

Northeast Alabama Area of NA

NEAANA POLICY



Revised September 2018

Table of Contents

Introductory Quotes	Page 4
Area Purpose	Page 4
Dedication	Page 4
Service Prayer	Page 4
12 Traditions	Page 5
12 Concepts	Page 6
NEAANA Agenda	Page 7
Area Committee Participants:	Page 8
GSR/GSRA	Page 8
Administrative Officers:	Page 9
Facilitator	Page 9
Alt Facilitator	Page 9-10
Secretary	Page 10
Alt Secretary	Page 10
Treasurer	Page 11
Alt Treasurer	Page 11
RCM	Page 12
RCMA	Page 13
Policy Chair	Page 13
Subcommittees:	Page 14
PI Chair	Page 14
PI Vice Chair	Page 14
H&I Chair	Page 15
H&I Vice Chair	Page 15
Lit Chair	Page 15
Lit Vice Chair	Page 15
Outreach Chair	Page 16
Outreach Vice Chair	Page 16
Reports:	Page 17
Monthly GSR/GSRA, ASC Admin and Subcommittee Chair:	Page 17
Quarterly	Page 17
Quorum	Page 17-18

Table of Contents

Recognition of New Groups	Page 18-19
Reaching Consensus	Page 20
Nominations & Elections	Page 21
Removal of Trusted Servants	Page 21
Elimination of Subcommittee/ Workgroup	Page 21
Emergencies	Page 21

INTRODUCTORY QUOTES

“Everything that occurs in the course of N.A. service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.”

- Reprinted from the Introduction of the Basic Text, pp. xvi

“In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.”

- Twelfth Concept

Area Purpose:

The purpose of an Area Service Committee (ASC) is to be supportive to its area and groups and their primary purpose, by associating groups with other groups locally, and by helping a group deal with its day to day situations and needs.

Dedication:

To ensure that no addict seeking recovery need ever die without having had a chance to find a better way of life: from this day forward may we provide the necessary services.

Service Prayer:

"God, grant us knowledge that we may Serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours-in order that no addict, anywhere, need die from the horrors of addiction."

- Reprinted from the Introduction of the Basic Text, pp. xvi (Changed write to serve in the first sentence)

TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. 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.
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 one 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. Narcotics Anonymous 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 at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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 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.

NEAANA AGENDA

- Call to order – Non-smoking meeting
- Open with a moment of silence followed by the Serenity Prayer
- Read the 12 Traditions
- Read the 12 Concepts
- Read the Area Purpose
- Read the Dedication
- Read the Service Prayer
- Roll Call
- Recognition of new groups
- Open forum (for any member of area to address committee members of ASC)
- Read last month's minutes for approval (Additions or corrections made)
- REPORTS: (Call for questions and comments with each report)
- Secretary report
- Treasurer report
- RCM report
- Policy report
- PI report
- H&I report
- Lit report
- Outreach report
- Budget Proposals & Bills
- GSR reports
- Other reports
- Open Positions
- Nominations and Elections
- Old Business
- Break
- New Business
- Final Treasurer report
- Service Donation
- Announcements
- Open forum (for any member of area to address committee members of ASC)
- Set date and time for next ASC meeting***
- Adjourn meeting (close with prayer of choice)

***Area business meetings are to be held the second Sunday of each month. In the event there is a conflict, the Area GSRs and administrative officers may reschedule the Area business meeting to a suitable date with a consensus.

Note: The Area is responsible for supplying trash bags and paper towels at the meeting facility. The facility should be cleaned after the meeting, with the tables and chairs returned to their storage position; after which the floors should be swept and mopped (if mop and bucket are provided).

AREA COMMITTEE PARTICIPANTS

Adapted from “A Guide to Local Services” pp. 46-57

“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.”

- First Concept

GROUP SERVICE REPRESENTATIVE/ALTERNATE (GSR/GSRA):

GSRs link their groups to the rest of Narcotics Anonymous. Most groups also have an Alt. GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship’s Second Concept for Service indicates, GSRs take part on their groups’ behalf in the area committee and the regional assembly, conveying a sense for their groups’ wishes to the service structure and bringing back information on what’s happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve, in their own right, as ASC and Regional Assembly participants, exercising their own conscience and best judgment in the best interest of NA as a whole. GSRs present a written report at each ASC. The GSR is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings, GSR Orientations, and Regional Assemblies. Any group not represented by a duly elected representative for two consecutive ASC meetings will not be part of the quorum at the third. Qualifications and terms of service for GSRs are determined by the groups they represent.

