



**Bermuda Islands Area
Of
Narcotics Anonymous**

Area Policy & Guidelines Handbook

Revised April 22, 2017

TABLE OF CONTENTS

I.	The Twelve Traditions of Narcotics Anonymous	4
II.	The Twelve Concepts for Narcotics Anonymous	5
III.	The Definition of an Area Service Committee (ASC)	6
IV.	ASC Meeting Format	7
V.	ASC Policy	8
	A. General Policy Guidelines	8
	B. Voting	9
	1. Voting Members and Procedure	9
	2. Quorum	9
	3. Discussion of Motions	9
	C. Reports	9
	1. GSR Reports	9
	2. Subcommittee Reports	9
	D. Resignation of ASC Officers	9
	1. Voluntary	9
	2. Involuntary	10
	a. Automatic	10
	b. Impeachment	10
	3. Reappointing ASC Officers	10
VI.	Financial	11
	A. General Financial Guidelines	11
	B. Budgets	11
VII.	Election of ASC Officers	12
	A. General Election Guidelines	12
	B. Nominations	12
	1. Nomination Procedures	12
	C. Voting	12
	1. Voting Procedures	12
	2. Abstaining Votes	12
VIII.	Qualifications and Responsibilities of ASC Officers	13
	A. Chairperson	13
	B. Vice Chairperson	13
	C. Secretary	13
	D. Alternate Secretary	13
	E. Treasurer	14
	F. Alternate Treasurer	14
	G. Policy	15
	H. Alternate Policy	14
	I. RCM 1 and RCM 2	15

IX.	Qualifications and Responsibilities of Subcommittee Chairs	16
	Subcommittees of the ASC	16
	A. General Responsibilities of Subcommittee Chairs	16
	B. Activities	16
	C. Literature Distributor	16
	D. GSR Orientation and Mentorship	16
X.	Parliamentary Procedures	17
XI.	Guidelines for All Sub-Committees	20
	1. Purpose of the sub-committee	20
	2. Decision Making	20
	3. Elections	21
	4. Trusted Servants	22
	Appendix A – FDC Plan Submission Form	27
	Appendix B – FDC Orientation Format	28
	Appendix C – Hospitals and Institutions Do’s & Don’ts	29

I. The Twelve Traditions of Narcotics Anonymous

We keep what we have only with vigilance and just as freedom for the individual comes from the 12 Steps so freedom for the groups springs from our Traditions. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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

II. The Twelve Concepts of Narcotics Anonymous

The Twelve Concepts for NA Service described here are intended to be practically applied to our Service structure at every level. The spiritual ideals of our Steps and Traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's Service structure. The concepts encourage our groups to more readily achieve our Traditions' ideals, and our Service structure to function effectively and responsibly.

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

III. The Definition of an Area Service Committee

There are three groups of participants at area; GSR's (group service representatives and alternates), administrative officers and sub-committee chairpersons. They meet monthly for the express purpose of serving the specific needs of its member groups and to unify the groups within that Area.

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

An ASC may perform other functions which are of help to the groups. It may help groups get started or give aid to floundering groups, hold workshops or seminars to train trusted servants, or look for potential places to keep a stock of literature which the groups can purchase. The point is that an ASC handles whatever functions are necessary or helpful to its groups.

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

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

In order to coordinate its Services, each ASC elects officers and subcommittee chairs and resource coordinators annually. Their leadership helps to provide the incentive and direction needed for the respective Services of their position to be completed. Upon election, the officers or subcommittee chairs must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time, excluding GSR's position.

IV. Area Service Committee Meeting Format

- Open Meeting with Serenity Prayer (6:00 PM)
- Reading of the 12 Traditions, 12 Concepts, and the Definition of an ASC Roll Call
- Minutes from last meeting
- Group reports
- Treasurer's Report
- Subcommittee Reports
- RCM (regional chair member) report
- Old business
- Roll Call (establish quorum)
- New Business
- Open forum (any NA member may address the ASC)
- Election of Officers (if necessary)
- Review business of the day
- Plans for next ASC meeting
- Announcements for the good and welfare of NA
- Close meeting with Serenity prayer

V. Area Service Policy

A. General Policy Guidelines

ASC meetings are open to all NA members. Any NA member may have a voice on the floor, but they must raise their hand to be recognized.

Only the following members may make or second motions: GSR (or any representative given a vote of confidence by their group in the GSR's absence) RCM1 (or RCM2 in the RCM1's absence) Subcommittee Chairperson (or the Vice Chairperson in the Chairperson's absence) Vice Chairperson, Secretary, and Treasurer.

Each member should acquaint themselves with these ASC guidelines and "A Guide to Local Service in Narcotics Anonymous." The ASC shall make each of these available to all Area Service members.

GSR's, the FDC Chairperson, FDC Vice Chairperson and ASC Officers, must be present for the duration of the ASC meeting. Any of these positions vacated before the end of the meeting, without subsequent representation, will be marked absent.

B.I.A.N.A. should register with the World Service Office by filling out a "Narcotics Anonymous New Group Registration Form."

New Groups may request a Group Starter Kit. The Kit will consist of a limited number of white books, key tags, I.P's, and pamphlets.

At their request, any group that has attended three consecutive ASC meetings may be added to the BIANNA Area Meeting List and Helpline.

