



TWIN RIVERS AREA OF NARCOTICS ANONYMOUS

POLICY MANUAL

UPDATED 6/30/24

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ARTICLE I

NAME

The name of this committee shall be: *“The Twin Rivers Area Service Committee of Narcotics Anonymous.”*

ARTICLE II

SERVICE AREA

The service area shall include the following geographical areas:

Northampton County, Eastern Lehigh County and southern Monroe County in Pennsylvania and western Warren and Hunterdon Counties in New Jersey

These boundaries are subject to change as new groups are accepted into the Twin Rivers Area.

ARTICLE III

PURPOSE

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous Member Groups within the boundaries of the Twin Rivers Area. This committee shall support the needs of these Groups, serve as a link between these Groups and the Region and foster unity. For the purpose of these guidelines, the term “Narcotics Anonymous Group” shall be defined as stated in the approved service manual of Narcotics Anonymous. Twin Rivers Area, in keeping with NA World Service suggestions, is committed to implementing consensus-based decision-making, wherever and whenever possible after considering 3 pros and 3 cons through discussion. Twin Rivers Area believes that consensus-based decision-making is more in line with the principles of NA as expressed in the Traditions and Concepts.

ARTICLE IV

PARTICIPANTS

The voting participants shall be as follows:

One acting GSR per Group and each GSR can only represent one Group and have only one vote per Committee meeting.

The non-voting participants of the Twin Rivers Area Service Committee are as follows:

ASC Officers (i.e., Chair/Vice-Chair, Secretary/Vice-Secretary, Treasurer/Vice-Treasurer)

Sub-committee Chairpersons and Vice Chairpersons

Area Representatives (i.e., RCM, RCM Alt.)

Acting GSR for any group which has lost its voting privileges (see Article XIV). NA members not addressed elsewhere in this policy shall be classified as observers. Only NA members have the specific right to request the floor. The ASC Chairperson has the exclusive right to approve or deny such requests subject to our amended Roberts Rules of Order

ARTICLE V

REQUIREMENTS AND DUTIES FOR OFFICERS

The following are general requirements needed for ALL positions on this committee.

1. Member of a NA Home Group in the Twin Rivers Area of Narcotics Anonymous.
2. Have a NA sponsor.
3. Working knowledge of the 12 Steps / 12 Traditions of Narcotics Anonymous.
4. Time and resources available to be an active participant.
5. Willingness and desire to serve.
6. Expected to stay for the entire ASC meeting unless notifying the Chair or Secretary prior to the start of ASC.

The following are additional general requirements for all Vice-Positions (Vice.) & Alternates (Alt.).

1. To learn the duties and responsibilities of the chairperson for the committee on which the Vice/ Alt. serves
2. To serve in the absence of the Chair.
3. To meet the requirements for the appropriate Chairperson position and be prepared to serve as such upon completion of Vice. / Alt. term.

The following are specific requirements and duties for each position:

ASC CHAIRPERSON:

ASC Chairperson Requirements:

1. Should have 3 years clean time.
2. One-year prior involvement in the ASC, preferably as ASC Vice-Chairperson or Subcommittee Chairperson.
3. Organizational skills, leadership qualities and the ability to communicate.
4. Must have working knowledge of consensus-based decision-making processes/parliamentary motions as outlined in Article XV

ASC Chairperson Duties:

1. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
2. To recognize participants who are entitled to the floor; To state and to put to vote legitimate motions, disallow motions that are out of order, frivolous or unnecessary and to announce the results of each vote.
3. To enforce the rules relating to debate and to order decorum within the Committee when appropriate.
4. To expedite business in every way possible consistent with the rights of participants.
5. To decide all questions of order, subject to appeal, unless, when in doubt, the Chairperson prefers to submit such a question to the Committee for decision.
6. To declare the meeting adjourned when the Committee so votes or, when applicable, at the time prescribed in the program, or at any time in the event of a sudden emergency affecting the safety of those present.
7. Schedule and conduct area service committee meetings on a regular basis with an eye toward efficiency, impartiality, and fairness
8. To manage the creation of all Ad-Hoc Committees as per Article XII.
9. Submits a typewritten or legible report to the ASC.
10. To be familiar with all motions prior to their introduction during new business and to handle all motions appropriately as stated in the above requirements.
11. Shall be responsible for holding one copy of the key to the ASC Meeting facility and shall be the point of contact with the facility representative.
12. To be one of the two custodians of the Committee's mailbox key. To check the mailbox regularly and to distribute any mail to the appropriate committee or chairperson.

ASC VICE-CHAIRPERSON

ASC Vice-Chairperson Requirements:

1. Should have 2 years clean time
2. One-year prior involvement as Subcommittee Chair or GSR.

ASC Vice-Chairperson Duties:

1. Serve in the absence of the Chair.
2. Nomination for position of Chairperson during ASC elections.
3. Assist as parliamentarian when needed.
4. Responsible for attending subcommittee meetings when requested by the Chair.
5. Co-signer on the Area's bank account, if either the ASC Secretary or ASC Treasurer positions are vacant.
6. Responsible for making sufficient copies of all agendas, meeting lists, literature order forms and GSR report forms at the ASC Committee meeting and shall supply same to those attending the Committee meeting. In the event that there is no elected Vice Chair, these duties shall be fulfilled by the Area Secretary.
7. Hold the door code/key if there is a storage facility being utilized.

ASC SECRETARY

ASC Secretary Requirements:

1. Should have 2 years clean time.
2. Must have access to a computer and e-mail.

ASC Secretary Duties:

1. To deliver the area minutes no later than two weeks after the ASC meeting. The minutes will include the detailed accounting of ASC business, celebration list, flyers and announcements and copies of the complete committee members' reports as well as the detailed Treasure's report and the literature order. The minutes will be e-mailed to GSR's. A copy of
2. The current Area Policy will be available at each area service committee meeting for any GSR and Subcommittee Chair.
3. In the absence of the Chairperson, the Vice Chairperson, and the Regional Committee Member, to call the meeting to order and preside until the immediate election of a Chairperson Pro-tem (see Article VI).
4. To keep on file all Committee reports and minutes, preferably in electronic form with access for the Executive Board.
5. To maintain the Committee's files and archives, preferably in electronic form with access for the Executive Board.
6. To keep and update the Committee's official membership list and to call the roll where it is required.
7. To keep on file the current ASC guidelines.
8. To notify the participants of each special meeting, utilizing such methods of notification as is agreed upon by the Committee.
9. To be one of the two custodians of the Committee's mailbox key. To check the mailbox regularly and to distribute any mail to the appropriate committee or chairperson.
10. To act as a co-signer on the area's bank account.
11. Update and maintain celebration list and master celebration list and GSR Report form and submit these forms for printing to the Vice Chair no later than one week before the monthly ASC meeting.

VICE-SECRETARY

Vice-Secretary Requirements:

1. Should have 1-year clean time
2. Must have access to a computer and email access.

Vice-Secretary Duties:

1. To assume all duties of the Secretary in the absence of the Secretary.
2. Assist the Secretary with the duties of the position.
3. To be nominated for Secretary after completion of the term of Secretary.