“The final responsibility and authority for NA services rest with the NA groups.”

- Second Concept

“Our service structure depends on the integrity and effectiveness of our communications.”

- Eighth Concept

ADMINISTRATIVE OFFICERS

FACILITATOR:

The Area Committee Facilitator is responsible for:

- Facilitating ASC meetings
- Preparing the meeting agenda
- Maintaining communication between NEAASC and all groups of the area throughout the year
- Provides guidance through Consensus Based Decision Making (CBDM), which appears in this policy
- Coordinates and keeps records, files and archives of the area business, in conjunction with the Secretary
- Contact groups that have missed two or more meetings and investigate the matter.
- Appoint an individual/s to assist in conducting various administrative duties.
- Attend all ASC meetings
- Strongly encouraged to attend all subcommittee/workgroup meetings
- Cosigner on the Area checking account

It is very important for the Facilitator and Alternate Facilitator to work closely together.

Minimum 3 years clean time requirement

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

ALTERNATE FACILITATOR:

The Alternate Facilitator performs all duties and has some responsibilities of the Facilitator in his/her absence. The primary responsibility of the area committee Alternate Facilitator is the coordination of area subcommittees/workgroups. The area Alternate Facilitator keeps in regular contact with the Coordinators of each subcommittee/workgroup and attends subcommittee/workgroup meetings to stay informed of their projects and problems. If disputes arise within a subcommittee/workgroup or between subcommittee/workgroups, the ASC Alternate Facilitator helps find solutions to them. The Alternate Facilitator works closely with subcommittee/workgroup coordinators when they prepare their annual reports and budget proposals and has working knowledge of Consensus Based Decision Making (CBDM), which appears in this policy. The Alt. Facilitator is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. In the event of a vacancy of Facilitator, Treasurer or Alternate Treasurer, the Alternate Facilitator will stand in as a cosigner

on the area checking account. It is very important for the Facilitator and Alternate Facilitator to work closely together.

Minimum 2 years clean time requirement

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

SECRETARY:

The area Secretary is responsible to take clear and accurate minutes of all ASC meetings and to distribute those minutes to all committee participants no later than 2 weeks after each ASC meeting. The Secretary must also keep blank forms and reports for distribution to GSRs and Admin Committee members. The Secretary should keep a mailing/phone list of all trusted servants and GSRs/Alt. GSRs and maintain archives, along with the Facilitator. Hard copies of archives will be kept by the current Secretary dating back two (2) years and the rest will be kept digitally on the Area website (www.neaana.com). The Secretary should regularly update a log of Area Policy actions, so the Policy Chair can make the necessary changes to the hard copy of Area Policy. The log should list proposals the committee has approved regarding the activities of administrative officers and subcommittees/workgroups. It should also include a tally of consensus by groups on proposals. The Secretary must present a written report at each ASC. The Secretary is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the Secretary and Alternate Secretary to work closely together.

Minimum 2 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications.”

- Eighth Concept

ALTERNATE SECRETARY:

The Alternate Secretary performs all duties and has some responsibilities of the Secretary in his/her absence, or whenever needed. It is very important for the Secretary and Alternate Secretary to work closely together and share responsibilities.

Minimum 1-year clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications.”

