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1. The 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 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.

2. The 12 Concepts for 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.

3. The Definition of an Area Service Committee

An Area Service Committee (ASC) is made up of Group Service Representatives (GSR) from within a designated Area. 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 should evaluate each vote in terms of the needs of those they serve.

It also takes money to provide these Services and it is all 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, subcommittee chairs and resource coordinators yearly. Their leadership helps to provide the incentive and direction needed for the respective Services of their position to be completed. Upon election the officers, subcommittee chairs and resource coordinators must resign any other Area position. No ASC trusted servant may hold more than one Area position at a time.

4. Area Service Committee Meeting Format

1. Open meeting with Serenity Prayer. (4:00 PM)
2. Reading of the 12 Traditions, 12 Concepts, and the Definition of an ASC.
3. Roll Call
4. Open Forum (Any NA member may address the ASC)
5. Secretary's Report
6. Treasurer's Report
7. RCM Report (Oral & Written)
8. Subcommittee Reports (Oral & Written)
9. Fellowship Development Committee (FDC) Report (Oral & Written)
10. Recess (If ASC meeting goes beyond 5:00p.m the chair make take a Motion to recess)
11. Group & Meeting Reports (Oral & Written)
12. Roll Call (To establish Quorum)
13. Old Business
14. New Business (Pre-arranged agendas have priority, motions should be made in writing and submitted to the secretary.)
15. Election of Officers (If necessary)
16. Review Business of the day
17. Plans for next ASC meeting
18. Announcements for the good of NA
19. Close Meeting with Serenity Prayer

5. Area Service Committee Guidelines

Participation

1. 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.
2. 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) *RCM* (or the Alternate RCM in the RCM's absence) *Subcommittee Chairperson* (or the Vice Chairperson in the Chairperson's absence) *Vice Chairperson, Secretary, and Treasurer*
3. 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.
4. GSRs, 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.

Voting

1. 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.
2. Quorum is required for any motion to be voted on. A.) Quorum is one more than half of all groups present for today's business. B.) At their request, any group that has attended three consecutive ASC meetings may be added to the Suncoast Area Meeting List and Helpline. They may then be placed on the roll call. C.) Any group absent from three consecutive ASC meetings will be removed from the roll call.
3. Discussion on motions should be limited to 2 pros / 2 cons.
 - a. If longer, consideration to table the motion may be in order.
 - b. If tabled, the motion will automatically be on the following months agenda.
 - c. A motion may not be tabled more than once.
 - d. A motion to suspend the rule may be made, at the discretion of the Chairperson.
4. Voting will be done by a show of hands.

5. To change policy a 2/3 majority of all groups present is required.
6. If the majority is abstaining votes, the motion will be tabled to the next ASC.
7. All motions to change Area Policy must go back to all current groups on the ASC roll call.

Financial

1. The ASC bank account requires two (2) signatures. Authorized signers are the ASC Treasurer, Chairperson, and Secretary.
2. A prudent reserve of \$2,000.00 will be maintained in the ASC General Fund to cover unexpected ASC expenses. The excess will be forwarded to the Florida Region. This check will be written at the ASC before the next RSC meeting.
3. Any one time expenditure over \$150.00 must go back to the groups for approval.
4. A petty cash fund of \$50.00 shall be created and maintained for the ASC Secretary.
5. Travel and Lodging up to \$750 for RCM I, RCM 2, FDC Chairperson, and FDC Vice-Chairperson when attending a Florida Regional Service Conference and Regional Fellowship Development Committee beyond a 65 mile radius for up to 5 room nights.

RCMs are the only members allocated for Saturday night. First priority for remaining room nights will be given to FDC Resource Coordinators, followed by active FDC members wishing to attend. RSC must inform FDC Chairperson and RCM 1. After lodging, any remaining funds may be divided and applied towards gas expenses, accompanied by receipts.

6. With respect to the Regional travel allowance of \$750.00, no airline tickets will be purchased by the ASC; however, reimbursement may be made if there is a balance of the \$750.00 not spent. Otherwise, reimbursement requires ASC approval.
7. The Activities Subcommittee must present for approval all planned functions with an estimated budget.
8. Once a subcommittee has received an approved budget, any additional requests for funds must go back to the groups for approval.