After 2 consecutive absences by a group, ASC will send 2 representatives appointed by the ASC chairperson to consult the group and offer guidance and support, in accordance with the 12 traditions and concepts. On the next ASC those representatives will report back to the ASC body with findings, to be discussed by the ASC. At that point the ASC will decide, by vote, if the group is to be removed from the B.I.A.N.A. Area Meeting list. Any group or meeting where a constant breach of NA Traditions or a lack of an atmosphere of recovery occurs may be removed from the Meeting List, Helpline, and ASC roll call. This will require a 2/3 majority vote of all groups on the current roll call.

If an issue falls under the responsibility of an existing subcommittee, the issue is automatically tabled to that subcommittee.

The ASC meeting is non-smoking.

The Activities Subcommittee must give 30 day notice (2 ASC's) of upcoming events, to coordinate publicity and financing.

All printed materials handed out at Area Service are to be reviewed by 2 or more members of the Policy subcommittee.

Printed copies of ASC Policy & Guidelines are to be made available to any ASC members, as well as Group Service Representatives who do not have internet access.

No activities will be held on any Area Service day unless the ASC votes in favor of this.

All subcommittees shall hold a subcommittee meeting at least once every other month. The next scheduled meeting is announced at Area Service in the subcommittee report, and will also be published with the area minutes, and on the B.I.A.N.A. website.

Area Service will meet the first Saturday of each month at 6pm. Exceptions made by vote at ASC meeting.

B. Voting

1. GSR's, admin officers & sub-committee chairpersons (or in their absence any representative given a vote of confidence by their group) are the only voting members.
 - Voting will be done by a show of hands.
 - The Chairperson may vote only in the case of a tie.
 - If the majority is abstaining votes, the motion will be tabled to the next ASC for the duration of one (1) month.
 - All motions to change Area Policy must go back to all current groups on the ASC roll call. To change policy & important matters (matters need to be identified at area meeting) a 2/3 majority of all groups is required and is appropriate for one month's duration. Where subsequent there is an ASC meeting, only a quorum is required.
2. Quorum is required for any motion to be voted on.
 - Quorum is one more than half of all groups present for today's business.
 - At their request, any group that has attended three consecutive ASC meetings may be added to the B.I.A.N.A. Area Meeting List and Helpline. They may then be placed on the roll call.
 - Any group absent from 3 consecutive ASC meetings will be removed from the roll call. However, before they are officially removed the chairman or vice chairman of ASC will be responsible for contacting the group to identify the problem and seek resolve if possible.
3. Discussion of motions should be limited to 2 pros and 2 cons.
 - If longer, consideration to table the motion may be in order.
 - If tabled, the motion will automatically be on the following month's agenda. A motion may not be tabled more than once.
 - A motion to suspend the rule may be made, at the discretion of the Chairperson.

C. Reports

1. GSR reports will be submitted on the GSR Report Form and will consist of the following: *Group Name, When & Where, GSR, Treasurer, ASC Contribution, Secretary, Alternate Secretary, Newcomers, Group Business, Comments, Average Attendance, Average 7th Tradition, and Date.* GSR should give their contributions and Literature Order forms to the Treasurer.
2. Subcommittee reports will be submitted on the Subcommittee Report Form.

D. Resignation of ASC Officers

1. Voluntary
 - Given verbally to the ASC chairperson two (2) months prior to or during an ASC meeting.

2.

Involuntary

a).Automatic

- Missing more than two (2) consecutive ASC meetings without due cause / explanation
- relapse during term of office
- The ASC chairperson shall notify the individual of their dismissal and the reason for dismissal shall be in writing in the area minutes.

b). Impeachment Procedures:

- Failure to perform duties and responsibilities as recognized. This is needed partly in case of a breach in the Traditions.
- The individual will be informed in writing at least seven (7) days prior to the next ASC meeting.
- A motion for impeachment must be presented with the said cause
- The respondent is given up to five (5) minutes for a rebuttal. A closed ballot is taken.
- A 2/3 majority of all groups on the current roll call is required to impeach.

3. Upon resignation of any officer, that position will be filled at the next ASC meeting by the alternate or vice officer to that position with a vote of acclamation. If the alternate or vice officer position is not filled at that time, nominations will be accepted at that time.

A. General Financial Guidelines

VI. FINANCIAL

- The ASC bank account requires two (2) signatures. Authorized signers are the ASC Treasurer and two (2) appropriate signatories as designated by the ASC. The two additional signatories should have a minimum of 3 years of active service at the ASC level.
- A Prudent Reserve of \$500 will be maintained in the ASC general fund. A prudent reserve is defined as the amount of money kept in the area account not to be used unless for emergency spending needs. At the end of each year, ASC will review finances and decide what we can send region. BIANA will send region money once a year.
- A subcommittee officer should present ASC with a quote for a finance report
- Treasurer is unable to accept coins.

B. Budgets

- **In keeping with the 11th Concept, “NA funds are to be used to further our primary purpose, and must be managed responsibly” The purpose of all subcommittees is to further the primary of NA and not just a particular subcommittee including monies raised by that subcommittee.**

Regional Service Travel - \$300

ASC will provide travel expenditures twice per year in the amount of \$150 per trip for the RCM. The RCM provide receipts upon their return for their expenses whilst abroad. If no receipts are submitted, the member will then be responsible for repayment of the monies to the ASC.

