX	O	
Free to Choose	OO	X		Sunset Serenity	XX	X	
Friday Night Espresso	XX	X		Take a Break	XX	X	
Hollywood Mon. Night	XX	X		Tuesday Night Men's Group	OX	X	
Kickball Recovery	XX	X		Under New Management	XX	X	
Let Go Let God	XX	X		We Do Recover	XX	X	
Living Miracles	XX	X		We have a Choice	XX	X	
New Attitudes	XX	X					
Positive Choices**	OO	X		Weekend Serenity	OX	X	
Recovery on the Rez	OO	X		Winds And Tides Of Change	XX	O	
Reflections of Recovery	XX	X		Women's Meeting	XX	X	
Road to Freedom	XX	O					
Spiritual Awakenings	XX	X					

3. **These groups will be deleted from the roll call list if they are not represented at the next ASC. Attendance Key: (x) present; (o) not present. Quorum was established at: 14 (20).

II. Reading of the second to the last paragraph of Prefix (page xvi) of Basic Text completed by: Gary

- III. **Trusted Servants Presentation by:** Dawn
- IV. **Acceptance of last month's Minutes by:** Accepted as written.
- V. **Group Reports:**

A Burning Desire – St. Boniface Church, 8330 Johnson St., Pembroke Pines. **James R. 954-200-5968.** Open meeting outdoors under a pavilion, we read from the Just For Today daily meditation. Smoking permitted.
WE NEED TRUSTED SERVANTS!!

A Day at a Time – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. **Norinne B. 954/483-8404.** Good recovery message. Stop by after work. Trusted servants always needed

A New Way – 7676 Davie Road Extension (Faith Christian), Hollywood. **Darren S. 305/343-8557.**

A Shot of Hope – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. **Kirk P. 954/654-1191**

Need GSR and desperately needs trusted servants.

Back to Life/We Live – St Maurice Catholic Church, 2851 Stirling Road, Dania. **Viola C 954/624-5938.** All is well!

Back to Reality- Restoration Outreach, 23 NW 8th Avenue, Dania, FL 33004, **Karen O.**

We are in dire need of support. Potential for a great meeting place. Sunday at 5 pm.

Back to the basic 7020 pines blvd This is a closed meeting for addicts only. **Ken D 954/871-5123.**

Conscious Contact – Hollywood, **CJ 908-477-7103.**

Free to Choose – Hollywood Medical Center, 3600 Washington St., Hollywood. **Mike W. 954/394-6221.**

Meets every Friday night @8:00 p.m. in Memorial Hospital South in the Auditorium. We have a great meeting and could use more support. We are in need of a GSR and Alt. GSR.

Freedom in the Wind-Back on Track Clubhouse, 20377 NE 15th Ct, Miami, FL. **Arthur T 786/227-0306.**

We meet every Wednesday night at 7:15 to 8:15pm in the big room. It's a topic discussion meeting and we're looking forward to seeing you there.

Friday on Foster – 416 N. 4th Ave., Hallandale, FL 33020. New Group– needs support– Thanks. **Tamus W. 954/449-3548**

Friday Night Espresso –1700 NW 98 Ave. Pembroke Pines. **Suzanne F. 954/394-9874.** Please come and start your weekend with a great meeting.

Hollywood Monday Night – 2930 Hollywood Blvd (SW corner Hollywood Blvd and I95)**Brian D 954/624-5803.**

Kick-Ball Recovery – 15th Avenue and Jefferson St., Hollywood (Jefferson Park). Meets the third Sunday of each month at 4:00 p.m. **Mike S. 954/551-8389.**

Let Go, Let God- 816 NW 1st Avenue, Hallandale, FL 33020. **Anita R 954/391-1440.** Great group serving the Hallandale community. Small group that's there for the addicts of this area.

Living Miracles – 1600 Hollywood Blvd., Hollywood..**Marsha K 954/628-2666**

New Attitudes – 801 S. Douglas Rd. (SHARE Unit), Pembroke Pines. This meeting is a great way to end your weekend. Well attended meeting with many years of recovery. **Steve R 954/588-0785**

One Step At A Time Miramar United Methodist Church 2507 Utopia Dr. **Bobby D. 954/445-1962.** We are a small step meeting in need of support. We have a treatment Ctr. that comes regularly. It's an awesome meeting on Tuesday evenings at 8:00 pm

Positive Choices- 1750 Buchanan Street, Hollywood. Dim light meetings, all are welcome. **Yvonne L 954/376-2954**

Recovery on the Rez- 6330 Forrest St., Hollywood, **Janice B., 863/447-1312.** The meeting is at 6:30 p.m. on Friday and is between Stirling & Sheridan @ 4-way stop.

Reflections of Recovery – Hollywood Medical Center/Memorial South, 3600 Washington St., Hollywood in the Auditorium. **Jamie 954/205-2822.** Great woman's meeting. Intimate women's group, great place for women to share, we need support.

Road to Freedom – St. Bartholomew's Church, 8005 Miramar Parkway, Miramar. **Randi K. 305/333-2590.**

Spiritual Awakenings- Share Unit 801 S Douglas RD. Start Sunday morning right. Great early morning Meeting . Every addict seeking recovery is welcome **Phil K 954/967-9609**

S.T.A.R. Group- Back on Track Clubhouse, 20377 NE 15th Court, Ives Dairy and I95 behind BP Station. **David F. 305/333-7084.**

Steps on the Beach –. Garfield St. & The Beach CLOSED TEMPORARILY.

Sunset Recovery – Hollywood Methodist Church, Rm 217, 400 N 35th Ave., Hollywood. **Adrian K 954/657-1730.** Please use North entrance and take stairs to the 2nd floor. Open discussion meeting come join us

Sunrise Serenity –Azalea Terr. & A1A **Karen Cross 954/793-9892.** We welcome a lot of newcomers, we need people with some time for support.

Sunset Serenity – 2020 Scott St in Hollywood Mon. thru Fri. @ 6:00 p.m. with a rotating format. We are in need of support. GSR: **Mark B.561/502-9269.**

Take a Break – St. James in the Hills Church, 3329 Wilson St., Hollywood. **Oliver 954/513-0432.** All is well.

The Journey Begins – Faith Christian Church, 7676 Davie Road Extension, Hollywood. **Tracy R. 954/274-7627** Well attended meeting on steps 1,2&3, Mondays 7-8PM.

Tuesday Night Men's Group– Faith Christian Church, 7676 Davie Road Extension, Hollywood 7-8 pm Tuesday speaker meeting, step meeting, and traditions meeting **Jorge S. 305/796-2860.**

Tuesday Night Shelter–. Azalea Terr. & A1A Come out and join us. Cookout on business meeting night at 7:30 Tuesday before Area. **Julia C 954/394-8537**

Under New Management – Davie Park Recreation Center, Room #3, 108 N. 33rd Court, new meeting 6-7 p.m. Tuesday, Wednesday and Thursday. **Jeff P 954/850-0122**

We Do Recover – Sat. night meeting. We meet at 7:30 pm every Sat. night. We need support and Trusted Servants. **Frank A. 954-261-3438**

We Have A Choice – 7676 Davie Road Ext., Hollywood, **Maria R. 954/559-3051.** Speaker-step meeting Thursday at 8:30PM.

