

## **Policy Subcommittee Guidelines**

The general policies of Narcotics Anonymous are expressly stated in the Twelve Steps, Twelve Traditions and Twelve Concepts. The Tampa Funcoast Area Service Committee (ASC) Policy was created to provide structure and organization for the ASC to conduct its business efficiently and consistently. The Policy's Subcommittee's objective is the application of the Traditions, Concepts and Policies at the Area level. The Policy Subcommittee provides assistance to the ASC in applying the Twelve Traditions, Twelve Concepts, and ASC Policies in the course of Narcotics Anonymous Service.

### **Responsibilities**

1. Ensure updated and concise ASC Policy is available to the Groups and Members.
  - a. Every Odd numbered year, provide an updated copy of the Policy at the January ASC. In the Even numbered years, provide an addendum of adopted Policy motions at the January ASC.
  - b. Each active Home Group, ASC Officer, and Subcommittee Chair will receive one free update.
  - c. Coordinate with the LDO to maintain 20 copies of ASC Policy to be available on the Literature order form at a minimal cost to cover the printing.
2. Review items that affect ASC Policy when directed by the ASC body. Items presented in committee will be reviewed, if agreed upon, by a majority vote of the Policy's Subcommittee. Items reviewed will include:
  - a. Does current Policy exist to cover items reviewed? If so,
    - i. Is current policy clear and concise?
    - ii. Is current policy being followed or adhered to?
  - b. Provide suggestions for creating new or improving current policy, or on how to adhere to existing policy.
3. Review any motion presented or referred to the Policy Subcommittee. The motion review will include:
  - a. Does the motion create a new Policy or change existing Policy?
  - b. Are the motion and intent clear and concise?
  - c. How and where the adopted motions would be incorporated into Policy?
  - d. Does the motion adhere to the Twelve Steps, Twelve Traditions or Twelve Concepts?
  - e. What impact would the motion have (i.e., financial, spiritual, time)?

### **Composition of the Subcommittee**

The Subcommittee will consist of members of Narcotics Anonymous who have the willingness to serve. The structure of the Subcommittee will be as follows:

1. All ASC Administrative Committee Members
2. RCM 1&2
3. NA members

### **Qualifications for Membership**

In all cases members must:

1. Be a member of Narcotics Anonymous.
2. Have the willingness to serve.
3. Have a desire to possess a working knowledge of the Twelve Traditions and 12 Concepts of Narcotics Anonymous.

### **Qualifications for Policy Subcommittee Officers**

1. **Chairperson**
  - a. Willingness and desire to serve.
  - b. Two (2) years continuous abstinence from all drugs.
  - c. The time and resources necessary to complete these duties.

- d. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- e. Recommended previous experience as a working member of the Policy Subcommittee.

## 2. Vice-Chairperson

- a. Willingness and desire to serve.
- b. One (1) year continuous abstinence from all drugs.
- c. The time and resources necessary to complete these duties.
- d. Knowledge of the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

### **Qualifications for General Membership**

General membership consists of any person expressing the desire to make a commitment to work with this Subcommittee.

### **Responsibilities of Positions**

#### **Chairperson**

1. Responsible for the functioning of the Subcommittee. Arranges the time and agendas for and presides over all Subcommittee meetings.
2. Represents the Subcommittee at the monthly ASC meetings.
3. Responsible for the handling and accounting of any funds received or generated by the Subcommittee.

#### **Vice-Chairperson**

1. Assist and work closely with the Chairperson as necessary.
2. In the absence of the Chairperson, performs the duties of the Chairperson.

#### **General Members**

Provide ideas, input, and assistance to the Subcommittee.

### **Motions, Voting Members and Voting Procedures**

#### **Motions**

Any Policy Subcommittee member may bring a motion to the Policy floor.

#### **Voting Members**

A voting member is defined as a person who has attended two consecutive Policy Subcommittee meetings.

1. Voting privileges are given at the second meeting.
2. Voting privileges will be forfeited if a member misses two consecutive Policy Subcommittee meetings.
3. Voting privileges can be re-established by attending two consecutive meetings.

#### **Voting Procedures**

1. A majority of the voting members is required to pass a motion.
2. The Chairperson will exercise the right to vote only in the event of a tie.
3. A quorum of at least three voting members must be present to vote on any motion.

#### **Agenda for Meetings**

1. Opening Prayer
2. Open floor for Policy related issues
3. Old Business
4. Elections
5. New Business
6. Close meeting