Activities- As needed

Activities Subcommittee must present for approval all planned functions with an estimated budget. All monies raised during any ASC Activities will be used to replenish the Activities Subcommittee total annual budget. The Subcommittee will be responsible for keeping track of all the requested disbursements from the Area, plus all the funds donated from the members, and all incurred expenses per activity. This accounting should be submitted every month. Receipts for all expenses must be turned in to ASC at the time of settlement with the Treasurer.

Literature- \$1000

ASC will provide \$500 twice per year to replenish and order literature.

Fellowship Development Committee

There will be no specified budget at this time. This will be on an, ‘**as needed basis**. The resources will be used for:

- H&I (hospitals and institutions)
- PR (public relations)
- Helpline
- Newsletter
- Webpage
- Literature
- FDC administration

VII. Election of ASC Officers

A. General Election Guidelines

- It is recommended that no ASC Officer serve more than two consecutive terms in the same Service position.
- Upon election the officers must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time.
- All ASC Subcommittees will elect their own Vice Chairs and Secretaries.

B. Nominations

- Nominations should be solicited by the “group conscience” of each group within the Area.
- Officers should be elected from NA members with prior Service experience.
- Nominations are solicited in October. Elections will be held in November, leaving December as a transition period for trusted servants.
- A term of office is from January to December, every other year, including the RCM.

1. Nomination Procedures:

- 1) The position is announced and nominations are taken.
- 2) Each nomination must be seconded.
- 3) After accepting nominations from the “group conscience”, the Chair will ask the floor if there are any further nominations.
- 4) A motion is made to close nominations and must be seconded.
- 5) An explanation of office is read from the “BIANA Policy and Guidelines” to establish each positions responsibilities.
- 6) Each nominee should state in person, or on paper, their qualifications for serving the fellowship as a whole in our Area. (Clean time, past Service experience, and why you can serve the fellowship is normally given.)

C. Voting

- GSR (or in their absence any representative given a vote of confidence by their group) are the only voting members. The Chairperson may vote only in the case of a tie.
- If there is only one nomination a vote of acclamation is taken (voting by a show of hands.) If it’s not unanimous, the position goes back to the groups for further nominations for one month.
- If there is more than one nomination, voting on the nominees must be taken back to the groups. GSR will bring back a “group conscience” to the following ASC.

1. Voting Procedures:

- 1) If the body desires a paper ballot for an individual nominee or motion, a motion must be passed by simple majority. A simple majority (one more than half of the votes taken) wins the vote.
- 2) Abstaining votes are not counted unless the majority of votes are abstaining. Then the vote is taken back to the groups for further nominations and abstaining votes will be recorded in the meeting minutes.

VIII. Qualifications and Responsibilities of ASC Officers

A. Chairperson

Qualifications: A willingness and desire to serve, a demonstrated record of active service at an area level for at **least** three (3) years in the NA Service structure, willing to give the time and resources to do the job, **minimum** of three (3) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate effectively, and organize.

Responsibilities: Arranges for and presides over the monthly ASC meeting, maintains Area files and archives, handles all correspondence, and attends the Policy Subcommittee meetings. At ASC meetings, the chairperson can only vote in the case of a tie, enforces rules of decorum and discipline, and attempts to be absolutely fair and impartial.

B. Vice Chairperson

Qualifications: A willingness and desire to serve, a demonstrated record of active service at an area level for at **least** two (2) years in the NA Service structure, willing to give the time and resources to do the job, **minimum** of two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate effectively, and organize.

Responsibilities: In partnership with sub-committee chairs, helps to coordinate functions including communicating with and providing support as required. Serves as temporary chairperson for any subcommittee without a chairperson for whatever reason; until a new subcommittee chairperson is elected. Is a liaison between all the subcommittees to assure proper cooperation of responsibilities and attends all Policy Subcommittee meetings.

C. Secretary

Qualifications: A willingness and desire to serve, a demonstrated record of active service at an area level for at **least** six (6) months in the NA Service structure, willing to give the time and resources to do the job, **minimum** of one (1) year abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate effectively, and organize.

Responsibilities: Keeps an accurate record of each ASC meeting, types and distributes copies to each GSR, ASR, ASC Officer, and Subcommittee Chairperson by the next ASC meeting, types all correspondence, arranges for the printing of the local ASC stationary, does any job that may be appointed to the Secretary during the year, attends all Policy Subcommittee meetings, keeps records of all ASC minutes, and at the end of the term turns over all original minutes to the Area archives. The area Secretary is the single point of accountability for updating the literature form and GSR report form.

D. Alternate Secretary

Qualifications: A willingness and desire to serve, willing to give the time and resources to do the job, **minimum** of six (6) months abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate effectively, and organize.

Responsibilities: The office of Alternate Secretary is a two (2) year commitment. The first year of Service is spent becoming familiar with the job, attending all ASC meetings, and assisting the Secretary wherever possible. If for any reason the Secretary is unable to complete their term in office, the Alternate Secretary fills in for the Secretary and attends all Policy Subcommittee meetings.

E. Treasurer

Qualifications: A willingness and desire to serve, a demonstrated record of active service at an area level for at **least** two (2) years in the NA Service structure, willing to give the time and resources to do the job, **minimum** of three (3) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize. Prior experience with bookkeeping and accounting with knowledge of Quick Books an asset.