TREASURER

Treasurer Requirements:

1. Should have 3 years clean time.
2. One-year prior experience as a group Treasurer and prior participation in the ASC.
3. Time and resources available to do the job.
4. MUST be employed and/or have a steady source of income.

Treasurer Duties:

1. To be the custodian of the Committee's funds.
2. Responsible for paying all approved expenses, in a timely fashion, including but not limited to rent for ASC Meeting facility, PO box rent, and annual domain name renewal.
3. To disburse funds as necessary in accordance with Committee decisions when the funds are available.
4. Co-signer of the Area bank account.
5. Electronic bill pay services can be used for expenses.
6. Gives an opening and closing Treasurer report at each monthly ASC meeting which is independently verified by one other person.
7. To calculate and distribute Regional Donation as follows: every other month, to coincide with Regional meeting schedule – 25% of the ASC General Fund, after expenses and reserves, will be used for a Regional donation, when available, and at the discretion of the Area body with a majority vote (50%+1).
8. Deposits ASC funds into the ASC bank account within 5 business days, barring any unforeseen circumstances.
9. Within one week after the ASC, provide a detailed copy of the Treasurer's report to the Area Secretary which includes the donations and literature purchases of each group.
10. Coordinates with Sub-Committee Chairpersons to develop an annual budget for approval by the Area Service Committee at the September ASC Meeting. budget shall be presented during the July Area Service Committee meeting to allow GSRs time to review.
 - Prudent Reserve should equal 3 months or more of expenses. (The current prudent reserve is set at \$500.00)
 - Prudent Reserve plus allocation for H&I, PR, and Activities should equal or exceed the highest 60 days of cash outflow in the last 12 months.
 - Suggested guidance when setting Prudent Reserve, H&I, PR, and Activities should account for Area donations being spent as follows:
 - A. 25% for World (through Region)
 - B. 25% for Region
 - C. 50% for ASC expenses and Sub Committees

VICE- TREASURER

Vice- Treasurer Requirements:

1. Should have 2 years clean time.
2. Requirements for this position are the same as Treasurer with the exception of clean time.

Vice-Treasurer Duties:

1. To assume all duties of the Treasurer in the absence of the Treasurer.
2. Assist the Treasurer with the duties of the position.
3. Nominated as Treasurer after completion of the term of the current Treasurer

POLICY REPRESENTATIVE

Policy Representative Requirements:

1. 2 years clean time.
2. Previous Area level experience (i.e., GSR, Sub-Committee Chair, RCM, or another ASC officer).
3. Access to a personal computer.
4. Should have thorough knowledge of the Guide to Local Services and the Area Policy Guidelines.

Policy Representative Duties:

1. To act as parliamentarian at ASC and Executive Body meetings to ensure that all Area Guidelines and Parliamentary rules are followed.
2. To maintain a record of all current Area Guidelines, including changes as they were enacted.
3. To conduct policy reviews and make recommendations to the ASC during their term as Policy Representative.
4. To provide two copies of the current policy at all ASC meetings.
5. To provide an annual update of policy guidelines reflecting changes made during the year by the ASC and to provide updated copies to the electronic storage service for the ASC, ASC Sub-committees, and member groups. The update shall be dated and shall supersede all earlier versions.

VICE-POLICY REPRESENTATIVE

Vice-Policy Representative Requirements:

1. Should have 1 year clean time.
2. Requirements for this position are the same as Policy Representative with the exception of clean time.
(This is a placeholder until requirements are officially passed at Area)

REGIONAL COMMITTEE MEMBER

Regional Committee Member Requirements:

1. Should have 3 years clean time.
2. At least one-year prior experience as a GSR or in a position in the NA service structure.

Regional Committee Member Duties:

1. To represent the Committee at each Mid-Atlantic Committee Meeting.
2. Prepares a typewritten or legible report of the progress, problems, and projects of the Twin Rivers Area to be presented at the Regional Service Committee meeting (RSC). Also prepares a report regarding the RSC meeting and gives that report at the following ASC meeting.
3. Keeps the Twin Rivers Area informed of activities, strengths, and problems in the Region. To provide the Chairperson with additional agenda items from the RSC prior to the next ASC.
4. Plans and holds a Conference Agenda Report (CAR) workshop in line with the CAR cycle, after consulting the ASC.

ALTERNATE REGIONAL COMMITTEE MEMBER

Alternate Regional Committee Member Requirements:

1. Requirements for this position are the same as RCM, except two years clean are suggested.

Alternate Regional Committee Member Duties:

2. To perform the regional functions of the RCM in the absence of the RCM.
3. To assist the RCM in the duties of the position.

H&I CHAIRPERSON

H&I Chairperson Requirements:

1. 2 years clean time.
2. Attends all H&I committee meetings at the Area and Regional levels.

H&I Chairperson Duties:

1. Keeps order in the committee meetings.
2. Acts as a communication link between the committee and the ASC.
3. Provides a written report to the ASC.
4. Corresponds with institutions served by this committee and shall provide ASC with a copy of said communications.
5. Once elected follow the guidelines of the H&I committee.
6. to keep minutes and financial records which are to be available upon request.

PR CHAIRPERSON

PR Chairperson Requirements:

1. 2 years clean time.
2. Attends all PR committee meetings at the Area and Regional levels.

PR Chairperson Duties:

1. Keeps order in the committee meetings.
2. Acts as a communication link between the committee and the ASC.
3. Provides a written report to the ASC.
4. Responds to requests from the public for information about Narcotics Anonymous.
5. Once elected, follow the guidelines of the PI Committee.
6. Responsible for regularly maintaining and updating on a monthly basis the area meeting list. The Chair is responsible for sending a finalized copy of the TRANA meeting list to the Vice Chair of ASC no later than one week prior to the monthly ASC meeting. In the event there is no elected PR chair, the Literature chair shall fulfill these particular duties.
7. to keep minutes and financial records which are to be available upon request.

ACTIVITIES COMMITTEE CHAIRPERSON

Activities Chairperson Requirements:

1. 3 years clean time.
2. Attends all Activities committee meetings at the Area and Regional levels.
3. Time and resources available to do the job.
4. MUST be employed and/or have a steady source of income.

Activities Chairperson Duties:

1. Keeps order in the committee meetings.

2. Acts as a communication link between the committee and the ASC.
3. Provides a written report to the ASC.
4. Encourages unity and fellowship among NA members by organizing and planning events.
5. Submit a written proposal at least 2 months in advance of all planned activities that incur expenses. Activities that require expense must be approved by the groups. This proposal will include:
 - a. Date & time of event(s)
 - b. Location
 - c. An estimate of any associated cost(s)
 - d. Flyers
 - e. Deposit Amounts
6. At the first ASC meeting following the completion of any event(s) that required use of Area funds, submit to the ASC Treasurer all proceeds from the event(s), along with an itemized accounting report of expenditures, with all applicable receipts necessary for reimbursement. Once elected, follow the guidelines of the Activities Committee.
7. to keep minutes and financial records which are to be available upon request.