- Eighth Concept

TREASURER:

It's recommended that areas elect people to this position who are financially secure, good at managing their personal finances, inspire the trust of the committee, and have substantial clean time. (A Guide to Local Services, pg. 49) The Treasurer receives contributions from the groups, administers the area's checking account, reimburses officers and subcommittee/workgroup chairs for their budgeted expenses, and keeps careful records. The Treasurer is also responsible to prepare an annual budget for the area committee. When Treasurers receive cash contributions for their area, they should always make out receipts to the contributors, keeping copies for themselves with their official records. Cash will no longer be paid on the ASC floor; checks will be written to leave a paper trail. The Treasurer is a cosigner on all NEAASC bank accounts. (NOTE: To add a new Treasurer to the Area bank account, only the incoming Treasurer and the Facilitator need go to the bank with a copy of the minutes on Area letterhead.) The phonenumber bill, website maintenance and literature orders should be done via electronic payment so the bank will waive the service charge. The Webmaster will be a recurring payment and not require a budget proposal. The facility (Fire Station) requested we put "donation" on the bottom of the check (memo field), instead of "room rent", to help their fund flow. After paying our bills and meeting our priorities, 10% of the balance will be forwarded to the next level of service the month of the Regional Service Committee (RSC) meeting, with area approval. There will be no open checks issued regardless of the situation. Additionally, no checks are to be written on money that has not already been deposited into the bank account. Two (2) signature requirement should be printed on all checks ordered. The Treasurer must present a written report at each ASC. The Treasurer is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the Treasurer and Alternate Treasurer to work closely together and share responsibilities.

Minimum 3 years clean time requirement

"NA funds are to be used to further our primary purpose, and must be managed responsibly."

- Eleventh Concept

ALTERNATE TREASURER:

The Alternate Treasurer performs all duties and has some responsibilities of the Treasurer in his/her absence, or whenever needed. The Alternate Treasurer is elected by groups. The Alternate Treasurer is a cosigner on all NEAASC bank accounts. It is very important for the Treasurer and Alternate Treasurer to work closely together and share responsibilities.

Minimum of 2 years clean time requirement

"NA funds are to be used to further our primary purpose, and must be managed responsibly."

- Eleventh Concept

REGIONAL COMMITTEE MEMBER (RCM):

RCMs keep their areas in touch with the larger world of NA by providing information on activities in neighboring areas, functions being sponsored by the regional committee, reports relevant to subcommittee affairs, and important issues being discussed at various levels of service. The RCM must have knowledge of NA service practices and principles and should be closely acquainted with the Twelve Traditions and Twelve Concepts, as well as, the fundamentals of service in our fellowship. RCMs should carefully study the reports from their areas' groups, officers and subcommittee chairs, so they can pass their areas' experience on to others at the Regional meeting. The RCM is expected to attend all Area Subcommittee/Workgroup meetings and Area Service Committee (ASC) meetings; and present a written report at the ASC, when applicable. They are also expected to attend all Regional Subcommittee/Workgroup meetings, Regional Assemblies and Regional Service Committee (RSC) meetings. It is suggested that RCMs serve two-year terms. It is very important for the RCM and Alternate RCM (RCMA) to work closely together and share responsibilities.

If the RCM/RCMA lives less than 100 miles from the Regional Assembly or RSC meeting site they may only request reimbursement for actual fuel used. Fuel receipt should be submitted with a budget proposal at the next ASC. Prior to the Regional Assembly or RSC, the RCM should submit a budget proposal for lodging and travel expenses. The RCM and RCMA shall be funded 50% each of room rate for overnight lodging, if travel exceeds 100 miles one way and actual fuel used. The RCM and RCMA shall be funded 50% each of room rate for 2 nights of lodging, if travel exceeds 200 miles one way and actual fuel used. Note: The ASC will only reimburse the negotiated amount for lodging that was agreed on between the hotel and hosting area.

In the situation that RCMA is vacant or the RCM or RCMA will not be attending RSC that month, the RCM/RCMA will be funded 100% of room rate for overnight lodging, if travel exceeds 100 miles one way; and will be funded 100% of room rate for 2 nights of lodging, if travel exceeds 200 miles one way. All room receipts and fuel receipts are required to be submitted at the following ASC. No reimbursement for food expenses will be allowed for Regional Assembly and/or RSC attendance.

Minimum 3 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

ALTERNATE REGIONAL COMMITTEE MEMBER (RCMA):

The Alternate RCM performs all duties and has some responsibilities of the RCM in his/her absence, or whenever needed. It is very important for the RCM and RCMA to work closely together and share responsibilities.