Responsibilities: Counts group contributions and literature orders along with expenses for that month. Is responsible for the ongoing accounting and reporting of all budgets including all subcommittees. Must be aware of month-to-month, annually and bi-annual expenses. Makes deposits of funds after verification by either the Vice-Treasurer, ASC Vice Chair or the ASC

Chair within 48 hours after the conclusion of ASC. There will be verification of the deposit made for the ASC to the ASC Chair, Secretary, and Vice-Treasurer. Responsible for cash, cashiers

check or money orders for the home group's literature and contributions made to ASC. Treasurer

will have online access to the bank account if applicable. Mentors Vice-Treasurer with accountability by the chair of the area to confirm that training is being done. All area money is channeled through the Treasurer. The Treasurer distributes the money to pay bills as needed and keeps accurate receipts. The Treasurer is the primary cosigner on checks (if applicable) for the area bank account, and attends all policy subcommittee meetings.

F. Alternate Treasurer

Qualifications: A willingness and desire to serve, a demonstrated record of active service at an area level for at **least** one (1) year in the NA Service structure, willing to give the time and resources to do the job, **minimum** of two (2) years abstinence from all drugs, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate with others, and organize.

Responsibilities: To assist the Treasurer in all their duties, and collects literature orders and money from groups at ASC. No funds will be handled by the Alternate Treasurer outside of ASC. In the event of the ASC Treasurer's absence from ASC, the Alternate Treasurer will fill in but the funds will be deposited by the ASC Chairperson or Vice Chairperson. Attends all Policy subcommittee meetings.

G. Policy

Qualifications: A willingness and desire to serve in that capacity, at **least** three (3) years abstinence from all drugs, the time and resources necessary to complete these duties, a working knowledge of the 12 Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee (if applicable) for at least six (6) months prior to nomination.

Responsibilities: Update and revise old policy to current status and to define, clarify, and revise

Policy as necessary through the ASC using the 12 Traditions of NA.

H. Alternate Policy

Qualifications: A willingness and desire to serve in that capacity, at least one (1) year abstinence from all drugs, the time and resources necessary to complete these duties, a knowledge of the 12

Steps and 12 Traditions of NA, active in the NA Service structure on the standing subcommittee (if applicable) for at least six (6) months prior to nomination.

Responsibilities: Attend all Policy subcommittee meetings and in the absence of the Policy Chairperson, assume their responsibilities. Alt. Policy will move into Policy Chairperson Position the following year.

I. RCM1 & RCM2

An Area Service Representative (RCM) is to an ASC what a GSR is to a group. As the representative of the Area, the RCM speaks for the members and groups within the ASC. They represent the group conscience of an ASC at a regional level and provide the Area with the agenda for the next RSC at least ten (10) days before the next RSC meets. An RCM attends at least two RSC meetings and takes part in any decisions which affect the region, speaking as the voice of the ASC's "group conscience". The office of RCM is immensely important, for an RCM is the next link in expressing the will of a loving God. An RCM must be able to work for the common good, placing principles before personalities at all times. Therefore, in addition to the regular qualifications, it is recommended that the nominee to the post of RCM also have the following:

- Prior Service experience.
- The willingness to give the time and resources necessary for the job.
- A strongly suggested minimum of two (2) years of continuous abstinence from all drugs.

The RCM1 & RCM2 will work closely together on all group conscience decisions at an RSC

and in preparing all ASC & RSC written reports which are to be reviewed and approved by the ASC 30 days prior. The office of RCM2 is a two (2) year commitment. The first year of Service is spent as an Alternate becoming familiar with the job, attending all ASC and at least one RSC meeting, and filling in for the RCM1 if they are absent for any reason or unable to complete the term of office. The recommended qualifications for the election of the RCM2 are the same as for RCM1 with one exception: One (1) year abstinence from all drugs.

IX. Qualifications and Responsibilities of Subcommittee Chairs

Subcommittees of ASC

- Activities
- Literature Distributor
- Hospitals & Institutions (H&I)
- Public Relations (PR)
- Newsletter
- Policy Development

A. General Responsibilities of Sub-Committee Chairs

It is required that each subcommittee chair submits a written plan of their annual budget for approval if funds are needed 60 days prior.

All subcommittees shall hold a subcommittee meeting at least once every other month.

The next scheduled meeting is announced at Area Service in the subcommittee report, published with the area minutes and on the NA website. Violation of this policy could result in the subcommittee chair being removed from their position.

It is also suggested that all standing committees hold workshops annually to promote an awareness of how they function within the fellowship.

The first responsibility of all standing subcommittees and newly formed subcommittees is to establish clear guidelines for the said subcommittees, setting goals, prioritizing tasks, and adhering to our 12 Traditions and 12 Concepts of service.

Subcommittee Chairpersons are required to attend all ASC meetings in person or send representation.

All subcommittees are directly responsible to ASC.

B. Activities – Positions listed on Page 22

Responsibilities: The Activities Committee coordinates and plans activities which promote unity and fellowship in the NA program. Any functions planned by this committee are to be brought to the ASC for a vote. Accountable to ASC for a written report on all transactions including receipts.

