



Policy Guidelines of the Emerald Coast Area of N.A. (ECANA) Area Service Committee

The Following are the policy guidelines of the Emerald Coast Area Service committee. This policy is to be supplementary to the approved N.A. service manual and in no way to conflict with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. These guidelines have been written only for the purpose of better serving the area, its groups and members and the suffering addict.

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The Twelve Traditions

We keep what we have only with vigilance and just as freedom for the individual comes from the 12 steps freedom for the group springs from our traditions. As long as the ties that bind us together are stronger than those what would tear us apart, all will be well.

- 1). Our common welfare should come first; personal recovery depends on NA unity.
- 2). For our group purpose these is but one ultimate authority- a loving God as he may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3). The only requirement for membership is the desire to stop using.
- 4). Each group should be autonomous except in matters affecting other groups, or NA as a whole.
- 5). Each group has but on primary purpose- to carry the message to the addict who still suffers.
- 6). An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
- 7). Every NA group ought to be fully self-supporting declining outside contributions.
- 8). Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
- 9). NA, as such, ought never be organized but we may create service boards or committees directly responsible to those they serve.
- 10). NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
- 11). Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity as the level of press, radio, and film.
- 12). Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Concepts for NA Service.

These concepts have been crafted from our experiences. They are not intended to be taken as the “law” for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our

lives and the traditions have stabilized and unified our groups. The twelve concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

- 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 the body's decisions and should be allowed to fully participate in its decision making process.
- 8). Our service structure depends on the integrity and effectiveness of our communications.
- 9). All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
- 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.

Definition and purpose of an Area Service Committee

A committee created to provide common services for NA groups in a specific locale. It is composed of GSR's, ASC officers and subcommittee chairpersons. Usually part of the region, to which it sends RCMs. Area service committees are ultimately responsible to the groups they serve. Narcotics Anonymous groups send group service representatives (GSRs) to serve on the area committee. While still

maintaining final responsibility and authority for area services, they invest enough delegated authority in their GSRs- and through them, in the area committee- for the necessary work to get done. NA groups also send money to the area committee, money needed to coordinate panels, maintain phone lines and conduct public information activities. Through their contributions of money and man power, the groups exercise both their responsibility and their authority for NA services. There are three groups of participants in most area service committees: GSRs and their alternates, administrative offices, and subcommittee chairpersons. The seventh concept for NA service says that “All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in it’s decision-making processes.” Group Service representatives provide a “grass roots” perspective to the area decision-making process, helping ensure that the committee’s feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base value of experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the seventh concept.

Note: reference – A guide to Local Service pages 45-69

Policy notation: Although these guidelines are flexible, they may not address needs that may arise in the future, or they may be too restrictive in some unforeseen way. When this is the case, they should be amended. It may even be necessary to entirely rewrite these guidelines. Policy proposals can only be submitted by GSR’s and/or subcommittee chairs.

Emerald Coast Area Agenda

- 1). Call to order with the Serenity Prayer
- 2). Read the Twelve Traditions
- 3). Read the Twelve Concepts of Service
- 4). Read the purpose of ASC
- 5). Has anyone celebrated a clean time birthday since area last met
- 6). Roll call

Trusted Servants:

- Facilitator
- Co-facilitator
- Secretary
- Alternate Secretary
- RCM
- Alternate RCM
- Treasurer
- Alternate Treasurer
- Web Servant

Groups:

- Backwoods Recovery
- Beach NA
- Bridge to Freedom
- High on Life
- Last chance
- BEAR
- Men's Meeting
- Second Chance
- Total Abstinence Group

Subcommittee:

- Activities
- Public relations/ H&I
- Policy
- Ad-hoc
- Serenity Campout

7). Reports

Trusted Servants:

- Facilitator
- Co-facilitator
- Secretary
- Alternate Secretary
- RCM
- Alternate RCM
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- Web Servant

Groups:

- Backwoods Recovery
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Subcommittee:

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- Policy
- Ad-hoc
- Serenity Campout

8). Continuing Business:

1). Nominations and Elections: (nominations: February, Elections: March)

Facilitator	Web servant
Co-facilitator	Activities
Secretary	PR/H&I
Alternate Secretary	Policy
Treasurer	Serenity Campout
Alternate Treasurer	
RCM	
RCMA	

2). Pass basket for donations to ASC Hosting Group

- 3). Date of the Next ASC meeting
- 4). Pass meeting Schedule for Changes

- 9). Recess (optional)
- 10). Open Forum (3 minutes per person)
- 11). Old Business & tabled Proposals
- 12). New Business
- 13). 2nd open Forum (3 minutes per person)
- 14). Announcements

ASC Meetings

2.1 General

- 1). ASC meetings are open to all NA members, and everyone has a voice on the floor during open forum but must be recognized by the facilitator to speak.
- 2). The ASC Shall meet in regular sessions on the third Sunday of each month at a time and location previously selected by ASC.
- 3). Any member of the area body leaving the ASC before its conclusion should notify the Facilitator prior to the beginning of ASC.
- 4). No person may serve more than one ASC level position at the same time or serve two home groups as GSR/GSRA. GSR/GRSA's may serve ASC elected positions except Facilitator team, and Treasurer team to fill service positions at ASC level.
- 5). All contributions should be given to the Treasurer before the opening of the ASC.