Minimum 2 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

POLICY CHAIR:

The Policy Chair will be responsible for making all revisions to the NEAANA Policy that have been approved by the ASC. They should review the Policy on a regular basis and bring recommended changes to the ASC meeting for a vote by the GSR's. All ASC meetings should be attended by the Policy Chair to clarify any questions that may arise about Area Policy. It is also strongly encouraged to attend all subcommittee/workgroup meetings. During Nominations & Elections, the Policy Chair should read the qualifications, duties and responsibilities for position/s being nominated.

The Area Policy Chair should have:

- A willingness and desire to serve
- The time and resources required to be an active participant of ASC
- A minimum of one-year NA service experience
- An understanding of the Twelve Steps, Traditions and Concepts through application
- A one-year commitment

The Policy Chair should work closely with the Secretary to ensure that all changes to Policy made at the ASC is recorded on the hard copy of Policy and uploaded to the Area website. (www.neana.com)

Minimum 3 years clean time requirement

SUBCOMMITTEES

PUBLIC INFORMATION CHAIR (PI):

The Public Information Chair is responsible for coordinating all P.I. work in their area. The PI Chair maintains open communications with any outside entity that refers addicts to our fellowship within the Northeast Alabama Area. PI is the initial contact for H&I facilities. The PI Chair must have a working knowledge of the 12 Traditions, 12 Concepts, PI Handbook and all other Service Related Material relevant to area service. The PI Chair can appoint members to assist with workshops, learning days, presentations, and other PI activities. The PI Chair must present a written report at each ASC. The PI Chair is expected to attend all ASC meetings, and strongly encouraged to attend all subcommittee/workgroup meetings. It is very important for the PI Chair and PI Vice Chair to work closely together and share responsibilities.

Minimum 3 years clean time requirement.

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

PI VICE CHAIR:

The PI Vice Chair performs all duties and has some responsibilities of the PI Chair in his/her absence, or whenever needed. It is very important for the PI Chair and PI Vice Chair to work closely together and share responsibilities.

Minimum 2 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

HOSPITALS & INSTITUTIONS CHAIR (H&I):

The H&I Chair maintains communication between facilities and ASC and ensures schedules are provided to facilities through panel leaders. The H&I Chair must present a written report at each

ASC. The H&I Chair is expected to attend all ASC meetings and strongly encouraged to attend all subcommittee/workgroup meetings.

Minimum 2 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

H&I VICE CHAIR:

The H&I Vice Chair performs all duties and has some responsibilities of the H&I Chair in his/her absence, or whenever needed. It is very important for the H&I Chair and H&I Vice Chair to work closely together and share responsibilities.

Minimum 1-year clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

LITERATURE CHAIR (LIT):

The Lit Chair fills literature orders for new groups, subcommittees and ASC, as instructed by consensus of the GSRs. All literature orders should be done through the Area email account litchair@neaana.com, which is linked to the Area checking account. The H&I handbook and guide to Public Information printed by the ASC is to be given to the Chair and Vice Chair of each subcommittee. The Lit Chair must present a written report at each ASC. The Lit Chair is expected to attend all ASC meetings and strongly encouraged to attend all subcommittee/workgroup meetings.

Minimum 1-year clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

LIT VICE CHAIR:

The Lit Vice Chair performs all duties and has some responsibilities of the Lit Chair in his/her absence, or whenever needed. It is very important for the Lit Chair and Lit Vice Chair to work closely together and share responsibilities.

Minimum 6 months clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

OUTREACH CHAIR:

The Outreach Chair coordinates and is responsible for all work done by the subcommittee. The Outreach Chair must submit a full report of completed activities and status reports for all projects at each ASC meeting. The Outreach Chair is expected to attend all ASC meetings and strongly encouraged to attend all subcommittee/workgroup meetings. Must have willingness to commit to the position and have a working knowledge of NA’s 12 Steps, Traditions, and Concepts.

Minimum 2 years clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”

- Fourth Concept

OUTREACH VICE CHAIR:

The Outreach Vice Chair performs all duties and has some responsibilities of the Outreach Chair in his/her absence, or whenever needed. It is very important for the Outreach Chair and Outreach Vice Chair to work closely together and share responsibilities.

