

**GUIDELINES OF THE GREATER PENSACOLA AREA SERVICE COMMITTEE OF
NARCOTICS ANONYMOUS**

**ARTICLE I
NAME**

The name of this committee will be the Greater Pensacola Area Service Committee (GPASC) of Narcotics Anonymous.

**ARTICLE II
SERVICE AREA**

The service area will include the geographical area that has the following boundaries: Escambia, Santa Rosa, Okaloosa, and Walton counties and any individual group that wishes to join our area.

**ARTICLE III
PURPOSE**

The purpose of this committee will be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Greater Pensacola Area, to support the needs of these groups, to serve as a link between these groups and the Alabama/Northwest Florida Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term "Narcotics Anonymous Group" will be defined as stated in the current edition of "A Guide to Local Services in Narcotics Anonymous."

**ARTICLE IV
MEETINGS**

SECTION 1

The regular meetings of this committee will be held on the third Sunday of every month at 2 p.m unless otherwise ordered by the committee.

SECTION 2

The regular meeting in the month of April will be known as the election meeting and will be for the purpose of election of officers as provided in Article VII.

SECTION 3

Special meetings may be called by the Chairperson of the Committee, and will be called upon by written request of members of the committee. The purpose of the meeting will be stated. No business other than that which is stated will be conducted. At least ten days' notice will be given before any special meeting.

SECTION 4 Quorum

Official quorum is one more than half of the voting participants of eligible groups. Quorum is required for conducting old and new business.

- a. For the purposes of quorum: A group is inactive and is not used in a count for quorum if it has not been represented at the past two ASC meetings. At the second consecutive attendance at the ASC, the groups voting rights will be restored.
- b. New groups enter the roll call at their first ASC. At the second consecutive attendance at the ASC, the new group will have full voting rights instated at the beginning of the meeting.

SECTION 5

The regular meeting in the month of May will be designated as the “Annual Meeting.” Newly elected officers should attend this meeting to ensure continuity of service.

ARTICLE V PARTICIPANTS

SECTION 1

This committee will have two classes of participants, voting and non-voting. Only a voting participant will have voting rights.

SECTION 2 Voting Participants

The voting participants of the committee will be the Group Service Representatives (GSR) or, in the GSRs absence, the Group Service Representative Alternate (GSRA) of each active Narcotics Anonymous group within the Greater Pensacola service area. For the purpose of these guidelines the terms Group Service Representative and Group Service Representative Alternate will be defined as stated in the most current edition of “A Guide to Local Services in Narcotics Anonymous.”

- a. The Administrative Committee as a whole may vote to resolve a tie.
- b. According to *Robert’s Rules of Order*, any voting member may move to table a motion. This motion must be seconded. It is then not debatable. It requires an immediate majority vote. If it fails, debate continues on the motion itself. (The intent of tabling a motion is to either gather more information, or to have input from the home group members.)
- c. In the event that the majority of votes on any motion are abstentions, said motion is to be tabled automatically for the following ASC meeting.

SECTION 3 Non-Voting Participants

- a. Any non-voting participant of this committee, except the Chairperson or Acting Chairperson, may introduce motions and participate in debate and discussion.
- b. The Non-Voting Participants of the GPANA ASC are the Chairperson, the Vice-Chairperson, the Secretary, the Treasurer, the Guidelines Chairperson, the Regional Committee Member (RCM), the Regional Committee Member Alternate (RCMA) and all Sub-Committee Chairpersons.

SECTION 4 Motions of Participants

- a. All motions must be submitted to the Chairperson in writing prior to the start of New Business.
- b. A GSR must second all motions, with the name of the home group, or the motion dies.

ARTICLE VI OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines will be classified as observers. Observers may not bring motions before the ASC, but should be encouraged to submit motions through a group or sub-committee. **Narcotics Anonymous members only will have the specific right to request the floor.** The chairperson has the exclusive right to grant or deny such requests. The Chair’s decision is subject to appeal and may be overturned by a majority of voting participants.

ARTICLE VII ELECTIONS

SECTION 1 Administrative Committee

The officers of the Administrative committee will be a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, Guidelines Chairperson, a Regional Committee Member (RCM), and a Regional Committee Member Alternate (RCMA)

SECTION 2 Timing of Elections

All of the ASC officers and sub-committee chairpersons will be elected in the month of April to ensure continuity of service.