Weekend Serenity–113 S. Federal Hwy, Mt. Sinai Methodist Church, Hollywood, Stirling & Federal/enter in rear of church. **Robert S., 954/205-1708.** Meeting is in need of support.

Welcome Home – Jefferson Park, Corner of Jefferson Street and 15th Avenue, Hollywood. Meets Mondays at 8:30pm and Thursdays at 8:30pm. The group is growing very well. A great outside meeting. ILS, **Adam N 954/513-5036**

Winds and Tides of Change – Azalea & A1A behind Cultural Center., Hollywood. **Jeff L. 954/744-9026.** Check out our new location. Still on the beach

Women's Group–501 N. 14th Ave., Hollywood. **Julie 786/514-3392.** An awesome woman's meeting!

VI. **ASC Chair Report** – No written report provided.

VII. **ASC Vice Chair Report** - I have been looking over the Literature sales and have noticed that there is a booklet on Disruptive Behavior in Meetings and there has only been a few sold. This may give some guidance to those meetings that have been having this problem. Also, I have been in contact with all sub-committee chair persons and all is well. ILS, Gary 2

VIII. **Secretary's Report** – No written report.

IX. **Treasurer's Report** –April Treasurer's Report accepted as written. **See May's report attached at end of minutes.**

RCM Report- All sub-committee meeting held at region on Saturday 3/14 were attended by the S. Broward area chairs. I spoke to S. Atlantic's RCM regarding the July 4th activity. He expressed an interest in participating in our picnic planned at West Lake Park. John has volunteered to get in contact with their area to work out the details. This would be a great opportunity to unify these two areas which have had a few underlying problems with each other. Region is asking Swamp Recovery to re-pay half of the \$108.00 that region paid for the insurance coverage for that activity. When Swamp Recovery contacted Frank L. to secure the insurance they were informed that there would be an additional fee. There was much discussion regarding this subject. All motions voted on were passed except the motion to charge for a registration packet for non-addict family members, which failed. It was brought up to rotate the regional service committee meetings from areas to bicoastal. This was discussed to help streamline the cost and the travel time for all areas to attend. All the open position nominations to be brought back to region in May and elected in July are in the minutes. I was unable to print the minutes for groups this month. I did make copies of the items to be taken back to the groups for vote.

ILS

Katy A.

XI. **Alt RCM** – OPEN POSITION.

XII. **Subcommittee Reports:**

Activities -. No written report provided.

Activities Treasurer – No written report provided.

Helpline/Public Information – My name is Forest and I am an addict. All is well at helpline. Our sub committee met on March 19th and had another large attendance with several new members added to our shifts. The phone system and website are all working as they should be.

I am submitting a check request for \$160.00 for 3 months of One Box phone service. This reflects an \$80.00 credit we received for setting up Gold Coast on the phone system. The Dade areas have expressed interest in our system and I am in contact with their helpline chairs. We will receive the same one month credit of service for every new area we refer.

I have also begun the process of porting our local number over to One Box. Once this process is complete we will be able to cancel our ATT service saving the area an estimated 300.00 per year in additional phone service costs.

I did attend region in March and several issues regarding the various areas websites and setting up a billboard with the regional 800# were discussed but no formal motions have been filed as of yet. I will keep the area posted on this.

Thank you for allowing me to be of service. Forest W.

H&I- Our last subcommittee meeting was at 6:30p on Tuesday March 17th, 2009 at St. John's Church 1750 Buchanan St, Hollywood. We will meet at the same time/location on April 21st. We currently have 26 H&I meetings in 16 facilities. Joey H stepped down as the Gratitude dinner chairperson Nancy N was nominated and voted in as the new Gratitude dinner chairperson. The gratitude dinner committee will research and create guidelines and submit them to South Broward area for approval.

Institutions that have openings or no meetings at this time:

1. Hollywood Pavilion: Wednesday @ 7:00pm- *needs co-chair*
2. Hollywood Work Release: Wednesday @ 6:30pm- *needs chair and co-chair*
3. BOC: Wednesday @ 7:30pm- *needs co-chair*
4. Hollywood pavilion: Friday @ 7:00pm- *needs chair and co-chair*
5. WMNS Sheriff N: Saturday @ 12:30pm- *needs chair and co-chair*
6. Broward Outreach: Sunday @ 3:00pm- *needs co-chair*

We welcomed new members that are interested in doing H&I work. In loving service, Steve D, chairperson, 727.515.0889, user005@attglobal.net

Literature Distribution – Greetings from the Literature Committee:

First off, I want to thank Linda and everyone that helped her last month when I couldn't be there. Everything is going well.

Group Literature Order was \$	1422.50
H&I	\$ 405.00 (included in the Group Literature Order)
Misc. Sales	36.00
Order to RSO	\$1176.18
Last months shipping	\$ 58.03 (included in total amount from RSO)
Meeting List and Supplies	\$ 63.60

ILS, Yvette

Newsletter – Hello from newsletter I'm an addict called Wendy. I need to apologize for showing up at area this month. Between not having a lot of support for this issue, Area being moved up a week, and some hectic things going on in my personal life, I found myself unprepared. The issue will be showing up this month that I will begin to distribute at the meetings I attend and will bring the newsletters to Area in May. I apologize for dropping the ball and will do my best to insure this does not happen again. ILS Wendy Lynn

Policy Committee – No written report submitted.

XIII. Elections/Nominations: None

IX. Old Business:

The Chair disbanded the Ad Hoc Committee stating that they had fulfilled their duties.

Area Motions:

Motion #02-03-09 – FAILED 9-9-2

Motion #03-03-09 – PASSED 14-2-3

Regional Motions: None

X. New Business:

Area Motions:

Motion #01-04-09

Maker: PR-Helpline/Take a Break

Motion to Read: To adopt new Helpline-PR guidelines that were submitted in last month's minutes.

Intent: To move forward with new guidelines.

Revised

SOUTH BROWARD HELPLINE/PUBLIC INFORMATION

48 SUBCOMMITTEE GUIDELINES

49
50 **Purpose:** To establish, maintain, and coordinate an effective 24-hour, 7 day a week contact
51 number for Narcotics Anonymous. This number is (954) 967-6755 and will be owned by the South
52 Broward Area. Through this service, we form a link between Narcotics Anonymous and the
53 general public seeking help and/or information. The committee will also maintain a 12-Step List to
54 provide members available for 12-Step calls. In addition, to inform the public that Narcotics
55 Anonymous exists, offer recovery from addiction and provide information about how and where to
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.I. Sub-Committee
- 24 c. An example of living recovery through the application of the 12-Steps and 12
- 25 Traditions of Narcotics Anonymous.