2.2 Proposals

- 1). All proposals (except those pertaining to the order of business) should be submitted to the Facilitator before old business in written form and intent must be included.
- 2). Only GSR's may make a proposal. Subcommittee Chairs can make Proposals pertaining to their subcommittee only.

3). After a proposal is made and a straw poll is taken, then allow the minority to speak first.

4). Any proposal that changes ECANA policy must go back to groups.

2.3 New groups, inactive/active

1). All new groups should register with the ASC, be given a group starter kit and added to the meeting schedules after three consecutive months of regular meetings.

2). Any new groups that wish to join the ASC may be recognized immediately and begin participating at their second ASC meeting.

3). If a group has no GSR/GSRA present for two consecutive area meetings, that group becomes inactive and unable to vote at ASC. Upon returning to ASC, the group is eligible to participate the month following their return.

2.4 Consensus (see appendix E for more information)

1). A proposal is accepted with consensus.

2). Facilitator breaks all ties during elections.

3). If stand asides are more than 20%, we will straw poll and continue discussion.

4). Only GSRs and Committee Chairs have standing during consensus.

How does it work for Na?

1). Facilitator presents the proposal to the body.

2). Maker of the proposal speaks to the intent.

3). Open the floor for clarifying questions.

4). Facilitator ask for reservations about the topic.

5). Facilitator ask if there are any blocks or stand asides.

6). If no one raises any reservations, we have reached consensus.

2.5 Budgets

1). This budget has been carefully calculated to help strengthen our area, so that we may better serve our groups, subcommittees and any other needs that may occur in the Emerald Coast Area.

2). When prudent reserve is reached donate the rest to region quarterly.

Expenses: as needed

Secretary	\$20.00 monthly
ECPRS	\$200.00 monthly
Activities	\$500.00 quarterly
RCM	\$300.00 quarterly
Zoom	\$159.90 annually
P.O. Box	\$257.00 annually
Activities storage unit	\$638.64 annually

Prudent Reserve Breakdown:

\$40.00 (reserve for 2 months)
\$400.00 (reserve for 2 months)
\$500.00 (reserve for 1 quarter)
\$300.00 (reserve for 1 quarter)
\$159.90 (reserve for 1 year)
\$257.00 (reserve for 1 year)
\$638.64 (reserve for 1 year)

Prudent reserve is \$2,295.54

Trusted Servant Positions of the ASC: Administrative officers (responsibility, duties, and requirements.)

These people are responsible for administering the general affairs of the entire Area committee.

Qualifications:

- 1). Willingness and desire to serve.
- 2). Understanding of the Twelve steps, Traditions and Concepts to the best of their ability
- 3). Time and resources needed to be an active participant

3.1 Facilitator

Duties and requirements:

- 1). Facilitate all meetings of the ASC and is fair and impartial.
- 2). Does not discuss proposal while presiding
- 3). Cosigner of the Area bank account.
- 4). Minimum of two years clean.

3.2 Co-facilitator

Duties and requirements

- 1). Performs all duties and responsibilities of the ASC Facilitator in the absence if the facilitator.
- 2). Cosigner of Area bank account
- 3). The term in office is spent fully learning the duties and responsibilities of Facilitator.
- 4). Two-year commitment. Second year will serve as Facilitator, with a vote of confidence.
- 5). Minimum of two years clean.

3.3 Treasurer

Duties and requirements

- 1). Prepares a financial report including reconciled monthly bank statements, due at each ASC meeting, as well as relevant quarterly and annual reports, to be appended to the area minutes.
- 2). Disburses monies as per group conscience of the ASC
- 3). Collects all donations from groups, and subcommittees.
- 4). Once a year, prior to leaving office, the Treasurer will prepare books for audit. Audit will be done with 2 GSRs, facilitator or RCM, outgoing treasurer, and incoming treasurer. Audit will be present to ASC in March.
- 5). Maintains an ASC P.O. box and reports all correspondence to ASC.
- 6). Minimum of 3 years clean.

3.4 Alternate Treasurer

Duties and requirements

- 1). The term in office is spent fully learning the duties and responsibilities of the treasurer.
- 2). In the event the Treasurer is absent or unable to fulfill their duties, the alternate treasurer will perform the duties of the Treasurer.
- 3). Attends all ASC meetings.
- 4). Minimum of 3 years clean time.