SECTION 3 Terms of Service

The officers will be elected to serve for a term of one year. All terms of office will begin in June, with the exception of the HOWL.

SECTION 4 Multiple Offices

No officer will hold more than one office at a time, and no officer will be eligible to serve more than two terms consecutively in the same office.

SECTION 5 Vacancies

- a. Any person elected to fill a vacancy will hold that office until the expiration of the original term.
- b. An election to fill a vacancy in an office will occur within two regular meetings after the vacancy arises.
- c. Notice of intent to fill a vacancy will be provided.
- d. All nominations will go back to the home groups for elections.
- e. In the event that the area Chairperson resigns or is removed from office, the Vice-Chairperson will become the Chairperson for the duration of the original Chairperson's commitment.
- f. In the event that the RCM resigns or is removed from office, the RCMA will become the RCM for the duration of the original RCM's commitment.

SECTION 6 Nominations

Any member of Narcotics Anonymous may submit a nomination at the Area Service Committee. Subcommittees may generate nominations for their own committee positions. All nominees must be present to state their willingness to serve and to submit their written qualifications.

- a. All Area Service Committee officers will be elected by a majority vote of the voting members of the ASC.

ARTICLE VIII QUALIFICATIONS FOR AREA TRUSTED SERVANTS

The qualifications suggested here are meant as a guide to the GSRs in selecting trusted servants for the GPASC. Some individuals nominated will not fit all criteria set forth and it should not disqualify them from consideration. It should be stated however, that these guidelines come from previous experience and should be weighed as such when considering a nominee for a particular trusted servant position.

SECTION 1

GPANA requires that members new to the area be involved in service in the GPANA for 6 months before being eligible for a service position with financial responsibility.

SECTION 2 Chairperson

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum three years clean time.
- d. Minimum of one year NA service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.

SECTION 3 Vice Chairperson

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum three years clean time.
- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.

SECTION 4 Guidelines Chairperson

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum two years clean time.
- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.

SECTION 5 Treasurer

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum three years clean time.
- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.
- f. Accounting skills necessary to receive disburse and reconcile money.

SECTION 6 Secretary

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum one year clean time.
- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.
- f. Organizational skills necessary to record and distribute meeting minutes.

SECTION 7 Regional Committee Member

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum three years clean time.

- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.
- f. Attend the bi-annual regional workshop on the Conference Agenda Report (CAR).
- g. Hold a bi-annual Area workshop on the CAR.

SECTION 8 Alternate Regional Committee Member

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum two years clean time.
- d. Minimum of one-year service at the Area level. (GSR, Subcommittee Chair, Administrative Committee).
- e. An understanding of the Twelve Traditions and Twelve Concepts of NA, and an understanding of the GPASC guidelines.
- f. Attend the bi-annual regional workshop on the Conference Agenda Report (CAR).
- g. Hold a bi-annual Area workshop on the CAR.

SECTION 9 Subcommittee Chairpersons

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum eighteen months clean time.
- d. To submit a written, monthly report that gives a breakdown of all moneys spent and received during the month.
- e. To attend all ASC meetings or send an acceptable substitute.
- f. Minimum of one year NA service.
- g. An understanding of the Twelve Tradition and Twelve Concepts of NA, and an understanding of the GPASC guidelines.

**ARTICLE IX
DUTIES OF OFFICERS**

SECTION 1 It is the duty of the **Chairperson** of this Committee:

- a. To open the meeting at the appointed time by taking the chair and calling the meeting to order.
- b. To announce in proper sequence the business that comes before this committee, or goes in order in accordance with the prescribed order of business, agenda, or program and with the existing orders of the day.
- c. To recognize members and observers who are entitled to the floor.
- d. To state and put to vote all questions that legitimately come before this committee as motions or that otherwise arise in the course of proceedings except questions that relate to the Chairperson, and to announce the result of each vote; or, if a motion that is not in order is made, to rule it out of order.
- e. To protect the committee from obviously frivolous or dilatory motions by refusing to recognize them.
- f. To enforce the rules relating to debate and to order and decorum within the committee when appropriate.
- g. To expedite business in every way compatible with the rights of the members and observers.