9. The ASC Treasurer purchases one annual subscription of the N.A. Way to be made available to the Suncoast Area Fellowship.
10. The Suncoast Area Service Committee of Narcotics Anonymous is recognized as a tax-exempt organization by the IRS as of Dec. 10, 1990, thereby making contributions to it tax-deductible.
11. Disallow personal checks, in favor of cash, money order, or cashier's check
12. Treasurer should not have to bear responsibility for overdraft payment for his or her honest mistake
13. The FRCNA support committee is allowed no more than \$200.00 for travel and lodging expenses. Receipts will be proved for reimbursements.
14. The annual budget for Activities shall be \$1,280.00
15. The annual budget for Policy shall be \$50.00
16. ASC will fund \$900 for 6 hotel room nights at an estimated cost of \$150 per room night for GSR assemblies and Service Symposiums, which meet alternately each year in March.

FDC Budget

1. The annual budget for H & I shall be \$7,750.00.
 - a. The monthly literature budget for H & I shall be \$600.00
 - b. Plus an additional \$350.00 for the annual learning day event
2. The annual budget for Public Relations shall be \$1,700.00
3. The annual budget for Helpline shall be \$1,320.00
4. The annual budget for Webpage shall be \$99.00
5. The annual budget for the Newsletter shall be \$1600.00; \$200.00 Bi-monthly.
6. The ASC Literature ceiling is \$2,500.00.

Reports

1. GSR reports will be submitted on the GSR Report Form and will consist of the

following: Group Name, When & Where, Treasurers Report, Literature Expense, ASC Contribution, Attendance, Newcomers, Group Conscience, Situations / Changes, Name, and Date.

- a. GSR should give their contributions and Literature Order forms to the Treasurer.
2. Subcommittee reports will be submitted on the Subcommittee Report Form and will consist of the following: Subcommittee, When & Where, Attendance, Old Business, New Business, Situations/Changes, Name, Date, and next subcommittee meeting.

Resignation of ASC Officers

1. Voluntary: Given in writing to the ASC Chairperson prior to or during an ASC meeting.
2. Involuntary:
 - a. Automatic upon:
 1. Missing more than two (2) consecutive ASC meetings.
 2. Relapse during term of office.
 - b. The ASC Chairperson shall notify the individual of their dismissal and the reason for dismissal shall be in writing.
3. Impeachment Procedures:
 - a. Failure to perform duties and responsibilities as recognized. This is needed partly in case of a breach in the Traditions.
 - b. The individual will be informed in writing at least seven (7) days prior to the next ASC meeting.
 - c. A motion for impeachment must be presented with the said cause
 - d. The respondent is given up to five (5) minutes for a rebuttal.
 - e. A closed ballot is taken.
 - f. A 2/3 majority of all groups on the current roll call is required to impeach.
4. 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 acclimation. If the alternate or vice officer position is not filled at that time, nominations will be accepted at that time.

Miscellaneous

1. All new groups should register with the World Service Office by filling out a "Narcotics Anonymous New Group Registration Form."
2. 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. Total cost not to exceed \$40.00.

3. At their request, any group that has attended three consecutive ASC meetings may be added to the Suncoast Area Meeting List and Helpline.
4. 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.
5. If an issue falls under the responsibility of an existing subcommittee, the issue is automatically tabled to that subcommittee.
6. The ASC meeting is non-smoking.
7. The Activities Subcommittee must give 30 days notice (2 ASC's) of upcoming events, to coordinate publicity and financing.
8. All printed materials handed out at Area Service are to be reviewed by 2 or more members of the Policy sub-committee.
9. 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.
10. No activities will be held on any Area Service day.
11. 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.
12. The ASC Policy shall establish a meeting 1/2 hour before the ASC meeting.

6. Election of ASC Officers

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

Nominations

1. Nominations should be solicited by the “group conscience” of each group within the Area. Officers & Chairs should be elected from NA members with prior Service experience.
2. 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.
3. Procedures:
 - a. The position is announced and nominations are taken.
 - b. Each nomination must be seconded.
 - c. After accepting nominations from the “group conscience”, the Chair will ask the floor if there are any further nominations.
 - d. A motion is made to close nominations and must be seconded.
 - e. An explanation of office is read from the “Suncoast Area Policy and Guidelines” to establish each positions responsibilities.
 - f. 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.)

