

Pikes Peak Area of Narcotics Anonymous Policy Guidelines 5th Edition

Service Prayer

“God grant us the knowledge that we may act according to Your divine precepts, instill in us a sense of Your purpose, make us servants of Your will, and grant us a bond of selflessness that this truly be Your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”

**Revised
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I. General Information

- A. The name of this committee is the *Area Service Committee (ASC)* of *The Pikes Peak Area of Narcotics Anonymous (PPANA)*.
- B. The ASC will meet every month on the first Thursday for the express purpose of serving the specific needs of its member groups.
 - 1. If the meeting day coincides with a holiday (i.e. New Year's Day or July 4th), the ASC will meet the second Thursday of the month.
- C. The purpose of the ASC is to be supportive of its groups and their primary purpose by associating a group with other groups locally and by helping a group deal with its day-to-day situations and needs.
- D. The ASC is "ultimately responsible to the groups (it serves). Narcotics Anonymous groups send *Group Service Representatives (GSRs)* to serve on the ASC. While maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs, and through them, in the area committee, for necessary work to get done." (Please refer to the Guide to Local Services, GTLS)

II. General Participation

- A. Every member of NA who attends the meeting may present motions to the ASC and **has the right to request the floor**. The chair will carefully consider each request. The Chair's decision is subject to appeal and may be overturned by a 2/3 majority vote unless otherwise stated in Robert's Rules of Order. Anyone who wishes to be recognized must raise their hand and be recognized by the Chair, with the exception of:
 - 1. Point of Personal Privilege
 - 2. Point of Order
 - 3. Point of Appeal (Appeal to the Chair)
 - 4. Point of Information
 - 5. Parliamentary Inquiry
 - 6. Order of the Day
- B. **Qualified Voting Members**
 - 1. Only GSRs, *Alternate GSRs (GSR-A)*, or *Group Appointed Representatives (GAR)*, are qualified voting members.
 - a. In instances of a tie, the ASC Chair casts the deciding vote.
 - b. New groups carry a vote upon return to the ASC.

III. ASC Meeting Agenda Format

Convene the Meeting at 7:30 pm.

Allow 15 minutes for motions, group donations, literature orders, etc., to be completed.

Call to Order at 7:45 pm.

Moment of silence followed by the **Serenity Prayer**

Read the **Service Prayer**

Read the 12 Traditions front side only

Read the 12 Concepts front side only

Pass the **7th Tradition**

1st Roll Call

Recognition of new groups

Approval of last month's minutes (additions and or corrections are made now only)

Reports

Executive Officers

Chair

Vice – Chair

Secretary

RCM – E/ RCM – O

Treasurer

Group reports

Special (Ad-hoc) committee reports

Standing Subcommittee Reports

Break (at the Chair's discretion, may allow a 5-15 minute break)

2nd Roll Call of all Qualified Voting Members

Old Business

Sharing Session

Motion Closure (Chair calls for final motion submissions)

Elections

New Business

Announcements

Adjournment

Close Meeting

IV. Procedural Policies

- A. **Call to Order:** the ASC will convene the meeting at 7:30 pm and call to order at 7:45 pm;
1. Any business other than ASC business will cease.
 2. Literature orders should not be submitted after the meeting has been called to order.
 3. All group donations should be handed into the ASC Treasurer before call to order.
- B. A **Quorum** must be present to do business.
1. An *official quorum* is 2/3 of Qualified Voting Members of the current active ASC.
 2. An *official quorum* must be reached upon the 1st roll call;
 - a. If 1st roll call indicates that a quorum is not present, reports will be made, automatic disbursements will be paid and a break will be taken. A second roll call will be taken to determine if a quorum is present. If a quorum is not present, the meeting is adjourned.
 - i. The only record for that meeting will be all business conducted prior to the second roll call.
 - ii. The ASC Secretary will contact **each absent group** within 10 days of the ASC meeting with a concern of absence.
- C. **Acceptance of Minutes.** The Chair will ask for approval of the minutes from the previous month's ASC meeting.
1. *Minutes* are the official record of the ASC meeting. However, some portions of the minutes may require discussion if issue is taken with how those proceedings were reported.
 2. If there are no issues with the minutes
 - a. A motion will be made from the floor to accept the minutes.
 - b. The motion is then seconded by a qualified voting member.
 - c. The motion is called to a vote .
 - d. By show of hands, simple majority accepts the minutes.
 3. **If there are issues** with the minutes, these issues can be voiced by anyone in attendance.
 - a. If there is debate regarding the requested changes, the Chair will immediately cease the debate and call for a *Motion to Amend* the minutes.
 - b. The ASC Secretary is to note changes in the current month's ASC minutes
- D. **Elections:** Committee officers (Administrative committee officers and Subcommittee Chairs) are elected from the members of Narcotics Anonymous. Great care should be taken in this process. Clean time requirements, personal maturity, prior service and performance and experience in steps, traditions, and concepts should be of utmost consideration. All open positions will be announced 2 months prior to election for solicitation.

1. **Qualifications for Nominations**
 - a. Each nominee must be present to qualify themselves.
 - b. Anyone wishing to hold an ASC position must attend *two consecutive ASC meetings* before being voted in.
 - c. ASC officers will not represent any group.
 - d. No ASC officer will hold more than one ASC service position.
 2. **Nominations:** The position open for elections is announced.
 - a. In the event of ASC Chair, the Vice – Chair is automatically nominated.
 - b. An explanation from the PPASC Policy and from the approved service manual may be read to establish each position’s responsibilities if requested.
 - c. The floor is opened for nominations and the Chair will accept any nomination if seconded by a qualified voting member.
 3. **Closing Nominations**
 - a. After accepting nominations from the floor, the Chair will ask the floor, **one time**, if there are any further nominations.
 - b. The Chair will ask, **one time**, if there is any further discussion regarding nominees.
 - i. If no further discussion is called for, the Chair will ask for a motion to close nominations for the open position. If seconded by a qualified voting member, the motion to close nominations **ends all discussion** and calls the floor to vote for the nominee(s).
 - c. If no further nominations are made, the Chair will ask for a motion to close nominations. If seconded by a qualified voting member, nominations are closed.
 4. **Voting**
 - a. Nominee will leave the room.
 - b. Voting is done with a show of hands.
 - c. Election is based on a simple majority of the qualified voting members.
- E. **Old Business.** When motions put before the committee at previous ASC meeting have been tabled or referred, these motions are re-presented at the next ASC meeting. These motions are listed on the agenda.
1. Each motion is read in its entirety, including the reason why the motion is being re-presented.
 2. The Chair opens the floor for discussion on the motion, which may include;
 - a. The presentation of pertinent information that was previously unavailable.
 - b. A *Motion to Amend*. (see Appendix A, Pg 16)
 - c. Referred recommendations.
- F. **New Business** is when new motions are considered, debated, and voted upon by the ASC. Motions are the vehicle by which the service structure institutes change, addresses many of the problems facing the area, and makes decisions regarding the general affairs of the different subcommittees and the area as a whole.

1. **Submitting Motions**
 - a. Any member of NA, except the ASC Chair, may present a motion to the committee.
 - b. All motions require a second by a qualified voting member, otherwise the motion automatically dies.
 - c. All motions should be presented by Motion Closure.
 - d. All motions should be presented on the provided PPASC motion form.
2. **Presentation of Motions to the Committee**
 - a. After calling New Business, the Chair reads a single motion for consideration, in its entirety, including the *intent*, who presented and who seconded the motion.
 - b. The Chair may, at this time, rule that the motion is *Out of Order* along with an explanation for the ruling. (see Appendix E)
 - i. Any member in attendance has the right to call Point of Order. (see Appendix A)
 - c. If the motion is legitimate and in order, the Chair opens the floor for debate.
 - d. For sake of expediting business, the Chair may limit discussion to 3 pro and 3 con.
3. **Voting**
 - a. The Chair asks for a call to vote.
 - i. If call to vote is seconded by a qualified voting member, voting proceeds.
 - b. The Secretary (or another Administrative Officer) calls for the vote from the roll of the qualified voting members, recording each group's vote.
 - c. Motions pass with a simple majority vote.
 - i. Except in motions pertaining to new expenditure of ASC funds, which require a 2/3 majority to pass.
 - ii. A 2/3 vote is based on *qualified voting members* present. (i.e. 14 qualified voting members present, 2 abstain, the 2/3 vote is based on 12 not 14, since abstentions are non votes; therefore 2/3 of 12 is 8)
 - iii. If 1/3 of the qualified voting members abstain from the vote, the chair will ask for clarification of issues from abstaining members. If necessary, upon further discussion, there may be a revote.
 - iv. When a motion results in a tie, discussion is reopened and then followed by a revote. If the motion results in a tie again, the motion dies.
 - d. All PPANA related flyers must be submitted for approval.
 - i. Flyers approvals are done with a show of hands by voting members not subject to motion maker attendance.
4. **Alternate Disposition of Motions** (see Appendix A)
 - a. **Motion to Table**
 - i. One member can table a motion.
 - ii. If seconded by a qualified voting member, all debate ends.
 - iii. A simple majority straw vote is required to the tabling of that motion.
 - iv. The tabled motion will then appear as Old Business at the next ASC meeting.
 - b. **Motion to Refer**
 - c. Request to **Withdrawal a Motion**

G. Reports

1. At the discretion of the Chair, a brief time for discussion and questions may follow each report.
2. Should be as brief as possible, yet complete, on the provided PPASC forms.
3. Should be written legibly or typed, read aloud, and then submitted to the Secretary.
4. If any information is to be announced at other group's meetings, it should be specified on the report form that this information gets included into the ASC minutes' announcements.