LITERATURE CHAIRPERSON

Literature Chairperson Requirements:

1. Should have 2 years clean time.
2. Access to transportation
3. Access to a computer

Literature Chairperson Duties:

1. Oversee the committee to ensure its proper functioning.
2. Attend all ASC meetings in their entirety and provide the Area with a written report from the committee.
3. Maintain accurate minutes of all sub-committee meetings.
4. Responsible for the ordering of all literature for the Area's Groups and dispersing this literature at the monthly ASC Meeting.
5. Once elected, follow the guidelines of the Literature committee.
6. To keep minutes and financial records which are to be available upon request.

ARTICLE VI

ELECTION OF OFFICERS AND SUB-COMMITTEE CHAIRPERSONS

ASC Officers

1. The Executive body shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, RCM, and the Policy Representative.

Schedule of Elections

All ASC Officers and Sub-committee Chairpersons are elected in September and are one-year commitments. Notice of ASC elections will be prominently displayed in the area minutes for the months of June, July, and August.

Guidelines for Nominations

The following steps are conducted during the September ASC meeting:

1. The ASC Policy Representative reads the qualifications and responsibilities of each position one by one,

allowing time in between for nominations.

2. Any member attending the ASC meeting may make a nomination. A GSR must second all nominations
3. After accepting nominations, the ASC Chairperson will ask if there are any additional nominations. If there are none, the Chairperson closes the nominations for the position and asks each nominee to qualify him or herself.
4. Each nominee must be present at the ASC meeting. Verbal qualifications are taken, followed by a short question and answer period.
5. qualifications may be waived according to the voting bodies conscious, through a motion.
6. After all questions have been answered, the nominees are asked to leave the room.
7. The Committee will have a brief discussion period. If, during this time more questions arise, the nominees will be asked to return to the room, then, excused once again upon answering these questions.
8. Nominations will be elected upon majority rule. In the case of more than one nomination, a head-to-head vote will be taken. The elected parties' positions shall begin at the start of the next regular meeting following the meeting at which they are elected.

Multiple Positions

1. No voting member shall hold more than one voting position in the area body at any time except as otherwise allowed in these Guidelines, and no Officer shall be eligible to serve more than two terms consecutively in the same office.
2. Any ASC officer is not eligible to vote or carry the vote or attendance of a homegroup.

Election to fill a vacancy

1. An election to fill a vacancy in an office shall occur within the next regular meeting after the vacancy arises. Notice of intent to fill a vacancy shall be provided to the Groups.
2. In the case of a vacancy in the office of the Chairperson, the Vice-Chairperson shall assume the duties of Chairperson until the start of the regular meeting following the election of a Chairperson.
3. In the event the position of Treasurer becomes unfilled, the Executive body will appoint someone to take over the position until a Treasurer is present or elected.

Election of a Pro-tem chairperson

1. In the absence of the Chairperson and the Vice-Chairperson the Area Secretary shall preside over the meeting until the election of a Pro-tem Chairperson.
2. After quorum has been established, the first order of business is to elect a member to fill in as the Chairperson until one of the two eligible Committee members arrives. The Pro-tem chairperson nomination / volunteer must be seconded by a GSR, and the vote must have a two-third majority. If the Pro-tem chairperson is a GSR, that GSR may carry the vote or motion of his/her Group Conscience but may not vote or make other motions.

ARTICLE VII

REMOVAL OF EXECUTIVE BODY MEMBERS

1. An Officer may be removed from his/her position for non-compliance. A 2/3 vote is required for removal. Non-compliance includes, but is not limited to:
 - a. Loss of abstinence.
 - b. Non-fulfillment of the duties of his/her position.
 - c. Absence at two consecutive meetings of the Area Service Committee without notification prior to the start of ASC

2. An Officer of this Committee may resign by providing written notice to the ASC Chairperson and the Secretary.

ARTICLE VIII

MEETINGS

Regular Meeting

The regular meeting of the Committee shall be held on the 3rd Saturday of the month unless otherwise scheduled by the Committee. If an ASC meeting falls on a holiday, if the meeting is canceled due to weather or other emergency, the Area will meet the following week at the Chair's discretion.

Special Meetings

Special meetings may be called by the Chairperson of the Committee and shall be called upon at the written request of at least two-thirds of the members of the Committee. The purpose of the meeting shall be stated; No business other than that which is stated will be conducted. At least 7 days written notice shall be given.

ARTICLE IX

PROCEDURES FOR ACCEPTING NEW GROUPS

When a group petitions to join the Twin Rivers Area, the following steps are suggested.

In the ASC meeting which the group petitions:

1. The group petitions for membership during the Committee meeting.
2. The representative(s) provide:
 - a. The name of the group.
 - b. The day of the meeting.
 - c. The time of the meeting.
 - d. The location of the meeting.
3. The ASC Secretary provides the list of questions to the petitioning group's representative (see addendum I).
4. The ASC Chairperson asks the GSR's if they have any questions for the group's representatives.
5. The ASC Chairperson asks the representative to leave the room (out of eyesight and earshot).
6. The Chairperson reads the 4th Tradition:
 - ❖ Tradition 4: "Each group should be autonomous except in matters affecting other groups or NA as a whole."
7. The floor is open for any discussion.
8. If there are any additional questions for the petitioning group:
 - a. The representative is asked back into the room.
 - b. The ASC Chairperson asks any additional questions.
 - c. The representative is asked to leave the room again.
 - d. This process is repeated until all questions have been answered.
9. The vote is conducted by hand and a two-thirds majority vote is required for admitting the new group.
10. The group is called back in and given the results of the vote.
11. Any additional information / explanations will be provided by the ASC Chairperson after the ASC meeting.
12. If welcomed, the group is then offered a startup package. If they choose to accept the startup package the Literature Sub-Committee is notified and the group is given the literature as soon as possible.

ARTICLE X

GROUP REMOVAL

A Group not following the 12 Traditions of Narcotics Anonymous ought to remove itself from the Area as a participating Group. If said group chooses not to remove itself, ASC members and volunteers shall attend the meeting and peacefully try to resolve any tradition violations. If no resolution can be found, the group may be removed by a 2/3 affirmative vote. A removed group may not remain a recognized Group of the Area nor remain on the Area Meeting List until its Group conscience is to follow the 12 Traditions. The Secretary shall notify the Region of the removal of any Group as soon as possible.

ARTICLE XI

SUB-COMMITTEES

Standing Sub-committees

The ASC may establish sub-committees as needed to perform certain duties. These standing sub-committees shall be formed upon approval by the voting members of the Area Service Committee. Standing sub-committees may include, but not be limited to, Public Relations, hospitals and institutions, literature, outreach, and any other sub-committees deemed necessary to carry on the work of the Area Service Committee. At the inception of standing sub-committees, the voting members of the Area Service Committee will elect a Chairperson and Vice Chairperson of said sub-committee. Other officers of each sub-committee will be elected by the subcommittee membership.