3.5 Secretary

Duties and requirements

- 1). Is responsible for keeping a written/digital record of all ASC meetings and typing and distributing the minutes within two weeks of the ASC Meeting.
- 2). Keeps a current contact mailing list of all ASC trusted servants and GSRs and when groups miss two consecutive meetings will contact the GSR of that group.
- 3). Area minutes should be distributed electronically to trusted servants and entrusted members whenever possible.

- 4). Coordinates with the webservant for paper/digital storage of files.
- 5). Minimum of one-year clean time.

3.6 Alternate secretary

Duties and requirements.

- 1). The term in office is spent fully learning the duties and responsibilities of the Secretary.
- 2). In the event that the Secretary is absent or unable to fulfill their duties, the alternate secretary will perform the duties of the secretary.
- 3). Two-year commitment. Second year will serve as Secretary, with a vote of confidence.
- 4). Minimum of one-year clean time.

3.7 Regional Committee Member

Duties and requirements.

- 1). The Primary purpose of the regional committee member is to carry the Emerald Coast Area's conscious to the Region.
- 2). Presents minutes of the Regional Service Committee (RSC) along with information from other areas and regions.
- 3). Attends all ASC And RSC meetings and distributes all necessary information to the GSRS, administrative offices, and subcommittee chairs of the ASC.
- 4). It is suggested that the RCM not accept any concurrent nominations at the regional level upon election.
- 5). Facilitates ASC in the absence of the Facilitator and/or co-facilitator.
- 6). Previous involvement of a service representative (GSR, RCM, ALT, RD).
- 7). Minimum of three years clean time.

3.8 Regional Committee Member Alternate

Duties and requirements

- 1). The term in office is spent becoming familiar with the duties of the RCM.

2). In the event the RCM is absent, the RCM Alternate will perform the duties of the RCM at the ASC and RSC meetings.

3). Attends all ASC and RSC meetings and distributes necessary information to the GSRS, administrative offices and subcommittee chairs of the ASC.

4). Two year commitment. Second year will serve as RCM, with a vote of confidence.

5). Minimum of two years clean time.

3.9 Web Servant

Duties and requirements

1). Responsible for updating and maintaining ECANA website.

2). Responsible for opening and operating the zoom for area meetings

3). Responsible for maintaining the online shopping feature for the campout and/or any other activity brought up by area.

4). One year commitment.

5). Minimum of one-year clean time.

6). Will keep digital policy up to date in absence of policy chair.

3.9.1 Zoom:

1). Emerald Coast Area will maintain a zoom log-in and password.

2). Zoom log-in and password for hosting will be available to web servant, ASC subcommittee chairs and ASC trusted servants.

3). Zoom must be used for every ASC meeting.

4). Zoom can be used for all subcommittee meetings.

5). If Web Servant is absent, Secretary or co- facilitator will open zoom meeting.

7). Coordinates with the Secretary for paper/digital storage of files.

3.10 Nomination of Trusted Servants

1). Nominations for Area Admin committee trusted servants shall be submitted to the ASC in the Month of January, elections will be held in February, and take office in March.

2). Nominations should be made by GSRS.

3). A proposal is made to close nominations.

- 4). Each nominee should state in person and in writing their qualifications.
- 5). Facilitator closes Nominations.

3.11 Elections

- 1). Vote is taken by show of consensus
- 2). Vacant positions may be filled immediately on an acting basis at the direction of the GSRS, in accordance with clean time requirement for the position.

3.12 Removal of trusted servants

- 1). Voluntary
 - a). any trusted servant who desires to resign must do so in writing.
- 2). Involuntary
 - a). missing two or more consecutive ASC meetings, without prior notification
 - b). Relapse during term in office.
 - c). Failure to perform duties and responsibilities.
 - d). Violent or aggressive behavior.
 - e). misappropriating NA Funds

Zero tolerance policy for disruptive or Violent behavior.

Violence and disruptive behaviors for the purpose of this guide is defined as threats, belittling, name-calling, yelling, intimidation, physical harm, sexual harassment, and other behaviors meant to for control on others. Although we will allow some heated debate and occasional loud voices, we must insist on our area meeting being free from acts of violent and disruptive behavior. We must recognize these acts and behaviors and protect ourselves from members who would use them towards others. This would also include behaviors that are meant to disrupt the meetings so as business cannot be conducted. With that understanding the following policy rule will be used as our meeting.

- 1). Any person committing an act of violence at the business meeting will be required to leave the meeting immediately upon the request of any combinations of two administrative members and/or GSRS. If the person refuses to follow the request to leave the meeting the local

police maybe called and/or business meeting maybe adjourned until the person leave or until the following regularly scheduled meeting if necessary.

a). The GSRS present may override the request of the two administrative members by passing a simple “proposal override” by a majority of the eligible voting members present.

b). Any person who commits two such acts of violence will not be allowed at the business meeting for the duration of that year, unless a proposal is made, and consensus is reached.