V. General Area Policies

A. **ASC Members and Officers: General Policies of Service**

1. **Removal of ASC Members and Officers:**

- a. Any ASC officer removed from office or who resigned prior to the completion of the term of office cannot hold any new ASC position for a period of less than six months.
- b. Any ASC officer may be removed, by simple majority vote of the qualified voting members, due to non-compliance.
- c. If any ASC officer is logged with **three total** absences within one term, the committee may proceed with removal due to non-compliance.
- d. Any ASC officer is automatically removed from their position for interruption of continuous clean time during their term of service.

2. **Limits of Service**

- a. All members and officers may succeed themselves in office, but in keeping with the Ninth Tradition and the principle of rotating members, it is recommended that no officer serve more than one term in any position.
- b. Administrative committee members **will serve no more than two consecutive terms** in the same position; however it is recommended that they serve no more than one term.

3. **Attendance**

- a. **Executive Officers** are required to attend the monthly ASC meeting. If an officer is unable to attend an ASC meeting, the officer needs to make **every reasonable attempt** to contact the **Vice Chair or Chair**, in a timely manner, to inform them of the absence. If no contact is made by at least an hour before the start of the meeting, the Secretary will record that the officer was "Absent Without Notification" and will contact the officer within 10 days of the meeting to voice the committee's concern.
 - i. If any officer is logged with **two** absences, the Vice Chair will contact that officer to inform them that they may be removed from their position at the following ASC.
- b. **Subcommittee chairs** are subject to the rules outlined above.
- c. **GSRs** cannot be removed from their position by the committee.
 - i. If a group has gone without representation (i.e. GSR, GSR-A or GAR) for two consecutive ASC meetings, the Vice Chair will contact that group to ascertain any problems.

4. **Filling Service Positions: Special Consideration**
 - a. In the event that an office cannot expediently be filled by election, the incumbent officer can be retained in a "Lame Duck" capacity for one month.
 - b. If an office has been vacated due to resignation or if an office has still not been filled by election after an incumbent's month of a "Lame Duck" position.
 - i. The Vice Chair may fill the position until the position can be filled by Election.
 - ii. The committee may fill the position temporarily with a member of the committee.
 5. **Travel Expenses for Official PPASC Business**
 - a. Mileage may be reimbursed at \$0.37 per mile of travel upon motion made and approved.
 - i. This provision does not apply to any group representative, unless a group is unable to pay.
 - b. No other travel expenses will be reimbursed except under special circumstances and by motion made and approved.
- B. **New Groups**
1. GSRs, GSR-As or GARs representing new groups are granted full rights and responsibilities of an established PPASC group at their second consecutive ASC.
 2. New groups wishing to be listed on the Phonenumber and Website will contact the appropriate subcommittee chairs with all pertinent information and will be listed immediately.
 3. New groups wishing to be listed on the area printed schedule will contact the PR subcommittee chair with all pertinent information, but will not be listed on the area schedule until 90 days from the date the group first meets.
 4. New groups requesting any start up literature must make a motion to the ASC.
 - a. If a motion is approved, the group must submit an order to the Literature Bank for an amount not to exceed \$55.00.
- C. **Rules of Order**
1. The PPASC has adopted the short form of *Robert's Rules of Order* (see GTLS) as the parliamentary guidelines for conducting the ASC meeting.
- D. **The Sharing Session** puts our fellowship's Sixth Concept to work. The sharing session may be scheduled to address any subject, problem, or grievance. The sharing session is not a regularly scheduled item on the monthly ASC agenda but may be scheduled by:
1. Presenting a formal, written request to the Chair **prior to the start of Old Business**. The request should include the topic to be addressed during the sharing session, some stated objective for holding a sharing session, and an estimate of how much time is requested for the sharing session.
 - a. The Chair will read the sharing session request. The session will proceed or not process based on a consensus based decision.

VI. Amendments and Revisions to ASC Policy

- A. Any proposed amendments to policy require a **2/3 vote** to pass.
 - 1. If a policy motion passes, it will not go into effect until the next ASC meeting, unless specified to take immediate effect by either:
 - a. The language in the formal motion that was presented to the ASC (or otherwise amended) and taken back to the groups ; or
 - b. Determined by a 2/3 show of hands by qualified voting members.
- B. All amendments to policy **will be recorded in the policy log**.
- C. Policy Chair is to provide an Addendum to the area the following month after a policy motion has passed.
- D. If any policy changes have been made, a revised version (or pages) will be submitted at the January ASC with changes incorporated.

VII. Policies for ASC Executive Committee

- A. **General Information**
 - 1. The administrative committee consists of the Chair, Vice Chair, Secretary, Treasurer, and Regional Committee Member(s). (See GTLS for extended definitions)
 - a. All administrative committee members must attend all ASC meetings.
 - b. All administrative committee members serve a one year term, with the exception of RCM-E and RCM-O, who each serve a two year term.
 - c. An officer may resign by providing written notice to the Chair.
 - i. The resignation will be accepted no sooner than the following ASC meeting.
 - 2. In the event that there are two administrative committee members of the same household, only one is a signator on the checking account at a time. At the time that one of the member's term is up, the other would then be eligible to be a signator.
 - 3. Any signator on the PPASC checking account must have at least 5 years clean.
- B. **Chair** presides over the monthly ASC meeting. It is required that the Chair have at least five years clean time and a working knowledge of PPASC Policy, NA Traditions and Concepts. The duties are:
 - 1. Convene and then call the meeting to order at the appropriate times, providing each member in attendance with a copy of the agenda.
 - 2. Recognize members or observers who are entitled to the floor.
 - 3. State and put to vote all legitimate motions and announce the results of each vote.
 - 4. Enforce the rules relating to debate, order and decorum within the committee.
Respond to all inquiries from members relating to parliamentary procedure or factual information bearing on the business of the committee.

5. Expedite business in every way compatible with the rights of the members and observers and decide all questions of order, unless it is appropriate to refer the question to the committee for decision.
 6. Authenticate by signature, when necessary, all acts, orders and proceedings of the ASC.
 7. Is a signatory on the PPASC checking account.
 8. Appoint ad-hoc committee chairs.
 9. Conduct the meeting with impartiality, fairness and without opinion.
 10. Adjourn the meeting.
- C. **Vice Chair** oversees the general welfare of all standing subcommittees and serves as Chair in the Chair's absence. It is required that a Vice Chair have at least five years clean time and a working knowledge of the PPASC Policy, NA Traditions and Concepts. The duties are:
1. If any administrative committee member is absent, temporarily serve in that position.
 2. If any administrative committee position is vacant, may fill the position until it can be filled by election; or the committee may, by group conscience, fill the position temporarily with a member of the committee (by straw vote).
 3. Is a signatory on the PPASC checking account.
 4. Coordinates the standing area subcommittees:
 - a. Contact each subcommittee monthly to keep informed of projects and problems.
 - b. Attend subcommittee meetings whenever possible.
 - c. Find solutions when disputes arise within a subcommittee or between subcommittees.
 - d. When a subcommittee notifies the ASC (at a scheduled ASC meeting) of problems relating to the designated functions of that subcommittee, attends that subcommittee's next scheduled meeting.
 - e. In the absence of a standing subcommittee chair (i.e. due to completion of term, resignation, dismissal, etc), attends that subcommittee's next scheduled meeting.
 5. Log all access (i.e. keys) to the ASO; present a current log to the ASC Secretary every June and December, or at the next ASC meeting after the ASC requests a current log.
 6. Contact groups that have not been represented at two consecutive ASC meetings, prior to the next scheduled ASC meeting, and bring back and present a report at the next scheduled ASC meeting regarding that group's welfare.
 7. Submit a written report every month to the ASC regarding the functioning and coordination of subcommittee activities.
- D. **Secretary** keeps accurate minutes of each ASC meeting and distributes said minutes to each ASC member no later than 10 days following the ASC meeting. It is required that the Secretary have at least two years clean time, a working knowledge of the PPASC Policy, NA Traditions and Concepts. The duties are:
1. Keep a record of proceedings of the ASC as follows:
 - a. Keep on file all committee and group reports

- b. Motions presented to the committee and the disposition of those motions including and any amendments to the motion and any other business pertaining to the committee.
2. Call roll of GSRs and standing committees.
 - a. Upon arrival at each ASC, will have the number of qualified voting members needed for a quorum.
 - b. Upon completion of 1st roll call, will inform ASC that a quorum has or has not been reached.
 - c. Keep a log of election of new officers, including month elected to term and month of completion of term.
 - i. No later than 2 months prior to the end of a term, include in announcements impending ASC positions as to solicit from all groups.
 3. Furnish the Chair with a calendar (see Appendix D, Pg 24) before each ASC meeting.
 4. Ensure that the ASC and all subcommittees are registered with the WSO.
 5. Update and furnish the ASC and all subcommittees with whatever documents are required for the performance of their duties.
 6. Send notice of special ASC meetings.
 7. Submit all records, information, and archives to the next Secretary.
 - a. Keep the area archives updated and orderly.
- E. **Treasurer.** The ASC Treasurer is the custodian and single point of accountability for all PPASC funds; therefore, all billing of the ASC must be directed to the P.O. Box. It is required that the Treasurer have at least five years clean time, steady employment, and a working knowledge of PPASC Policy, NA Traditions and Concepts. The duties are:
1. Maintain the Federal ID number required for the PPASC checking account.
 2. Is a signatory on the PPASC checking account.
 3. Disburse funds as directed by the ASC.
 - a. Keep receipts for all contributions and disbursements.
 - b. Disbursements made only if submitted in writing and approved by the ASC.
 - i. Except for all contributions and disbursements (expenditures) that are made on a continuous and approved basis by the ASC.
 - c. Disbursements will be made by check written directly to businesses or those providing the services to the ASC:
 - i. Except in special circumstances as approved by the ASC by a consensus based decision.
 - ii. Except when the amount is less than \$5.00. In this case of such minimal expenditure, cash which is receipted will suffice;
 - iii. Personal reimbursements will only be made with a valid receipt.
 - d. All members, groups, committees and subcommittees utilizing or requesting funds are required to provide a financial report, including all receipts.
 - e. Budgeted disbursement requests from ASC subcommittees will not be allotted if all previous requests have not been covered by receipts.

