

**Space Coast Area of Narcotics  
Anonymous  
Policy Subcommittee Guidelines**



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**Policy Subcommittee Guidelines**

**Article I**

Name:

The name of this subcommittee shall be Space Coast Area Narcotics Anonymous Policy Subcommittee.

**Article II**

Purpose:

1. To encourage the use of policy as a spiritual tool to help service.
2. To help interpret policy and make appropriate recommendations.
3. To help subcommittees and groups prepare or correct guidelines.
4. To develop archives.

**Article III**

Duties:

1. To keep accurate monthly minutes, and updated records of all literature and changes relating to policies of the Space Coast ASC and all subcommittees.
2. To attend all ASC meetings, providing all information pertinent to any Policy question or decisions.
3. To update the ASC policy biennially.

**Article IV**

Members:

Any member of Narcotics Anonymous is welcome to attend the policy subcommittee.

**Article V**

Officers: Qualifications/Duties

**Section 1. Chairperson**

Qualifications:

- a. 2 years clean time.
- b. Fulfilled service positions at group and area levels in the Space Coast Area.
- c. Working knowledge of the 12 steps, 12 traditions and the 12 concepts of NA.
- d. Willingness to serve the Space Coast Area.

Term: 1 year.

Duties:

- a. To preside at all SCA Policy meetings.
- b. To provide an agenda for the SCA Policy meetings.
- c. Vote in case of a tie on motions within the subcommittee.
- d. To coordinate and oversee all SCA Policy Subcommittee functions.
- e. To turn in a written report of all Policy subcommittee functions at SCA monthly Meetings
- f. Chairperson to attend minimum of two RSC meetings per term provided Area funds are available.

**Section 2. Vice-Chairperson**

Qualifications:

- a. 1 year clean time.
- b. Fulfilled service positions at group and area levels in the Space Coast Area.
- c. Working knowledge of the 12 steps, 12 traditions and the 12 concepts of NA.
- d. Willingness to serve the Space Coast Area.

Term: 1 year.

Duties:

- a. Perform duties of chairperson in his/her absence.
- b. Assist Chairperson in overseeing/conducting all Policy Subcommittee activities.

**Section 3. Secretary**

Qualifications:

- a. 1 year clean time.
- b. Fulfilled service positions at group and area levels in the Space Coast Area.
- c. Working knowledge of the 12 steps, 12 traditions and the 12 concepts of NA.
- d. Willingness to serve the Space Coast Area.

Duties:

- a. Within two weeks record and distribute minutes at all Policy Subcommittee meetings, and keep on file for reference to ASC.
- b. To send out notices of any kind including distributing fliers, or informational literature.
- c. Maintain a contact list.
- d. Maintain subcommittee records.
- e. Attendance sheet for subcommittee meeting. (See voting)

**Article VI**

Elections:

**Section 1.**

The chairperson shall be elected by the ASC.

**Section 2.**

The vice-chairperson and Secretary are voted by the members of the Policy subcommittee.

- a. Any member of the Space Coast Area may nominate an officer for this committee.
- b. In the case of a mid-year resignation or removal of the Chair, an interim may be appointed by the Chair of the ACS until one can be voted on by the ASC.

**Article VII**

Removal of officers:

1. Loss of abstinence
2. Removal for Non—Compliance of Duties
  - a. After Proper Notification.
  - b. Will need a 2/3 Quorum vote.
  - c. The Policy subcommittee will work within the committee with a 2/3 vote on members other than chair.

## **Article VIII**

### **Parliamentary Authority:**

The rules of the Space Coast Policy Subcommittee Guidelines (adopted) will be first order of procedure, also including and utilizing the current Roberts Rules of Order and Narcotics Anonymous 12 Traditions and 12 Concepts.

## **Article IX**

### **Voting:**

Any member of the Subcommittee shall vote providing they have attended 2 consecutive Policy Subcommittee meetings. Documentation of attendance will be kept by secretary on an attendance sheet.

## **SUBCOMMITTEE FORMAT**

1. Moment of silence followed by the serenity prayer.
2. An addict reads the 12 traditions.
3. An addict reads the 12 concepts.
4. an addict reads the purpose and duties of the Policy subcommittee.
5. Open format for ten minutes.
6. Secretary report
7. Old business.
8. New business.
9. Schedule next meeting, time and location.
10. Close with a circle of unity and prayer.