2). If the person fails to comply local police will be called to remove the person or persons from the facility.

4. Duties and responsibilities of ASC subcommittees

In order to minimize time spent debating in ASC meetings, the Emerald Coast Area Service Committee use a subcommittee system. It is important to note that the subcommittees cannot do the day-to-day work, only members can do this. By need, most of the work is done in the subcommittees. Initiation and finalization of projects takes place at the Area Service Committee meetings.

1). Each subcommittee Chairperson should attend and submit a written report to the ASC meeting. This report should include minutes of subcommittee meetings, planned ideas, proposals for initiation, finalization or implementation, and a financial report or request. (If applicable)

2). When appropriate the subcommittee chairperson will establish lines of communication with the corresponding Regional Service subcommittee chair.

3). Each subcommittee may adopt its own guidelines and must meet once a month.

4). Nomination for Area subcommittee chairpersons shall be submitted to the ASC in January and elections will take place in February and take office in March.

5). Subcommittee guidelines should be submitted and approved by the ASC.

4.1 Subcommittees of the Emerald Coast Area

1). Emerald Coast Public Relations Subcommittee (ECPRS)

2). Activities Subcommittee

3). Policy Subcommittee

- 4). Serenity Campout Committee
- 5). Ad Hoc Subcommittee (as needed)

In addition to the responsibilities noted above, each subcommittee shall adhere to the following guidelines.

4.2 Subcommittee Chairperson

1). Emerald Coast Public Relations Subcommittee

- a). Minimum of three years clean time for ECPRS chair.
- b). ECPRS shall perform all functions historically performed by Hospitals and Institutions (H&I), Public Information (PI), phone line.
- c). The Subcommittee shall be responsible for updating and distributing current area meeting schedules for ECA.
- d). One group starter kit should be on hand from the budget of PR and available for any new groups joining Emerald Coast Area, (World Service Approved).

2). Activities Subcommittee

- a). Minimum of one-year clean time for Activities Subcommittee chair.
- b). All Activities of the ASC shall be initiated in the form of a proposal in new business to achieve consensus.
- c). Financial records shall be kept of all activities expenses and proceeds and reported at the next ASC.
- d). Holds a minimum two bi-annual Emerald Coast Area functions.
- e). Provides a financial report of Serenity Campout, at the end of current campout uses proceeds from previous years campout to reserve camp for the next years campout.

2.1). Storage Unit:

- 1). Activities Chair and Campout Committee chair hold keys to the storage unit.
- 2). Activities storage unit is only for Activities and Campout Committee use.

3). Policy Subcommittee

- a). Minimum of one-year clean time for Policy Subcommittee chair.
- b). The purpose of the policy subcommittee is to maintain and revise area policy as needed.
- c). The policy Manual shall be updated and published annually.
- d). Keeps copies of current policy available to any interested NA member.

4). Serenity Campout Subcommittee

More will be revealed

5). Ad Hoc Subcommittee

Sometimes questions of special projects need to be referred to a subcommittee, but the questions do not fit in the focus or any existing subcommittee. In such a case, a proposal can be made to convene a special subcommittee. These special subcommittees are set for a specific purpose and have limited lives. When they have finished their task and reported their findings to the ASC, they are disbanded. A proposal to convene a special subcommittee must specify what the subcommittee's purpose will be. The ASC facilitator may either appoint an Ad Hoc subcommittee in its entirety or just the Ad Hoc subcommittee chair who will then form the subcommittee.

Emerald Coast Public Relation Subcommittee Guidelines

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th concept for NA Service.)

Purpose

The Emerald Coast Public Relations Subcommittee (ECPRS) shall perform all function historically performed by the Hospitals and Institutions subcommittee, public information subcommittee and phone line subcommittee. It will utilize local, regional, and world approved service handbooks/tools and materials that are written for those subcommittees. Our purpose is based on NA's 5th tradition "Each group has but one primary purpose-to carry the message to the addict that still suffers." Everything we do in NA service must be motivated by the desire to more successfully carry the message of recovery- that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way of life. "The final responsibility and authority for NA services rest with the NA groups. (2nd concept)

1.1 Our Emerald Coast Public Relations Subcommittee's purpose is to effectively communicate and demonstrate Narcotics Anonymous' ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The ECRPS will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.

1.2 The ECPRS is a standing subcommittee of the Emerald Coast Area Service Committee of Narcotics Anonymous.

1.3 The ECPRS shall comply in all its actions with the following documents in order of priority as listed below:

1. The 12 traditions, 12 concepts and 12 steps of Narcotics Anonymous
2. The current guidelines of the Area Service Committee.
3. The current Guidelines of the ECPRS
4. A guide to local services in NA, NAWS approved service handbooks.