- i. Budget items do not need to be voted on by the ASC unless the amount exceeds ASC funds available.
 - ii. Any new expenditures need to be passed by the ASC with a consensus based decision.
 - 4. Issue a receipt for all monetary transactions.
 - 5. Submit a written financial report of contributions and expenditures at each ASC meeting, to include the monthly bank statements.
 - 6. Submit a written financial annual report at the end of each calendar year.
 - 7. Keep an archive of the past month's financial reports, receipts and transactions.
 - 8. Maintain a prudent reserve not to exceed \$1200.00.
 - a. At the end of business, if said prudent reserve exceeds \$1200.00, the excess will be immediately disbursed.
 - i. 10% of the excess balance will be donated to NAWS.
 - 9. Send a \$100.00 monthly Regional donation with the RCM-E and RCM-O.
 - 10. Complete an audit of the ASC financial records:
 - a. Every 6 months.
 - i. In attendance of this bi-annual audit will be the PPASC Treasurer, one member of the Administrative Committee, and one GSR.
 - b. When there is a change in treasurers.
 - c. Upon formal request from any NA member.
 - 11. Utilize formats and any other forms deemed appropriate by the ASC.
 - 12. Collect all funds (either unused funds from committee budgets, money in excess of approved "seed money" funds enumerated in policy, or income from committee events) from the ASC subcommittees and handle them in the following way:
 - a. Oversee and handle funds from all ASC sponsored events. Attend (or send a member of the Administrative Committee) any and all ASC sponsored events for the purpose of collecting funds.
 - b. Total and confirm all event proceeds, and have the subcommittee chair initial it.
 - c. Deposit such funds into the PPASC checking account within 24-48 hours of the event.
 - 13. Refuse any donations earmarked for the exclusive use of a particular subcommittee or activity.
 - 14. Deposit all funds into the PPASC checking account within 24-48 hours of the ASC meeting.
 - 15. If a check bounces ONCE, only the person who wrote the bounced check, not the subcommittee or group, will be ineligible to write another check for a period of 2 years. During that 2 year period, all donations must be in the form of a money order only.
 - a. Keep an accurate log of all persons unable to write a check to the ASC.
- F. **Regional Committee Members (RCM -E and RCM-O)** should be elected in even and odd numbered years so to always have experienced representatives. It is required that both officers have at least five years clean time, a working knowledge of PPASC Policy, NA Traditions and Concepts. Both officers duties are:
- 1. Attend the Regional Committee meetings and the yearly Regional assemblies.

2. Represent the interest of the PPASC at the Regional Service Committee (RSC) meeting and carry the PPANA's conscience to the RSC.
3. Submit a written report to the RSC, including (but not limited to):
 - a. PPANA concerns and issues.
 - b. PPANA activities (submitting accompanying flyers when available).
 - c. Amount of donations (if any) to the Region from the ASC.
4. Submit a written report to the ASC with a copy of the report submitted to the RSC.
5. Inform ASC of any and all Regional and World activities.
6. Serve as the ASC Chair in the absence of the Chair and Vice Chair.
7. Each is a signatory on the ASC checking account.

VIII. Policies for ASC Subcommittees

A. General Information:

1. The ASC has created subcommittees to do the actual work involved in delivering its direct services and delegates sufficient authority to the subcommittees to exercise their best judgment in fulfilling their duties.
2. Since subcommittees ultimately answer to the ASC and, by implication, the groups served by the ASC, subcommittee chairs must attend each ASC meeting.
3. Conversely, because subcommittees perform their various duties with the authority assigned to them by the ASC, it should be assumed that day-to-day details of a subcommittee's activities are the domain of subcommittee meetings.
4. Reports presented by subcommittees at ASC meetings are generalized summaries of the day-to-day details; debate or questions regarding issues not covered in those reports are best addressed at the subcommittee meetings.
5. Committee members are encouraged to regularly attend subcommittee meetings for further information and should refrain from taking up time at the ASC meeting with issues that should be dealt with in the subcommittee.
6. The information compiled here is for the specific policies relating to the ASC's direction of standing subcommittees and for policies outlining the formation of ad-hoc subcommittees or new standing subcommittees. The WSO provides handbooks for most subcommittees and it is recommended that further inquiry into the specific details of subcommittee procedures be directed to those resources.
 - a. The list of standing ASC subcommittees consists of Activities, Hospitals and Institutions (H&I), Policy, Public Relations (PR) and CRCNA Liaison.

- ### **B. Activities** bring us together to celebrate our recovery. It is required that the Activities Chair have three years clean time, a working knowledge of the PPASC Policy and NA Traditions and Concepts, have a recommendation from the subcommittee and one year service on the Activities subcommittee. Although many of the activities bring in extra money to the area, fundraising is never to be the primary purpose of the Activities subcommittee. It is important that the ASC not become dependent on the cash-flow generated by activities to supplement the Seventh Tradition donations. Because Activities tends to generate funds for the area, extra care should be taken in the handling of these funds. The duties are:
1. Chair a monthly subcommittee meeting.

- a. Coordinate planning and management of all Activities subcommittee events.
 - b. Seek ideas from NA members for future Activities subcommittee events.
 2. Ensure Activities Guidelines are being upheld. (see Attachment A)
 3. Attend and submit a report to the ASC every month, including (but not limited to):
 - a. Itemized proposed expenditures for all pending activities.
 - b. Itemized expenses with receipts and income, if any, resulting from prior Activities subcommittee events from the previous month.
 4. Provide an annual budget to the ASC.
 5. See Activities Guidelines. (Attachment A)
- C. **H&I** conducts panels that carry the NA message to addicts who have no other way of hearing our message. It is required that the H&I Chair have 5 years clean time, a working knowledge of PPASC Policy, NA Traditions and Concepts, a recommendation from the H&I subcommittee and one year service on the H&I subcommittee. Since the responsibilities of H&I and PR subcommittees often overlap, it is suggested that these subcommittees closely cooperate with one another. The duties are:
1. Oversee the coordination of panels at various facilities.
 2. Chair subcommittee meetings every month
 3. Attend and submit a report to the ASC every month, including (but not limited to):
 - a. Status of participation and function of obligations at each facility served by H&I.
 - b. Recommendations and proposals for facilities not currently served by PPANA.
 - c. Any coordinated activities with PR (or other subcommittees).
 - d. Itemized expenditures (with a copy submitted to the ASC Treasurer).
 - e. Submit an annual budget to the March ASC.
- D. **Literature Bank** maintains a stock of NA Literature that can be purchased by local groups at the monthly ASC meeting. It is required that the Literature Bank Chair have 5 years clean time, a working knowledge of the PPASC Policy, NA Traditions and Concepts and steady employment. The Literature Bank is fully self supporting.
1. Maintain the PPASC Literature checking account.
 2. Is a signator on the PPASC Literature checking account. (i.e. debit transactions for NA literature only)
 3. Attend and submit a report with a bank statement to the ASC every month.
 4. Provide a semi-annual audit to the ASC at the start of the calendar year, with the change of subcommittee chair, or upon request by the committee.
 - a. Audit to be done by Literature Chair, administrative committee member, and a GSR.
 - b. Semi-annual audit is to be submitted in January and July.
 5. Make the entire inventory available at all ASC meetings.
- E. **Policy** subcommittee studies and reviews policy decisions made by the ASC, ensuring that such decisions adhere to the principles outlined in the Traditions and Concepts. It is required that the Policy Chair have three years clean time, a working knowledge of PPASC Policy, NA Traditions and Concepts. The Policy Chair duties are:
1. Attend all ASC meetings in order to assist the ASC Chair in procedural or parliamentary questions.

