

# GULF COAST AREA POLICY

Updated November 2025

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## **Definition of an Area Service Committee**

An Area Service Committee (ASC) is a committee made up of Group Service Representatives (GSRs) from groups within a designated area, an administrative committee and subcommittee chairpersons, which meets monthly for the express purpose of serving the specific needs of its member groups.

The most important service that an ASC provides is that of its groups' needs. It shall hold workshops to train trusted servants and give aid to new groups or groups that are struggling. Whenever a group has a specific situation or need, which it has not been able to handle on its own, it can come to its Area Service Committee for help. These situations are almost limitless in scope; however, we have learned that we can get much accomplished when we work together.

In order to provide these services, an ASC needs the active participation of its GSRs. A group supports its Area Service Committee both financially and spiritually. However, as an area grows the financial needs of the committee also grow. In order to provide a full line of services it requires a steady, reliable flow of money. Some areas provide these funds through activities. These alternate sources of financial support are helpful, but in the spirit of the Seventh Tradition, the bulk of the responsibility still falls on the groups.

## **Format of an Area Service Committee**

1. Open meeting with the Serenity Prayer.
2. Read Traditions, Concept of the Month and Definition of an ASC.
3. Open Forum.
4. Roll call by Secretary to include Administrative Committee, Subcommittee Chairpersons, RCM I and II, GSRs or their Alternate in their absence (to be done in alphabetical order by group). Secretary to report results of roll call to Chair.
5. Chair to establish quorum (for purpose of conducting business).
6. Secretary will move to accept last month's minutes.
7. RCM report.
8. Subcommittee reports in alphabetical order.
9. Ad-hoc subcommittee reports (if applicable).
10. Group reports. During the ASC, GSR reports should be turned in to the Secretary and only announced or reported orally to the area body if there are problems or concerns.
11. Old Business (any motions from previous months yet to be resolved).
12. Nominations.
13. Elections of new officer(s), if necessary.
14. New Business (prearranged agenda has priority).
15. Treasurer's Report. Move to accept Treasurer's report.
16. Establish next meeting time and place.
17. Announcements.
18. Meeting closes with a moment of silence, followed by the Third Step Prayer: "Take my will and my life; guide me in my recovery; show me how to live."

**Note:** A 10-minute break is to be taken after every hour, however this may be waived if there is no opposition to do so. If a break is taken, chair to reestablish quorum before restarting meeting.