Committee Meetings and Membership

The ECPRS meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers and to improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any addict to receive

information on public relations related issues they would like guidance on We strive to continually improve the services we provide and encourage our ECPRS members to report on the effectiveness of the services we currently provide as well as any needs they may have. The ECPRS establishes a time and place to meet that accommodates the needs of the groups and current or prospective ECPRS members.

2.1 Business meetings shall be held at least once monthly, at a time and place designated by the ECPRS. No business meeting shall last for more than one and a half hours, except when a decision to extend this time limit is made by the members present.

2.2 Any NA member or interested person may attend the service meeting. Any NA member will become an ECPRS member by informing the recording Secretary they desire to become an ECPRS member and attend an ECPRS orientation the following month or having had orientation the previous two years. (Orientation normally held 30 minutes prior to every ECPRS meeting. The orientation will follow the format listed in Appendix A of these guidelines.)

Decision Making

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's will is expressed through our group Conscience (2nd tradition). One of the reasons we try to achieve consensus is it ensures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view, we try to make sure this happens at the ECPRS. The reason all ECPRS members are allowed to vote is the 7th concept, which states, "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."

3.1 All motions and decisions except elections will be first considered using consensus-based decision making. For the purposes, the process for consensus-based decision making allows for points of view to be heard and fairly considered within ECPRS. If at the end of discussion, the ECPRS has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent, if they choose. If their rationale does not persuade the majority view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached by 2/3 majority vote.

3.2 Any member, except for the chair, is eligible to vote at business meetings.

3.3 Any member can make of second a motion.

3.4 Any member may purpose an amendment to these guidelines; however, all proposed ECPRS Guideline changes must be approved by the Area Service Committee.

3.5 All ECPRS members have on vote regardless of number of positions held.

3.6 Proposal form

Elections

In our election process we use the 4th concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” We trust that our subcommittee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the position. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.1 Elections of all officers and resource coordinators other than chairperson and panel leaders shall be held annually in September. The Chairperson is elected by the ASC, however, the ECPRS is encouraged to submit a recommendation for chairperson to the ASC for their consideration.

4.2 Elections of all panel leaders shall be held annually in March or at the time an H&I meeting is established with a new facility.

4.3 All terms of service are one year unless otherwise noted. In the event a member cannot complete his or her term of service, the ECPRS shall appoint someone who is willing to full the vacancy until the next regularly scheduled elections. Terms begin at the end of the meeting where election was held.

4.4 The elected officers of the ECPRS are:

- Chairperson
- vice chairperson
- recording secretary

4.5 The resource coordinators for the ECPRS are:

- Hospitals and institutions coordinator
- Public information coordinator
- Literature coordinator
- phonline coordinator
- email coordinator

4.6 No member of the ECPRS can serve in more than one elected officer position simultaneously

4.7 Any member of the ECPRS can serve as any resource coordinator or Panel leader regardless of other positions held

4.8 During elections of trusted servants the nominees shall leave the room following all discussion and prior to voting.

4.9 All ECPRS members have one vote in elections for any position, regardless of number of positions an ECPRS member holds.

4.10 Elections will be decided by a simple majority. In the case of more than two candidates for a position, where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

4.11 A trusted servant may be removed from their office for noncompliance. Noncompliance includes but not limited to:

- loss of abstinence from drugs
- failing to perform the duties of the position
- three consecutively missed ECPRS meetings.

Trusted Servants

“For our group purpose there is but one ultimate authority- a loving God as he may express himself in our group conscience. Our leaders are but trusted servants they do not govern.” (2nd tradition) Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as an ECPRS trusted servant. Our groups have shown their trust in these individuals by “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it.” (3rd concept). To maintain that respect and trust, we do not overstep our bounds by participating in unassigned activities, and always remaining accountable for our actions. This is a WE program. At no time do we act independently. When urgent or unexpected decisions are required, the chair/vice chair team will be consulted for guidance and results reported to the ECPRS.

5.1 Chairperson

- a). Coordinates ECPRS efforts
- b). presides at all regular and special ECPRS meetings
- c). Makes regular reports to ASC on the status of all proposed, current or completed plans.
- d). represents the ECPRS at the regular meeting of the ASC and obtains and dispenses budgeted funds as requested at the ECPRS meeting.

e). If an elected office or coordinator position is vacant, ensures the duties of that position are fulfilled.

F). Clean time requirement of 3 years

g). Familiarity with all public relations related NAWS approved handbooks. (Includes Public relations handbook, H&I handbook, and guide to phone lines).

h). Facilitates or appoints someone to facilitate orientations.

i). previous subcommittee or other related service experience.