2. When questions of policy arise, or when the ASC seeks to change policy, or when the ASC has a questionable motion on the table:
 - a. Examine the merits of the motion(s) at the next subcommittee meeting and report back to the ASC their findings.
 3. Chair monthly subcommittee meetings when deemed necessary.
 4. Coordinate quarterly GSR orientations. (March, June, September and December)
 5. Thoroughly review PPASC Policy and any PPASC handouts.
 6. Keep a log of any and all policy changes.
 - a. If any policy changes have been made, a revised version will be submitted at the December ASC with said changes incorporated.
 - b. Provide an addendum to the ASC the following month after a policy motion has passed.
 7. Conduct an annual review of PPASC Policy in November. (i.e. addendums and revisions)
- F. **PR** informs addicts and others in the community of the availability of recovery in NA. It is required that the PR Chair have 5 years clean time, a working knowledge of the PPASC Policy, NA Traditions and Concepts, a recommendation from the PR subcommittee and 1 year service in PR. The duties are:
1. Coordinate with H&I.
 2. Oversee the coordination of presentations within the community.
 3. Provide adequate training to volunteers who will participate in any PR presentations.
 4. Provide a single point of contact and representation when scheduling presentations.
 5. Ensure that Traditions are upheld in all contacts with the community.
 6. Chair subcommittee meetings every month.
 7. Attend and submit a report to the ASC every month, including (but not limited to):
 - a. Status of participation and function of presentations made by PR.
 - b. Recommendations and proposals for new community contacts.
 8. Any coordinated activities with H&I (or other subcommittees).
 9. Itemized expenditures (with a copy submitted to ASC Treasurer).
 - a. Submit an annual budget at the March ASC.
 10. Provide the area and group representatives with updated area meeting schedules.
 - a. Schedules are updated and distributed every month.
 - b. New meetings are added 90 days after date of first meeting; schedule/information changes for existing meetings are reflected on the next schedule.
 11. See PR guidelines (Attachment D).
- G. **CRCNA Liaison**. It is required that the CRCNA Liaison have 2 years clean time, a working knowledge of PPASC Policy, NA Traditions and Concepts. The duties are:
1. Attend all CRCNA meetings.
 2. Attend all ASC meetings.
 3. Submit a written report to the ASC containing any and all CRCNA information.
 4. Submit an annual budget.
 - a. Submit any and all receipts for expenses paid by the ASC.
 - b. Return excess funds to next ASC.

H. **Ad-hoc subcommittees** are set up for specific purposes or special projects that do not fit into any standing subcommittee's existing description. Once the ASC determines that a situation requires an ad-hoc subcommittee, the subcommittee will function as any other subcommittee, exercising whatever authority it has to achieve its objectives, reporting back to the ASC with its progress, and providing itemized accounting for resources that have been allocated to it. However, Ad-hoc subcommittees are short lived and function within a limited time frame. A proposal for an Ad-hoc subcommittee requires:

1. Submit and present a motion during New Business, to include:
 - a. Clearly specified objectives.
 - b. What authority and resources will be given to the subcommittee.
 - c. A target date by which the committee will accomplish its task.
2. If the ASC passes the motion, by simple majority vote, the ASC Chair will:
 - a. Appoint the subcommittee Chair, leaving them to appoint members at a later date.
3. If it is apparent that the Ad-hoc subcommittee has accomplished its task but has not presented a motion for its dissolution, the ASC Chair may make a motion to dissolve with a simple majority vote.

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- I.
- I. **Forming new subcommittees** or activating a subcommittee that has been considered inactive (a subcommittee is considered inactive only if reports have not been presented to the ASC for **more than three consecutive months prior to reactivation**).
 1. Submit and present a motion in New Business.
 2. If a 2/3 majority vote passes the motion, the subcommittee will draft proposed guidelines and submit such guidelines to the Policy subcommittee for review.
 3. If upon review, said guidelines do not violate Traditions and Concepts, then a motion to accept the guidelines and subcommittee will be presented at the next ASC.
 4. If upon review, said guidelines need to be amended, each amendment to the guidelines requires approval by 2/3 majority vote.
 5. Approval of guidelines (as amended or as presented) requires approval by 2/3 majority but approves the formation of the subcommittee.
 6. If the motion to accept the guidelines fails, the motion to form the subcommittee is automatically ruled moot and is pulled.

IX. Policies for ASC Service – GSRs

- A. The area has no policy regarding GSRs, but does retain the right to enforce *rules of conduct* that apply to **all ASC members**.
- B. PPASC has approved the "GSR Orientation Packet" as the recommended guidelines for all qualified voting members.
- C. GSRs are encouraged to regularly attend subcommittee meetings for further information and should refrain from discussing at the ASC issues that should be dealt with in the subcommittee.
- D. All group donations to the ASC Treasurer must be in the form of a check or money order.
 1. IF a check bounces ONCE, only the person who wrote the bounced check, not the subcommittee or group, will be ineligible to write another check for a period of 2

years. During that 2 year period, all donations must be in the form of a money order only. In addition, any individual who bounces a check to the ASC will be held liable for all bank fees incurred.

- E. All group literature order payments to the Literature Chair must be in the form of a money order or check.

Appendix A

Robert's Rules of Order

(See GTLS)

I. Decorum Statement

- A. Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum amount of time, regardless of the degree of disagreement among participants.
- B. These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.
- C. Once a matter is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the Chair's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

- II. **Parliamentary Motions**: These can be best understood as "sub-motions" made during debate on a main motion that affect that motion in some way. There are more of these than space and practicality permit us to include here, but a few that seem to be most practical are discussed below.

A. Motion to AMEND.

- 1. **SIMPLE majority is required.**
- 2. **IS debatable.**
 - a. If a member feels that a motion would benefit from a change in its language, the member can say, "I move to amend the motion" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the motion is exhausted, the body votes on the amendment. Then debate resumes on the merits of the main motion, as amended.

- b. If an amendment is offered and the persons making and seconding the original main motion accept it, no second, debate or vote is required. This is called making a friendly amendment.

B. Offering a SUBSTITUTE MOTION.

- 1. **SIMPLE majority required.**
- 2. **Is NOT debatable.**
 - a. A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

C. Motion to call the PREVIOUS QUESTION.

- 1. **2/3 majority required.**
- 2. **Is NOT debatable.**
 - a. "I call for the question," or "I move the previous question," is another way of saying, "I move that the debate stop right now and that we vote immediately." This can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The Chair must recognize you when you make this motion and a vote must be taken. If 2/3 of the body agrees that no more debate is necessary, then it is time to vote and move on.
 - b. However, you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, liberal use of this motion makes it unnecessary for the Chair to be heavy-handed in stopping discussion.

D. Motion to TABLE.

- 1. **SIMPLE majority is required.**
- 2. **Is NOT debatable.**
 - a. One way of disposing of a motion that is not ready for a vote is to table it. If this motion is made and seconded, it is voted on immediately. If it fails, debate continues on the main motion. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

E. Motion to REMOVE FROM THE TABLE.

- 1. **SIMPLE majority is required.**
- 2. **Is NOT debatable.**

- a. Motion that has been tabled can be taken up before the time originally set in the motion to table. This motion is made by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again.

F. Motion to REFER.

1. **SIMPLE majority is required.**
2. **IS debatable.**
 - a. Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate by saying, "I move to refer the motion to such-and-such subcommittee." If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to the next item of business, if it fails, debate continues on the main motion.
 - b. The subcommittee to which a motion is referred will take it up at its next meeting and report back with its findings at the next ASC meeting.

G. Request to WITHDRAW A MOTION.

1. **UNANIMOUS CONSENT required.**
2. **Is NOT debatable.**
 - a. Once a motion is made and the debate begins, the maker of a motion may ask to withdraw it. The Chair asks if there are any objections. If there is even one objection, the motion stays on the floor for debate. If there are no objections, the motion is withdrawn and the body moves on.

H. Motions to RECONSIDER or RESCIND.

1. **MAJORITY required varies.**
2. **IS debatable.**
 - a. Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions to reconsider or rescind (if the first three are not met, the Chair rules the motion Out of Order):
 - b. The motion must have been passed in either the last month or the current meeting;
 - c. The member making the motion must have information on the issue that was not available in the original debate on the motion;
 - d. The member must have been on the winning side of the original vote;
 - e. The motion to reconsider requires a **simple majority**;
 - f. The motion to rescind requires:
 - i) Provided committee members were notified BEFORE the meeting that the motion would be made, requires **simple majority**;

ii) If no notification was given, requires **2/3 majority**.

III. Other Procedures: In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common:

A. Order of the Day

1. If a committee member feels that business is going too far astray from the original agenda, the member says, "*I call for the order of the day.*" This means, "I move that the Chair brings us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not require a vote— the Chair is required to enforce the request unless 2/3 of the body tells the Chair otherwise.

B. Point of Order

1. If something is happening in violation of the rules of order and the Chair has not yet done anything about it, the member can ask the Chair for clarification of the rules at any time. The member simply says, "*Point of Order,*" and the Chair asks, "What is your point of order?" The member then states the question and asks the Chair for clarification. If the Chair agrees that the rules are not being followed, the Chair says, "Your point is well taken" and restates the appropriate rule. If the Chair does not agree, the Chair says, "Overruled." This decision, as all others, can be appealed.

C. Point of Information

1. If a committee member needs certain information before making a decision about a motion at hand, that member says at any time, "*Point of Information.*" This means, "I have a question to ask," NOT "I have information to offer." No second, debate, or vote is required. The person raising the point of information may ask the question of either the Chair or another committee member.

D. Point of Appeal

1. Any time the Chair makes a decision, the decision may be appealed. Any voting member who wishes to appeal a decision may say "*I appeal the decision of the Chair.*" If the appeal is seconded, the Chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The Chair then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A simple majority overrules the decision of the Chair.