26
27 The Chairperson sees that all shifts are covered and makes monthly schedule. He/she acts as a
28 liaison between the Area, the Helpline/P.I. Sub-committee and the answering service. He/she
29 must attend all ASC meetings and attend the meeting with the ASC Vice-chairperson prior to the
30 ASC. He/she keeps a current listing of all Helpline/P.I. and 12-Step Volunteers. He/she is
31 responsible for all money transactions, including creating annual budget. He/she must attend all

32 RSC Public Relations sub-committee meetings meeting's. He/she should acquaint him/herself with the South Broward Area Service Policy.

33

34 2. Vice-Chairperson: Nominated and elected by the Helpline/P.I. Sub-Committee from it's voting members.

36 a. One (1) year clean time.

37 b. Three (3) months prior involvement in the Helpline/P.I. 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 when needed. He/she maintains order in the Subcommittee meetings. He/she takes roll call and establishes voting membership. Is responsible for the literature needs of the sub-committee and shall arrange for the purchase and distribution of same.

45

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

48

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

53

54 4. Helpline/P.I. Volunteers:

55 a. Six (6) months clean time required to work Helpline/P.I.

56 b. An example of living recovery through the application of the 12- Steps and 12-

Traditions of Narcotics Anonymous.

2 c. All new members will be given an orientation packet and must attend a training 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 member is unable to attend the monthly sub-committee meeting, they must call the chairperson before the sub-committee meeting. If a member cannot attend due to 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 removed from the schedule.

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-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.I. volunteers who 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 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.

33 c. Postage.

34 d. Helpline/P.I. Sub-committee meeting hall fees, etc.

35 e. The budget will include projected expenses for the answering service including
36 beepers.

37 f. Travel expenses to RSC out tri-area.

38 2. The Helpline/P.I. Chairperson is responsible for creating the annual budget.

39

40

3 South Broward Area Helpline/Public Information Committee Internal Guidelines

4

5 **Purpose:** Helpline/P.I. 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.

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.I.
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.I. 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.I. 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.I. guidelines (both internal and external).

44

45 4. New Helpline/P.I. 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.I. Sub-Committee External Guidelines.

49 2. A copy of the SBA Helpline/P.I. Sub-Committee Internal Guidelines.

50 3. Do's and Don'ts for Helpline/P.I. members.

53 5. Any new approved materials should be reviewed as they become available.

54 c. The orientation packets will be distributed following the monthly Sub-Committee
55 meeting.

56 d. At the member's second meeting, following Orientation, the member will be
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.I. 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.I. 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.I. 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 the.
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.

33 8. Contact Helpline/P.I. Chairperson or Vice-Chairperson in his/her absence if a problem arises.

34 If a caller is unfamiliar with NA or if they need to be 12-Stepped, ask the following questions:

35 a. Have you ever been to a Narcotics Anonymous meeting?

36 b. What area are you calling from?

37 c. Do you have transportation?

38 d. Let the caller know that someone will be in touch with them shortly.

39 e. Call the 12-Step volunteer of the same sex and in the same geographical area as
40 the caller to relay the name, phone number and basic information about the

41 caller.

42 f. Keep call the 12-Step list until you reach someone who is available.

43 g. Remember to call them back within 30 minutes if you are unable to reach
44 someone from the 12-Step list. Remind them that you are still trying to locate
45 someone for them.

46 9. 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 3.) **RAPE CRISIS CENTER 954-761-7273**

54 4.) **SPOUSE ABUSE SERVICES 800-962-2873**

55 6.) 7.) **CHILD ABUSE 800-422-4453 RUNAWAY HOTLINE 888-356-4774**

56 8.) 9.) **COUNTY/STATE WIDE EMERGENCY NUMBER 211 10.) BUS INFORMATION 954-357-8400**

3

4

5 **Motions and Voting Procedures:**

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

8

9 **Budget:**

10 1. Rent

11 2. Answering service.

12 3. Beeper rental and insurance

13 4. Travel out of tri-area

14 5. Internal

15 6. External

16 7. Long distance call reimbursement

17 8. Orientation

18 9. Helpline/P.I. event/presentation

19

20 **Additional Guidelines**

21 **GUIDELINES FOR PRESENTATIONS**

2 2 1. Preparation:

23 A. Meet the following qualifications:

24 1. Anyone who speaks about Narcotics Anonymous on behalf of the South

25 Broward Area Helpline/P.I. Committee shall have a minimum of two (2) years

26 clean time in Narcotics Anonymous and a working Knowledge of the 12 Steps

27 and 12 Traditions of Narcotics Anonymous.

28 2. Persons with one (1) year clean time can participate with the qualified

29 presenter to give presentations to schools, churches, probation and parole

30 officers.

31 3. Anyone who is to give a presentation or ask people to presentations

32 must have prior approval from the Public Information Committee.

33 4. Anyone who is to give a presentation or ask people to a presentation should

34 dress appropriately.

35 5. Anyone going on their first presentation must be accompanied by someone

36 who has previous experience in Public Information Presentations.

37 6. Any person who participates in any presentation shall have observed at least

38 one previous presentation.

3 9 7. Persons giving a Narcotics Anonymous presentation to the public should

4 0 have a focused, clear Narcotics Anonymous message.

41 B. Obtain data sheet from contact person.

42 C. Confirm by phone the day before, and complete any missing information on data

43 sheet.

44 D. Review "20 Questions and Answers" sheet distributed by World Service.

45 E. Take "White Book" "20 Questions and Answers" sheet and Literature packets.

46 F. Arrive 10-15 minutes early.

47 G. Remember, this is **NOT** a 12-Step call!

48

49

50 2. Presentation:

51 A. Introduction

52 Give your full name. State that you are a member of the South Broward Area

53 Service Public Information Committee of Narcotics Anonymous. (This is **NOT** an

54 appropriate time to break your anonymity). "My purpose here today is to inform

55 you what Narcotics Anonymous is, what it is not, what we do and how to contact

56 us."

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?

SOUTH BROWARD AREA POLICY

Revised 10/06 - 23 -

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 Public Information
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 PI
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: P.I. 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: Public Information Committee of Narcotics Anonymous,
29 Attention P.I. Chairperson, P.O. Box 816313, Hollywood, FL 33081. Or call the P.I. Chairperson
30 at (phone number). We have a 24-hour Helpline available for addicts at (954)967-6755. Thank
31 you very much for your time.

32

33 KEEPING RECORDS OF CONTACTS

34 1. Secretary will keep a written record on index cards of:

35 a. Name of target, address, phone number.

36 b. Person contacted.

37 c. Date of contact.

38 d. Who contacted target.

39 e. Date of presentation.

40 f. Follow up date.

41 2. The PI member who made the contact is responsible for giving the secretary all necessary
42 information.

43 3. When we furnish anyone with literature, if more is requested, they will be given an order
44 form, or be put in contact with the H&I Committee if applicable.

45 4. Refer to World Service Guidelines for the following:

46 a. Guidelines for Media Presentation.

47 b. P.I. service work in general: Do's and Don'ts.

48 c. Phone lines, bulletins and letters: Do's and Don'ts.

49 d. Letter writing: Do's and Don'ts.

50 e. Presentations to Groups and Community Meetings: Do's and Don'ts.