Minimum 1-year clean time requirement

“Our service structure depends on the integrity and effectiveness of our communications”

- Eighth Concept

“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”
▪ Fourth Concept

REPORTS

MONTHLY GSR/GSRA, ASC ADMINISTRATION and SUBCOMMITTEE CHAIR REPORTS:

1. All reports are to be written or typed.
2. When giving a report, the GSR/GSRA or group representative should not read the results of nominations that were taken back to their group. This will be done in Nominations and Elections, so the nominee can step out of the room.
3. Proposals should also be held until Old Business.

QUARTERLY REPORTS:

****Reports will be done only if requested by a member of the Administrative Committee or GSR and should be brought to the following ASC after request.

- A. Administrative Committee:
 1. Secretary: Compile a list of proposals, budget proposals, and proposed nominations from the past quarters minutes
 2. Treasurer: Compile a quarterly report consisting of past quarters activity (financial record). Also. Make a suggested prudent reserve.
 3. RCM: Compile a report consisting of the past quarterly activity, accomplishments, specific problems, situations, and plans for the coming year.
- B. Subcommittee Chairperson: Compile a report consisting of the past quarters activities, accomplishments, specific problems, situations, and plans for the coming year.
- C. GSR: Compile a report consisting of the past quarters problems and how they were solved, number of meetings, number of home group members, average attendance, any plans for the coming year, and a financial statement (optional).

QUORUM

1. Official quorum is half the GSRs of the recognized groups.
2. In the absence of the GSR/Alt GSR, a trusted servant appointed by the group may be a representative.

3. If no quorum is achieved, those present may choose to reschedule the ASC.

RECOGNITION of NEW GROUPS

(GUIDELINES FOR NEW GROUPS WISHING TO JOIN THE NEAANA)

When a new group requests to join the ASC and be added to the area meeting schedule, the Area Facilitator should explain what determines if they are, in fact, a Narcotics Anonymous Group according to the ‘six points based on our traditions which describe an NA group.’ (The Group Booklet Rev., 1997, pg. 2) The Facilitator should read:

1. The second paragraph on page 56 of The Guide to Local Services in Narcotics Anonymous, 2002 Version, which states,
“At one time or another, most area committees have asked themselves whether a particular meeting should be included on the [meeting] list. The six points describing an NA group appearing at the beginning of the “NA Group” chapter in this guide (page 25) have given most area committees the criteria they’ve needed in making such decisions.”
(NOTE: These are the same six points on page two of “The Group Booklet Revised, 1997”.)
2. The six points on page two of “The Group Booklet Revised, 1997”
 - a. All members of a group are drug addicts, and all drug addicts are eligible for membership.
 - b. As a group, they are self-supporting.
 - c. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of Narcotics Anonymous.
 - d. As a group, they have no affiliation outside Narcotics Anonymous.
 - e. As a group, they express no opinion on outside issues.
 - f. As a group, their public relations policy is based on attraction rather than promotion.
3. Starting with the second paragraph on page 153 & ending on page 154 of It Works How and Why (1993), it states,
“In the spirit of autonomy, many groups hold meetings that appeal to members with similar needs. The freedom from judgment expressed in the Third Tradition is aimed at helping any addict, anywhere, feel comfortable in NA. No matter how a group structures its meetings, all NA groups are encouraged to keep the focus of their meetings on recovery from the disease of addiction. As long as a group observes the Twelve Traditions and espouses the Twelve Steps of NA in its meetings, it may consider them Narcotics Anonymous meetings.”
4. The second paragraph on page 154 of It Works How and Why (1993), which states,
“Since most groups are not directly connected with each other, we might think that whatever happens in our meetings has no effect on anyone else.

When we consider who is affected by our group, we have to look at our groups, the addict yet to come, the newcomer, and the neighborhood in which we hold our meetings. We have an effect on other groups or NA as a whole, if we're not recognizable as an NA meeting. It helps to remember what we needed to hear when we were new: hope for recovery from drug addiction. Addicts first coming to NA often look closely for differences, hoping that somehow, they won't fit in. It's not difficult to alienate an addict. It's important to think about the message we send to newcomers in our meetings. Thoughtful consideration of our primary purpose may help ensure that meetings will be available for those addicts yet to come."