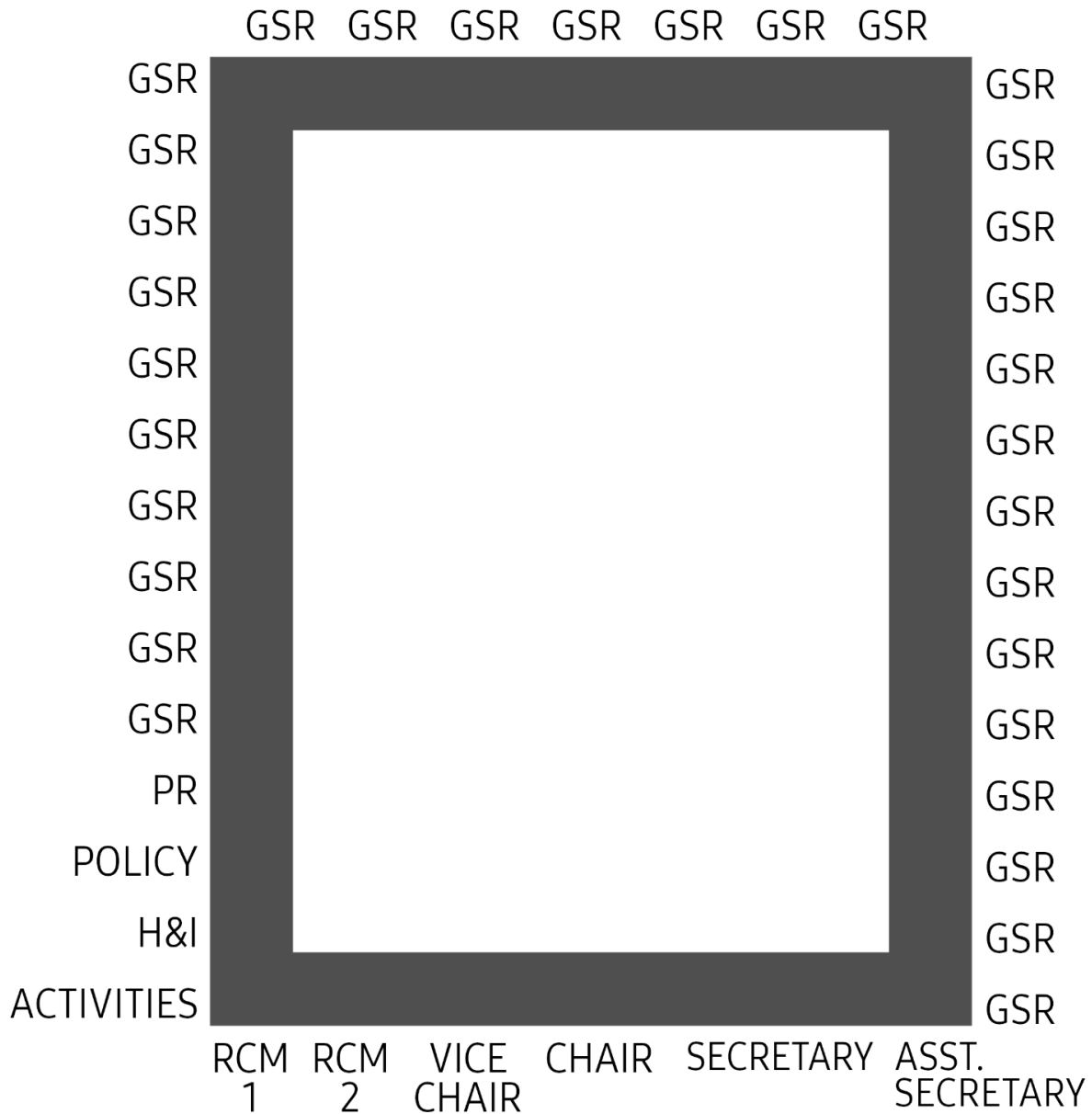
**Note:** The GCASC meets the second Sunday of every month at 11:00am, with the exception of May, where it will be held the third Sunday of the month.

**Note:** The double dagger (‡) symbol used throughout this Policy indicates a term that is defined in the Glossary.

## Seating Arrangement For Area Service

TREASURER/  
ALT. TREASURER  
LITERATURE

OTHER  
MEMBERS



**All GSR's shall be seated at the table to aid in vote counting. Alternate GSR's shall only sit at the table if their GSR is not present.**

# **Terms of Office**

The term of office for trusted servants elected in a regular election is from September through August. All positions carry a term of one year, with the exception of the RCM positions, which are 2 years. It is noted that all outgoing trusted servants are asked to work with the incoming trusted servants in August to ensure a smooth transition. The term of office of anyone elected to fill any position vacated during the year will be the remainder of the term of office holder that they replace.

## **Qualifications and Responsibilities of ASC Officers**

### **Administrative Officer Shared Responsibilities & Requirements**

- Shall be nominated and elected by the ASC.
- Shall attend all ASC meetings.
- Shall acquaint themselves with the GCASC policy.
- Shall serve for the entirety of one ASC cycle (RCMs excluded).

### **Chairperson**

#### **Qualifications**

1. Four (4) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One (1) year prior experience<sup>‡</sup> in the ASC.

#### **Responsibilities**

- Presides over the ASC meeting.
- Should refrain from expressing their opinions during discussions of a motion.
- Keeps discussions focused on the topic and within a reasonable time frame.
- Shall be one of the cosigners on the ASC bank account and will have their name removed within 30 days of the end of their term.
- Will appoint someone at the end of ASC to check on groups that have missed two or more meetings. To report back at the next ASC.
- Shall have access to areas' email.