5.2 Vice Chairperson

a). When Chairperson is not present or the position is vacant, assumes all those responsibilities normally carried out by the chairperson until ASC has an election for that Position.

b). Works closely with the chairperson

c). Attends the regular meetings of ECPRS

d). Works with the panel leaders to assure that volunteers are placed as panel members

e). In absence of an elected office, Chairperson, or coordinator they will assist chairperson in ensuring the duties of that position are fulfilled.

f). Clean time Requirement 1 year.

g). Familiarity with all public relations related NAWS approved handbooks (Includes Public relations handbook, H&I handbook, and guide to phone lines.)

h). can assist with ECPRS orientations

i) Previous subcommittee or other relevant service experience

5.3 Recording Secretary

a). keeps a complete record in the form of minutes of every ECPRS meeting

b). Maintain records of attendance at ECPRS meetings

c). Contacts ECPRS members about upcoming ECPRS business meetings

d). Prepares written ECPS correspondence

e). Maintains files of all ECPRS plans, minutes and correspondence

f). Clean time requirement of 6 months

g). Maintains records of names and contact information for ECPRS members

5.4 Hospitals and Institutions

- a). attend monthly ECPRS meetings
- b). coordinates all hospitals and institution meetings
- c). Makes monthly written reports to the ECPRS on the status of all completed and ongoing hospital and institutions plans
- d). Encouraged to attend quarterly regional H&I subcommittee meetings and maintain contact with their regional counterpart
- e). Clean time requirement of 1 year
- f). previous H&I experience encouraged
- g). can assist with ECPRS orientation
- h). Familiarity with all H&I related NAWS handbooks
- i). Keeps in contact and works with ECPRS officers and panel leaders for the meeting/presentations for which he/she is coordinator
- j). responsible for facilitating H&I learning days

5.5 Panel Leader: 12-month term

- a). Conducts panel meetings/presentations in facility served according to NA Handbooks and service guides.
- b). Informs H&I coordinator as soon as possible when unable to coordinate meeting
- c). Invites panel members and observers to meet and informs them of all applicable rules of the facility and procedures for that meeting
- d). goes over “dos & don’ts” with panel leaders
- e). Clean time requirement of 1 year
- f). Maintain communication with H&I coordinator about meeting
- g). stays informed of facility rules and policies and report any changes to the H&I coordinator
- h). pickup and distributes literature for facility
- i). ensures panel is filled for meetings for which he/she is coordinator
- j). previous panel member experience (must have had H&I learning day in previous 2 years)

5.6 Panel Member: 6-month term

- a). participates in an active role in meeting/presentations in facility served according to NA handbooks and service guides
- b). informs panel leader as soon as possible when unable to attend meetings
- c). Adheres to all applicable rules of the facilities and procedures for that meeting
- d). Goes over “Do’s and Don’ts” with panel leader
- e). clean time requirement of 6 months
- f). had an H&I learning day in previous 2 years

5.7 Public Information Coordinator

- a). attend monthly ECPRS meetings
- b). Coordinates all public information activities
- c). maintains contact with all Area GSRS and ECPRS coordinators to print and distribute meetings schedules as needed.
- d). Makes monthly written report to the ECPRS on the status of all completed and ongoing public information plans
- e). Encouraged to attend quarterly regional PR coordinator workshop
- f). Clean time requirement of 1 year
- g). previous public information experience suggested
- h). can assist with ECPRS orientations
- i). Familiarity with all public information related NAWS handbooks and maintains contact with their regional counterpart

5.8 Literature Coordinator

- a). attend monthly ECPRS Meeting
- b). coordinates literature needs for all public relations activities
- c). obtain funds from ECPRS chair and orders literature from RSO
- d). Makes monthly written literature report to the ECPRS
- e). clean time requirement of 1 year

f). Familiarity with all literature NAWS handbooks and maintains contact with regional counterpart

5.9 Phone line Coordinator

- a). attend monthly ECPRS meeting
- b). Coordinates all phone line activities and keeps an updated list of all phonenumber contacts
- c). clean time requirement of 18 months
- d). Makes monthly written report to the ECPRS on the status of all completed and ongoing phonenumber plans
- e). previous public information or other relevant service experience
- f). can assist with ECPRS orientation and will be responsible for coordinating phone line orientation as needed.
- g). Familiarity with all phone line related NAWS handbooks and maintains contact with their regional counterpart
- h). Will be responsible for ensuring that all phonenumber contacts have had the required phonenumber orientation using chapter 9 of the PR handbook and/or a guide to phone lines

5.10 Phonenumber Contact

- a). attends monthly ECPRS meeting
- b). time and willingness to answer phone calls at any hour using your own phone
- c). clean time requirement of 6 months
- d). commitment of 6 months
- e). familiarity with PR handbook
- f). will have attended phonenumber orientation before beginning service
- g). understands and adheres to the “Do’s and Don’ts” of helpline calls