C. Literature Chairperson / Alternate

Qualifications: A willingness and desire to serve, Service experience, active for at least six (6) months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested one (1) year abstinence from all drugs, and a working knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities: Safeguards, distributes, and maintains an inventory of literature, with primary distribution at the ASC. Insures proper funds have been received and accounted for by the treasurer. The Literature Distributor will be working very closely with the Treasurer.

D. GSR Orientation and Mentorship

Qualifications: A willingness and desire to serve, Service experience, active for at least one (1) year in the NA Service structure, willing to give the time and resources to do the job, one (1) year abstinence from all drugs, and a working knowledge of the Twelve Steps and Twelve Traditions of NA.

Responsibilities: Preside at subcommittee meetings, prepare an agenda for each meeting, maintain order at the meeting, provide a report and representation of the subcommittee at the monthly ASC meeting, attends all subcommittee activities, submit a written request for funds as needed.

X. Parliamentary Procedures

The following is intended to be a simple, easy to understand, explanation of the procedures utilized at ASC meetings for the GSR. As a GSR, your input to Area Service is essential to both your group and to your Area, so it is important that you meaningfully participate.

An Area Service meeting is composed of different parts. There is an agenda that is usually followed. The opening of the meeting, the secretary's and treasurer's reports, the reports from various groups, are parts of the meeting that are fairly structural. Remembering that it is your Area Service, you should pay close attention to these reports, or accept them with corrections. (For example, the secretary may have made an error recording a portion of last month's meeting, or the treasurer may have inaccurately recorded your group's contribution to Area Service).

The way you participate in the meeting will be governed by the principles set out below. The chairperson, to assure a smooth and orderly meeting, will adhere to these rules.

You can only be recognized by the chairperson. This is done by raising your hand. You must be acknowledged by the chairperson in order to speak. When you have something to say, it generally must be relevant and timely to what is going on in the meeting, with some limited specific exceptions.

Suppose it is your group's conscience to change the way Area Service spends its money. When the agenda is "new business", and the matters on the agenda have been disposed of, you should raise your hand and make a "motion" (example: "I move that Area Service spend 75% of its' money on Area, 20% of its money to region and 5 % to world"). This motion, before it can be considered by the other persons at the meeting, must be seconded by another GSR or qualified member. A "second" is an indication by the person making the second that the idea deserves consideration by the members of the Area Service. If there is no second, the matter will die for lack of a second.

Once seconded, however, it becomes the business of the ASC to consider this motion, and discuss its pros and cons. The chairperson will usually call upon the person making the motion as the first affirmative (i.e. in favor of) speaker. The sponsor of the motion will have a few minutes to explain the merit of the motion. When he/she is through, the chairperson will ask for others who wish to argue for or against the motion. There will usually be two pros and two cons. Under limited circumstances, debate may be extended.

Once fully debated, the matter is ripe for disposition (unless an amendment is offered to the motion, or the matter is tabled, postponed, or referred to a committee, or some other action taking away the motion from the immediate consideration of the meeting). Any GSR at the meeting may move to "call the previous question", which means to ask for a vote.

Normally, a majority of those GSR's attending the meeting must vote for the motion to pass. On some matters, however, a majority of 2/3 of the GSR's present must occur for the motion to pass. Those matters requiring a 2/3 majority will be published by the Area Service Policy Committee, as voted on by the entire ASC.

A show of hands will be asked for. If the chairperson believes there is the required majority to pass the motion, the motion will carry. If any GSR thinks the vote is close, he/she may call for a "roll call vote", wherein every GSR is individually polled and an accurate tally taken. The request for a "roll call vote" is itself a motion which must be seconded; it is not debatable and requires a simple majority to be passed.

There are several specific motions with which you should familiarize yourself. A brief explanation of each one, along with an example of each, is set out below:

Question of Privilege (First-Class)

These motions concern disorder in the meeting, e.g. too much smoke, too cold, cannot hear.

The Chairperson decides whether a matter is privileged or not, subject to appeal by the assembly. The motion requires a simple majority.

Parliamentary Inquiry, Point of Order or Information

- Parliamentary Inquiry, e.g., "Chairperson, is it in order for me to offer an amendment now?" The Chairperson may respond without debate or a second.
- Point of Order, e.g., "I rise to a point of order." The motion just proposed is out of order because there is already a motion on the floor.
- Point of Information, e.g., "I have a question concerning the motion." The chairperson may or may not recognize a person who is constantly asking questions. After a motion is made and seconded, if there is ambiguity, those members with questions for the sponsor of the motion may rise, address the chair, and may be allowed to question the sponsor of the motion on the ambiguity. This promotes harmony and a better understanding and will be allowed in legitimate cases.
- NOTE: The chair may ask the individual who has the floor if they will yield to a question.

Appeal Decision of Chair

- Made immediately after a decision by the chair. The purpose of the motion is to reverse the decision of the chair. It must be seconded. It is not debatable if made when an unbeatable motion is pending, or if the appeal relates only to the order of business, e.g., "Chairperson, I appeal the decision of the Chair." Refer to page 17, Parliamentary Procedures.

To Suspend the Rules

- e.g., "I move that there be no limit on the debate on the main motion." To Withdraw a Motion

- e.g., "I move to withdraw my motion." The motion may be withdrawn at any time prior to firm action, provided no one objects. If there is an objection, the motion to withdraw requires a second and must be voted on.