### **Vice-Chairperson**

#### **Qualifications**

1. Three (3) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. One (1) year prior experience<sup>‡</sup> in the ASC.

#### **Responsibilities**

- Can become the ASC Chair in the 2<sup>nd</sup> year by receiving a vote of acclamation, therefore, nominees may anticipate a two-year commitment. If a vote of acclamation is not received, the Vice Chair can become a nominee for the position of ASC Chair.
- Presides over the ASC meeting in the absence of the Chair.
- Is responsible for coordinating the subcommittees.
- Communicates frequently with each of the Subcommittee's Chairs and acts as a resource to the subcommittee to facilitate the continuation of their duties.
- Holds a meeting before the ASC with all subcommittee chairs as needed.
- Is responsible for assisting the subcommittees to continue with business in the event of an absence or resignation of a subcommittee chair.
- Assists in tabulating votes.
- Shall act as parliamentarian<sup>‡</sup>.
- Shall be one of the cosigners on the ASC bank account, will monitor account monthly, and will have their name removed within 30 days of the end of their term, unless ascending to the chair position.

## Secretary

### Qualifications

1. Two (2) years clean time.
2. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA.
3. Six (6) months prior experience<sup>‡</sup> in the ASC.

### Responsibilities

- Drafts minutes to reflect what is conducted at the ASC meeting, following the ASC format.
- Types and emails minutes of the ASC meeting to the ASC Chair for review and approval prior to sending to all ASC participants, withing 14 days of the ASC meeting.
- Shall produce an updated monthly contact list of all members who wish to receive the minutes.
- Shall maintain a contact list of all elected officers and Subcommittee chairs, which is to be included in the minutes.
- Every GSR on roll call and subcommittee Chair are to be sent a copy of the minutes for every ASC. Others may receive the minutes if they add their name to the monthly contact list.
- The pages of the ASC minutes will be numbered and provide motion numbers of the motions in old business (including a vote count)
- Takes roll call at the ASC meeting.
- Provides a list of all groups that have missed two or more ASC meetings to the Area Chair.
- Maintains a file system for all information generated by the ASC including certain materials created by Subcommittees or groups, as well as a record of motions, reports and correspondence for the ASC archives.
- Prepares letters and communications for the ASC officers.
- Indicates any holiday conflicting with the upcoming ASC.
- Shall submit a yearly budget within 30 days of election.
- Shall provide ASC with an addendum sheet every six months with all newly voted policy changes.
- All printed materials are to be printed on both sides of the paper.



## Assistant Secretary

### Qualifications

1. One year clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Have all the same responsibilities as the ASC Secretary.
4. Six months prior experience<sup>‡</sup> in the ASC.

### Responsibilities

- Can become the Secretary in the 2<sup>nd</sup> year by receiving a vote of acclamation, therefore, nominees may anticipate a two-year commitment. If a vote of acclamation is not received, the Assistant Secretary can become a nominee for the position of Secretary.
- Assists the secretary.
- Shares all responsibilities of the ASC Secretary in their absence.

## Treasurer

### Qualifications

1. Four (4) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions.
3. One (1) year prior experience<sup>‡</sup> in the ASC.
4. Must be familiar with bookkeeping, able to balance a checkbook. Have a steady source of income and be financially sound.

### Responsibilities

- Responsible for all incoming and outgoing monies through the ASC and maintains the checkbook.
- Presents a detailed report of finances at each ASC meeting.
- Includes a monthly statement showing fixed and all other expenses of the GCA.
- Keep a running balance during the ASC so that an accurate, current report on finances can be made during the Treasurer's report.
- Maintains yearly fiscal budget from September through August.
- Maintains an accurate balance of the ASC bank account and is responsible for confirming the balances with accumulated year to date totals, as well as the ASC's general fund, prudent reserve\*, and operating expenses as part of the Treasurer's report.
- The Treasurer makes disbursements at the direction of the ASC.
- Must attend the meeting with the ASC Vice Chair prior to ASC meeting.
- Oversees a prudent reserve of three thousand dollars (\$3,000) and informs the ASC of any excess above prudent reserve so that a donation can be made.
- Incorporates a system for cash receipt verification requiring two signatures with a receipt issued.
- Shall maintain GCASC Treasurer's equipment including laptop and money counter.