Sub-committee Guidelines

All standing sub-committees of this Area Service Committee shall create and adopt guidelines which are consistent with the "A Guide to Local Services in Narcotics Anonymous," the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts for Local Service, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines. The guidelines of each standing sub-committee shall be subject to review and approval by the Area Service Committees as a whole at a Committee meeting. Sub-committee Guidelines will be made a part of Area Policy as an Addendum. It will be the responsibility of the sub-committee Chairs to promptly inform the Area of any changes, updates, or corrections. Any changes to Subcommittee guidelines shall be treated as motions affecting policy.

Sub-committee records

Sub-committees are to keep minutes and financial records which are to be available upon request.

ARTICLE XII

AD-HOC COMMITTEES

The Chairperson of the Area Service Committee, with the approval of voting members, shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific function.

The following items should be identified and entered into the minutes upon the creation of an ad-hoc committee.

- The purpose of the Ad-Hoc committee.
- The Chairperson of the Ad-Hoc committee.

- The duration of the Ad-Hoc committee.
- Membership of the Ad-Hoc committee if necessary.

* Ad-hoc committees are created to provide information to the ASC body. They are not allowed to bring motions, other than for funding to operate the Ad-Hoc committee, to the ASC floor.

ARTICLE XIII

MOTIONS

Which motions can be handled on the ASC floor, and which cannot?

- If there is a question as to whether a motion affects Policy Guidelines or not, the Chairperson shall call for a vote for determination. This will need a 2/3 vote to be handled at the ASC.
- All regional motions should go back to groups.

Motions affecting Policy Guidelines

Who can make a motion?

Those participants who can make motions are as follows:

- ✓ Home Group's
- ✓ GSR'S
- ✓ Subcommittee Chairpersons
- ✓ Treasurer
- ✓ Secretary
- ✓ RCM
- ✓ Policy Representative

What is the process for introducing a motion?

1. Motions shall be brought to the Secretary and Area Chairperson prior to the start of the ASC meeting. Failure to do so will render the motion out of order.
2. All motions brought to the ASC Chairperson's attention shall be introduced on the floor during new business.
3. If a motion is introduced and voted on the floor and fails, that motion, or any substantially similar motion cannot be entertained for a period of three months.

To amend ASC Policy Guidelines:

1. The motion submitted shall be in writing, legible, contain the exact wording of the motion, include the intent of said of motion, referencing the relevant steps, traditions, and concepts when possible, and the home group submitting the motion.
2. After a second, the motion will be discussed on the Area floor during the ASC meeting in which it is introduced; failing a second, the motion will not be considered.
3. The motion will be sent out to the groups for input and review to bring back for discussion at the next ASC meeting.
4. At the following ASC meeting, the motion will be addressed during old business. Any amendments to the motion may be offered at this time. In the event that there are no amendments offered, the motion shall be voted on at that ASC meeting.
5. In the event that there is an amendment, the motion as amended then goes back to the groups for reconsideration of the vote until the next ASC Meeting.
6. The vote must be a 2/3 majority to carry the motion.
7. Upon acceptance, the Policy Representative shall draft a final version of the motion (if necessary) and

incorporate it into the Twin Rivers Area Policy Guidelines.

Seconding a motion

- A GSR must second all motions prior to a vote.
- After the second, the chairperson may rule the motion out of order with explanation or disallow the motion.

Debate on a motion

Debate is the formal exchange of views on an idea. The purpose of debate should not be victory, but progress. Debate on motions is limited to three pros and three cons (speakers for and against the motion). In the event that the proposed motion will add to, alters, or otherwise pertains to the responsibilities of a trusted servant or subcommittee they are given the opportunity to provide feedback to the ASC prior to a final vote on the motion.

When does debate happen?

1. Debate happens after introduction and second but prior to a vote.
2. The ASC meeting after a home group vote is for tallying of the votes only and no debate will be entertained at that time.

Voting

After the debate is concluded, either by the absence of interest or the Chairperson's discretion, the Chair shall call the motion for a vote or send it back to the home groups as appropriate. Generally, voting shall be done via consensus. When a formal vote is required, calculation should be done by a show of hands of GSR's representing home groups with voting privileges. If the motion affects an individual or a group, the individual or group members in question are asked to leave the room (out of eye shot or earshot). At that time, the vote should be calculated by a show of hands.

When accepting a new group into the area, refer to *Article IX: Procedures* for accepting a new group.

GSR/Alt. GSR will lose their group's vote with two consecutive absences from the ASC Meeting. GSR/Alt. GSR can regain their group's vote by attending two consecutive ASC meetings. They will regain their vote during New Business of the second meeting. The ASC Secretary's records of attendance shall govern voting privileges.

Abstentions

Only YES and NO votes count in determining whether a motion passes or fails. The number of YES and NO votes determines a majority. Should participants abstain, their votes are not counted either for or against the motion. (e.g., There are 10 members present for a vote requiring a 2/3 majority. If 2 vote YES, 1 vote NO, and 7 abstain, the motion carries with a 2/3 majority).

Quorum

This will be 2/3rds of the GSR's representing home groups with voting privileges in the area.

ARTICLE XIV

MOTIONS NOT AFFECTING POLICY GUIDELINES

Who can make a motion?

Those participants who can make motions are as follows:

- ✓ Home Group's
- ✓ GSR'S

- ✓ Subcommittee Chairpersons
- ✓ Treasurer
- ✓ Secretary
- ✓ RCM
- ✓ Policy Representative

What is the process for introducing a motion?

Motions not affecting policy can be made on the floor as it pertains to the business at hand.

Seconding a motion

- A GSR must second all motions prior to a vote.
- After the second, the chairperson may rule the motion out of order with explanation or disallow the motion.

Debate on a motion

Debate is the formal exchange of views on an idea. The purpose of debate should not be victory, but progress. Debate on motions is limited to three pros and three cons (speakers for and against the motion). In the event that the proposed motion will add to, alters, or otherwise pertains to the responsibilities of a trusted servant or subcommittee they are given the opportunity to provide feedback to the ASC prior to a final vote on the motion.

When does debate happen?

1. Debate happens after introduction and second but prior to a vote.
2. The ASC meeting after a home group vote is for tallying of the votes only and no debate will be entertained at that time.

Voting

After the debate is concluded, either by the absence of interest or the Chairperson's discretion, the chair shall call the motion for a vote or send it back to the home groups as appropriate. Generally, voting shall be done via consensus. When a formal vote is required, calculation should be done by a show of hands of GSR's representing home groups with voting privileges. If the motion affects an individual or a group, the individual or group members in question are asked to leave the room (out of eye shot or earshot). At that time, the vote should be calculated by a show of hands.

When accepting a new group into the area, refer to *Article IX: Procedures* for accepting a new group.

GSR/Alt. GSR will lose their group's vote with two consecutive absences from the ASC Meeting. GSR/Alt. GSR can regain their group's vote by attending two consecutive ASC meetings. They will regain their vote during New Business of the second meeting. The ASC Secretary's records of attendance shall govern voting privileges.