Object to Consideration

- If you feel the motion does not warrant discussion by the group, e.g., "Chairperson, I object to the consideration of this motion." It is not debatable. If a simple majority of the group votes against consideration then the matter is finished.

To Lay on the Table (or take from the Table)

- To remove a matter from the immediate consideration of the group, e.g., "Chairperson, I move that we table the main motion", or "Chairperson, I move that we take Motion _____ from the table." A matter may be taken from the table the same day it tabled.

To Amend

- To modify a pending motion before the assembly. An amendment may also be amended. The Chairperson decides the propriety of amendments, subject to appeal. One cannot table, refer to committee, or postpone an amendment. These motions must concern the main question, e.g., "I move that we amend the motion by adding, removing, inserting the words....."

To Postpone to a Later Day

- e.g., "I move that we postpone consideration of this motion until the next meeting." May not be heard earlier, except by 2/3 majority vote.

To Refer to Committee

- If there is a matter brought up by a main motion that, in your opinion, requires further study, you may move to refer it to a committee. This motion takes precedence over an amendment to the main motion, and over a motion to postpone indefinitely. If no standing committee exists; the motion may be amended by changing the committee or instructing the committee.

Motion to Reconsider

- May be made at any time, by anyone. Must be seconded. The matter will not be considered by the assembly until the agenda of the day is completed. No question can be twice reconsidered. It is not debatable if the motion to which it applies was not debatable. Not applicable to neither suspend the rules nor lay on the table

XI. Guidelines for All Sub-Committees

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

1. PURPOSE OF THE SUB-COMMITTEES This section defines our purpose—the reason we exist. Our purpose is based on NA’s 5th tradition, “Each group has but one primary purpose—to carry the message to the addict who still suffers,” and the 12th step, “we tried to carry the message to the addict who still suffers”. Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The BIANA Area Fellowship Development Committee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions, “The final responsibility and authority for NA Services rests with the NA Groups.” (2nd Concept)

1.01 Our sub committee’s purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.02 The FDC shall comply in all its actions with the following documents in order of priority as listed below:

- The Twelve Traditions, Twelve Concepts, and, Twelve Steps of Narcotics Anonymous
- The current guidelines/policy of the Area Service Committee
- The current guidelines of the FDC
- A Guide to Local Services in NA, and NAW S approved service handbooks.

2. DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God’s will is expressed through our group conscience (2nd Tradition). In the event we cannot reach consensus, after the motion has been tabled, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we try to achieve consensus is it insures that we follow our 9th Concept, “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.” By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the sub-committee meetings. The reason all committee members are allowed to vote is the 7th concept, which states, “All committed (must not miss 3 consecutive meetings) members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision- making processes.”

2.01 All sub-committee motions and decisions except elections will first be considered using consensus-based decision-making. For the sub-committee's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the sub-committee. If at the end of discussion the sub-committee has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, the motion shall be tabled to the next sub-committee meeting. If the dissenters still will not assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.

2.02 Any member of the sub-committee, except for the Chair, is eligible to vote at business meetings.

2.03 Any member of the sub-committee can make or second a motion.

2.04 Any member of the FDC may propose an amendment to these guidelines, however all sub-committee guideline changes are made by the Area Service Committee.

2.05 All committee members have one vote regardless of number of positions held.

3. ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants." We trust that our committee's group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.

3.01 Elections of all Officers and Resource Coordinators other than Chairperson and Panel Coordinators shall be held annually in November. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.

3.02 All terms of service are two years. In the event a member cannot complete his or her term of service, there will be a special election to complete the term. If no one is elected, the vacancy will be filled on a month-to-month basis by appointment from the ASC chairperson. The term begins at the end of that meeting.

3.03 The officers of the sub-committee are the Chairperson, Vice-Chairperson, Recording Secretary, and Alternate Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

3.04 Sub-committee coordinators are trusted servants. They shall perform their duties as described in these guidelines and in other approved service handbooks.

3.05 During elections of sub-committee trusted servants the nominees shall leave the room following all discussion and prior to voting.

3.06 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.

3.07 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

3.08 A sub-committee officer, coordinator, or leader may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the ASC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:

- Loss of abstinence from drugs
- Failing to perform the duties of the position
- Two or more consecutively missed sub-committee meetings

3.09 No committee member can hold the same position more than two consecutive terms.

4. TRUSTED SERVANTS

“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a sub-committee trusted servant. Our groups have shown their trust in these individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd Concept). Once we select them, we trust our trusted servants.

4.01 Activities Chairperson/ Alternate

- Attend monthly activity sub-committee meeting and ASC meeting.
- A willingness to serve in that capacity.
- Clean time requirement of one year.
- A working knowledge of the 12 steps and 12 traditions of NA.

4.02 Activities Secretary

- Keeps a complete record in the form of minutes of every sub-committee meeting.
- Maintain records of attendance at sub-committee meeting.
- Provides correspondence to committee members about sub-committee business.
- Prepares written committee correspondence.
- Maintains files of all sub-committee plans, minutes, motions and correspondence.
- Clean time requirement of 6 months.
- Maintains record of name and contact information for committee members and oriented members.

