



## WHAT IS POLICY?

Policy is defined as the framework of procedures and guidelines used by PI to carry on its business. The policies of PI are established by the members of PI. Each policy in this handbook has both been voted on and approved by PI, or has come about by long standing custom and tradition. Further descriptions of officers can be found in the Guide to Local Services.

Policies are established in keeping with the Twelve Traditions, Twelve Concepts and generally as a result of the experience, strength and hope of the members of PI, for the sole purpose of better serving our area and this fellowship.

### 1. **Term of Office**

- A. The term of office for all PI officers is one year, and runs from July 1 to June 30 of each year. Any officer or chair who is elected at any point during a term is elected to finish out only the rest of that term. The Alternate Chairperson position is a 2 year commitment

### 2. **Elections**

- A. Elections are held at the June PI meetings.
- B. The Secretary Alternate, the PLC Alternate, the LC Alternate, PL alternate, BC alternate, PO alternate move up automatically unless the subcommittee allows a challenge. The subcommittee may, by a majority vote, allow a person slated to move up automatically to be challenged by another nominee.
- C. The Vice-Chairperson of the PI subcommittee does not automatically move up to the position of Chairperson.
- D. All nominees for offices must be present to be elected. The subcommittee may vote by a simple majority to allow a person who is not present to be nominated for office.

- E. All nominees for PI offices must complete a service resume form. The resume will be read prior to any vote.

### **3. Public Information**

Function and Purpose: In general, the purpose of the PI subcommittee is to coordinate and provide the informational services for NA, such as meeting directories and information lines. The message of recovery in NA and what NA is carried to the general public by Public Information. In order to better understand the function and purpose of the Public Information Subcommittee, it is suggested that you refer to the Guide to Local Service, World Service, Regional and ASC PI guidelines when available.

1. The Capital Area PI Subcommittee will publish monthly meeting directories. The committee may suspend publishing if there aren't sufficient changes to warrant it.
  2. These directories will be printed on a least cost basis. Groups no longer meeting or requesting to be removed from the directory will be removed. PI Chairperson will approve all deletions or additions to the directory
  3. It is fully understood that this policy does not affect a group's ability to be an NA meeting nor does it affect the group's membership in the Area.
  4. For unity and accountability, only Capital Area groups should be listed in the Capital Area Meeting Directory. It is permissible to list phone line numbers for other Areas in the directory.
- A. The Capital Area PI subcommittee will maintain an information phone line. The purpose of this information line is to provide current listings of meeting times and places; it is not a crisis line
  - B. The PI subcommittee shall select a representative to be a contact with the Carolina Freedom Express. This representative will carry information about what is going on in the Capital Area to this publication. Minimum of six months clean time suggested.
  - C. It is requested that each GSR go back to their group and find a PI representative to attend PI meetings. If one is not found, the GSR is encouraged to attend until one is found

## **II. DESCRIPTION OF OFFICERS**

### **I. Chairperson**

Chairperson arranges an agenda for and presides over the monthly and mid monthly meetings. At subcommittee meetings they can vote only in case of a tie. Chairperson must be capable of conducting a business meeting with a firm, yet understanding hand. For this reason, it is suggested that they have a minimum

of two years continuous abstinence from all drugs. The Chairperson is to collect event flyers at the ASC and pass the flyer and event info along to the webservant. The Chairperson is also to record any updates to the meeting directory while at the ASC and pass those updates along to the literature coordinator.

**2. Alternate Chairperson**

An alternate chairperson coordinates all officer functions. In the absence of the chairperson, the alternate chairperson shall perform the duties of the chairperson. It is suggested that an alternate chairperson have a minimum of one year's continuous abstinence from all drugs.

In addition, the Alternate Chairperson will coordinate and conduct all nomination and election procedures.

**3. Secretary**

A secretary keeps accurate minutes of each subcommittee meeting. It is suggested that a secretary have a minimum of one year's continuous abstinence from all drugs. The secretary will also be responsible for the allocation of donations and budgeted monies for the officer's use.

**4. Alternate Secretary**

The Secretary's position is crucial to an effective subcommittee. The Alternate Secretary is not only orientated to the position in the first year of this two year commitment, but also provides any assistance needed to the Secretary. Six months of abstinence from all drugs is recommended.