Abstentions

Only YES and NO votes count in determining whether a motion passes or fails. The number of YES and NO votes determines a majority. Should participants abstain, their votes are not counted either for or against the motion. (e.g., There are 10 members present for a vote requiring a 2/3 majority. If 2 vote YES, 1 vote NO, and 7 abstain, the motion carries with a 2/3 majority).

Quorum

This will be 2/3rds of the GSR's representing home groups with voting privileges in the area.

ARTICLE XV

PARLIAMENTARY MOTIONS

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

Motion to SUSPEND THE RULES

-TWO-THIRD majority required. Is DEBATABLE.

Due to unforeseen circumstances, a body may find it necessary to suspend its' normal rules in order to conduct the business at hand. At the point where the rules do not allow a certain course of action, a participating member may make the motion to suspend the rules until the particular issue is resolved. This motion must be seconded by a GSR and requires a two-third majority.

Motion to AMEND

-SIMPLE majority required. Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "I move to amend the motion..." and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended if the amendment has been carried). When debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a friendly amendment.

Motion to call the PREVIOUS QUESTION

-TWO-THIRD majority required. Is NOT DEBATABLE.

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question," or "move the previous question." It is another way of saying, "I move that debate stop right now and that we vote immediately." This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote "no" to this motion if you are still confused about the issue at hand or are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because the chair knows you will stop it soon enough.

Motion to TABLE

-SIMPLE majority required. Is NOT DEBATABLE.

One way of disposing of a motion that is not ready for a vote is to table it. Saying, "I move we table this motion until such-and-such a date/meeting," does this. This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the

committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

Motion to REMOVE FROM THE TABLE

-SIMPLE majority required. Is NOT DEBATABLE.

A motion that has been tabled can be taken up before the time originally set in the motion to table. Saying, "I move to remove from the table the motion to such-and-such" does this. If this motion passes, the motion that had been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

Motions to RECONSIDER or RESCIND

-MAJORITY required varies. Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

1. The motion must have been passed in either the last months or the current meeting.
2. The member making the motion must have information on the issue that was not available in the original debate on the motion.
3. The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a simple majority provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

Request to WITHDRAW A MOTION

-UNANIMOUS CONSENT required. Is NOT DEBATABLE.

Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

Withdrawing a motion is not allowed after the Home Groups have discussed and voted on the motion. Only the vote tally occurs at the next ASC.

Offering a SUBSTITUTE MOTION

-SIMPLE majority required. Is DEBATABLE.

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

Motion to ADJOURN

-SIMPLE majority required. Is NOT DEBATABLE.

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires a simple majority to pass. Obviously, frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

Other Procedures

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

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "Call for the order of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote--the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "Point of information." This means, "I have a question to ask," not "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the guidelines, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say aloud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says, "Your point is well taken" and restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, like all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

Parliamentary inquiry

If a committee member wants to do something but does not know how it fits in with the current guidelines, all that member has to do is ask. At any time, a member may simply say aloud, "Point of parliamentary Inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Voting Procedures of Parliamentary Motions

There are several ways that votes can be taken. The most commonly used method is the show of hands. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

ARTICLE XVI

LIST OF QUESTIONS FOR PROSPECTIVE GROUPS

The following list of questions shall be given to a petitioning group upon notice of their intent to join the Area and administered in accordance with the Twin Rivers Area Guidelines.

1. Does your group intend to follow the 12 steps and 12 Traditions of Narcotics Anonymous?
2. Has your group arranged for a facility that will be available on a reliable and consistent basis?
3. Has your group established a format and if so, would you be willing to submit a copy for Area consideration?
4. Is your group willing to adhere to the Twin Rivers Area Guidelines?
5. How many home group members does your group have?
6. Does your group have any outside affiliations or receive any outside support and if so, what are they?
7. Will your meeting be open to the public or closed to addicts only?
8. Will your group turn away any addicts seeking recovery?
9. Would your group like to make a statement to the Area?
10. If your meeting facility is associated with a substance abuse program (i.e., halfway house, rehabilitation center), what are the policies regarding former patients attending your meeting after the successful or unsuccessful completion of their term?
11. What, if anything, can the Twin Rivers Area Service Committee do to help your group get started?

ARTICLE XVII

TWIN RIVERS GENERAL ASC MEETING FORMAT

Called To Order At: (Meeting to start on previously agreed upon time.)

12 Traditions: Ask someone to read the 12 Traditions.

12 concepts: Ask someone to read the 12 Concepts.

Service Motivation: Ask someone to read the Service Motivation.

Any new GSR's?

Any New Groups wishing to join the Area?

Roll Call

Confirm that quorum is reached.

Review and approval of last month's minutes

Chair will ask "Any questions or corrections to the minutes?" Consensus for acceptance of previous month's minutes?

Officers and Subcommittee Reports

- *Chair Report:* (Questions?)
- *Sec. Report:* (Questions?)
- *Treas. Report:* (Questions?)
- *R.C.M Report:* (Questions?)
- *Policy Report:* (Questions?)
- *Lit. Report:* (Questions?)
- *H&I Report :* (Questions?)
- *PR Report :* (Questions?)
- *Activities Report:* (Questions?)
- *Ad Hoc Report (s):* (Questions?)

Group Reports

Old Business

Open positions at Area level

Financial Requests

New Business

Open Discussion and Betterment of the Area

Closing Treasurer Balance/Regional Donation check-in

Motion to Close

ADDENDUM IV

TRANA-H&I GUIDELINES

Revised 2/2023

I. PURPOSE OF THE COMMITTEE

The H&I committee coordinates local H&I activities. It is a service of the TRANA ASC and reports its activities and needs to the ASC. The committee oversees all TRANA H&I presentations. It provides a communication link between meetings at the area level and the Regional H&I committees. The committee is financed through the ASC fund flow and makes an accounting of financial standing and financial needs to the ASC. The committee holds workshops and orientations for groups when needed. Its primary purpose is to carry the message of recovery to addicts in institutions.

II. FUNCTION OF THE COMMITTEE

The primary function of the committee is to carry the message of recovery to addicts in hospitals and other institutions. The committee serves in any way directed by the groups of the area through the ASC.