- h. To decide all questions of order, subject to appeal unless when in doubt, the Chairperson may opt to submit such a question to the committee for decision.
- i. To respond to all inquiries of members relating to parliamentary procedure or factual information bearing to the business of the committee.
- j. To authenticate by the Chairperson's signature, when necessary, all acts, orders and proceedings of the committee.
- k. To declare the meeting adjourned when the committee so votes.
- l. To arrange the agenda for each meeting.
- m. To conduct the general correspondence of the committee.
- n. To be a cosigner of the committees bank account.
- o. To sign all certified copies of acts of the committee.
- p. To make a report of the year's work at the annual meeting.
- q. To conduct the meetings with impartiality and fairness.
- r. To appoint all work groups.

SECTION 2 It is the duty of the **Vice-Chairperson** of this committee:

- a. In the absence of the Chairperson, to serve as Chairperson.
- b. To coordinate the functions of the subcommittees in the event there is a vacancy in the subcommittee chair position.
- c. To be a co-signer of the committees bank accounts.
- d. To be a supporting member of all Area subcommittees.
- e. To act as Guidelines Chair for the ASC meetings, in the Guidelines Chairs absence.
- f. To assist GSRs in framing motions.
- g. To help the Chairperson maintain the order of business and presentation of motions to the ASC.
- h. To assume the duties of treasurer in the event the position is vacant.

SECTION 3 It is the duty of the **Guidelines Chair** of the committee:

- a. To upholding the Guidelines during the ASC meeting.
- b. To make all corrections to Guidelines when necessary.
- c. To conduct the Guidelines work group meeting once a year in the month new officers assumes their positions within the ASC *for the purpose of updating and revising the GPANA Guidelines as needed.*

SECTION 4 It is the duty of the **Secretary** of the committee:

- a. In the absence of the Chairperson, the Vice-Chairperson, and the RCM, to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem.
- b. To keep a record of all the proceedings of the committee.
- c. To keep on file all committee reports.
- d. To maintain the committee's files and archives.
- e. To keep and update the committee's official membership list, and to call the roll where it is required.
- f. To make the minutes and records available to NA members upon request.
- g. To notify officers, committee members, and delegates of their election or appointment and, to furnish committees with whatever documents are required for the performance of their duties.
- h. To sign all certified copies of acts of the committee.
- i. To maintain record books in which the guidelines, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded.
- j. To have the current record books on hand at every meeting.

- k. To notify the participants of each special meeting utilizing such methods of notification as is agreed upon by the committee.
- l. To type and distribute the correspondence of the committee which is not a function proper to other officers or committees.
- m. To prepare and include with the minutes prior to each meeting and in conjunction with the chairperson an order of business for the use of the presiding officer showing in their exact order under each heading all matters known in advance that are due to come up and, if applicable, the time for which they are set.
- n. To distribute copies of the minutes to each officer and member no later than ten days following each meeting.
- o. To receive reimbursement for monthly for secretarial expenses and to provide receipts for said expenses.
- p. To have a current copy of the Post Office box key and to coordinate pickup of ASC mail.
- q. To be a co-signer of the committee's bank account.

SECTION 5 It is the duty of the **Treasurer** of this committee:

- a. To be the custodian of the committee's funds.
- b. To be a co-signer of the committee's bank account.
- c. To make a report of receipts and disbursements at each regular meeting.
- d. To make a full financial report at the annual meeting to be audited by an appointed committee.
- e. To disburse funds as necessary in accordance with committee decisions when the funds are available.
- f. All disbursements are to be made by check only.
- g. To annually reassess the prudent reserve to reflect what our operating cost for two months.

SECTION 6 It is the duty of the **Regional Committee Member** of this committee:

- a. In the absence of the Chairperson and the Vice-Chairperson, to serve as Chairperson.
- b. To represent the Area at each Alabama/NW Florida Regional Service Committee meeting
- c. To provide the Chairperson with additional agenda items for the next regular meeting of the Alabama/NW Florida RSC meeting 30 days prior to that meeting.
- d. To make a report to the committee at each regular meeting covering the business of previous Alabama/NW Florida RSC meeting.