Voting:

1. 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.
2. If there is only one nomination a vote of acclimation is taken. If it’s not unanimous, the position goes back to the groups for further nominations.
3. 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.
4. Procedures:
 - a. Voting is done by a show of hands. If the body desires a paper ballot for

an individual nominee or motion a motion must be passed by simple majority. Simple majority (one more than half of the votes taken) wins the vote.

- b. Abstaining votes are not counted; unless the majority of votes are abstaining, then the vote is taken back to the groups for further nominations.

7. Qualifications and Responsibilities of ASC Officers

Chairperson

Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested 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, and organize.

Responsibilities: Arranges for and presides over the monthly ASC meeting, maintains Area files and archives, handles all correspondence, is a co-signer on the Area bank account, 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.

Vice Chairperson

Qualifications: A willingness and desire to serve, Service experience, active for at least six months in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested 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, and organize.

Responsibilities: Coordinates all Subcommittee functions and performs all duties of the ASC Chairperson in the chairperson's absence. 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. This is a two year commitment in office, the first year spent serving as the Vice Chairperson and the second year as Chairperson.

Secretary

Qualifications: A willingness and desire to serve, Service experience, active for at least six 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, a working knowledge of the Twelve Steps and Twelve Traditions of NA, and the ability to lead, communicate, and organize.

Responsibilities: Keeps an accurate record of each ASC meeting, types and distributes copies to each GSR, ASR, ASC Officer, and Subcommittee Chairperson no later than two (2) weeks following an ASC meeting, types all correspondence, arranges for the printing of the local ASC stationery, is a co-signer on the Area bank account, 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.

Treasurer

Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested 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, and organize.

Responsibilities: Makes reports of contributions and expenditures at every ASC meeting, including subcommittee transactions as well as making annual reports. Acts as a financial chairperson, attempts to make sure that each group is contributing their fair share to support the Services necessary, and establishes reserves that are adequate to serve the Area. All 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 co-signer on checks for the Area bank account. Attends all Policy Subcommittee meetings.

Alternate Secretary

Qualifications: A willingness and desire to serve, willing to give the time and resources to do the job, a strongly suggested 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, 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; but must have at least one (1) year abstinence to be a signer on the Area bank account. Attends all Policy Subcommittee meetings.

Alternate Treasurer

Qualifications: A willingness and desire to serve, Service experience, active for at least one year in the NA Service structure, willing to give the time and resources to do the job, a strongly suggested 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

RCM and Alternate RCM

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 all 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:

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

The RCM & Alternate RCM will work closely together on all group conscience decisions at an RSC and in preparing all ASC & RSC written reports.

The office of Alternate RCM 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 RSC meetings, and filling in for the RCM if they are absent for any reason or unable to complete the term of office. The recommended qualifications for the election of the Alternate RCM are the same as for RCM with one exception: A strongly suggested one (1) year abstinence from all drugs.

8. Qualifications and Responsibilities of Subcommittee Chairs

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 for at least six (6) months prior to nomination.

It is required that each subcommittee submits written plans of their yearly budget for the approval of the ASC as needed. An annual report should be submitted upon completion of chairperson's term. 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. 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 yearly 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 Activities, Literature Distribution, Policy and GSR & Service Mentorship Coordinators are required to attend all ASC meetings in person or send representation. All subcommittees are directly responsible to ASC.

Definition of Subcommittee Chairperson

- 1) May make and debate motions.
- 2) May speak without consent.
- 3) Conducts all meetings for their Subcommittee.
- 4) May act as Secretary for their Subcommittee.
- 5) Takes reports to ASC.
- 6) Vice Chairperson acts for the Chairperson in their absence or vacancy.
- 7) Vice Chairperson is elected by the Subcommittee.
- 8) Secretary is elected by the Subcommittee.

Subcommittees

- 1) Activities
- 2) Literature Distribution
- 3) Policy
- 4) GSR & Service Mentorship
- 5) Fellowship Development Committee

Activities

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.

Literature Distributor

Qualifications: A willingness and desire to serve, Service experience, active for at least three (3) 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.

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 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.

Alternate Policy- will attend all Policy subcommittee meetings and in the absence of Policy Chairperson assume their responsibilities. Alt. Policy will move into Policy Chairperson Position the following year.