III. STRUCTURE OF THE COMMITTEE

A. Chairperson

1. One (1) year commitment
2. Two (2) years clean time
3. Active in the committee six (6) months prior to becoming Chairperson
4. Follows the agenda for each committee meeting
5. Keeps order in the committee meetings
6. Keeps discussion on the topic at hand
7. Sees that the traditions are upheld
8. Provides a report to the ASC
9. Presents motions formulated by the committee to the ASC
10. Attends all H&I workshops and H&I meetings at the Area and Regional levels
11. Teaches the Vice Chairperson the responsibilities of the position
12. If the Chairperson misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

B. Vice Chairperson

1. One (1) year commitment
2. One (1) year clean time
3. Active in the committee six (6) months prior to becoming Vice Chairperson
4. Expected to volunteer for the Chairperson position at the end of the current term
5. Acts as Chairperson in their absence
6. Acts as Chairperson during the final two (2) committee meetings prior to volunteering for the position
7. If the Vice Chairperson misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

C. Secretary

1. One (1) year commitment
2. One (1) year clean time
3. Keeps an accurate record of committee meetings
4. Maintains a current list of members
5. Maintains a current list of voting members for the purpose of determining a quorum
6. Teaches the Vice Secretary the responsibilities of the position
7. If the Secretary misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

D. Vice Secretary

1. One (1) year commitment
2. One (1) year clean time
3. Expected to volunteer for the Secretary position at the end of the current term
4. Acts as Secretary in their absence
5. Acts as Secretary during the final two (2) committee meetings prior to volunteering for the position
6. If the Vice Secretary misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

E. Literature Coordinator

1. One (1) year commitment
2. Six (6) months clean time
3. Keeps an accurate account of literature
4. Stamps and distributes literature to panel members
5. Teaches the Vice Literature Coordinator the responsibilities of the position
6. If the Literature Coordinator misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

F. Vice Literature Coordinator

1. One (1) year commitment
2. Six (6) months clean time
3. Expected to volunteer for the Literature Coordinator position at the end of the current term
4. Acts as Literature Coordinator in their absence
5. Acts as Literature Coordinator during the final two (2) committee meetings prior to volunteering for the position
6. If the Vice Literature Coordinator misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

G. Panel Coordinator

1. One (1) year commitment
2. Six (6) months clean time
3. Must have participated in three (3) consecutive committee meetings prior to volunteering for the position
4. Acts as a liaison between the committee and the institutions served by the committee
5. Teaches the Vice Panel Coordinator the responsibilities of the position
6. If the Panel Coordinator misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

H. Vice Panel Coordinator

1. One (1) year commitment
2. Six (6) months clean time
3. Expected to volunteer for the Panel Coordinator position at the end of the current term
4. Must have participated in three (3) consecutive committee meetings prior to volunteering for the position
5. Assists the Panel Coordinator in their responsibilities
6. If the Vice Panel Coordinator misses two (2) consecutive committee meetings without due cause, the committee will discuss removal

I. Committee Member

1. Must have an NA home group and an NA sponsor
2. Four (4) consecutive due cause absences will result in removal from a position

IV. VOTING

1. Voting Privileges

- a. A member who has attended two (2) consecutive committee meetings may vote at the following meeting
- b. A member loses their voting privileges if they miss two (2) consecutive committee meetings without due cause

2. Voting Procedures

- a. A motion is made by a voting member
- b. The motion is seconded by a voting member
- c. Two (2) pros and two (2) cons are given by any members
- d. Discussion may continue for a longer period of time at the discretion of the Chairperson
- e. A quorum (50%+1) of the committee's voting members must be present for a vote
- f. A motion is approved by a simple majority

V. PANEL SYSTEM

The TRANA H&I committee will institute the panel system as suggested in the WSC Hospitals and Institutions Guidelines. We will follow the guidelines as closely as possible, taking into consideration the area's needs and individual institutional restrictions. A panel consists of a Panel Chairperson and no more than three (3) panel members. There is a required six (6) months clean time to be a speaker at a presentation.

1. Panel Chairperson

- a. Must have an NA home group and an NA sponsor
- b. Six (6) months clean time
- c. Must be a voting member of the committee
- d. Must attend two (2) consecutive committee meetings
- e. A Panel Chairperson missing two (2) consecutive committee meetings without due cause will constitute an automatic resignation from the position
- f. Responsible for ensuring that the presentation starts on time, ends on time, and is conducted according to the committee's presentation format
- g. Responsible for screening speakers in accordance with H&I guidelines and individual facility guidelines
- h. Responsible for providing literature at the presentation
- i. Reports verbally to Panel Coordinator on a weekly basis

2. Panel Member

- a. Must have an NA home group and an NA sponsor
- b. Three (3) months clean time
- c. Must be a voting member of the committee
- d. Must attend two (2) consecutive committee meetings
- e. A Panel Member missing two (2) consecutive committee meetings without due cause will be required to attend two (2) consecutive committee meetings before rejoining the panel
- f. Observation on a panel is required before becoming a panel member

VI. DOS AND DON'TS

DO

- Do make directories of outside meetings available to residents.
- Do clarify the rules with whoever you bring into the facility.
- Do start and end on time.
- Do emphasize that NA recovery is available to all addicts regardless of drugs used.
- Do clearly state that NA is separate from the facility and from other fellowships.
- Do involve residents in the presentation.
- Do obey all dress codes.
- Do adhere to facility regulations.
- Do ensure that a clear NA message of recovery is carried by all panel members.
- Do bring clearance identification (if applicable)

DON'T

- Don't attend H&I facilities alone.
- Don't emphasize using while sharing the NA message.
- Don't give anyone at the facility your address or telephone number.
- Don't use excessive profanity.
- Don't break another person's anonymity.
- Don't debate any issue involving facility rules, regulations, or other fellowships.
- Don't involve discussions on outside issues.
- Don't discuss conditions within the facility.
- Don't discuss facility staff members with residents.
- Don't wear jewelry or carry excessive cash.
- Don't show favoritism to any resident.
- Don't take messages or letters into or out of the facility.
- Don't ask what type of crime a resident has been convicted of or discuss guilt or innocence
- Don't accept or give money or gifts to anyone.
- Don't bring a non-panel member into a facility that has a family

ADDENDUM V

PUBLIC RELATIONS 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 PUBLIC RELATIONS 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 Twin Rivers Area Public Relations Sub-Committee is a 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)

- The purpose of Twin Rivers Area of Narcotics Anonymous Public Relations (TRANA PR) Subcommittee is to facilitate effective communication within NA and the public.
- All functions are guided by the TRANA ASC, Twelve Traditions of NA, the PR Handbook and WSC Guides to Service, which apply to PR and its successors.
- PR shall comply in all its actions with the following documents in order of priority as listed below:
 1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
 2. The current guidelines of the Area Service Committee
 3. The current guidelines of PR
 4. A Guide to Local Services in NA, and NAWS approved service handbooks

PUBLIC RELATIONS COMMITTEE MEETINGS & MEMBERSHIP

The PR 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 PR establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.

- 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 hour, except when a decision to extend this time limit is made by the members present.
- Any Narcotics Anonymous member or interested person may attend the PR meeting.

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, 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 ensures 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 PR committee. 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.”*

- All PR motions and decisions except elections will first be considered using consensus-based decision-making. For the PR’s purposes, the process for consensus-based decision making allows for points of view to be heard and fairly considered within the PR. If at the end of discussion, the PR 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, 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.
- Any member, except for the Chair, is eligible to vote at business meetings.
- Any member can make or second a motion.
- Any member may propose an amendment to these guidelines; however, all PR guideline changes are made by the Area Service Committee.
- All committee members have one vote regardless of the number of positions held.
- In the event of a split decision the chair may cast the deciding vote.