51 f. H&I/PUBLIC INFORMATION COOPERATION

Regional Motions:

A

Motion #01-03-09 Admin./South Dade

To add to policy, pg. 21, sect. 9, letter 1, to read: “any and all monies collected at Regional events, excluding SFRCNA,
must be given to the regional treasurer within 72 hours”,

Intent: To insure security of Regional monies.

With Amendment: “and or deposited”

A

Motion #03-03-09 Policy-Adhoc/Shark

To accept policy changes presented to the RSC on 3/15/09 by the adhoc committee.

Intent: To revise policy. (*Policy attached at end of minutes*)

A**Motion #08-03-09** Admin./Shark

To add to policy, page 11, F, to read, the Alt Sect gets a priority vote of confidence requiring a 2/3 majority, if not 2/3, the Alt Secretary becomes a nominee for Secretary.

Intent: to complete policy needed after this position was formed.

Serenity Prayer — The ASC closed at 12:45 PM. (record-breaking time!) Next ASC is May 3rd, at 12:00 p.m. All subcommittee chairs meet at 11:30 a.m. please be on time! There will be a GSR orientation at 11:30am (for new GSR's or interested parties). Zoom Zoom Oliver \$39.

South Broward Area - Narcotics Anonymous
April 5th, 2009 -- Literature Sales and Group Donations

Group Name	Literature	Donation	Total
A Burning Desire	\$59.00	\$52.00	\$111.00
A Day at a Time	\$3.00	\$42.00	\$45.00
A Shot of Hope	\$34.75	\$0.25	\$35.00
Free to Choose	\$21.10	\$6.90	\$28.00
Friday Night Espresso	\$83.15	\$46.85	\$130.00
Hollywood Monday Night	\$52.55	\$31.45	\$84.00
Let Go Let God	\$49.20	\$12.05	\$61.25
Living Miracles	\$6.25	\$15.00	\$21.25
New Attitudes	\$14.00	\$22.00	\$36.00
Positive Choices	\$35.50	\$20.00	\$55.50
Recovery on the Rez	\$103.60	\$276.40	\$380.00
Reflections of Recovery	\$28.35	\$18.15	\$46.50
Road to Freedom	\$0.00	\$57.00	\$57.00
Spiritual Awakenings	\$18.50	\$49.50	\$68.00
Sunrise Serenity	90.25	74.22	\$164.47
Sunset Recovery **	\$13.20	\$74.80	\$88.00
Sunset Serenity	\$40.05	\$0.00	\$40.05
Take a Break	\$208.60	\$150.40	\$359.00
The Journey Begins	\$6.20	\$93.00	\$99.20
Tuesday Night Men's Group	\$27.45	\$10.55	\$38.00
Tuesday Night Shelter	\$48.75	\$0.25	\$49.00
Under New Management	\$18.85	\$81.65	\$100.50
We Do Recover	\$3.50	\$15.50	\$19.00
We Have a Choice	\$8.25	\$44.00	\$52.25
Winds & Tides of Change	\$84.60	\$19.60	\$104.20
Women's Meeting	\$17.35	\$44.65	\$62.00
Misc. Literature	\$47.20	\$0.00	\$47.20
TOTALS:	\$1,123.20	\$1,258.17	\$2,381.37

Treasurer's Report - April 5th, 2009

April - Beginning Bank Balance:	\$3,580.80
----------------------------------------	-------------------

Cash In	
Literature Sales	\$1,123.20
Group Donations	\$1,258.17
Activities - South Broward Anniversary Picnic	\$1,310.27
Check - David Park Rec. Center - Valentine's Day Deposit Returned	\$100.00
Cash In Total:	\$3,791.64

Cash Out	Committee
Yvette B. - Reimbursement (Literature Order Forms)	Literature
Cash Out Total:	\$4.77
Total Cash:	\$3,786.87

Checks			
Check #	Payable to:	Amount	Committee
3092	Kinko's (Meeting Lists)	\$63.60	Literature
3093	One Box (Phone Service System - Helpline)	\$160.00	Helpline & PI
3094	Handy Storage (Storage Unit for Literature)	\$47.70	Literature
3095	Terri Y. - ASC Secretary (Postage)	\$34.30	South Broward Area
3096	Handy Storage (Storage Unit for Activities)	\$50.40	Activities
3097	Share Unit (Rent for Area Meeting Space)	\$50.00	South Broward Area
3098	Florida Regional Service Office	\$1,176.18	Literature
3099	United States Postal Service (P.O. Box - for 6 months)	\$21.00	South Broward Area
	Checks Total:	\$1,603.18	

April Totals	
April - Beginning Bank Balance:	\$3,580.80
Checks Total:	\$1,603.18
Total Cash:	\$3,786.87

April - Ending Bank Balance:	\$5,764.49
<i>Prudent Reserve</i>	\$3,500.00
<i>Total Available Funds:</i>	\$2,264.49

**** Group, Sunset Recovery, gave \$37.40 for donation to region. Check will be made out at the next area.**

- c) Negotiate with hotel for space(s) *to be provided* for Saturday's meetings, Saturday night activity and Sunday's meeting with *the* specific times *at which* we need to end each activity.
- 2) *Meeting set-up for Saturday's Subcommittee will be three separate rooms(to accomidate 25 people each) or a space with partitions that would insure noise reduction.*
 - a) ~~The RCM from the host area or SFRONA BOD member would contact by telephone all Regional Sub-committee chairs to inquire if they have a head count of the respective Area sub-committee chairs that will be attending Regional Weekend~~
 - 4) *Meeting space required for Sunday would be able to accommodate 50 people.*
- 5) If an Area chooses not to host the RSC in a hotel:
 - a) Locate a reasonably priced hotel near the RSC site and include this information in any RSC flyer.
 - b) ~~The Host Area would compile a list of families who would be willing to host addicts in their homes.~~
 - c) Secure meeting space that meets requirements outlined in #3 & #4.

D. COSTS

- 1) Region will pay for the costs of meeting space and flyers, as follows:
 - a) Rental for the weekend's meeting space, whether in a hotel or not, should not exceed \$1,000.00 without prior RSC approval.
 - b) The Regional Activities Sub-Committees may produce the announcement/schedule flyers, but their reimbursement will not come out of the Activities budget, but rather out of the Admin Sub-Committee budget.
- 2) All funds raised at the Saturday night activity go to the Host Area, to be used as they see fit.
- 3) ~~Usually, Hotel will provide Activity space for Saturday night for free as part of the package.~~
- 4) If an Area chooses to hold an Activity at a location other than the RSC meeting place, it would be the Host Area's responsibility to bear this expense.