4.03 Activities Treasurer/ Alternate

- Attend all activity sub-committee meetings
- A willingness to serve
- Responsible for turning in any monies raised by the committee along with documentation, receipts to the ASC Treasurer.
- Clean time requirement of 2 years
- The ability to lead communicate and organize

4.04 Hospitals and Institutions Chairperson

- Attend monthly FDC subcommittee meeting and H&I Sub Committee meeting.
- Coordinates all hospital and institution activities.
- Makes monthly written report to the ASC on the status of all H&I ongoing meetings and plans.
- Makes monthly reports for any completed plans.
- Clean time requirement of two (2) years.
- Previous hospital and institution experience.
- A working knowledge of the 12 steps and 12 traditions of NA.
- Familiarity with all H&I related NAW S handbooks.
- Minimum two (2) years H&I experience and a current H&I member in good standing (per H&I Panel Member/Leader Guidelines)

4.05 Hospitals and Institutions Vice Chairperson

- Attend monthly subcommittee meeting and H&I Resource Committee meeting.
- Keeps in contact and works with sub-committee officers, H&I Resource Coordinator and Panel Leaders.
- Assists Secretary with monthly written report to the H&I Resource Coordinator on the status of meetings.
- Insures panel is filled for meetings for which he/she is coordinator.
- Keep panel leaders informed of facility rules and policies.
- Coordinates panel leaders for meetings and notify the H&I Chairperson.
May bring Panel Leader recommendations to sub-committee members for nomination and election.
- Clean time requirement of eighteen months.
- Familiarity with all H&I related NAW S handbooks.
- Minimum one (1) months H&I experience and a current H&I member in good standing (per H&I Panel Member/Leader Guidelines) Assist H&I Secretary in maintaining H&I Panel Leader Contact Information form

4.06 Hospitals and Institutions Secretary

- Attend monthly subcommittee meeting and H&I Resource Committee meeting.
- Keeps in contact and works with H&I Chairperson and Vice Chairperson.
- Copies and distributes minutes to H&I Members
- Maintains copies of H&I guidelines, and specific guidelines, rules, and regulations for specific institutions
- Has blank applications for Jails and Institutions available at H&I monthly meetings
- Familiarity with all H&I related NAW S handbooks.
- Minimum six (6) months H&I experience and a current H&I member in good standing (per H&I Panel Member/Leader Guidelines)
- Maintains, with assistance from H&I Vice Chairperson, H&I Panel Leader Contact Information form

4.07 Panel Leader

- Meets all requirements for an H&I Panel Member
- Minimum one (1) year H&I experience and a current H&I member in good standing (per H&I Panel Member/Leader Guidelines)
- Clean time requirement of one year
- Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines. Ensures that all meetings are attended by at least two people, with at least one being an H&I Member in good standing
- Informs H&I Vice Chairperson as soon as possible when unable to conduct meeting.
- Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting including H&I Dos and Don'ts
- Maintains bi-weekly communication with H&I Vice Chairperson about meeting.
- Attends all H&I committee meetings or have a representative – missing more than 2 consecutive could result in removal
- Attend one out of every three subcommittee meetings and orientation.
- Maintain literature and supplies for meetings, while prudently allocating funds
- Ensures only approved H&I Resource literature is taken into facilities (as identified on the BIANA Literature Order Form)

4.08 Panel Member

- To become a Panel Member (a Panel Member that meets and maintains the following requirements is also a Voting Member):
 - Must have 6 months clean
 - Attend two consecutive H&I Resource business meetings
 - Observe on at least one H&I panel
 - Complete sub-committee orientation (all as recorded by the H&I Secretary)
- To maintain membership as Panel Member:
 - Must attend minimum of 3 sub committee orientations per year
 - Must attend minimum of one H&I Resource Committee Business Meeting three consecutive months
 - Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines and utilizes the approved H&I Meeting Presentation Format
 - Never goes into a meeting facility alone – speakers must have at least 6 months clean to speak in an H&I meeting
 - Informs panel leader as soon as possible when unable to attend meeting.
 - Adheres to all applicable rules of the facilities and procedures for that meeting.

4.09 Public Relations Chairperson

- Attend monthly subcommittee meeting and ASC meetings.
- Coordinates all Public Relation activities.
- Makes monthly written report to the ASC on the status of all ongoing meetings and plans.
- Makes monthly reports for any completed plans.
- Attend all fellowship development meetings and as many subcommittee meetings as possible.
- Clean time requirement of 2 years.
- A working knowledge of the 12 steps and 12 traditions of NA.
- Can assist with Sub Committee Orientations.
- Familiarity with all related NAW S handbooks.

4.10 Public Relations Vice Chairperson

- Attend monthly subcommittee meeting.
- Assists chairperson
- Clean time requirement of one year.

4.11 Public Relations Secretary

- Attend monthly subcommittee meeting.
- Keeps in contact and works with the PR chairperson and Vice chairperson.
- Copies and distributes minutes to PR members.
- Maintains copies of PR guidelines.
- Familiarity with all PR related NAW S handbooks.
- Clean time requirement of 6 months.

4.12 Public Relations Rack Coordinator

- Attend monthly PR meeting.
- Maintains stock of current schedules and listed IP's at all rack and schedule locations.
- Clean time requirement of 18 months.
- Familiarity with committee literature policy
- Gives written record of rack and schedule location to subcommittee.