SECTION 7 It is the duty of the **Regional Service Committee Member Alternate** of this Committee:

- a. In the absence of the RCM, to serve as RCM.
- b. To attend each Alabama/NW Florida RSC meeting.
- c. To attend all ASC meetings.

ARTICLE X
REMOVAL AND RESIGNATION OF OFFICERS

SECTION 1

A service member is automatically removed from office for loss of abstinence, or may be removed for noncompliance. A 2/3 majority vote is required for removal. Noncompliance includes but is not limited to non-fulfillment of the duties of their position or absence from two consecutive regular meetings of the Area Service Committee without prior timely notification to the ASC Chairperson.

SECTION 2

An officer of this committee may resign by providing written notice to the ASC Chairperson.

ARTICLE XI STANDING SUBCOMMITTEES

SECTION 1

The ASC may establish subcommittees as necessary to perform certain duties. These standing subcommittees will be formed upon approval by the voting members of the Area Service Committee. Standing subcommittees may include, but are not limited to Administrative, Public Relations, Hospitals and Institutions, Literature, Activities, and any other standing subcommittees which will be deemed necessary to carry out the work of the Area Service Committee. At the inception of these standing subcommittees, the voting members of the ASC will elect a Chairperson or in the case of Public Relations a Coordinator. All officers within each subcommittee will be elected by the subcommittee membership.

SECTION 2

All standing subcommittees of this ASC will create and adopt guidelines which are consistent with the most current and approved "A Guide to Local Services in Narcotics Anonymous," the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of Narcotics Anonymous, and the best information available from the World Service Conference in the form of WSC approved handbooks and guidelines.

SECTION 3

The guidelines of each standing subcommittee will be subject to the approval and review by the Area Service committee as a whole.

SECTION 4

With the exception of the HOWL, which is addressed in Article XII, all standing subcommittees will receive the following monthly funding: H&I \$200.00, PR \$300.00, Activities \$100.00. Additional funds may be requested as needed from the ASC.

SECTION 5

The Public Relations subcommittee creates and fills a phone line position within the Public Relations subcommittee in order to have one point of accountability for the area phone line.

ARTICLE XII HOWL

SECTION 1

The chairperson of the HOWL will reserve the first weekend in October at Adventures Unlimited to ensure that we have reservations giving the HOWL committee a constant date to work with in order to ensure consistency for our Area and visitors.

SECTION 2

The chairperson of the HOWL will be voted in during the month of December to ensure continuity of service following the final report of the previous HOWL chairperson.

SECTION 3

The HOWL will have a prudent reserve of \$2,500.00

SECTION 4

The proceeds of the HOWL are to be taken to pay the Area bills for one year before sending any donation to Region and World.

**ARTICLE XIII
WORK GROUPS**

SECTION 1

The Chairperson of the ASC will have the authority to appoint work groups for special purposes as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson will specifically designate the purpose, membership, and duration of existence of any such work group at the time of appointment.

**ARTICLE XIV
FINANCIAL GUIDELINES**

SECTION 1

The ASC will maintain a prudent reserve of \$2,500.00 to cover 2 months of ASC operating expenses.

SECTION 2

The ASC will donate money above prudent reserve to Region and World the month before each Alabama/NWFlorida RSC meeting. 75% will go to Region and 25% will go to World.

SECTION 3

The ASC will fund the GSR and GSRA to attend any Regional Assembly and/or Regionally associated workshop with a cap of \$100.00 per group if their group cannot afford to do so.

SECTION 4

There will not be any 50/50 raffles at Area functions pursuant to World Service Bulletin #21, Section 6.

SECTION 5

The RCM or RCMA will be reimbursed up to \$300.00 for each quarterly trip to region.

SECTION 6

The Area treasurer and the HOWL treasurer shall be prepared for an audit at any ASC.

SECTION 7

Annually, 5% of monies collected from the HOWL, after expenses, will be returned to the HOWL seed money.

**ARTICLE XV
PARLIMENTARY AUTHORITY**

The rules contained in the current edition of *Robert's Rules of Order* will be utilized to expedite the business of the committees in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions, the Twelve Concepts, these guidelines, and any special rules the committee may adopt.

**ARTICLE XVI
AMEMDMENT OF GUIDELINES**

In order to amend these guidelines, a 2/3 majority vote must be taken at a regular meeting of the ASC.