GSR Orientation and Mentorship Subcommittee

Qualifications: A willingness and desire to serve, Service experience, active for at least three (3) 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:

1. Preside at subcommittee meetings
2. Prepare an agenda for each meeting
3. Maintain order at the meeting

4. Provide a report and representation of the subcommittee at the monthly SASCNA meeting.
5. Attends all Subcommittee activities
6. Submits an annual budget of the administrative committee for approval by the SASCNA.
7. Is responsible to the Area treasurer for all monies received and receipts

9. Fellowship Development Committee (FDC) Guidelines

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)

PURPOSE OF THE FELLOWSHIP DEVELOPMENT SERVICE COMMITTEE

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 Suncoast 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 fellowship development 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 name of this committee shall be the Suncoast Area Fellowship Development Committee of Narcotics Anonymous, hereafter referred to as the FDC.

1.03 The FDC is a standing sub-committee of the Suncoast Area Service Committee.

1.04 The FDC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Relations Committee, Activities Committee, Newsletter Committee, Phonline Committee and Panel Committee. It will utilize the most current local, region, and world approved service handbooks and materials that are written those committees.

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

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

FELLOWSHIP DEVELOPMENT COMMITTEE MEETINGS & MEMBERSHIP

The FDC meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA’s reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would

like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The FDC establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

2.01 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.

2.02 Any Narcotics Anonymous member or interested person may attend the FDC meeting.

2.03 Any Narcotics Anonymous member will become a committee member by attending at least one FD orientation (normally held a half hour prior to every FDC meeting) in the previous two years and informing the Recording Secretary of their desire to be a committee member.

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 FDC. The reason all committee members are allowed to vote is the 7th concept, which states, "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."

3.01 All FDC motions and decisions except elections will first be considered using consensus-based decision-making. For the FDC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the FDC. If at the end of discussion the FDC 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 FDC 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.

3.02 Any member of the FDC, except for the Chair, is eligible to vote at business meetings.

3.03 Any member of the FDC can make or second a motion.

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

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

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.

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

4.02 Elections of all Panel Coordinators shall be held annually in January.

4.03 All terms of service are one year. 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 FDC chairperson. The term begins at the end of that meeting.

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

4.05 The Resource Coordinators for the FDC are Hospital and Institutions Resource Coordinator, Public Relations Resource Coordinator, Literature Resource Coordinator, Phonenumber Resource Coordinator, Internet Technology Resource Coordinator, and Panel Coordinators. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.06 Panel coordinators are trusted servants. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.07 No member of the FDC committee can serve in more than one elected officer position of the FDC simultaneously.

4.08 Officers of the committee cannot serve as resource coordinators. They may serve as panel coordinator or panel leader.

4.09 The Vice Chair may fill in as a resource coordinator on a month-to-month basis until someone is elected to the position.

4.10 During elections of FDC trusted servants the nominees shall leave the room following all discussion and prior to voting.

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

4.12 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.

4.13 A FDC 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 FDC 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:

- A. Loss of abstinence from drugs
- B. Failing to perform the duties of the position
- C. Two or more consecutively missed FDC meetings

4.14 No committee member can hold the same position more than two consecutive years.

FELLOWSHIP DEVELOPMENT PLAN

In order to insure the best use of our limited resources, it is essential to use good planning in our public relations efforts. All proposed projects will be submitted to the committee using the public relations plan submission form contained in these guidelines. Using this form allows the committee to thoroughly analyze and prioritize each proposed project. The plan submission form helps insure all our communications and interactions are professional, consistent and mutually beneficial.

5.01 All proposed FDC action plans will be submitted on the plan submission form included in these guidelines.

5.02 Each plan will be reviewed and either.

- A. Approved or rejected.
- B. Approved pending available resources.
- C. Referred to the ASC with recommendation for approval when area policy is affected.

5.03 All plan submission forms will be kept by the recording secretary for a minimum of two years then submitted to the ASC for archive.

SPECIAL RULES

From time to time the FDC will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

6.01 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any FDC events which could be affected by their restrictions.

6.02 Only NA approved literature will be used in FDC projects, meetings, presentations, etc per ASC policy.

6.03 Fellowship Development orientations are held thirty minutes prior to the regularly scheduled monthly FD Committee meeting. The orientation will follow the format listed in Appendix B of these guidelines. At any regular FD Committee meeting the committee may choose to schedule a future Fellowship Development orientation at a place and time convenient for those attending. At least two qualified FD trusted servants (the orientation facilitator (FD Chair or appointee) and one of the following trusted servants: FD Vice-Chair, H&I Coordinator, PR Coordinator, Phonline Coordinator) presence is required to hold a FD orientation.