Budgets

The budget for the ECPRS is reviewed and assessed by the ECPRS periodically as needed at a minimum of once per year (January) and submitted to ECANA for approval. It is important to remember “Every NA group should be fully self-supporting, declining outside contributions.” (7th tradition). The ECPRS budget should be used for various reasons including but no limited to:

6.1 Printing needs of the ECPRS

6.2 Literature orders

6.3 phonline expenses

6.4 Miscellaneous expenses

a). public information

b). H&I

c). community events

d). PSA’s

e). miscellaneous literature items (i.e., Racks, rubber stamps, paper, etc.)

f). advertising (Telephone book, radio, newspapers, etc)

The minimum yearly budget of the ECPRS will be \$4,800 yearly. (\$400 monthly)

Appendix A (orientation for ECPRS members)

At least two qualified trusted servants (the orientation facilitator (chair or appointee) and one of the following trusted servants: vice chair, H&I coordinator, PI coordinator, phonline coordinator, or literature coordinator presence is required to hold an ECPRS orientation.

Emerald Coast Public Relations Subcommittee Orientation Format:

1). Open with prayer- serenity prayer

2). Read 12 concepts of NA

3). Welcome everyone and introduce ECPRS members

4). Distribute ECPRS policy

5). Introduce PR handbook and distribute chapter 2 “Core principles & Philosophies Handout”

- 6). Time for each elected member and coordinator to describe their role in the ECPRS (5 minutes each)
- 7). Time for a special speaker, if needed, for 20 minutes to talk about ECPRS
- 8). Distribute Current ECPRS contact sheet and ask for new members to sign up
- 9). Ask for any questions from those in attendance
- 10). Close with prayer of choice (I.E., Serenity prayer or 3rd step prayer)

Appendix B

Policy Guidelines of the Emerald Coast Area of NA (ECANA) Activities Subcommittee

The following are the policy guidelines of the Emerald Coast Area Activities Subcommittee. This policy is to be supplementary to the approved NA service manual and in no way to conflict with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. These guidelines have been written only for the purpose of better serving the Area, its groups and members, and the suffering addict.

Created January 2021

Voted and approved By the ECANA Activities committee

Definition and purpose of the Emerald coast Activities

Sub committee

The subcommittee is put together by officers nominated and elected by the subcommittee by utilizing the Ninth Tradition To plan and hold the Halloween Event and a Spiritual retreat in the spring to be planned by the subcommittee. With a seed fund Of \$300 obtained quarterly from fundraisers. To hold chair persons workshops and smaller activities to encourage unity while carrying the message.

The primary purpose of the Emerald coast area Sub committee is to Carry the message to the addict who still suffers in accordance with the twelve traditions and twelve concepts as outlined in a guide to local service booklet.

Table of Contents

Definition and Purpose of an Area Service Committee (ASC)

1. **Table of contents**
2. **Agenda.**
3. **Trusted Servant Positions of the Administrative Officers (Duties, Responsibilities, and Requirements)**
4. **Activities Meetings**

1. General
2. Proposals
3. Consensus
4. Budgets

AGENDA

- 1). Read the Twelve Traditions
- 2). Read the Twelve Concepts of Service
- 3). Read the Purpose of Activities Committee
- 4). Roll Call:

Co-Facilitator *[Clean time two years; Commitment two years]* Secretary *[Clean time one year; Commitment one year]*

Alt. Secretary *[Clean time one year; Commitment two years]*

Treasurer *[Clean time three years; Commitment one year]*

Alt. Treasurer *[Clean time three years; Commitment two years]*

Decorations Chair *[Clean time 1 year; Commitment 1 year]*

Hospitality Chair *[Clean time 1 year; Commitment 1 year]*

Venue Chair *[Clean time 1 year; Commitment 1 year]*

- 5). Date of Next Meeting
- 6). Recess (optional)
- 7). Open Forum (three minutes per person)
- 8) Reports:

Facilitator

Co-Facilitator

Secretary

Alt. Secretary

Treasurer

Alt. Treasurer

Decorations Chair

Hospitality Chair

Venue Chair

- 9). Old Business
- 10). New Business
- 11). Open Forum (three minutes per person)
- 12). Announcements

Duties and responsibilities

Chair-

- Shows up to the Area
 - Gives report to area
 - puts in proposals at area for every event the committee wants to do. -keeps financial records for each activity's events including expenditures, and proceeds. (For that year of service)
- In absence of any Activities subcommittee chairs, chair is to fulfill the absent position.