E. FORMAT

- 1) Opening Prayer.
 - 2) Read Twelve Traditions (Vice-Chairperson)
 - 3) Read the Twelve Concepts
 - 4) *Read the Purpose, Composition and Function of an R.S.C. (Chairperson)*
 - 5) Roll Call (Administrative Committee, Standing Committees, *Ad-Hoc* committees, Regional Committee Members or Alternates, Regional Delegate and Alternate).
 - ~~**NOTE: ALL REPORTS MUST BE SUBMITTED IN WRITING OR TYPEWRITTEN FORM IF POSSIBLE.**~~
 - 6) Secretary's report
 - 7) RCMs report (alphabetically)
 - 8) R.D.'s report
 - 9) Recess for said time period (optional) noted in minutes
 - 10) Standing and *Ad-Hoc* committee reports (alphabetically)
 - 11) Recess for said time period (optional) noted in minutes
 - 12) Election *of New Officer(s), if necessary*
 - 13) Old Business
 - 14) OPEN FORUM: The floor is open to any NA member
- Note:** All new business motions excluding procedural motions must be in before the beginning of New Business.

- 15) Treasurer's Report
- 16) Money motions
- 17) New Business (~~pre-arranged agenda has priority~~)
- 18) WSC Donation
- 19) *Review of the business of the day / MAL Assignments.*
- 20) *Announcements and plans for the next meeting are discussed*
- 21) Closing Prayer (Serenity Prayer)

F. AGENDA

- 1) The Chairperson, in conjunction with the secretary, will arrange the agenda prior to each meeting.
- 2) Any motions not already on the agenda are to be given in writing to Vice-Chair.(move to G.5)

G. DISCUSSION LIMITS / MOTIONS

- 1) The following have a voice on the floor:
 - a) Administrative Committee
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Alternate Secretary
 - Treasurer
 - Alternate Treasurer
 - Member at Large
 - Regional Delegate (RD) and Alternate (AD)
 - b) Regional Committee Members (RCMs) and Alternates
 - c) Standing Committee Chairperson's and Vice Chairpersons in absence of Chair.
- 2) The following can make or second motions:
 - a) RCMs (or Alternates in their absence)
 - b) Standing Committee Chairs (or Vice Chairperson in their absence)
 - c) Vice-Chairperson, Treasurer, Alt. Treasurer, Secretary, Alt Secretary, R.D. or A.D. (only if R.D. is not present)
 - d) Members at Large
- 3) Participation on motions:
 - a) Main Motion: 2 pros /2 cons
 - b) Amendment: 2 pros /2 cons
 - c) Reconsider a previous question: 2 cons
- 4) All 2nd's to motions must come from the floor.
- 5) Any motions not already on the agenda are to be given in writing to Vice-Chair
- 6) The maker of all motions must be on the regional floor to make motions.
- 7) All motions that change or initiate policy shall contain the policy that is affected and is referred to the Admin. Committee, for discussion at the next Admin. Committee meeting, to be presented at the following RSC to be voted on at the next RSC.
- 8) ~~All motions that change or initiate policy shall go back to Areas after the Admin committee has discussed it.~~
- 9) All motions tabled back to the **ASCs** concerning money shall have a dollar figure.
- 10) All motions tabled back to the **ASCs** shall have an intent included.

11) When a motion is to go back to ASCs, the chair shall ask one of the Pro's and one of the Con's to give a one sentence summary to be placed in the minutes to go back to the Areas.

12) If two members, having a voice at the RSC decide that there is an emergency which requires the Chairperson to poll the RSC voting members, the following procedures shall apply:

- a) The Chairperson will request the emergency motion makes for the specific reason why the motion is an emergency and cannot wait until the next Region.
- b) The Chairperson will contact through any available means – every trusted servant who has a voice in the RSC, and in favor or against the motion being an emergency.
- c) If the Chair gets the majority vote to proceed with emergency motion, the Chair will take votes on the motion from the RCMs.

H. QUORUM

- 1) Quorum shall be established at the start of the RSC and shall remain until adjournment or until a voting member of the RSC leaves at which time quorum will be *reestablished*
- 2) Official quorum must be reached by thirty (30) minutes after scheduled starting time.
- 3) Official quorum is one more than half of the member Areas.
- 4) Only duly elected alternates/designated representatives are eligible for quorum in the representative's absence.
- 5) Any Areas that are not present for two consecutive RSC meetings will not be on roll call or part of quorum at the third meeting (once they return to the regional meeting, they will be included once again.)
- 6) Any RCM or Sub-committee Chairperson leaving the RSC before its end should notify the Secretary upon leaving.

I. VOTING

- 1) RCM's only and the Chairperson in case of tie *shall have a vote.* (Alternate R.C.M. / Designated Representative in case of the absence of the R.C.M.)
- 2) Voting will be done by a show of hands. *A roll call vote can be called at any time by voting participants to be reflected in the minutes.*
- 3) Any motion either requiring a simple majority or 2/3 will be counted as votes cast.
- 4) An abstention is a failure to cast a vote. Therefore abstentions do not count as votes cast. Example: (11 area present. 2 abstentions, 9 vote's cast. 2/3 of votes cast is now 6). In the event abstentions are more than the prevailing vote, the motion is automatically tabled.
- 5) Any new Area that comes to the RSC may start voting and be recognized that day.
- 6) ~~At any time during voting old and new business a regional trusted servant chooses, he/she may request a roll call vote to be reflected in the minutes.~~
- 7) If two members, having a voice at the RSC decide that there is an emergency which requires the Chairperson to poll the RSC voting members, the following procedures shall apply:
 - d) The Chairperson will request the emergency motion makes for the specific reason why the motion is an emergency and cannot wait until the next Region.
 - e) The Chairperson will contact through any available means – every trusted servant who has a voice in the RSC, and in favor or against the motion being an emergency.

- f) If the Chair gets the majority vote to proceed with emergency motion, the Chair will take votes on the motion from the RCMs. (move to G.12.)

III – REPORTS

A. R.S.C. Meetings:

All reports should be limited to ten minutes per report and all reports are to be written or typed. RCM's written reports may include information on sub-committees and other information about the Area. The verbal reports will only deal with major problems and items of vital interest to the RSC.

B. Yearly Reports:

- 1) Secretary- Compile a list of motions from this year' minutes.
- 2) Treasurer- Compile a yearly report consisting of the past years activity including the convention financial statement.
- 3) Committees- Compile a report consisting of the past *year's* activity, accomplishments, specific problems, situations, financial record and plans for the coming year.
- 4) RCMs- Compile a report on your Area consisting of the following information:
Number of meetings: H&I and total number of meetings.
 - a) Size of local fellowship.
 - b) H&I Activity.
 - c) Public Relations activity.
 - d) Other Committee Activity.
 - e) Major accomplishments (Public Relations services, Area Service Office(s), etc.)
 - f) Specific problems or situations.
 - g) Plans for the coming year.
 - h) Brief history of NA in your Area, first meeting until now.
 - i) Brief summary of what your Area would like to accomplish at the WSC.

IV – NOMINATIONS / ELECTIONS

- A. **During the voting process** Nominees are asked to leave the room.
- B. Voting is done by roll call vote
- C. **AD** gets a priority vote (**Years that RD position is vacated at March RSC**) of confidence requiring 2/3 majority, if not 2/3 the **AD** becomes a nominee for **RD**.
- D. The Vice-Chairperson gets a priority vote (at **March** RSC) of confidence requiring a 2/3 majority, if not 2/3, the Vice-Chair becomes a nominee for Chairperson.
- E. Upon election, member shall resign any area administrative committee or standing subcommittee chair position.
- F. Upon election, member shall resign any ~~area or~~ administrative committee, BOD or standing committee chair position at the regional level.
- G. When there are more than two nominations, if no candidate gets a clear majority, the following procedure will be followed:
Nominees will be asked to state their qualifications and anyone with a voice on the regional floor may ask the nominee a question except someone who has been nominated and is running against that person for the same position, if no candidate gets a clear majority.
 - 1) A vote will be taken.