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 FDC 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.

7.01 Chairperson

- A. Coordinates all public relations efforts.
- B. Presides at all regular, and special subcommittee meetings.
- C. Makes regular reports to ASC on the status of all proposed, current or completed plans.
- D. Represents FDC at the regular meeting of the ASC.
- E. Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
- F. If elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.
- G. Clean time requirement of two years.
- H. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, A Guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phonline Handbook).

- I. Facilitate or appoint someone to facilitate PR Committee Orientations.
- J. Previous FDC or other relevant service experience.

7.02 Vice Chairperson

- A. In absence 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. Attends the regular meetings of the FDC and ASC.
- D. Works with panel leaders to assure that volunteers are placed as panel members.
- E. Attend all bi-monthly regional fellowship development meetings and as many resource coordinator meetings as possible.
- F. In absence of an elected officer or coordinator assists Chairperson in insuring the duties of that position are fulfilled.
- G. Clean time requirement of two years.
- H. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook, A guide to Local Service, The Twelve Traditions and Twelve Concepts, H&I Handbook, PI Handbook, and Phoneline Handbook).
- I. Can assist with FD Committee Orientations.
- J. Previous FDC or other relevant service experience.

7.03 Secretary

- A. Keeps a complete record in the form of minutes of every FDC meeting for minimum of two years and then submit to the ASC for archive.
- B. Maintain records of attendance at FDC meeting for one year.
- C. Provides correspondence to committee members about FDC business.
- D. Prepares written committee correspondence.
- E. Maintains files of all FDC plans, minutes, motions and correspondence.
- F. Clean time requirement of one year.
- G. Maintains record of name and contact information for committee members and oriented members.
- H. Checks Plan Submission Forms every three months as dated at top for FDC review.

7.04 Hospitals and Institutions Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates all hospital and institution activities.
- C. Makes monthly written report to the FDC on the status of all H&I ongoing meetings and plans.
- D. Makes monthly reports for any completed plans.
- E. Clean time requirement of eighteen months.
- F. Previous hospital and institution experience.
- G. Can assist with FD Committee Orientations.
- H. Familiarity with all H&I related NAWS handbooks.

7.05 Public Relations Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates all Public Relation activities.
- C. Makes monthly written report to the FDC on the status of all PR ongoing meetings and plans.
- D. Makes monthly reports for any completed plans.
- E. Attend all bi-monthly regional fellowship development meetings and as many PR Resource Coordinator meetings as possible.
- F. Clean time requirement of eighteen months.
- G. Previous public relations experience.
- H. Can assist with FD Committee Orientations.
- I. Familiarity with all related NAWS handbooks.

7.06 Literature Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates literature for ASC and FDC needs.
- C. Obtain funds from ASC treasurer and orders literature from RSO.
- D. Makes monthly written literature report to the FDC and ASC.
- E. Clean time requirement of eighteen months.
- F. Familiarity with committee literature policies.

7.07 Rack Resource Coordinator

- A. Attend monthly FDC meeting.
- B. Maintains stock of current schedules and listed IP's at all rack and schedule locations.
- C. Makes monthly written report to the FDC.
- D. Clean time requirement of eighteen months.
- E. Familiarity with committee literature policy.
- F. Gives written record of rack and schedule location to FDC.
- G. Previous FDC or other service work.

Related

7.08 Internet Technology Resource Coordinator (I.T.)

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates all website activities.
- C. Makes monthly written report to the FDC on the status of the website.
- D. Clean time requirement of eighteen months.
- E. Previous public information or other relevant service experience.
- F. Technical ability to update website.
- G. Familiarity with all internet and website related NAWS handbooks.
- H. Coordinate all password changes with FDC, Area Chair, Area Treasurer, and Regional I.T. Coordinator.
- I. Actively trains Alternate Website Resource Coordinator in maintaining website.

7.09 Alternate Internet Technology Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Assists in coordinating websites.

- C. Clean time requirement of eighteen months.
- D. Experience in developing and maintaining a website.