E. Parliamentary Inquiry

1. If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may

simply say, "*Point of Parliamentary Inquiry*." The Chair must immediately recognize the member so that person may ask how to do such-and-such. The Chair will answer the question, possibly referring to a specific passage in this document in explanation. A point of parliamentary inquiry requires no second, no debate, and no vote.

F. Point of Personal Privilege

1. If there is too much noise in the room or some other matter is affecting your ability to concentrate on the matters at hand, you may say, "*Point of Personal Privilege*." If the matter is particularly urgent, you may interrupt the proceedings but if the matter is not particularly urgent, you are encouraged to wait until the speaker is finished. No second is required and the Chair will recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the Chair will accommodate you.

G. Division of Assembly

1. If a member feels that the vote just taken was incorrect, the member may call for a "*Division of Assembly*" but only if no other business has begun. If a division is called, the Chair will have the members revote. A member also has the right to change their vote if they so choose but only if the vote is not by ballot.

These are only brief notes on the rules of order for business meetings. For further information, see *Robert's Rules of Order – Newly Revised*.

Appendix B

ASC Inventory Questions

1. What seems to be the requirement or requirements for membership in our ASC? Is NA language spoken at the meetings?
2. What is the Primary Purpose of our ASC? Is it being fulfilled?
3. What can we do to better improve the message that we carry?
4. What have we done, recently, to bring the NA message to doctors, judges, schools, churches, hospitals, jails or other institutions that come into contact with the suffering addict?
5. Of all those with a drug problem in Colorado are we reaching as many as we can?
6. Do we have a good mixture of young and old, professional, whites and ethnic, male and female coming to our functions?
7. Do we have a high turn over rate of new faces? If so, is there anything we can do about it?
8. How well is the principle of sponsorship being used? What can we do to improve it?
9. Is the principle of sponsorship used in a clear atmosphere of NA recovery? Or is there a mixture of other fellowship's materials, which could lead to confusion and an implied affiliation?
10. Have we explained the importance of service work for NA as a whole?
11. Is the ASC being governed by a few or does everyone have a say in what happens, with a majority deciding?
12. Do we experience unity and how can we improve it?
13. Are there enough NA sponsored functions? If not, what would you like to see happening?
14. Does it appear that we are endorsing, financing, or lending the NA name to anyone outside of NA?
15. Are we having any problems with money, property, or prestige within our ASC?
16. Are we supporting our groups, areas, region and WSC financially as well as by attending the different conferences and conventions?
17. Are we placing personalities before principles?

18. Do you think our ASC, as a whole, nurtures opinions on outside issues?
19. Has the ASC been brought into public controversy? If so, how can we avoid further incidents?
20. Do we have too much anonymity? That is, do we make it difficult for the suffering addict to locate us?
21. Do we limit our sharing so that everyone who wants to can share at all our functions?
22. Has our ASC done its fair share in reviewing literature, submitting articles of the "NA Way" and supporting the newsletter closest to us?
23. Do we give all members the opportunity to review all of the information received from other areas, regions, and from the WSC?
24. Do we give all members the opportunity to review all of the information received from other areas, regions, and from the WSC?
25. **Servant Review:** Are they serving the ASC to the best of their ability? Are they upholding the traditions? Are they supporting the ASC on a personal level?

Appendix C

TWELVE CONCEPTS OF NA SERVICE

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

Appendix D

PPANA Annual Calendar

January

1. Literature Bank semi-annual audit
2. Literature Bank Inventory / report due
3. All ASC Administrative Officer and Subcommittee Chair positions open
4. Conduct semi-annual ASC financial audit

March

1. ASC Liability Insurance due
2. All ASC Subcommittee's annual budget due
3. GSR Orientation

June

1. GSR Orientation

July

1. Literature Chair semi-annual audit
2. Conduct semi-annual ASC financial audit

September

1. GSR Orientation

November

1. Solicitation for all ASC Administrative Officers and Subcommittee Chair positions begins
2. Annual Policy review

December

1. GSR Orientation
2. If appropriate, newly revised Policy distributed

Appendix E

GLOSSARY OF TERMS

Ad-hoc subcommittee – A committee that is selected to carry out a particular task, then is dissolved once that task is completed.

Agenda – The list of items and business to be dealt with during the ASC meeting, including Old Business, New Business, Elections, Sharing Sessions, and all other items the committee has decided to address during the meeting.

Amendment – 1. To modify a motion that is being considered by the committee so that it will express more satisfactorily the will of the voting members; accomplished by adding something to, or striking something from, the original motion, thus changing the original content of the motion. If the author of the motion agrees to the amendment, the motion is a “friendly amendment” and requires no vote. If the author of the motion does not agree to the amendment, the ASC Chair will call for a vote, by show of hands, to amend the original motion and the amendment is added with a simple majority. A modification of Area Policy by adding, subtracting, or changing the language of current standing policy; all amendments to Policy require a 2/3 majority to pass.

Approval of Minutes – Formal acceptance, by the qualified voting members of the ASC, of the Secretary’s record of the ASC committee meeting, thus making the record the official minutes of the ASC.

Archives – The collection of records for the ASC, including ASC Minutes, Motion forms, Group, Committee, and Subcommittee Reports, and all other documents regarding the area. The archives are the written history of the PPANA and as such, great care should be taken to keep them updated, organized, and comprehensive. The custodial duties of the archives falls on the ASC Secretary.

Audit – A review or examination of records, documents, accounts, or statements to determine the accuracy and/or discrepancies for the purpose of correcting or verifying information contained therein.

Calendar – A list of information pertinent to ASC business including (but not limited to) all Policy changes not reflected in the current Policy handbook, official quorum number, all tabled motions from previous ASC meetings that will be addressed in Old Business, notice of all due budgets and/or audits, any changes to the agenda, any monthly requirements as noted on the PPANA Annual Calendar (*Appendix D, p.21*), any special sessions or business scheduled for the ASC meeting, notice of any current or impending ASC position vacancy due to completion of the term of that position. The calendar is developed by the ASC Secretary and given to the Chair prior to the start of the ASC meeting.

Earmark – To reserve or set aside funds for a particular purpose.

Floor – Strictly defined, the main body (i.e. the qualified voting members and all Executive and Subcommittee officers) of the assembly. In application: When a member receives formal recognition from the Chair, that member *has the floor* and is the only member entitled to make a motion or speak; When a motion (either a Main Motion or Parliamentary Motion) is being considered by the committee by announcement from the Chair, discussion and debate of the motion *on the floor* is restricted to that motion.

Inactive group – A group that has not had representation for three consecutive ASC meetings

Intent – Explanation for the reason or rationale behind the presentation of a Main motion.

GAR (Group Appointed Representative) – When a group cannot send an elected representative (GSR or GSR-A) to the ASC but would like a member to carry the group's conscience at ASC, the group may, by group conscience, appoint a member to vote at the ASC. The group may direct its GAR to vote only on a specific issue (i.e. tabled motions, a CAR vote, etc.) or may allow the GAR to vote on all issues before the ASC.

Lame Duck – A trusted servant whose term extends beyond the limits of that position as set by Area guidelines or policy.

Main motion – A formal proposal presented to the committee for some action to be taken by the Area or for change in Area policy, to be considered by the qualified voting members of the ASC.

Misappropriation – ASC (or Subcommittee or Group) funds used without prior approval from the ASC as a whole (or Subcommittee or Group) and/or without a receipt.

“Out of order” – An action, motion, or other procedure that violates standing policy, Traditions, or Concepts, or is inappropriate to the agenda at a particular moment.

Parliamentary motion – A motion (or motions) made during debate on a *Main Motion*, that effects the motion in some way.

Policy log – A record of all changes to policy not reflected in a current edition of the ASC policy handbook. All amendments to policy are kept in the *Policy log* (maintained by Policy Chair) so that the ASC can follow all changes to Policy.

Prudent Reserve – A predetermined amount of ASC funds set aside only to be used if there are no other funds available for the operation of the ASC's basic needs.

Quorum – 2/3rds of the *qualified voting members* at the previous ASC meeting.

Simple Majority – One more than half of the qualified voting members present.

Sufficient representation – Diligent and consistent representation of a group at the monthly ASC meeting by an elected or appointed representative.

Table (Motion to Table) – To set a motion aside until the committee decides to resume consideration of the motion.

Attachment A

Activities Guidelines

None submitted as of 03/01/07

Attachment B

H & I Guidelines Revised 11/2004

I. Definition

- A. The Pikes Peak Area Hospitals and Institutions subcommittee ensures that the Narcotics Anonymous message of recovery is carried into hospitals and institutions whose residents have restricted access to regular NA meetings. A hospitals and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility. This committee is a subcommittee of the Pikes Peak Area Service Committee and is directly responsible to that committee.

II. Purpose

- A. The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.
- B. This subcommittee seeks to follow the established guidelines and traditions of Narcotics Anonymous and also to comply with the regulations set and agreed upon with the facilities. The subcommittee believes in the concept "To assure that no addict in a hospital or institution seeking recovery need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services."

III. Functions of the H&I Subcommittee

- A. Communication and disbursement of all information to and from all panels through their panel coordinator. To receive and respond to monthly reports from coordinators and elected officers.
- B. The distribution of Narcotics Anonymous literature to the panel coordinators as agreed upon by the subcommittee.
- C. To conduct at least one monthly business meeting.
- D. To provide an H&I service representative for participation in the Area Service Committee meeting.
- E. To coordinate with PI as needed for the development of any new H&I meetings/presentations.
- F. To vote in the election of vice chairperson, secretary, literature coordinator, Facilities coordinators, Policy Coordinator and co-panel leaders that come before the subcommittee, and to recommend a nominee to the ASC for subcommittee chairperson.
- G. To vote on all policy issues as they come before the subcommittee.