**5. Literature Coordinator**

The Literature Coordinator will be responsible for contact with the Regional Literature Review Committee, maintenance of schedules and literature in facilities and events and contact with parties who need literature. Also checks phone numbers for surrounding areas and maintain schedules for other areas. It is suggested that an LC have at least one-year abstinence from drugs.

**6. Alternate Literature Coordinator**

Will be responsible to support the LC and act on their behalf if the LC is unavailable. For this reason, it is a two-year commitment beginning with a year as Alternate LC. The Alternate LC lends much needed assistance to the LC. It is suggested that an Alternate LC have at least six months abstinence from drugs.

**7. Phone Line Coordinator**

The PLC will check the phone service on a regular basis. Will maintain and update meeting list with phone service. PLC will forward call information to Presentation Officer and Call Coordinator.

Requirements are:

1. Service experience.
2. The willingness to give the time and resources necessary for the job.
3. A suggested minimum of 1 years of continuous abstinence from all drugs.

#### **8. Alternate PLC**

This is a two-year commitment. The first year of service is spent becoming familiar with the job of PLC, attending all PI meetings, and fills in for the PLC if he or she is absent or for any reason unable to complete the term of office. The recommended qualifications are the same as for PLC.

#### **9. Call Coordinator**

The CC is responsible for coordinating visits to the member who call in and cannot come to a meeting. Creates and maintains lists for visits. Conducts orientation of willing members before speaking or bedside visits. The recommended clean time for a speaker is 2 years and the recommended clean time for bedside visits are 6 months.

A suggested minimum of 1 years of continuous abstinence from all drugs

#### **10. Alternate Call Coordinator**

This is a two-year commitment. The first year of service is spent becoming familiar with the job of CC, attending all PI meetings, and fills in for the CC if he or she is absent or for any reason is unable to complete the term of office. The recommended qualifications are the same as for CC.

#### **11. Presentation Officer**

Presentation Officer is responsible for radio, TV and physical presentations to the public. A suggested minimum of 2 years of continuous abstinence from all drugs

#### **12. Alternate Presentation Officer**

This is a two-year commitment. The first year of service is spent becoming familiar with the job of PO, attending all PI meetings, and fills in for the PO if he or she is absent or for any reason unable to complete the term of office. The recommended qualifications are the same as for PO.

#### **13. Poster Liaison**

PL is responsible for coordinating the poster drives for the home groups. Orients members who hang posters. 1 year of abstinence is suggested.

#### **14. Alternate Poster Liaison**

This is a two-year commitment. The first year of service is spent becoming familiar with the job of PL, attending all PI meetings, and fills in for the PL if he or she is absent or for any reason unable to complete the term of office. The recommended qualifications are the same as for PL.

#### **15. Web Servant**

The Web Servant is responsible for updating and maintaining the Capital Area Website. The various areas of the website that shall be updated include but are not limited to:

1. The website contact us form.
2. The area meeting directory.
3. The sub-committee pages.
4. The NA literature page.

The Web Servant will reply to all contact requests that come in to the website via the area contact form. If the request would be better responded to from another Capital Area trusted servant, the Web Servant shall pass that information along to the most appropriate trusted servant.

The Webservant will produce a regularly scheduled newsletter to be distributed to the Capital Area. The newsletter is to contain local Capital Area relative information such as upcoming activities, events, service opportunities, etc. It may also contain fellowship wide information and articles. The newsletter is to be distributed in the form of an electronic "e-blast". Upon approval of the PI committee, the newsletter may also be printed on a limited basis depending on current financial ability. Frequency of the newsletter is to be at least monthly. The newsletter should never contain personal information such as member telephone numbers or addresses unless given specific permission by the person whose information is being given. Member last names should always be represented with an initial. Pictures of NA members should never be in the newsletter. An event calendar will be maintained on the area website. It will only be for Capital Area events and conventions that are regional to Raleigh. The Web Servant commitment is 1 year.

#### **16. Alternate Web Servant**

This is a two year commitment. The first year is spent becoming familiar with the duties of the Web Servant.

#### **17. Other Officers**

PI may create other offices when and if the need arises by a majority vote.

