

**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

Meetings will be conducted by a facilitator or Co-facilitator and be run in accordance with Consensus Based Decision Making specifically outlined in Article XV.

SECTION 2

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 3

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 4

Special meetings may be called by the Facilitator 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 5 Quorum

Official quorum is one more than half of the decision making body. 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 may participate in the decision making process.

- b. New groups enter the roll call at their first ASC. At the second consecutive attendance at the ASC, the new group may participate in the decision making process 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 groups of participants, the decision making members and non-decision making members.

SECTION 2 Participants

The decision making members 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.”

SECTION 3 Non-Decision Making Member

Any non-decision Making Member and/or any NA member, except the Facilitator or Acting Facilitator, may introduce proposals and participate in discussion.

SECTION 4 Proposals

- a. All proposals must be submitted to the Facilitator in writing prior to the start of New Business.
- b. All proposals are to be submitted on the form provided, and shall be decided by a consensus of the Decision Making members of the GPANA ASC.

ARTICLE VI OBSERVERS

Narcotics Anonymous members not addressed elsewhere in these guidelines will be classified as observers. Narcotics Anonymous members only will have the specific right to request the floor. The Facilitator has the exclusive right to grant or deny such requests. The Facilitator’s decision is subject to appeal and may be overturned by a majority of the decision making members.

ARTICLE VII ELECTIONS

SECTION 1 Administrative Committee

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

SECTION 2 Timing of Elections

2017 Revision Updated on 2/19/2017

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 Chair, which will begin in January.

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. However, if the individual is willing, they may continue to fulfill the duties of said position, but the position will remain vacant on the rolls.

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 Facilitator resigns or is removed from office, the Co- Facilitator will become the Facilitator for the duration of the original Facilitator'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

- a. Any member of Narcotics Anonymous may submit a nomination at the Area Service Committee.
- b. All nominees must be present to state their willingness to serve and to submit their written qualifications.
- c. All Area Service Committee officers will be elected by a consensus of the decision making members of the ASC.
- d. Subcommittees may generate nominations for their own committee positions.

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 Facilitator

- 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 Co-Facilitator

- 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 Vice-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 7 Secretary

- a. Willingness, time, and resources to serve.
- b. One-year commitment.
- c. Minimum eighteen months 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 8 Regional Committee Member

- a. Willingness, time, and resources to serve.
- b. Two-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 9 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 10 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 Facilitator 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 consensus all questions that legitimately come before this committee as proposals or that otherwise arise in the course of proceedings except questions that relate to the Facilitator, and modify proposals until consensus can be reached.
- e. To protect the committee from obviously frivolous or dilatory proposals by refusing to recognize them.
- f. To enforce the rules relating to debate and to maintain 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 Facilitator may opt to submit such a question to the committee for decision.
- i. To respond to all inquiries of members relating to Consensus Based Decision Making or factual information bearing to the business of the committee.
- j. To authenticate by the Facilitator's signature, when necessary, all acts, orders and proceedings of the committee.
- k. To declare the meeting adjourned when the committee agrees.
- 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 **Co-Facilitator** of this committee:

- a. In the absence of the Facilitator, to serve as Facilitator.
- 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 Facilitator maintain the order of business and presentation of proposals 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 Facilitator, the Co- Facilitator, and the RCM, to call the meeting to order and preside until the immediate election of a Facilitator 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 Facilitator 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 Facilitator and the Co-Facilitator, to serve as Facilitator.
- b. To represent the Area at each Alabama/NW Florida Regional Service Committee meeting
- c. To provide the Facilitator 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 90-100% consensus of the decision Making Members 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 Facilitator.

SECTION 2

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

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 Decision Making 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 Decision Making 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 \$200.00 a month, up to \$1,900 annually. The Annual Christmas Party will be given \$500 in November from the annual activities budget. 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 nominated in the month of November and be present to read their letter of willingness. The election will take place in the month of December and HOWL Chair will step up in January to ensure continuity of service.

SECTION 3

The HOWL will have a prudent reserve of \$3,000.00 plus 5% annual inflation

SECTION 4

2017 Revision Updated on 2/19/2017

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. These annual bills will include the storage unit, P.O Box and the webmaster.

ARTICLE XIII WORK GROUPS

SECTION 1

The Facilitator 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 Facilitator 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 \$3,000.00 to cover 3 months of ASC operating expenses.

SECTION 2

The ASC will donate money above prudent reserve to Region the month before each Alabama/NWFlorida RSC meeting.

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.

SECTION 8

In order to make changes to the current budget, 90-100% consensus must be reached by the Decision Making members.

ARTICLE XV Proposals and Consensus Based Decision Making

SECTION 1 Proposals

All proposals are decided through Consensus-Based Decision Making. Any NA member is welcome to attend the GPANA ASC, introduce proposals and participate in discussion. Proposals are to be submitted on the form provided, and shall be decided by a consensus of the Decision Making members of the ASC present. All general proposals will only require an 80% consensus of the Decision Making Members.

SECTION 2 Consensus-Based Decision Making

Though the use of Consensus-Based Decision making admittedly takes longer to achieve an outcome, the results are understood by all in attendance at a more significant level. In addition, any proposal can be

easily modified as discussion progresses. Making a motion, requiring a second and so forth are no longer needed. Decision Makers become a single point of accountability to those that they represent (12 Concepts of NA Service).

SECTION 3 Consensus-Based Decision Making Process

1. Bring proposals to the ASC that are formulated in advance with as much collaboration as possible to facilitate the consensus decision process.
2. Maker of the proposal speaks first to the intent.
3. Open up the floor for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal).
4. Facilitator asks whether anyone has reservations about the proposal. These are heard and they may be answered or the proposal may be modified.
5. Once all reservations have been heard and answered in this way, Facilitator asks, "Do we have consensus?"

Participants respond in one of four ways:

- a. **Assent.** This means that the Decision Maker supports the proposal. The Decision Maker has heard the discussion, has had a chance to participate in the process of finalizing the proposal and is in agreement with every aspect.
- b. **Assent with Reservations.** Done by the Decision Maker raising their hand and simply saying, "Assent with Reservations." The Decision Maker is simply noting that they can support the proposal and continue to have these reservations.
- c. **Stand Aside.** A statement that the Decision Maker does not support the proposal, but the Decision Maker's objection is not of the severity to warrant a block. Should the number of Decision Makers opting to be Stand Asides reach 15% or more, this will indicate a consensus too weak to adopt the proposal. The proposal is then either dropped or delegated to the maker of the proposal or an Ad-hoc committee for reworking.
- d. **Block.** Given that a proposal can be defeated by a sufficient number of Stand Asides, the Block should be an extremely rare step taken only when a participant honestly believes that one of the Traditions or Concepts is directly violated by this proposal. A Decision Maker who blocks must be able to articulate which Tradition or Concept or Spiritual principle fundamental to NA is violated by the specific proposal.

ARTICLE XVI AMENDMENT OF GUIDELINES

In order to amend these guidelines, 90% consensus must be reached by the Decision Making Members of the ASC.