IV. Literature

- A. Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way magazines may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only Conference –approved literature (Basic Text, Step Working Guide, It Works How and Why and IPs) should be used in meetings/presentations.

V. Business Meetings

- A. Business meetings will be held not less than once monthly at a time and place designated by the membership. No business meeting will last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

VI. Membership

- A. Any member of Narcotics Anonymous may become a member of H&I.
B. All members are bound to comply with the clean time requirements set forth by this subcommittee for H&I service eligibility. Clean time for the purpose of this subcommittee will be complete abstinence from all drugs.
C. In accordance with NA World Service Board Trustees Bulletin #29, H&I members in drug replacement therapy/treatment cannot chair or share at an H&I panel meeting. These members are welcome and encouraged to participate with the H&I subcommittee.

VII. Voting

- A. Any member on their second consecutive subcommittee meeting and with at least ninety (90) days clean becomes a voting member.
B. To maintain voting status you must attend the subcommittee meetings. Voting privileges are removed upon two (2) consecutive missed subcommittee meetings. Voting privileges are only restored upon attendance at the second (2nd) consecutive subcommittee meeting.
C. Each group will be eligible to have a vote through a designated group representative (not necessarily the GSR) at every monthly H&I subcommittee meeting. Attendance will include group representation. The same voting criteria “see above on acquiring and maintaining voting status” will be applied for groups.

VIII. Elections

- A. Election of officers will be held once each year in December with the officers (vice chair, secretary and coordinators) elected taking over in January. In the event that an elected officer excluding the chair resigns from their position an election will be held to fill the position for the remainder of the term. All officers are elected for a term of one (1) year and will be eligible for re-election for a second term of one year

followed by two (2) years of ineligibility for that position. This subcommittee elects all positions except chairperson, who is elected by the ASC.

IX. Elected Officers

- A. Members of H&I subcommittee will be elected each year to fill the following positions:
 - 1. Chairperson (by ASC)
 - 2. Vice chairperson
 - 3. Secretary
 - 4. Coordinators
- B. In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor will be elected by the H&I subcommittee. Officers may succeed themselves by re-election only one time.

X. H&I Panels

- A. The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who have restricted access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1), a panel chair, and (2), one to three panel members. All new panel members must arrange with the H&I subcommittee to receive an orientation.

XI. Recovery Requirements

- A. Any member of Narcotics Anonymous who wishes to participate in an H&I meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from any elected position and H&I panels.
- B. The following clean time requirements are strongly suggested by the H&I subcommittee:
 - 1. Elected officer of H&I 1 year
 - 2. Coordinator 1 year
 - 3. Panel chair 1 year
 - 4. Panel member 6 months
- C. Requirements from certain facilities supersede H&I subcommittee requirements.
- D. All elected officers and panel coordinators will attend the regular monthly business meetings of Narcotics Anonymous H&I.
- E. If a member misses two consecutive scheduled panel presentations they will be required to attend an H&I Subcommittee meeting before being reinstated to serve on any panel presentation/meeting. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

- F. In the instance of elected officers three consecutive months absence will be considered resignation.

XII. Responsibilities and Duties

- A. The responsibilities of each active member of the Narcotics Anonymous H&I subcommittee is set forth below:

B. Chairperson

1. It is suggested that the chairperson have at least one year clean time, plus a minimum of six months activity in H&I work. The chairperson will be elected by the ASC at its annual meeting in (December) for a term of one year, in accordance with their guidelines. Responsibilities include:
 - a. Coordinates all NA H&I activities.
 - b. Bringing before the general meeting of the subcommittee matters that should be acted upon by the committee.
 - c. Carrying out policies and orders for the subcommittee.
 - d. Attend the monthly area service committee meeting and provide a copy of the H&I minutes.
 - e. Presides at all regular, special and general H&I subcommittee meetings.
 - f. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the PI subcommittee.
 - g. Oversees correspondence at the public level, as well as all correspondence within NA H&I which involves policy matters.
 - h. Makes regular reports to the H&I subcommittee on the status of all current and completed projects.
 - i. May at any time visit any meetings/presentation at any facility for the purpose beneficial to H&I, including offering assistance to panel participants.
- NOTE: Facility requirements must still be met.
- j. Insures that all panel coordinators have adequate literature for their meetings by acting as literature distributor.
 - k. Is responsible for receiving the allotment of monies provided by the ASC to purchase such literature and supplies as deemed necessary by the H&I subcommittee.

C. Vice Chairperson

1. It is suggested that the vice-chairperson have at least one year clean time and six months experience in H&I work. Responsibilities include:
 - a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform duties, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
 - b. Works closely with the chairperson.
 - c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
- NOTE: Facility requirements must still be met.
- d. Attends the regular meetings of the Hospitals and Institutions subcommittee.

- e. In the absence of a panel coordinator, or in the event of the inability of the panel coordinator to perform their duties, or upon the resignation of the panel coordinator, assumes all those responsibilities normally carried out by the panel coordinator until a new panel coordinator has been elected.

D. Secretary

1. It is suggested that the secretary have at least one year clean time and six months experience in H&I work. Responsibilities include:
 - a. will attend the regular meetings of the Hospitals and Institutions subcommittee, keeps a complete record in the form of minutes of said meetings and distributes to members of H&I.
 - b. Keeps a complete and updated panel member list with the names, recovery dates, email addresses and telephone numbers of all current H&I members.
 - c. will keep a continuing roster of monthly attendance at the business meetings.
 - d. Prepares correspondence as needed and keeps a file of all such correspondence.

E. Panel Coordinator

1. It is suggested that the panel coordinator have at least one year clean time and six months experience in H&I work. Responsibilities include:
 - a. will keep in close contact and work with the H&I elected officers and the panel chairs for the meetings/presentations for which he/she is the coordinator.
 - b. will meet with administrators of facilities in the interest of harmony and service.
 - c. will attend monthly H&I subcommittee meetings with a report for the committee. In the event of absence the coordinator has a responsibility to submit a report to any committee member prior to the subcommittee meeting.
 - d. will make sure that panels are filled with eligible participants (see panel member requirements) for scheduled meetings for which he/she is the coordinator.
 - e. will keep all panel chairs/members informed of the rules of the facility and any rule changes.
 - f. will designate a panel chair for each panel meeting.
 - g. A reminder call will be given as follows:
 - i. CJC the Monday immediately preceding the current weeks meeting
 - ii. CAE the Thursday immediately preceding the current weeks meeting
 - iii. DETOX the Monday immediately preceding the current weeks meeting
 - iv. Salvation Army the Tuesday immediately preceding the current weeks meeting

F. Panel Chair

1. Panel chair must have at least one year clean time.
2. will conduct H&I meetings/presentations in the facility being served according to acceptable procedures. Is responsible for insuring that H&I guidelines and Traditions are followed.
3. will inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
4. It is the panel chair's obligation to maintain a code of conduct at all H&I meetings/presentations i.e. NA terminology, recovery related sharing, spiritual not religious format, no war stories etc.

5. Is responsible for giving at least twenty-four (24) hours prior notice if they cannot attend a meeting.
6. May be removed from panel assignment because of absence without proper notice to the coordinator.

G. Panel Member

1. will be at least six (6) months clean.
2. will take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel chair.
3. will adhere to the rules of the facility wherein he/she is, in fact, a guest.
4. will always keep in mind that he/she is seen as a representative of Narcotics Anonymous and will conduct himself/herself responsibly.
5. will read and adhere to the Introduction packet and guidelines developed by the H&I subcommittee.
6. Is responsible for giving at least twenty-four (24) hours prior notice if they cannot attend a meeting.

XIII. Other Requirements

- A. Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a correctional facility.
- B. It will be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these Guidelines and Procedures.
- C. All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:
 1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
 2. It is unacceptable to give money to or take money from a resident.
 3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residents to be sold on the outside.
 4. It is unacceptable to give to or to take from the residents any correspondence of any type while visiting the facility.
 5. Guests and visitors should be cautioned against discussing employment, lodging, etc (either the promise of, "looking for" or the securing of.)
 6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.
 7. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee will be defined as complete abstinence from all drugs.
 8. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, will automatically be relieved of any H&I subcommittee assignments.

- a. Any H&I panel member who consistently (and not necessarily consecutively) misses their scheduled panel presentations and/or is consistently arriving late to their H&I commitment, may be relieved of their H&I commitment.
 - * This includes both excused and unexcused absences.
 - ** This will be decided by a majority vote of H&I subcommittee members at a regularly scheduled H&I subcommittee meeting.
 - *** The panel member in question will be notified of the date when this process will take place, so that he or she may attend and present their side before voting takes place.
9. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee will be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
10. Any NA member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I members will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, and probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
11. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
12. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities and strongly discouraged by the H&I subcommittee.
13. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
14. H&I panel members will be responsible for their conduct in any facility and they will take responsibility to become informed in advance regarding the regulations of the facilities being served.
15. Printed instructions, which will include the foregoing and which will be compiled and edited to fit the specific requirements of each separate facility will be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
16. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message—our experience, strength and hope. H&I speakers should try to get residents involved with the meetings/presentation through reading materials as well as through direct sharing. A personal contact should be

established with any resident upon their release. This means you are not to give out any personal information which includes phone numbers, addresses etc.