- 2) The nominee with the least amount of votes will be eliminated.
 - 3) The process is continued until there are two nominees.
 - 4) Then the one with the most votes is elected.
- G. **All** Nominations are brought in May, elections are held in **July except for SFRCNA Board positions. SFRCNA Board positions are nominated in September and are elected at the November RSC.**
- ~~H. All Regional Positions, (Admin. & Sub-Committee Chair), not filled through the normal process (May nominations & July elections), will be filled in the following order:~~
- ~~1) Willing member nominated and elected the same day from the July RSC or,~~
 - ~~2) If no one is willing to accept a full term, the chairperson appoints someone on an interim basis until the position can be filled as per the first option.~~
- I. A member **must** be present to be nominated to serve this region.
- J. There will be a limit of 2 consecutive terms for all regionally elected positions.
- K. All qualifications for regional nominations must be in written form, to include clean time, and prior NA service commitments.
- L. All SFRC Inc. Board members will be elected by the RSC, with the exception of the Host Committee Chair and Vice-Chair, who are elected by the **BOD**.
- M. The term of office for SFRC Inc., Board members, is two (2) years, except for the Host Committee Chair (who will be in the 2nd year of a two (2) year term). Four (4) of the nine (9) RSC elected Board members are elected in even numbered years, and five (5) are elected in odd numbered years. In the event of a vacancy on the Board, the RSC will replace said member to finish the odd or even term.
- N. No trusted servant/~~addict~~ may serve more than four (4) consecutive terms in any regionally elected position ~~or positions~~.

V – STANDING COMMITTEES

A. GENERAL

In order to minimize time debating in conference meeting, the South Florida **RSC** uses a committee system. It is important to note that the committees cannot do the day-to-day work, only members can do this, which means each committee covers a large geographical region and meets only six times a year, unless a special session is requested. By need, most of the work must be done in committees. Initiation and finalizing of these projects take place at the **RSC** meeting.

B. DUTIES AND RESPONSIBILITIES

- 1) Each committee should submit a written report to the Administrative Committee prior to each Regional Service Committee meeting. **This report should include minutes of committee meetings, plans, ideas, motions for initiation, finalizing, or implementation of projects or events and a financial report to include any financial requests.**
- 2) It is the responsibility of each sub-committee chair to contact the respective area sub-committee chair ~~by telephone~~ to inquire if they will be attending RSC weekend.
- 3) Each committee is autonomous, but responsible to the region. In order to better serve, a committee may choose to elect officers.
- 4) All regional service committee chairpersons should attend ASC/appropriate sub-committee meetings as requested by ~~above and said ASC/admin./sub-committee~~ trusted servants.

- 5) **All regional sub-committees must, prior to scheduling of events, contact Regional Activities Sub-committee to ensure date is open.**
- 6) If a Sub-committee chairperson misses two regularly scheduled sub-committee meetings, impeachment proceedings shall begin immediately.
- ~~7) All changes in the Sub-committee guidelines must be reviewed by the RCM's. They will be included in the minutes for the RCM's to review and vote on at the following RSC.~~
- 8) All the sub-committees must keep a roll call of their meetings and include these in their reports to be submitted for the minutes.
- 9) **All the sub-committees must meet during RSC weekend at the same location.**
- 10) **Elimination of standing committees is made by a motion requiring a 2/3 majority.**
- 11) All Sub-Committees will submit budgets for the upcoming calendar year at the **September** RSC, for a **November** RSC approval, as follows:
 - a) Budget must be itemized.
 - b) Funds requested against approved budget will not need further RSC approval, unless they exceed either the total approved amount or the particular line item, in which case the request must be presented in the form of a motion.
 - c) Funds may be requested before, during or after the calendar year for which budget was approved, but must be specified as such.
 - d) Subcommittees may obtain report of unused budget amounts per line item.
 - e) Each Sub-committee chair, with the help of the regional treasurer, shall provide in the minutes, along with budget requests for each year, the previous year's budget along with current spending figures.
 - f) Each Subcommittee will provide a written explanation for the budget increases or additions that are not reflected in the previous year's budget.
- 12) Subcommittee's can only put on workshops with RSC approval.
- 13) In all Subcommittees, except SFRC BOD, a quorum for voting shall be one more than one-half of the number of areas represented at the previous subcommittees meeting at prior RSC weekend.
- 14) Once a sub-committee Chair requesting monies from Region has discrepancies between checks and balances, they will be reimbursed from then only by Region with receipts in hand.
- 15) Once an Admin member requesting monies from Region has discrepancies between checks and balances, they will be reimbursed from then on by Region with receipts in hand.

C. QUALIFICATIONS

- 1) Willingness and desire to serve.
- 2) One (1) year commitment.
- 3) Minimum of one (1) year NA service involvement.
- 4) Understanding of the 12 Traditions of NA through application.
- 5) Previous involvement with this committee on some level.
- 6) Minimum of two (2) years clean time.
- ~~7) Upon election, is expected to attend all board meetings.~~

VI – ADMINISTRATIVE COMMITTEE

A. GENERAL

- 1) ***This committee consists of the RSC Chairperson, RSC. Vice-chairperson, RSC Secretary, Alt RSC Secretary, RSC Treasurer, Alt RSC Treasurer, Regional Delegate, Alternate Delegate, and Members At Large.***
- 2) ***This body serves as a committee coordinating the next R.S.C. Meeting and deals with matters of financing the regional needs with financial accountability.***
- 3) ***This body, as a committee, per suggestion of the RSC as a whole, may appoint special committees(ad-hoc) to meet a specific need for a specified period of time. The RSC. Chairperson appoints members of the Ad-Hoc committees.***
- 4) The Admin. Committee also serves as the policy review committee for the region. Any recommendation from the Admin., for or against is accompanied by explanation and tally vote.
- 1) All Regional Service Committee Admin. Members ~~(other than RD, AD)~~ should attend ASC meetings as requested by said **ASC** Trusted Servants.
- ~~2) There shall be a term limit of two (2) consecutive years for the same regionally elected positions except RD and AD. (This includes all sub-committees also).~~
- 3) Maintenance of the Regional post office box.
- 4) For financial accountability, deposits and regional donations mailed to the P.O. Box are to be deposited in the regional bank account within the next 2 business days.