The Area Facilitator will then ask a series of questions, as follows:

- a. How many members does the group have?
- b. Are all members' drug addicts?
- c. Does the group take outside contributions from outside entities, from the facility you meet in, or from non-members?
- d. What is the groups definitions of self-supporting?
- e. What does the atmosphere of recovery mean to the group?
- f. How does your group focus on carrying the message?
- g. What is that message?
- h. Does the group use outside literature, language or announce non-NA related events?
- i. What is the difference in cooperation and affiliation?
- j. What is an outside issue? How does the group respond to outside issues?
- k. What is the difference in attraction and promotion?
- l. Why did you start an NA group?

If the group representative/GSR cannot answer these questions, they will be allowed to take the questions back to the group, so the members can answer and decide for themselves. If the group representative/GSR can answer the questions, he/she will be allowed to answer at that time. In the event there's any question as to whether a group meets the six points, then it will be the responsibility of the Area Facilitator/Vice Facilitator, two GSRs/GSRAs and two Admin members to visit that group to help make the determination. The Area Facilitator/Vice Facilitator will give a report at the next ASC. If it's determined a group doesn't meet the six points, the ASC will refer the group to the Outreach subcommittee to help the group meet the six points, if the group so desires.

REACHING CONSENSUS

1. As the 7th Concept 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.” Therefore, all NA members have a voice on the floor.
2. GSR/GSRAs or their representative, in their absence, are the only consensus making participants of the NEAASC.
3. Any new group that comes to the ASC may be recognized that day and participate in new business, provided they meet the guidelines for recognition of new groups. (See item above)
4. If a consensus is not met on a proposal with stand asides, the proposal will be postponed until the next ASC meeting, so standing aside groups can obtain a group conscience.
5. The chair of a subcommittee can make proposals that pertain to their subcommittee.
6. 80% is generally accepted as a consensus.
7. A proposal shall be referred to the groups whenever a GSR states the concern, “I am not sure my group would be ok with this proposal.”
8. To “Assent” means that the consensus making member is agreeable with the proposal.
9. Forms of Dissention
 - a) “Assent with Reservations”: means that the consensus making member will allow a proposal to carry through, but that they have reservations. These reservations should be stated AND addressed, as well as recorded in the minutes
 - b) “Stand Aside”: means that the consensus making member is not agreeable with the proposal but does not feel strongly enough to stand in the way.
 - c) A sufficient number of “Stand Asides” will affect consensus (80%).
 - d) “Block”: A single, valid, “Block” stops a proposal. A “Block” is valid if it proves a violation of a Tradition, Concept, or Spiritual Principle would occur if the proposal was adopted. This violation must be stated, addressed, and recorded in the minutes. If the body does not understand the nature of the “Block”, the proposal is referred to the “Blocking” group for clarification.

---For more information about CBDM, please see the attached information entitled: “NEAANA – Consensus Based Decision Making, Quick Reference” (as adopted from the Sacramento Area PowerPoint Presentation).

NOMINATIONS & ELECTIONS

1. Chairperson will request that all nominees leave the room during consensus.
2. All elections will be by a call for consensus.
3. As the 4th Concept States: “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.”
4. A proposed nomination may be referred to the groups whenever a GSR states the concern, “I am not sure my group would be ok with this proposed nomination.”
5. It is suggested that if more than one person is nominated for a position and a consensus cannot be reached, then either one nominee step aside or the position remains vacant.

REMOVAL OF TRUSTED SERVANTS

1. VOLUNTARY:
 - a) Given in writing to the ASC Facilitator prior to the next ASC meeting.
2. INVOLUNTARY:
 - a) Two or more consecutive meetings missed, with consensus to keep or dismiss servants.
 - b) Relapse during term of trusted servant’s position.
 - c) Lack of consistent NA meeting attendance.
 - d) Violation of a Tradition, Concept, or Spiritual Principle, with consensus to keep or dismiss servant.

ELIMINATION OF A SUBCOMMITTEE/WORKGROUP

1. Any Subcommittee or Workgroup can be eliminated by a call for consensus.

EMERGENCIES

1. The Facilitator may contact all GSRs by phone or mail and consensus may be conducted if necessary, no later than 10 days from being contacted.
2. An emergency meeting may be called for all GSRs, if needed by the Facilitator.