### Guidelines

1. The Treasurer's Report is not to include any last names of whom checks are written to.

2. All monies from events must be turned in to the ASC Treasurer within forty-eight (48) hours of the event; i.e., dance, special events, merchandise sales.
3. All monies from groups must be turned in by 11:00am on the day of area to Treasurer or Alt. Treasurer on the day of ASC meeting.
4. The Treasurer must deposit these received funds within twenty-four (24) hours.
5. No rolled coins will be accepted as payment.
6. All funds are under one set of books.
7. Any request made in the area for payment or reimbursement must be accompanied by an itemized business receipt, showing vendor name, date of service, services provided, and amount paid.
8. No checks are to be cashed at Area Service for any reason.
9. All monies over and above the established prudent reserve shall be donated as follows: 75% to South Florida Region and 25% to Narcotics Anonymous World Service.
10. Before dipping below the Gulf Coast Area Prudent Reserve of \$3,000 the treasurer will make a motion, seconded by a GSR, to dip below the prudent reserve. This motion will require a 2/3 majority vote of the voting quorum. The Treasurer will inform the ASC as to the amount of money that is available to be sent to the next level of service.
11. All payments will be by check only, with the exception of donations to Region, which may be made by electronic payment.
12. No blank checks are to be signed in advance.

## **Assistant Treasurer**

### Qualifications

1. Three (3) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Six months prior experience<sup>†</sup> as both a group treasurer and in the ASC.
4. Must have a steady source of income and be financially sound.

### Responsibilities

- Can become the Treasurer in the 2<sup>nd</sup> year by receiving a vote of acclamation, therefore, nominees may anticipate a two-year commitment. If a vote of acclamation is not received, the Assistant Treasurer can become a nominee for the position of Treasurer.
- Attends all ASC meetings.
- Assists the Treasurer.
- Is accountable to the Area, with the Treasurer, by witness and signature, for all monies, cash and checks counted and received by the Treasurer, verifying group donations and balances.
- Will fill in for the Treasurer on a temporary basis in their absence.

## **RCMs**

- RCM I: The primary RCM position, nominated and elected by the ASC for a two-year term.
- RCM II: The secondary RCM position, nominated and elected by the ASC for a two-year term.
- RCM II can become RCM I in the 3<sup>rd</sup> year by receiving a vote of acclamation, therefore, nominees may anticipate a four-year commitment. If a vote of acclamation is not received, RCM II can become a nominee for the position of RCM I.

### Qualifications

1. Four (4) years clean time.
2. Working knowledge of the 12 Steps and 12 Traditions of NA.
3. Prior fulfilled commitment as a GSR.
4. Time and resources to perform the responsibilities of the position.
5. Prior involvement at the Regional level.

### Responsibilities

- As representatives of the GCA, they will speak for members and groups within the Area. The primary purpose is to work for the good of NA and act as liaison between Area and the rest of NA, particularly with neighboring ASCs.
- RCM I will represent the group conscience of the Area at the Regional level. In their absence, RCM II will fulfill these responsibilities. To accomplish this, they must become informed of matters concerning Area, Regional and World levels of NA service.
- Attends all ASC and RSC meetings.
- Prepare written reports for the ASC concerning the RSC meetings.
- All Regional motions requiring group votes are to be put in the ASC motion format and included with all Area motions to be voted on by groups, to ensure all future ASC/Regional motions are brought before the groups.
- When the WSC Conference Agenda Report comes out, they will need to be well informed on all agenda items to bring this information to the groups in a workshop forum, where group members may ask questions pertaining to these items.
- If there is a male and female RCM, Area will provide funds for two rooms at the RSC meetings.