B. DUTIES AND RESPONSIBILITIES

1) CHAIRPERSON

- a) Compiles a pre-arranged agenda prior to each **RSC** meeting.
- b) Presides over ~~all meetings of the South Florida~~ **RSC** except Old Business .
- c) Maintains a line of communication between the ~~South Florida~~ **RSC** and any/all **ASC** throughout the year.
- d) Enforces the rules of decorum and discipline, (Robert's Rules of Order).
- e) Must be absolutely fair and impartial.
- f) Must refrain from discussing a motion when presiding.
- g) **Co-signer on the RSC bank account.**
- h) When an RCM misses two or more meetings, the Chair is to contact them and investigate the matter.

2) VICE- CHAIRPERSON

- A) Performs all duties, and has all power of the Chairperson in his/her absence.
- b) Is a member of all sub-committees, and carries out vacant sub-committee chairs duties and responsibilities.
- c) Is a liaison between all standing committees to assure proper functioning of said committees, per RSC Guidelines.
- d) Acts as parliamentarian at all RSC Meetings.
- E) Attends as many ASCs as possible.
- f) Co-signer on the RSC bank account.
- g) The Vice Chair shall Chair Old Business

3) SECRETARY

- A) Is responsible for the written record of RSC meetings.

- b) Keeps a mailing list of all RSC trusted servants, RCMs and RCM Alternates, to be included in the minutes.
- c) Responsible for typing minutes so they can be mailed out, at least two weeks following each RSC meeting, to all those in the mailing list.
- d) Co-signer on the RSC bank account.
- e) **Coordinates and keeps records, files and archives of the region allowing access to any NA member.**
- f) Adds policy changes as needed to the policy package in the form of an addendum and produces a complete policy guidelines package once a year and distributes at the **July** RSC. Keeps the most recent updated versions of all RSC policies.
- g) Should limit attachments to Regional Minutes to functions of this region only.

4) **ALTERNATE SECRETARY**

- a) Has all the same responsibilities of the RSC Secretary, assumes all responsibilities of the secretary, in his or her absence.
- b) ~~One year prior service involvement.~~
- c) Should attend all RSC meetings.
- d) Not a signer on the RSC bank account

5) **TREASURER**

- a) Keeps an accurate record of all transactions, including receipts for income and disbursements.
- b) Prepares a financial report due at each RSC meeting.
- c) Disburses monies as per group conscience of the RSC
- d) Collects all donations from groups, Areas, individuals or committees. All such monies collected shall be deposited by close of business the following Friday.
- b) The Regional Treasurer, as part of the administrative committee, will make an annual projected budget, with a suggested prudent reserve at the end of his/her term.
- c) The Regional Treasurer prepares an accounts payable / accounts receivable report for each subcommittee to be included in the minutes.

6) **ALTERNATE TREASURE**

- a) Have all the same responsibilities as the treasurer, assumes all the responsibilities of the treasurer, in his or her absence.
- b) ~~One year prior service involvement.~~
- c) Should attend all RSC meetings.
- d) Not a signer on the RSC bank Account

7) **REGIONAL DELEGATE**

- a) The primary purpose of the RD is to link the region with the world.
- b) Presents minutes of the World Service Conference(WSC) and the World Board, other regional information available from the quarterly fellowship report and any other region's news (i.e. conventions, conferences, etc.).
- c) Attends all RSCs.
- d) Attends as many ASCs as possible.
- e) Attends as many regional functions as possible.
- f) Attends WSC in accordance with the schedule provided by the WSC.
- g) ~~Is a member of the body known as the Regional Administrative committee.~~

- h) Will have all items that directly affect this Region and voted on at the SE Zonal Forum, brought back to this RSC for our group conscience before the RD/AD vote on them there.
- i) Co-signer on the Regional Bank Account
- j) *Conduct GSR assembly on WSC years as defined in the GSR Assemble Guidelines in this Policy.*

8) **ALTERNATE DELEGATE**

- a) Works closely with the RD.
- b) Has all of the same responsibilities as the RD.
- c) Will not accept any nominations on the world level upon election that would **upon election** conflict with future RD position.
- g) Co-signers on the Regional Bank Account

9) **MEMBER AT LARGE**

The elected Member at Large, in such a way that he or she may be performing a task that is comfortable to him/her, would share these and other responsibilities. In case of conflict, RSC Vice-Chair will assign specific tasks to the Member at Large:

- a) PARLIAMENTARIAN ASSISTANT – Will help and advise the RSC Vice-Chair in matters dealing with policy during the RSC meeting, as per RSC Vice-Chair duties in VI-B-2-d, which otherwise could overload the Vice-Chair’s duties of processing motions.
- b) LIAISON BETWEEN REGION AND THE REGIONAL WEEKEND HOST AREA COMMITTEE – To provide assistance on interpretation and compliance with the RSC Meeting guidelines (Chapter II). Help smooth out any problems that may arise during the weekend with meeting space, refreshments, hotel management complaints, RSC participant complaints, etc.
- c) POLICY KEEPER ASSISTANT – Will assist Secretary in creating a running list of motions passed at RSCs which affect policy, distributing such list at beginning of every RSC. Will assist Secretary in updating and producing a complete policy guidelines package, once a year, as per VI-B-3-f.
- d) SUB-COMMITTEE LIAISON ASSISTANT – Will assist RSC Vice-Chair by attending Sub-Committee meetings whenever Vice-Chair cannot be present. And similarly, will chair Sub-Committee meetings, which have no Chair.
- e) FILLS VICE-CHAIR POSITION - at an RSC where the Chair or Vice-Chair is absent.
- f) Member at Large are required to be active in at least one (1) subcommittee.

C. QUALIFICATIONS

1) **ADMINISTRATIVE COMMITTEE**

- a) Willingness and desire to serve.
- b) One (1) year commitment.
- c) Minimum of three (3) years clean time for Secretary, Vice-Chair, and Member at Large; four (4) years clean time for Chairperson and Treasurer.
- d) Minimum of two (2) years N.A. Service involvement. **(1 year for alt-secretary and alt-treasurer)**
- e) Understanding of the Twelve Traditions of NA through application.

- f) Time and resources needed to be an active participant.
- g) Member at Large should have one-year prior RSC experience (i.e. RCM, Regional Sub-Committee Chairperson or RSC administrative experience)
- h) Upon election, is expected to attend all RSC's.

2) **REGIONAL DELEGATE & ALTERNATE DELEGATE**

- a) Willingness and desire to serve.
- b) Three-year commitment per position.
- c) Minimum of four (4) years clean time for Alternate Delegate and five (5) years clean time for RD.
- d) Minimum of two (2) years NA service involvement.
- e) Understanding of the Twelve Traditions and **Twelve Concepts** of NA through application.
- f) Time and resources needed to be an active participant.

D. **MEETINGS**

Meetings will be held on every RSC Saturday. Three members of the Administrative body may call emergency meetings. Administrative members **must** attend all scheduled meetings. If an emergency issue arises between meetings and a **physical** meeting cannot be established, the Administrative Chair can coordinate discussion that can take place via telephone or Internet to include all Administrative members.

1) **RESPONSIBILITIES**

The Regional Vice-Chair will have the responsibility of presiding over the Administrative meeting with an agenda prepared by the Regional Chair. The Regional Secretary will take minutes. A report will be submitted to the Regional Vice Chair by the Regional Secretary to present to the Regional Body at the RSC meeting.