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.

- Elections of all Sub Committee Officers other than Chairperson shall be held annually. The Chairperson is elected by the ASC however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration.
- Elections of Sub Committee Officers shall be held annually in September.
- All terms of service are for one year. In the event a member cannot complete his or her term of service, the Chairperson shall appoint someone to fill the vacancy until such a time as the committee can vote on a replacement.
- The officers of the PR are the Chairpersons, Vice-Chairperson and Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- No member of the committee can serve in more than one elected officer position simultaneously.
- During elections of PR trusted servants, the nominees shall leave the room following all discussion and prior to voting.
- All committee members have one vote in elections for any position regardless of number of positions a committee member holds.
- 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.
- A PR trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the PR 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:
 1. Loss of abstinence from drugs

2. Failing to perform the duties of the position
3. Four consecutively missed PR meetings

PUBLIC RELATIONS PLAN

In order to ensure 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.

- All proposed PR action plans will be submitted on the plan submission form included in these guidelines.
- Each plan will be reviewed and either approved, approved when resources are available, referred to ASC with a recommendation to be approved or rejected by the PR committee. In the event the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.
- All plan submission forms will be kept by the recording secretary.

SPECIAL RULES

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

- 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 of facility prior to participation in any PR events which could be affected by their restrictions.
- Only NA approved literature will be used in PR projects, meetings, presentations, etc.

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 PR 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.

Chairpersons

1. Coordinates all Public Relations efforts.
2. Presides at all regular, and special subcommittee meetings.
3. Makes regular reports to ASC on the status of all proposed, current, or completed plans.
4. Represents PR at the regular meeting of the ASC.
5. Attend the quarterly regional all subcommittee meeting.
6. If the elected officer or coordinator position is vacant, ensures the duties of that position are fulfilled.
7. Clean time requirement of two years.
8. Familiarity with all Public Relations related NAWS approved handbooks. (Includes Public Relations and Phone line Handbook).
9. Previous PR or other relevant service experience.

Vice Chairperson

1. In absence of the chairpersons assumes all those responsibilities normally carried out by the

chairperson until the ASC has an election for that position.

2. Works closely with the chairperson.
3. Attends the regular meetings of the PR and ASC.
4. Attend the quarterly regional all subcommittee meeting in absence of chair.
5. In absence of an elected officer, chairperson or coordinator assists Chairperson in ensuring the duties of that position are fulfilled.
6. Clean time requirement of 1 year.
7. Familiarity with all Public Relations related NAWS approved handbooks. (Includes Public Relations and Phone line Handbook).
8. Previous PR or other relevant service experience.

Secretary

1. Keeps a complete record in the form of minutes of every PR meeting.
2. Maintain records of attendance at PR meetings.
3. Sends letters or makes calls to committee members about PR business.
4. Prepares written committee correspondence.
5. Maintains files of all PR plans, minutes, and correspondence.
6. Maintains record of name and contact information for committee members.

Literature Coordinator

1. Attend monthly PR subcommittee meeting.
2. Coordinates literature needs for all Public Relations activities.
3. Completes financial request for literature.
4. Makes monthly written literature report to the PR.
5. Familiarity with committee literature policies.

Website Coordinator

1. Attend monthly PR subcommittee meeting.
2. Coordinates all website activities.
3. Makes monthly written report to the PR on the status of the website.
4. Clean time requirement of one year.
5. Previous Public Relations or other relevant service experience.
6. Technical ability to update website.
7. Familiarity with all internet and website related NAWS handbooks.

Phone line Coordinator

1. Attend monthly PR subcommittee meeting.
2. Coordinates all phone line activities.
3. Makes monthly written report to the PR on the status of all completed and ongoing phone line plans.
4. Clean time requirement of one year.
5. Previous Public Relations or other relevant service experience.
6. Can assist with PR Committee Orientations.
7. Familiarity with all phone line related NAWS handbooks.

PUBLIC RELATIONS PLAN

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: _____

Phone: _____

E-mail: _____

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 requirements? Are any specific 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 PR: _____

ADDENDUM VI

ACTIVITIES GUIDELINES

Purpose: To put on area activities and fundraisers, and by so doing, provide a greater sense of unity and community for the local NA fellowship, produce additional area income, and further carry the message of recovery to the still suffering addict. To coordinate regular activities in the Twin Rivers Area, as well as the yearly picnic in September of every year. To ensure that all activities will be inclusive of all NA members, i.e., that no activity will exclude any member due to race, sex, religion, lack of religion, physical ability, or sexual preference. We emphasize the 1st, 5th, 7th, and 9th traditions, and the 5th and 11th concepts of NA service.

Funding: This sub-committee will maintain a budget in accordance with the TRANA ASC policy and in consultation as needed with the Area treasurer. Whenever possible, the subcommittee will elect its own treasurer, as per guidelines outlined below. The subcommittee shall make every effort to be fully self-supporting, in keeping with the 7th tradition.

Voting: Voting will be conducted as per ASC policy. The sub-committee may choose to conduct business by consensus-based decision making, in keeping with the guidelines provided by NA WSC. However, any NA member, at any time, may request and be granted a formal vote on any issue. Every member in good standing (attended at least two subcommittee meetings prior to the vote) is eligible to vote; the chair will only vote when need to break a tie, in keeping with the 2nd tradition.

Membership: Any member of the Twin Rivers Area of NA may become a member of the sub-committee, in accordance with the 3rd tradition.

Events and Locations:

- Every effort will be made to, at minimum, alternate low- or no- cost activities with those that require members to pay for attendance.
- IP's will be provided when the event is not in a public location.
- Perishables which cannot be returned will be distributed to attending newcomers, starting with one day clean.
- If the sub-committee is planning an event at a TRANA home group's facility, a member of the homegroup will be consulted in advance, and the sub-committee will note that it is separate from the homegroup, and serves them as an area service, in order to not blur the 4th tradition.

Monthly Meetings:

The Activities subcommittee meets at the time appointed by the ASC, for one hour. Any business not completed by the end of the hour requires a majority vote to continue.

Elections of Trusted Servants:

Elected positions within the subcommittee are as follows:

1. Vice Chair
2. Secretary
3. Treasurer

The subcommittee chair is elected at the ASC level, as per TRANA ASC policy

All members of the TRANA Activities sub-committee shall have a NA home group, attend NA meetings regularly, and have a sponsor. (The home group, meeting attendance, and sponsor are NOT required to be in

the Twin Rivers Area.) All members of the sub-committee shall share the responsibility of unfilled positions as voted and assigned by the sub-committee by a group conscience.

Trusted servants of the Activities sub-committee will be elected in the month subsequent (after) the TRANA ASC elections, in order to provide continuity of knowledge and smooth transition. No trusted servant shall be eligible to serve more than two consecutive terms in the same position.