- D. Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.
- E. These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.
- F. Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY MEMBER GOING TO ANY H&I MEETING/PRESENTATION.

Attachment C

PUBLIC RELATIONS GUIDELINES PIKES PEAK AREA SERVICE COMMITTEE Revised: 07/2006

I. PURPOSE:

The purpose of the PR subcommittee is to inform the public that Narcotics Anonymous exists. NA offers recovery from addiction and information about how and where to find us. All activities directed to that end shall be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

II. FUNCTIONS & RESPONSIBILITIES:

- A. To keep open and maintain communication between:
 - 1. Area Service Committee & the groups
 - 2. NA and the public in the Pikes Peak Area
 - 3. The Colorado Region, WSO & WSC
- B. To respond to all requests for information in a timely and effective manner and to make sure the appropriate level of service handles those requests.
- C. To provide, if requested, workshops for the fellowship to introduce purpose, function and awareness of PR in NA. This would be accomplished through a panel made up of all available resources.
- D. Work in cooperation with all other subcommittees regarding PR matters.
- E. Maintain, produce, and distribute all Area Meeting Lists.
- F. Maintain the operation of the Pikes Peak Area website.
- G. To maintain the operation of the phone line to include, but not limited to, answering machine information, and phone service.
- H. To carry out the purpose and be directly responsible to the Pikes Peak ASC and the fellowship at large.

III. MEETINGS & MEMBERS:

- A. Subcommittee meeting will hold a regular PR meeting with meeting time and location to be well publicized and all members are encouraged to attend.
- B. Additional meetings as needed.
- C. Members will consist of trusted servants and any other interested NA members.

IV. VOTING:

- A. Chairperson is only a voting member as a tiebreaker, but is not obligated to vote.
- B. All members are encouraged to actively participate and vote on PR issues.
- C. Any member on their second consecutive subcommittee meeting and with at least ninety (90) days clean becomes a voting member.
- D. To maintain voting status you must attend the regular monthly PR subcommittee meetings. Voting privileges are removed upon two (2) consecutive missed

subcommittee meetings. Voting privileges are only restored upon attendance at the second (2nd) consecutive PR subcommittee meeting.

E. Each group will be eligible to have a vote through a designated group representative (not necessarily the GSR) at every monthly PR subcommittee meeting. Attendance will include group representation. The group does not have to be represented by the same person each month to maintain voting privileges for that group.

V. RESPONSIBILITIES & REQUIREMENTS OF TRUSTED SERVANTS:

A. Trusted Servants are, but not limited to: Chairperson, Vice Chair, Phone Line Coordinator, Website Coordinator, Presentation Coordinator, Schools Project Coordinator, Secretary, Schedule Coordinator, Literature Coordinator, and Poster Coordinator. All positions require the following unless otherwise stated:

1. A working knowledge of the Twelve Steps, Traditions and Concepts of Narcotics Anonymous.
2. A willingness to serve, and to follow all ASC policies and PR guidelines.
3. Attend all regular and special PR subcommittee meetings.
4. Suggested clean time:
 - a. Chair – 5 years clean, and at least 1 year of service experience with the Pike’s Peak Area PR subcommittee.
 - b. Vice Chair – 4 years clean, and at least 6 months of service experience with the Pike’s Peak Area PR subcommittee.
 - c. Phoneline Coordinator – 3 years clean and, at least 1 year of service experience with Pike’s Peak Area PR subcommittee.
 - d. Website Coordinator – 2 years clean, and at least 6 months prior experience with ASC or PR subcommittee
 - e. Presentation Coordinator – 2 years clean and prior PR service experience, preferably with PR presentations.
 - f. Schools Project Coordinator - Two 2 years clean, and 6 months prior service experience, preferably at ASC or PR subcommittee level.
 - g. Secretary – 1 year clean and 6 months service experience, preferably at ASC or PR subcommittee level.
 - h. Schedule Coordinator – 1 year clean, and 6 months prior service experience, preferably at ASC or PR subcommittee level.
 - i. Literature Coordinator - 1 year clean, and prior service experience, preferably at ASC, or PR subcommittee level.
5. Poster Coordinator - 6 months clean.
6. All terms are for one year. All positions will run from January to December. Elections for all positions will be held in December.

B. Chair duties:

1. Arrange agenda and presides over subcommittee meetings.
2. Attend monthly ASC meeting and provide subcommittee meeting minutes.
3. Responsible for handling all PR finances.

4. Responsible for first point of contact in requests of information from the professional public which can be done through delegation to qualified PR members.
5. Responsible for coordinating PR presentations.
6. Notify area and groups to any change in location, time and day of subcommittee or any other pertinent meetings.
7. Request funds when needed that are over and PR monthly budget allotment from ASC.
8. Bring before the general meeting of the subcommittee matters that should be acted upon by the subcommittee, or require the subcommittee's attention.
9. At the end of term, chair will turn over all materials to new chairperson, vice-chair, or in their absence, the ASC vice chairperson.

C. Vice Chair Duties:

1. Assume role of chairperson in their absence.
2. Assume responsibilities of any open subcommittee position until that position is filled.
3. Maintain the PR Mailing List and be the primary point of contact to the contacts on that list.
4. Maintain communication to the contacts on the Mailing List on at least a semi-annual basis.
5. Ensure the monthly Mailing List is mailed out by the 1st of the month.
6. Work directly with other committees and their chairperson regarding PR matters as needed.

D. Phonenumber Coordinator duties:

1. Train and familiarize volunteers to handle call in a manner consistent with the Traditions, Concepts and 12 Steps of Narcotics Anonymous.
2. Hold quarterly new Phone Line Volunteer training.
3. Forward all inquiries by the professional community or the media to the PR Chairperson.
4. Schedule adequately trained volunteers and ensure that all shifts are covered.
5. Call the oncoming volunteer on the Friday prior to their shift to ensure the shift will be covered the following week.
6. Ensure all messages have been answered before switching to new volunteer.
7. Switch to oncoming volunteer for the new week by Noon on Monday.
8. Provide volunteers with logs and other forms necessary for conducting business.
9. Collect all logs and forms from volunteers and present data, trends, or other pertinent information to members of the subcommittee and ASC.
10. Identify any problems reported on logs, forms, or from/about the volunteers and correct them, and bring them back to PR subcommittee.
11. Update messages so that all new meetings and schedule changes for existing meetings are reflected within 3 days of being informed.
12. Maintain and ensure the continuous operation of any answering device or phone service.

13. Maintain a list for all phonline volunteers with the following information:

- a. An updated 12-step/ride list
- b. PR Chairperson contact information

E. Phonline Volunteer (not a trusted servant position at the PR subcommittee level)

- ? 1 year clean
- ? Willingness to carry a clear and concise Narcotics Anonymous message.
- ? Attend Phonline Training.
- ? Adherence Orientation Packet.

F. Website Coordinator duties:

1. Web site design experience and a working knowledge of necessary software and Internet basics.
2. Design and maintain, as needed, the PPANA web site.
3. To keep within the NA Traditions, Concepts, guidelines and recommendations from the WSO.
4. Provide the PR committee with a monthly report of web site activity, its functions and current status.
5. Communicate with the CRSC web servant to ensure that links and information relating to either site is current and accurate.

G. Presentations Coordinator duties:

1. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.
2. To reach out to community based organizations to offer presentations informing them of NA's primary purpose and function within the community.
3. To be vigilant in providing a clear message of recovery in Narcotics Anonymous by training presenters to avoid slang, profanity, NA jargon, jokes, personal stories, drug history, criminal history and other self indulgent behaviors that are not attractive to the public.
4. To hold regular trainings for presenters which will include mock presentations, question and answer periods, and cautions on grooming and behavior.

H. Requirements for Presenters:

- a. A lead presenter will be selected by the chair or presentation coordinator (discuss) for each presentation. It will be their responsibility to gather information and materials prior to the presentation.
- b. Participants must go on two (2) presentations as an observer before they are allowed to speak or present at ANY presentation. Attendance at a mock presentation shall count as one (1) presentation.
- c. No one under two (2) years clean is to lead a presentation, regardless of situation.
- d. Under NO CIRCUMSTANCES is anyone to do a presentation alone.
- e. Literature Coordinator handles and maintains all PR Presentation Materials.

- f. A presentation format is selected prior to the presentation with assignments agreed upon by all presenters.
- g. The format is to be printed legibly, distributed to those attending, reviewed, and discussed prior to the Presentation. The Committee has available formats to be followed that are geared to specific audiences.

I. Schools Project Coordinator:

1. An ability to interact with the public while abiding by the Twelve Traditions of Narcotics Anonymous.
2. Be vigilant! Ensure that a clear message of recovery in NA is always shared with the public.
3. Maintain active and ongoing communications with Pikes Peak Area schools to ensure the schools are aware that PPASC PR subcommittee offers specialized presentations to their students, parents, and staff.
4. In a timely manner and in consultation with the PR subcommittee, coordinate requests for PR presentations to the public.
5. Maintain and oversee the pool of trained school project volunteers by training presenters to avoid slang, profanity, NA jargon, jokes, personal stories, drug history, criminal history and other self indulgent behaviors that are not attractive to the public.
6. To notify the PR committee electronically or telephonically when Schools Project presentations are requested.