# **Yearly Duties**

## **Audits & Inventories**

1. All Officers of the ASC shall provide the ASC with an inventory in the final month of their term as trusted servant. This shall include details of the progress that was made, and any issues encountered or concerns.
2. The newly elected admin committee<sup>‡</sup> shall perform a yearly audit on literature and treasury after the change of the Administrative body.
3. The Area's storage unit will be inventoried in August by the outgoing and incoming ASC Chair and Vice Chair.

## **Trusted Servant Workshops**

The ASC shall provide a trusted servant workshop four (4) times a year, including both Area and Group level positions. This shall be coordinated with the Activities subcommittee as an event.

## **Nomination Procedures**

- Nominations shall be solicited in May to be brought back to the ASC in June.
- Qualifications and responsibilities for each position shall be read at the May ASC and shall be included in the May meeting minutes.
- Members of NA, when submitting their qualifications for a trusted service position shall not state their vocational or educational backgrounds.

For each trusted servant position:

1. The Policy Chair will read the requirements and necessary qualifications.
2. The ASC Chair will request nominations for the position from the Area body (nominees must be present).
3. All nominations must be seconded by a GSR.
4. Verbal qualifications are now given by the nominee, as well as written qualifications handed or emailed to the ASC Secretary. Nominee shall state clean time and prior service experience. Written qualifications will not be accepted for absent nominees, unless approved by the GSRs.
5. After each nominee, the ASC Chair will ask if there are any other nominations.
6. A motion is made to close nominations.

## **Elections of ASC Trusted Servants**

Nominations are brought back to the ASC in June and elections are held in July; all nominees must be present for elections. If a nominee is not present for elections, their nomination will be withdrawn, except under extenuating circumstances accepted by the GSRs.

1. Voting is done by a show of hands. Majority wins (one more than half).
2. All positions, even those with only one nomination, must go back to the groups for a vote and are then brought back to the ASC for election.
3. When there are more than two nominations, if no candidate gets a clear majority, the following will be done: A vote will be taken. The nominee with the least amount of votes will be dropped and another vote taken of the remaining candidates until there are two nominees left. These nominees will be referred to groups for votes and then returned to ASC for election of majority winner.
4. No Administrative Officer or Subcommittee Chairperson may serve more than two (2) consecutive terms in the same position.
5. Each member can hold only one Area elected position at a time.

6. In the event that a position is vacated, the ASC Chair may appoint a trusted servant to fill the position for a maximum of two ASC meetings.
7. The Gulf Coast Area does not vote on any ASC positions if their qualifications have not appeared in the previous month's minutes.
8. Clean time requirements for ASC elected positions will not be waived if another nominee who meets those requirements is nominated.

# **Parliamentary Procedures**

## **Motions and Voting Procedures**

1. ASC meetings are open to all NA members. Any NA member may, at the discretion of the Chairperson, have a voice on the floor; at any time.
2. Motions may only be made or amended by the following members:
  - a. GSRs or alternate in their absence.
  - b. RCMs in matters pertaining to their position.
  - c. Subcommittee Chairs in matters pertaining directly to their subcommittee.
  - d. Members of the Administrative Committee (Except Area Chair).
3. Only GSRs can second motions.
4. If any group is not represented at two (2) consecutive meetings, they are dropped from roll call. (The purpose of this is to establish an accurate quorum.) Any NA group is welcome to join the Gulf Coast Area.
5. Quorum:
  - a. For official quorum to be met, one more than half of the area's GSRs on roll call must be present.
  - b. If official quorum has not been met thirty (30) minutes after scheduled starting time, there will be no business that requires group conscience done (i.e. Old Business and New Business).
  - c. Only elected GSRs or GSR alternates are eligible for quorum.
  - d. Any member may request a quorum call from the floor at any time.
6. All main motions must be turned in to the Vice Chair (in writing, with intent) prior to the start of New Business. All motions that require a cash expenditure shall carry an exact dollar amount. All policy change motions must provide the page number and section being changed, with current wording and new proposed wording displayed for clarity.
7. After a motion is made, the Chair asks for a second from GSRs. After a second is taken, the Chair asks for any opposition to calling the vote.
  - a. If there is no opposition: The Chair asks for a vote of all those in favor and any abstentions.
  - b. If there IS opposition: 1) The maker of the motion is given a two (2) minute opportunity to speak on the intent of the motion (not to be considered a "pro" in the debate). 2) The floor is open for debate as outlined in Rules of Order.
8. The Chair has a vote only in the case of a tie, at his/her discretion.
9. A 2/3 yes vote is required for any motion that affects area policy. Such motions must go back to groups for vote. All money motions other than normal budgeted items, administrative housekeeping items, or normal monthly expenditures must go back to groups for vote if the dollar amount exceeds \$200. All other business requires an established majority<sup>†</sup> to pass.
10. All policy changes go to the Policy Subcommittee for their recommendations as well as financial and parliamentary impact. This information is to be attached to the motion to go out to groups.
11. Motions that add/delete/amend Area Policy (i.e. Policy Change motions) shall be submitted as separate individual motions for each specific intent, and not submitted as multiple changes incorporated under one motion.
12. Voting will be done by a show of hands; a roll call or closed ballot vote can be called for at any time by any voting participant.
13. In all votes at the ASC, the abstentions do not go to the prevailing side, but are counted as abstentions, and if abstentions prevail, the vote goes back to groups.