2) **PARTICIPATION**

Full participation is granted to all Administrative members. All other RSC and all ASC elected persons (in any capacity) are granted partial participation in that they do have a voice on the floor and motion making abilities. They cannot second motions nor can they vote if voting becomes necessary.

3) **MOTIONS / ISSUES**

A motion must be made and seconded prior to discussion. If a participant is unsure of motion wording or if no motion applies, they can chose to bring up an "issue". If that issue is "seconded", discussion may ensue under the guidance of the Administrative Chairperson.

4) **VOTING**

The Administrative members participate in voting if a significant amount of time has passed and a consensus cannot be achieved. Ideally, consensus will be achieved with all in attendance. If that is an impossibility due to time constraints, the Administrative Chair may find it necessary to call on voting members to close dialogue or vote on what is on the floor. Simple majority is needed to pass an internal motion, 2/3 necessary for a policy recommendation. If a phone or Internet poll is necessary in emergencies, 2/3 votes are needed.

5) FORMAT FOR MEETINGS

- a. Opening Prayer.
- b. 12 Traditions.
- c. 12 Concepts.
- d. Roll Call
 1. Chair
 2. Vice Chair
 3. Treasurer
 4. Alternate Treasurer
 5. RD
 6. AD
 7. MAL
 8. Alternate Secretary
 9. Secretary
- e. Ad-Hoc committee reports, if necessary.
- f. Old Business.
- g. New Business – should include any money motions that will be presented on Sunday and any reports by Admin members.
- h. Plans for next RSC.
- i. Closing prayer.

6) GSR ASSEMBLY GUIDELINES

PURPOSE: To enhance better communication between Region, Areas and Groups for the presentation and voting on the bi-annual Conference Agenda Report. To allow time for first hand, face-to-face discussions between the GSR's in our region and our Regional Delegate and Alternate Delegate on all matters contained in the Conference Agenda Report. To encourage all points of view to be considered and to give each group an equal voice and vote on motions presented in the Conference Agenda Report.(page 16 J)

7) WORKSHOPS

- a) 3 multi-Area workshops shall be conducted from the beginning of January through March. The workshops shall be held to cover three geographical areas of the South Florida Region as follows: the west coast, Broward County with South Palm Beach County, and Dade County with the Keyes.
- b) Any Area may request additional CAR workshops to be presented by the RD/AD to their respective Areas. Ballots will be passed out at the January RSC meeting to the RCMs to take back to their respective Areas.
- c) Additional Ballots will be available at the workshops. At the February RSC, each RCM shall provide the RD and AD with a meeting list from their areas to establish the vote count. (page 16 K)

8) ASSEMBLY

- a) Will be held on the Saturday of the March RSC beginning at 10:00 AM until completion. The Assembly will have two sessions: Presentation and Voting. The Regional Chairperson shall facilitate both sessions. The Presentation session will include Q & A and open discussion on all matters up for consideration. During this session all main motions and any amendments will be considered and discussed The Voting session will be a live vote count. Any amendments will be handled during this session. Groups may

send their absentee votes with their RCM only. For voting purposes, the original vote count that was established at the March SC meeting shall stand, unless there is an affirmation from an Area notifying the RSC that either a new group has been established, or that an existing group is no longer participating.

- b) Intent: to change the way that the information about the motions in the Conference Agenda Report is presented to the Areas and GSRs by having more opportunities to give out the information. We believe this will also strengthen the communication link between the Region, Areas and Home groups
- c) Funding for the workshops space shall responsibilities of the areas of each geographical zone.
- d) Subcommittees at the March RSC will start to meet at 8:00 am for one hour for each subcommittee

VII – REMOVAL OF OFFICERS

A. Voluntary

Given in writing to the RSC Chairperson prior to the next RSC meeting.

B. Involuntary:

- 1) **After two consecutive meetings missed Impeachment proceedings will begin .**
- 2) Relapse during term of office.
- 3) Violation of the Traditions and/or Concepts or failure to perform duties and responsibilities (up from 2 lines down)

C. Impeachment:

- 1) Violation of the Traditions and/or Concepts or failure to perform duties and responsibilities.(up 2 lines up)
- 2) Present the motion for impeachment with said cause
- 3) A simple majority vote is needed to begin the impeachment process.
- 4) The individual will be given a letter in writing via certified mail at least seven (7) days prior to the next RSC.
- 5) At the next RSC, the individual is given time for rebuttal.
- 6) After the rebuttal, 2 pros and 2 cons will be taken
- 7) A final roll call ballot shall be taken with a 2/3 majority *at the next RSC.*

VIII – TRAVEL POLICY

A. OUTSIDE THE REGION

- 1) The RSC will pay travel and per diem for the AD to go to the WSC based on a vote at the RSC prior to the event.
- 2) In order to receive funding for travel, trusted servants must submit a budget proposal to the RSC Administrative Committee for recommendations. The RSC will have the final vote of approval. The Administrative Committee may recommend total funding, partial funding or no funding for a proposed travel expense based on the priority of the trip to the region and available funds, but the RSC shall have the final authority.

- 3) Sub-committees are permitted travel expenses for out of region functions, not to exceed \$350.00 per committee "PROVIDED IT" follows VIII A2). This is to be included in their budgets. These funds are not to be used to attend the WSC annual meeting in April.

B. PROCEDURE FOR TRAVEL OUTSIDE THE REGION

- 1) All travel, which requires transportation by common air carrier, will be secured in the following manner.
 - a) The individual trusted servant will be responsible to arrange his or her own travel itinerary.
 - b) All airfare should be arranged far enough in advance to obtain the best possible advance purchase, Saturday night stay available. The individual will be locked into the lowest fare. If any other arrangement is to be made it is the responsibility of the party who is traveling to pay the additional cost.
 - c) All advance hotel reservations made by the trusted servant will be paid in check form to the facility by the RSC Treasurer in advance.
 - d) RSC Per Diem will be \$45.00 per day. This will be paid to the individual by check, in advance.
 - e) The Region will pay for one room for both the RD and the AD. When the RD and the AD are of different gender and "Buddy System" is not workable, only then will region pay for two rooms.
- 2) For the CAR workshop in Macon, GA the So. FL Region will pay for 2 rooms, one for males, one for females; ground transportation will also be supplied by the So. FL Region, one van from the east coast, one van from the west coast.

C. TRAVEL TO R.S.C.

- 1) An RSC trusted servant (Subcommittee chair or Admin member) may be reimbursed as follows for attending an RSC:
- 2) If they travel less than 85 miles each way, and use their own car or public transportation, may be reimbursed at a rate of \$0.40 per mile.
- 3) If they travel 86 or more miles each way, they may be reimbursed as follows:
 - a) \$0.40 per mile for own or public transportation.
 - b) Up to \$120.00 for lodging against receipts for actual individual expense.
- 4) Any RSC trusted servant receiving full travel funding for an RSC weekend must attend all RSC meetings as set forth in the individual's job descriptions. If he/she fails to attend all meetings they can be reimbursed for gas, with receipts.