7.10 Phonline Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates all Phonline activities.
- C. Makes monthly written report to the FDC on the status of all Phonline meetings and plans.
- D. Makes monthly reports for any completed plans.
- E. Clean time requirement of eighteen months.
- F. Previous public relations experience.
- G. Can assist with FD Committee Orientations.
- H. Familiarity with all related NAWS handbooks.

7.11 Newsletter Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Coordinates all Newsletter activities.
- C. Makes monthly written report to the FDC on the status of all Newsletter meetings and plans.
- D. Makes monthly reports for any completed plans.
- E. Attend all bi-monthly regional fellowship development meetings and as many Newsletter Resource Coordinator meetings as possible.
- F. Clean time requirement of eighteen months.
- G. Previous Newsletter experience.
- H. Can assist with FD Committee Orientations.
- I. Familiarity with all related NAWS handbooks.

7.12 Panel Resource Coordinator

- A. Attend monthly FDC subcommittee meeting.
- B. Keeps in contact and works with FDC officers, H&I Resource Coordinator and panel leaders.
- C. Makes monthly written report to the H&I Resource Coordinator on the status of meetings.
- D. Insures panel is filled for meetings for which he/she is coordinator.
- E. Keep panel leaders informed of facility rules and policies.
- F. Appoint panel leaders for meetings and notify the H&I Resource Coordinator.
- G. Clean time requirement of eighteen months.
- H. Familiarity with all H&I related NAWS handbooks.

7.13 Panel Leader

- A. Conducts panel meetings/presentations in facility served according to NA handbooks and service guidelines.
- B. Informs panel coordinator as soon as possible when unable to conduct meeting.
- C. Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.

- D. Go over “Do’s and Don’ts” with panel members.
- E. Clean time requirement of one year.
- F. Maintain communication with panel coordinator about meeting.
- G. Attend one out of every three FDC subcommittee meetings and orientation.

7.14 Panel Member

- A. Participates in an active role in meeting/presentations in facility served according to NA handbooks and service guidelines.
- B. Informs panel leader as soon as possible when unable to attend meeting.
- C. Adheres to all applicable rules of the facilities and procedures for that meeting.
- D. Go over “Do’s and Don’ts” with panel leader.
- E. In order to speak on a panel you must have at least six months clean, or ninety day if you have been an observer on three H&I panels.

Suncoast Area Policy and Guidelines

Appendix A

Suncoast Area Fellowship Development 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: _____

Suncoast Area Policy and Guidelines

APPENDIX B

Fellowship Development Committee Orientation Format

1. Open with serenity prayer or 3rd step prayer.
2. Welcome and Introductions
3. Read Public Relations Statement
4. Introduce Suncoast Area Fellowship Development Format and Agenda and distribute FDC Committee Guidelines and Consensus Based Decision Making handout.
5. Introduce Public Relations Handbook and distribute Chapter 2 'Core Principles & Philosophies' handout
6. Introduce H&I handbook and distribute 'Sample Panel Member Orientation' handout.
7. Introduce Phonline handbook and distribute 'Phonline Flow Chart' handout
8. Distribute PR Handbook FAQ (frequently asked questions) handout.
9. Distribute current FDC Committee Contact sheet.
10. Distribute current Area Schedule
11. Questions and Answers
12. Close with 3rd step prayer.

Suncoast Area Policy and Guidelines

9. 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 GSR of Area Service 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

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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 GSRs attending the meeting must vote for the motion to pass. On some matters, however, a majority of 2/3 of the GSRs 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:

1.) 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.

2.) Parliamentary Inquiry, Point of Order or Information

- a. 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.
- b. 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.
- c. 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.
- d. NOTE: The chair may ask the individual who has the floor if they will yield to a question.

3.) Appeal Decision of Chair

- a. 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."

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5. To Suspend the Rules
 - a. e.g., "I move that there be no limit on the debate on the main motion."
6. To Withdraw a Motion
 - a. e.g., "I move to withdraw my motion." The motion may be withdrawn at any time prior to final action, provided no one objects. If there is an objection, the motion to withdraw requires a second and must be voted on.
7. Object to Consideration
 - a. 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.
8. To Lay on the Table (or take from the Table)
 - a. 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 was tabled.
9. To Amend
 - a. 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....."
- 10.) To Postpone to a Later Day
 - a. 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.
- 11.) To Refer to Committee
 - a. 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.
- 12.) Motion to Reconsider
 - a. 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.