Activities Vice Chair - *Two-year commitment*

Qualifications

- Two-year clean time minimum
- 6 months involvement in NA service, preferably as a member of the Activities sub-committee
- A working knowledge of the 12 steps, 12 traditions, and 12 concepts of NA service.
- Computer and internet access
- Willingness and desire to give the time & resources necessary to serve on this sub-committee.

Duties

1. Performs any and all of the duties of the Activities sub-committee trusted servants' positions that are vacant, with the help of the chair.
2. To work closely with the Activities Chairperson and assist this sub-committee in any way possible.
3. In the absence of the Activities Chair, chair the sub-committee meetings.
4. Shall be present at all Activities sub-committee meetings, events, and functions unless excused absence is arranged in advance .
5. In the event of the inability of the Activities Chair to perform or upon the resignation of the Activities Chair, will receive an automatic nomination for Activities Chair.
6. Coordinates and works with all Activities sub-committee Members to assure Unity and insure completion of projects.
7. Ensures Flyers of each event are distributed one (1) month in advance to all TRANA Groups
8. Learns the Duties of the Activities Chairperson for nomination for Activities Chairperson when the current chair term is over.

Activities Secretary - *one year commitment (or until a successor is elected)*

Qualifications

- Minimum of Six (6) Months of continuous abstinence.
- A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
- Access to a computer with internet access
- A working knowledge of the TRANA Activities sub-committee Guidelines
- Willingness and desire to give the time & resources necessary to serve on this sub-committee.

Duties

1. Record activities sub-committee meetings and read previous meeting minutes at the start of each meeting.
2. Be present at all Activities sub-committee meetings, events, and functions except when excused.
3. Keep an attendance sheet of all attendees at each Activities sub-committee meeting.
4. Establish and maintain the committee phone list and provide it to all sub-committee members.
5. Keep records of all venues used for events to include rules and regulations, price, and contract information.
6. Help Vice Chairperson with copies and distribution of event flyers, distributed one (1) month in advance to all TRANA Groups
7. Provide each member of this sub-committee with a copy of these guidelines.

8. Provide the Activities Chair and the Area RCM with physical and digital copies of all flyers for events to be shared at the bi-monthly regional service meetings.

ACTIVITIES TREASURER: *One year commitment (or until a successor is elected)*

Qualifications

- Minimum of One (1) Year of continuous abstinence.
- Suggested Six Months of previous involvement in Activities
- A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of Narcotics Anonymous.
- A working knowledge of the TRANA Activities Guidelines and NAWS Activities Handbooks.
- Access to a computer with internet access
- The ability of basic math skills and to be trusted to handle large sums of money.
- Willingness and desire to give the time & resources necessary to this Activities sub-committee.

Duties

1. Maintain a simple set of accounting records/books for the sub-committee and give a monthly report to the subcommittee
2. Give the above report to the Activities Chair for report to TRANA ASC each month
3. In conjunction with the Activities Chair count and record all monies at Activities events.
4. Shall bring all monies collected at monthly activities to the TRANA Treasurer at the monthly ASC meeting and receive a receipt as well as a current balance in the 'activities fund.'
5. Help collect and or provide all receipts to Chairperson for financial report to TRANA ASC.
6. Be present at all Activities sub-committee meetings, events, and functions except when excused.

Removal of Trusted Servants:

Relapse constitutes the automatic removal from the positions of subcommittee chair, vice chair and Treasurer. Likewise, non-fulfillment of duties, non-attendance of sub-committee meetings without prior notification, absence from 2 sub-committee meetings with one 12-month period without notice, or misappropriation of funds shall also lead to automatic removal from elected subcommittee positions.

ADDENDUM VII

LITERATURE GUIDELINES

I. Definition and Purpose of the Subcommittee:

The Twin Rivers Area Literature Subcommittee (hereafter referred to as the Subcommittee) is a volunteer group of the fellowship of Narcotics Anonymous. The primary purpose of the Subcommittee is to maintain an adequate supply of Narcotics Anonymous (NA) literature and have it available at the TRASC business meeting. The Subcommittee facilitates the evaluation process for any NA literature from the fellowship. In all its proceedings the subcommittee shall adhere to The Twelve Traditions and the Twelve Concepts of NA.

II. Functions of the Subcommittee:

- Maintains an adequate supply of NA literature to meet the needs of the TRANA.
- Stocks and makes available review and approval-form literature.
- Serves as a communication link in all matters of literature between the groups, TRANA, the Region, and the World Service Committee.
- Provides a forum and atmosphere where members may contribute to the development and creation of NA literature.
- Distributes Literature to all groups via TRANA meetings.

- Provides representation and participation in the TRANA.
- Elects and/or appoints members to fulfill the needs of the Subcommittee.

III. Structure of elected positions:

The elected positions of the Subcommittee shall consist of a Chairperson, Vice-Chairperson, and Inventory Manager.

If an elected committee member becomes unable to discharge the duties of that position, a successor shall be named by the Chairperson and approved by the Subcommittee at the next business meeting. Should the Chairperson be unable to discharge the duties of that position, the Vice-Chairperson will automatically assume the position of the chairperson until the next TRASC meeting where a new Chairperson will be elected or appointed.

IV. Qualifications and Duties of Elected Committee Members:

- ❖ **Chairperson:** Elected by the TRASC and shall fulfill the TRASC requirements of a Subcommittee Chairperson. These responsibilities include:
 - Attends and provides written reports of all monthly activities and inventories at each TRASC meeting.
 - Elects or appoints other committee members, as necessary.
 - Places orders to the WSO for fulfillment of predetermined literature stock amounts.
 - Must have the clean time required by the ASC.
- ❖ **Vice-Chairperson:** elected by the Subcommittee. Responsibilities to the Subcommittee include:
 - Assumes the duties of Chairperson in the case of Chairperson's absence.
 - If the office of Chairperson should become vacant, the Vice-Chairperson assumes the duties until a chairperson is elected or appointed by the TRASC.
 - Works closely with the Chairperson to become familiar with all aspects of the Chairperson's responsibilities.
 - Responds to all inquiries of members relating to policy and procedure.
 - Suggested Clean Time of 1 year.
- ❖ **Inventory Manager:** elected by the Subcommittee. Responsibilities to the Subcommittee include:
 - Coordinates the Inventory Management Procedure

V. Procedure for Inventory Management

- The Subcommittee shall maintain a literature inventory outlined in the addendum Lit-A Excel Sheet.
- An accurate continuous inventory shall be kept at all times, with all incoming literature being checked against the order form.
- Physical inventory shall be taken every new term or upon the election of the new Subcommittee Chairperson and reported to the TRASC.

VI. Procedures for Accepting and Filling Orders

- An order is placed via the NA World Service Website.
- Area funds the literature orders via a debit card.

VII. Procedures for Review of NA Literature

- The Subcommittee facilitates the evaluation process for any NA literature from the WSO. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.
- The literature committee also evaluates any local fellowship NA literature such as newsletters and/or writings that wished to be put into future NA literature. The Subcommittee will follow the procedures outlined in the Handbook for NA Literature Committee for these processes.