## **18. Attendance Policy for PI Officers**

All PI officers are required to attend all PI meetings. Failure to attend two consecutive meetings or a total of four meetings during a term of office is considered grounds for removal. Officers who are going to be absent are required to notify the PI Chairperson and to submit a normal written report. The subcommittee may excuse an absence if it so desires.

## **19. Removal of PI Officers**

Any officer may be removed by a simple majority vote of the subcommittee. Grounds for removal can include (but are not limited to): failure to perform duties as indicated in this manual (or as assigned by PI), failure to follow PI attendance policy, misappropriation or embezzlement of PI funds, or relapse. A motion to remove an PI officer shall be handled in accordance with normal PI procedure. It is recommended that such a step not be taken lightly. The subcommittee should determine the validity of any charges before voting on a motion to remove any officer.

# **V. CONDUCTING BUSINESS AT PI**

## **1. General**

- A. The voting members of the PI subcommittee are: alt chair, secretary, PLC, LC, Presentation Officer, Poster Liaison and their alternates or non-officers who have attended at least two consecutive meetings. All Officers must submit written reports at each meeting of the Public Information. Vice Chairperson and Alternate Officers are not required to submit reports.
- B. A simple majority vote of the total number of officers will be required to pass a motion.
- C. The order of business shall be as follows (the PI Chairperson may change the order of business as needed):
  - 1. Opening prayer
  - 2. Reading of the Twelve Traditions and the Twelve Concepts
  - 3. Minutes of previous months' meeting
  - 4. Old Business
  - 5. Chairperson Report
  - 6. Officer Reports
  - 7. Concerns
  - 8. New Business
  - 9. Closing Prayer
- D. All PI meetings shall be open to any interested member of NA, but closed to the general public as well as friends and family of addicts (excluding dependent children).
- E. The PI meeting shall not be listed in the meeting directories.

- F. PI shall meet the first Sunday of each month (or on any date set by the ASC).
- G. PI shall select the site of the PI meeting by a simple majority vote and announce any change in location as far in advance as possible.
- H. If the need should arise, the officers and shall meet on the second Sunday after each ASC meeting to keep the lines of communication open and keep the PI business running smoothly. Attendance is not mandatory, and no motions can be made or voted on. The location may be selected on a month to month basis.

## **2. Voting Procedures**

- A. Each voting member of PI shall have only one vote no matter how many offices held.
- B. Motion rules:
  - 1. All motions must be submitted in writing prior to new business. If not, they must be carried over to the next PI meeting.
  - 2. Motions may be amended on the floor. Amendments must be added in writing and read back to the Body.
  - 3. The Chairperson may table a motion, submit to a committee for review, or suspend the rules under certain circumstances when there is a need to act immediately.

## **3. Rules of Order**

- 1. Obtaining the Floor:
  - a. Raise hand after floor has been yielded.
  - b. Identify yourself after the chair recognizes you.
  - c. You now have the floor, direct your business to the Chairperson.
  - d. Only the Chairperson may interrupt someone who has the floor.
- 2. Making Motions:
  - a. Motions must be in written form and submitted before new business.
  - b. Motions may be made only by members of the subcommittee
- 3. After a motion has been made and restated aloud by the Chairperson or Secretary, the Chairpersons options are:
  - a. Ask for a second. (Only members may second, no second makes it a dead motion).

- b. Table motion.
  - c. Refer to committee.
  - d. If the motion is out of order or refers to an outside issue, toss it out.
4. Debate:
- a. Obtain the Floor.
  - b. State pro or con to motion or amendment.
  - c. Debate on divided issues may be limited at any time by the Chairperson.
5. Amendments:
- a. May be made at any time after the motion has been made and seconded.
  - b. Must be seconded.
  - c. Must be stated aloud by Chairperson or Secretary.
6. Call for Vote:
- a. Call for a vote.
  - b. Only a voting member may call for a vote, unless the Chairperson ends lengthy debate for a vote.
  - c. Voting must take place immediately (no further debate).
7. Voting:
- a. Each member has but 1 (one) vote.
  - b. Voting will be by a show of hands.
  - c. Vote yes, no, or abstain.
  - d. Amendments are voted on before the motion itself is voted on.
  - e. After an amendment has been voted on, the motion is then voted on. If the motion dies, the amendment also dies.

## **VI. TWELVE CONCEPTS**

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.



6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. 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.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility of carefully considering all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

#### Twelve Traditions