Vice chair-

- Learn the duties and responsibilities of chair.
 - In absence of chair, fulfills the commitment of the chair.
 - If any absent or vacant chairs, the chair and vice chair are to fulfill the commitment.
- *Vice chair: 1-year clean time. 2-year commitment

Secretary:

- takes activities minutes.
 - does roll call.
 - keeps up with minutes of previous meetings (For a year)
 - if any subcommittee chair has missed two meetings without contact, reach out to them.
- *Secretary: 1 year clean time, 1 year commitment.

Hospitality chair (food)

- works closely with the treasurer on getting food and pricing of food, drinks etc.
 - make sure food is ready to go for the event.
- *Hospitality chair: 1-year clean time, 1 year commitment.

Treasure:

- Receives check from area or activities chair.
- works closely with the hospitality chair on getting food and pricing of food, drinks etc.
- Has report for activities chair after the event before the next area. (To include how much the committee spent, made and the profits. If any. All proposals and budget

proposals should be numbered and be accompanied by a legible receipt. To be kept by the treasure)

*Treasure: 1-year clean time, 1 year commitment.

Venue chair:

- Works on getting the venue (within our budget)
- Has a report at activities meetings on each venue and prices.
- Has ways and means to check out different venues in the Emerald coast area.
- Is able to stay connected with venue owners and/or people who rent it out.

*Venue chair: 1-year clean time, 1 year commitment

Decorations chair:

- Must be at the site to set up before each event.
- Works closely with treasure when purchasing decorations. -Has a report of what activities money is being spent on.

All activities decorations etc. to be stored in the Activities storage Unit, unless approved by committee.

*Approved by committee

The grill it is at Mark V mom's house.

ECANA Activities sub committee

- During each activity the committee will hold one 50/50 Drawing not to exceed \$250.00 in accordance with local law. Should the drawing exceed \$250.00 the drawing will be separated into two Drawings.
- No 7th Tradition shall be passed at events with an entry fee. **Budgets**
- ECANA Activities subcommittee has a Budget set by the Emerald coast area of narcotics anonymous set at \$300.00 per event. **Decision Making**
 - Committee decides on the activity and theme.
- All voting, nominations and elections will be voted on by consensus-based decision making with 80% consensus of the current meeting attendance.

- All proposals and budget proposals should be numbered and be accompanied by a legible receipt. To be kept by the treasure

General

- Speakers Requirements: -3-year clean time.
 - Actively working the N/A program
 - Has an NA sponsor
 - Attending regular meetings
 - If more than one speaker get one male and female.
- All activities decorations etc. to be stored at bridge, unless approved by committee.

**If anyone wants reimbursement for buying supplies for the events you must have a receipt accompanied with a budget proposal that has reached consensus. Then these into the treasure at the next area meeting.

Appendix C

**Policy Guidelines of the
Emerald Coast Area of
NA
Policy Subcommittee**

The following are the policy guidelines of the Emerald Coast Area Policy Subcommittee. This policy is to be supplementary to the approved NA service manual and in no way to conflict with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous. These guidelines have been written only for the purpose of better serving the Area, its groups and members, and the suffering addict.

Created December 2022

Voted and approved By the ECANA Activities committee

Table of Contents

1. **Table of contents**
2. **Agenda.**
3. **Trusted Servant Positions of the Administrative Officers (Duties, Responsibilities, and Requirements)**
4. **Policy Meetings**
 1. General
 2. Proposals
 3. Consensus
 4. Budgets

AGENDA

- 1). Read the Twelve Traditions
- 2). Read the Twelve Concepts of Service
- 3). Roll Call:
 - Co-Facilitator *[Clean time 6 months; Commitment one year]*
 - Secretary *[Clean time 6 months; Commitment one year]*
- 4). Date of Next Meeting
- 5). Reports:
 - Chair
 - Co-chair
 - secretary
- 6). Old Business
- 7). New Business
- 8). Open Forum (three minutes per person)
- 9). Announcements
- 10). Close meeting with 12th tradition

Duties and responsibilities

Chair-

-attends area meetings

-Gives written report to area

-puts in proposals at area for policy changes as needed

-keeps policy updated with all policy changes

- has copy of area policy available to anyone who asks
- Prints copies of most up to date policy for trusted servants, subcommittee chairs, and GSRs at time of area elections

Vice chair-

- Learn the duties and responsibilities of chair.
- In absence of chair, fulfills the commitment of the chair.
- *Vice chair: 6 months clean time. 1year commitment

Secretary:

- takes policy meeting minutes.
- keeps up with minutes of previous meetings (For a year)
- *Secretary: 6 months clean time, 1 year commitment.

ECANA Policy sub committee

- **Budgets**
- ECANA policy subcommittee has a Budget set at \$100 Yearly. (For printing policy for Elections.)
- **Decision Making**
 - All voting, nominations and elections will be voted on by consensus-based decision making with 80% consensus of the current meeting attendance.