4.13 Newsletter Editor/ Chairperson

- Attend monthly subcommittee meeting and ASC meetings.
- Have an understanding of the responsibilities of the office, administrative capabilities and some knowledge in editing, production and distribution of a newsletter.
- Clean time requirement of 2 years
- Familiar with the newsletter guidelines

4.14 Newsletter Typist/ Secretary

- Understanding of the duties of the position.
- Some secretarial or organizational abilities
- Clean time requirement of 6 months.
- Familiar with the newsletter guidelines.

4.15 Newsletter Distribution Manager

- Understanding of the duties of the position.
- Ability to create, organize and maintain a distribution schedule.
- Clean time requirement of 6 months.
- Familiar with the newsletter guidelines.

4.16 Public Relations internet Technology Resource Coordinator (I.T)

- Attend monthly PR meeting.
- Coordinates all website activities.
- Makes monthly written report to the subcommittee on the status of the website.
- Clean time requirement of 1 year
- Previous public relations or other relevant service experience an asses
- Technical ability to update website.
- Familiarity with all internet and website related NAW S handbooks.
- Coordinate all password changes with ASC, Area Chair, and Area Treasurer.
- Actively trains Alternate Website Resource Coordinator in maintaining websites.

4.17 Internet Technology Resource Co-Coordinator

- Attend monthly subcommittee meeting.
- Assists in coordinating websites
- Clean time requirement of one year.
- Experience in developing and maintaining a website.

4.18 Public Information Phone line Resource Coordinator

- Attend monthly subcommittee meeting.
- Coordinates all Phone line activities.
- Makes monthly written report to the sub-committee on the status of all Phone line meetings and plans.
- Makes monthly reports for any completed plans.
- Attend all fellowship development meetings and as many Phone line Resource Coordinator meetings as possible.
- Clean time requirement of 2 years.
- Previous public relations experience.
- Can assist with Committee Orientations.
- Familiarity with all related NAW S handbooks.

4.19 Public Information Phone line Resource Co-Coordinator

- Attend monthly subcommittee meetings.
- Assists Coordinator
- Clean time requirement of one year.

**Appendix A
Fellowship Development Committee Plan Submission Form**

SUBMISSION DATE:

Name of plan: _____ Is this plan one time or recurring? _____ If recurring, how frequent? _____ Describe plan: _____

NA member responsible to communicate with public contact: _____ Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

Lit. Cost: _____ Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? _____

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ Total approximate hours: _____

PLAN STATUS:

_____ APPROVED

_____ APPROVED WHEN RESOURCES ARE AVAILABLE

_____ REJECTED

_____ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE RESOURCE

COORDINATOR ASSIGNED TO

REPORT ON PLAN TO FDC:

Appendix B

Fellowship Development Committee Orientation Format

- Open with serenity prayer or 3rd step prayer.
- Welcome and Introductions
- Read Public Relations Statement
- Introduce BIANA Public Information Committee and distribute PI Committee Guidelines.
- Introduce Public Relations Handbook and distribute Chapter 2 'Core Principles & Philosophies' handout
- Introduce H&I handbook and distribute 'Sample Panel Member Orientation' handout.
- Introduce Phone line handbook and distribute 'Phone line Flow Chart' handout
- Distribute PR Handbook FAQ (frequently asked questions) handout.
- Distribute current PR Committee Contact sheet.
- Distribute current Area Schedule
- Questions and Answers
- Close with 3rd step prayer.

Appendix C

H&I Do's & Dont's

I. DO'S

1. Do Make directories of outside meetings available to residents.
2. Do Clarify the rules with whomever you bring into the facility.
3. Do Start and end on time!
4. Do Emphasize that NA recovery is available to all addicts regardless of drug(s) used.
5. Do Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
6. Do Involve residents with the meeting, especially those in long term facilities (readings, etc.).
7. Do Obey the dress code, exercise common sense.
8. Do Screen all panel members, speakers, and chairperson(s).
9. Do Attempt to get all agreements in writing.
10. Do Adhere to the security regulations at all times.
11. Do Ensure that a clear NA message of recovery is carried by all panel members.

II. DON'TS

1. Don't Attend H&I facilities alone.
2. Don't Emphasize using days while sharing an NA message of recovery.
3. Don't Give anyone within the facility your address or telephone number.
4. Don't Use excessive profanity
5. Don't Break another person's anonymity.
6. Don't Debate any issues involving facility rules, regulations, programs, or other fellowships.
7. Don't Get involved in discussions on outside issues, remember why we are there.
8. Don't Discuss conditions within the facility.
9. Don't Discuss facility staff members with inmate(s).
10. Don't Wear flashy jewelry and don't carry excessive cash.
11. Don't Show favoritism to any resident(s).
12. Don't Take messages or carry letters in or out of the facility.
13. Don't Bring an NA member who has friends and/or family in the facility.
14. Don't Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.
15. Don't Accept money or gifts from, or give money or gifts to any inmate.

Additional Resources

For more detailed information refer to the Hospitals & Institutions Handbook. More information may also be obtained from neighboring H&I committees. NA World Services may help in contacting others close to you with H&I experience. Sharing our experience, strength, and hope in this area of service can greatly enhance the ties that bind us together.

We recognize that there are legal restrictions in many countries prohibiting the congregation of addicts. Please contact NA World Services for additional information before moving forward with H&I efforts in areas where these restrictions exist.

NA World Services

PO Box 9999 Van Nuys, CA 91409 USA Tel. (818) 773-9999 - Fax (818) 700-0700

Website: www.na.org

Email: info@na.org

