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Policy Subcommittee Guidelines

Revised 11/9/14

THE PURPOSE

The Policy Committee will review old and new ASC & Sub-committee Policy. As well as research proposals tabled to the committee for possible conflict with the 12 traditions and/or the 12 Concepts of NA service and the overall impact (financial, spiritual, unity and implementation) of the proposal and existing policy on the area as a whole. The direction of this committee is to follow the 12 Concepts of NA service. Concept #9 "...we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others." Concept # 9 encourages us to continue to consult group conscience. Additionally, the subcommittee will provide updated policy information to the PCASC at the September ASC meeting

AGENDA FOR MEETINGS

1. Open meeting with a moment of silence followed by The Serenity Prayer.
2. Read the Twelve Concepts of N.A.
3. Read the purpose of the Policy Committee.
4. Opening the floor to any N.A. Member.
5. Chair's Report.
6. Secretary's Report (Minutes from the last meeting).
7. Old Business.
8. Elections.(if necessary)
9. New Business.
10. Review business of the day.
11. Closing (The WE version of the Serenity Prayer.)

DECISION-MAKING PROCESS

CONSENSUS-BASED DECISIONS - It is suggested that all subcommittee members;

1. Should strive to remember that our personal recovery depends on unity
2. Should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints
3. Strive to establish unity, common respect and trust for one another
4. Whenever possible the subcommittee Chair shall seek a plan of action which all subcommittee members can "live with." This plan may not turn out to be anyone's ideal plan, but if all members can live with the plan, we can move forward in unity.
5. The Chair shall encourage members with opposing viewpoints to suggest compromises which they will be able to support. This type of discussion shall be encouraged until common ground is discovered and adopted.
6. If after extensive discussion, common ground cannot be arrived at, the Chair shall suggest prayer and meditation on the issue, and shall table the discussion until later in the meeting, or until the following meeting.
7. If after extensive discussion, prayer and meditation, common ground still cannot be found, the subcommittee will resort to the Proposal and Voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk a loss of unity.

PROPOSALS - A proposal can be made by any subcommittee member, including a General Member

VOTING

1. All members with the exception of the Chairperson may vote on proposals
2. In the event of a tie, the Chairperson may cast a tie-breaking vote

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2 **MAKING RECOMMENDATIONS FOR POLICY CHANGES**
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- 4 1. Does the proposal violate any of the 12 steps, Traditions, or Concepts?
5 2. Does the proposal change or establish policy?
6 3. What impact does the proposal have on the ASC (financial, spiritual, time etc.)?
7 4. May provide a recommendation to the ASC
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9 **SUBCOMMITTEE STRUCTURE**
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- 11 1. The officers of the subcommittee will consist of a Chairperson, a Vice Chairperson and a Secretary.
12 2. This committee shall be comprised of any N.A. member of the Palm Coast Area.
13 3. The Chairperson is elected by the groups of the area as outlined in the ASC Policy.
14 4. The removal of the Chairperson shall fall under the REMOVAL OF OFFICERS as outlined on Page 11
15 of the ASC Policy
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17 **QUALIFICATIONS**

- 18 1. Chairperson - Shall have 2 years abstinence from all drugs. A working knowledge of the 12 Steps and
19 the 12 Concepts of Narcotics Anonymous.
20 2. Vice-Chairperson - Shall have a minimum of 1 year abstinence from all drugs. A working knowledge of
21 the 12 Steps and the 12 Concepts of Narcotics Anonymous.
22 3. Secretary - Shall have 1 year abstinence from all drugs. A working knowledge of the 12 Steps of NA
23 4. General Members - Any member of the Palm Coast Area with at least one day clean.
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25 **RESPONSIBILITIES**
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27 Chairperson

- 28 1. The Chairperson must attend all Policy Sub-Committee and ASC meetings.
29 2. The Chairperson must be aware of all matters affecting Palm Coast Area policy.
30 3. Acts as the liaison between the Area and the Sub-Committee carrying the information in a precise
31 manner both ways as it is given to them.
32 4. Shall be responsible to forward all records to the incoming person at the end of their commitment
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34 Vice-Chairperson

- 35 1. Shall stand in when the Chairperson is not present, and shall attend all ASC meetings for better
36 understanding of how it functions.
37 2. This is a two year commitment.
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39 Secretary

- 40 1. Responsible to keep accurate minutes and keep the policy manual updated.
41 2. Maintain records of all meetings during the past 2 years.
42 3. Shall be responsible to forward all records to the in coming person at the end of their commitment.
43 4. This is a 1 year commitment.
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45 General Members

- 46 1. Suggested a working knowledge of The Twelve Steps and The Twelve Traditions.
47 2. The willingness to serve this committee as necessary when ever called on if possible.
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