J. Secretary duties:

1. Records minutes of subcommittee meetings.
2. Keep attendance record.
3. Contact elected subcommittee members who were absent without notice and report back to the subcommittee.
4. Give a secretary report at each meeting.
5. Responsible for getting the meeting minutes out to the subcommittee by the Monday before the monthly ASC meeting.
6. Attend to PR archives and turn them over to new secretary at the end of the term.
7. Responsible for meeting location set up and clean up.

K. Schedule Coordinator duties:

1. Computer skills in current word processing or desktop publishing programs.
2. Access to a computer and e-mail.
3. To update the area schedule on a monthly basis.
4. To arrange for printing and delivery of both H&I/PR and ASC schedules per month to the regularly scheduled ASC and PR subcommittee meeting(s).
5. To provide any updates to the Phonline coordinator and web coordinator in a timely fashion.

L. Literature Coordinator duties:

1. Develop a detailed list of literature and identify areas that require further literature.
2. Develop and manage PR Packs and make ready packs that are group specific (such as Government Professionals/Police, Prisons etc/Youth & Social Worker) etc.
3. Develop a list of all materials for literature including posters, ads, templates etc.
4. Ability to provide literature to PR Coordinators as needed.
5. Track and maintain all requests from PR Coordinators.
6. Maintain adequate supply of literature on hand at all times.
7. Stock and keep current inventory of all PR Literature.

M. Poster Coordinator duties:

1. Maintaining PR work each month by sending out a poster complete with a covering letter and 2 Information pamphlets to relevant out side agencies and professionals.
2. To liaise with Literature coordinator for literature needed for this service.
3. To collect expenses specifically allocated for this service each month, the money is designed to buy stamps, envelopes and cost of printing for covering letter.
4. To maintain an up to date record of places contacted and the dates they were contacted.
5. Previous service experience at group and area level.
6. Willingness to give the time and resources necessary to do the job.

VI. CONTINGENCY PLAN:

A. Chain of Communication:

1. Requests for Information can come through our Help Line, Website or are referred by our H&I Subcommittee.
2. Requests can also be made while presenting in public.
3. All inquiries must go through the PR Sub Committee as a whole or through the PR Chair.
4. Any inquiries from the Public or within NA must be responded to with a phone call within 48 Hours or receipt.

B. Presentations:

1. Requests
 - a. Requests for Presentations should be discussed in advance at the Public Relations meeting.
 - b. The committee can and will decline requests to do presentations if our Traditions and or Concepts are in jeopardy.
2. Deciding how the Committee should go about approaching the presentation.
 - a. If Committee can not commit to a presentation with enough experienced members, it is the responsibility of the Chair, Vice Chair or

Secretary to reschedule, ask for Regional or neighboring PR support or decline the request.

b. If the Presentation can not be announced at the monthly subcommittee meeting, the Chair, Vice Chair, or Secretary is responsible to call (via phone) the entire committee for suggestions and support.

C. Media Contact:

1. Contacts from Media:

a. It is essential that all members know what procedures are to be followed when the PR Committee or any member of Narcotics Anonymous is contacted by any type of media entity. This contingency plan will outline how such contacts are to be managed throughout the PPANA.

1. These are the questions you need to ask to better facilitate the request.

a. What audience level is the exposure likely to cover? Local, Regional or National?

b. What is the intended audience? Children, teenagers, adult, or seniors?

c. What is the scheduled deadline for the information you want? Is it 48 hours or less, 48 hours to 1 week, 1 week or more?

b. Any NA member receiving a request for information from a media contact must immediately call the PR Chairperson, or PR Vice Chairperson.

c. Upon gaining the necessary information, the Area PR Chair or Vice Chair or Area Chairperson must decide whether the media request is to be handled by the Area, Region, or World. (Refer to section 2).

d. The individual responsible should then respond to the media contacts as soon as possible, preferably within the work day or within an eight hour period. More information can be found in the PR Handbook.

e. It is always advisable to contact the World Service Office PI coordinator to discuss any media requests which may result in crews and/or TV interviews with addicts.

2. Examples of Public Relations requests and designated responses:

a. This contingency plan is set up to allow for proper response to a public relations request in the PPANA. All Area Executive Officers, RCMs, Area PR Chairperson, and Phoneline Coordinator should have a copy of this plan. This section of the area contingency plan deals with these four types of situations:

1. Requests from print or broadcast news entities.

2. Requests made that are county wide.

3. Requests made to areas where no PR Subcommittee is established.

4. Requests for help from established Area PR Subcommittees.

- b. When one of these four situations arises, either the PR Subcommittee Chairperson or the ASC Chairperson should contact the appropriate trusted servant.
 - 1. ASC Chairperson
 - 2. RSC Chairperson
 - 3. RSC PI Chairperson
 - 4. The Area RCMs
 - 5. The Area PR Chairperson
 - 6. The World Service Office PI Coordinator (optional, depends on situation)
 - c. The Area PR Subcommittee Chairperson (or the ASC Chairperson) and the RSC PI Subcommittee Chairperson should together determine if there is a need for regional involvement.
 - 1. Will this action affect other Areas, Regions, or NA as a whole?
 - 2. Does the requesting Area have the ability to support the action without regional involvement?
 - 3. What type of support does the requesting Area need?
 - 4. What is the intended audience?
 - d. If any public information request affects other Regions or NA as a whole, STOP! No further action should be taken until the Regions involved have been contacted and a joint plan of action has been developed.
3. Request from print or broadcast news entity:
- a. A request from the media should be handled with care to ensure that the best interests of the entire NA Fellowship are protected. A response to a media request should be made quickly, within the working day, if possible. The following should be determined before any action is taken:
 - 1. The audience-who is this going to?
 - 2. What is the deadline?
 - 3. Is there the possibility of film crews showing up? If so contact the World Service Office.
 - b. If the request deadline is forty-eight hours or less, the following should be done:
 - 1. The PR Subcommittee Chairperson should contact as many experienced trusted servants as time will allow.
 - 2. If no other trusted servants can be found...Stop! Don't handle it yourself. Get in touch with the World Service Office. Never go alone!
 - 3. Send a letter informing the appropriate trusted servants of the action taken (see section 7, informing the fellowship).
 - c. If the request deadline is greater than forty-eight hours the following should be done:
 - 1. All officers of the regional PR Subcommittee should be contacted.
 - 2. A task force should be set up to handle the request.

3. A letter should be sent to inform the fellowship of the action taken.
4. Presentations to county wide organizations or agencies:
 - a. If the need for regional involvement is clear, the PR Subcommittee Chairperson should do the following:
 1. Contact the officers of the PR Subcommittee.
 2. Contact the RSC Chairperson, Vice Chairperson, or other regional officers.
 3. A task force should be established to handle the request.
 4. The RSC PR Subcommittee Chairperson or Vice Chairperson should coordinate the activities of this task force.
 5. Send a letter informing the fellowship of the action being taken.
5. Requests from an Area without an established PR subcommittee:
 - a. If the request comes from an Area that does not have a PR Subcommittee, the RSC PR Subcommittee Chairperson will act as coordinator. The following action will be taken:
 1. The PR Subcommittee Chairperson from an adjacent Area will be contacted and asked to take action.
 2. If no adjacent Areas are able to help, then regional PR Subcommittee members who live nearby will be contacted and asked to take action.
 3. If neither of the options provides help, the RSC PR Subcommittee Chairperson will contact the officers of the RSC to determine the next course of action.
6. Requests for help from an established Area PR subcommittee:
 - a. If a request for help is received from an Area PR Subcommittee, three items must first be determined.
 1. What type of help is needed?
 2. What is the time schedule?
 3. Can it be put on the next monthly PR Subcommittee agenda?
 - b. If the time schedule is short, a member of the regional PR Subcommittee who lives near the Area asking for help should be contacted to coordinate the action with the Area PR Subcommittee Chairperson. A written report should be turned in at the next Regional PR Subcommittee meeting.
7. Informing the Area:
 - a. All Pikes Peak Area Public Relations Subcommittee officers should maintain a mailing list with phone numbers for the following:

1. Areas of the Colorado Region.
 2. PPASC Executive Officers.
 3. CRSC Executive Officers.
 4. Executive members of the RSC PI Subcommittee.
 5. Chairpersons for Area PR Subcommittees.
- b. Contacts involving a member's anonymity require prompt response from every World Service branch. One or more of the individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contact may require the presence of a trustee or WSC PI committee members assigned to that region.
- c. Certain types of electronic media cooperation involving video or film crews may require the presence of a non-addict trustee to be interviewed on camera in order to ensure protection of our member's anonymity.

VII. AMENDING THE GUIDELINES:

- A. Any motion that would change these guidelines will have to be presented to this committee in writing at the preceding meeting before the vote is taken. (Example; motion in Aug. vote in Sept.
- B. It will take a 3/4 majority of the PR Committee to pass any motion that changes these guidelines.
- C. Any motion that passes changing these guidelines will not take effect until the ASC has approved the change.

VIII. REMOVAL OF TRUSTED SERVANTS:

- A. Relapse
- B. Voluntary resignation
- C. Missing two or more consecutive meetings without reasonable cause
- D. Motion to remove can be done on a closed ballot majority vote.
- E. Removal for non-compliance.