## **Main Motion**

A main motion is a motion whose introduction brings business before the ASC. Such a motion can be made only when no other motion is pending.

## **Amendments**

An amendment is a motion to modify the wording and within certain limits\* the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment cannot introduce an independent motion. An amendment is debatable only if the motion to be amended is debatable (See Rules of Order).

\*an amendment may not change the intent of the original motion

## **Motion to Table**

A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made, an intent is to be given. The motion to table is in order for the following:

- a. To get further information.
- b. More pressing business to be dealt with.

A motion that is tabled remains on the table until taken up by the ASC by a motion to do so, or until the next ASC meeting when it will be brought up by the administrative committee under Old Business. This motion is not intended to kill a main motion or suppress debate on it. No motion may be tabled twice.

## **Motion to Refer to Committee<sup>‡</sup>**

When a motion to refer to committee is made, it is to send an item of business to a relatively small group of selected persons, a committee, so that a question may be carefully investigated and put into better condition for the ASC to consider. Unless specified, the issue will be brought up at the next ASC meeting by the committee. Debate on a motion to refer to committee will be limited to one pro and one con, and the debate will pertain only to the desirability of committing the motion or the instructions to the committee, and not to the merits of the main motion. If passed, there will be two pros and two cons on the original motion so as to obtain information to give direction to the committee.

## **Motion to Refer to Groups**

When a motion to refer to groups is made, it is to send an item of business to the groups for their consideration. The issue will be voted on at the next ASC meeting. Debate on a motion to refer to groups will be limited to one pro and one con and the debate will pertain only to the desirability of referring to groups. If passed, there will be two pros and two cons on the original motion as to give information to bring back to the groups.

## **Motion to Reconsider**

A motion to reconsider is meant to bring an item that has already been dealt with onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take into account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or minority were not pleased with the outcome. This motion can only be made by a GSR who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next ASC meeting, it would no longer be in order to reconsider a motion. You may not reconsider a motion more than once.

## **Unanimous Consent**

A less formal way of handling business and is an alternative to taking a vote on a motion; if the Chairperson senses no opposition to a motion, they will state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that all of the voting members were in favor. If a member objects to this, the matter will go to a vote as prescribed for the motion.

## **Withdraw or Modify**

A request to withdraw or modify may be made by the maker of the original motion upon their acceptance of a suggestion from another member. After a motion is made it belongs to the ASC as a whole and the maker must request the ASC's permission. The Chairperson treats this as a unanimous consent matter; that is, if no one objects to this, the request is granted. If there is an objection, the Chairperson automatically puts the request to a vote which is not debatable.

## **Motion to Call the Vote**

A motion to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings. A motion to call the vote must be seconded. A 2/3 majority is required to adopt this motion.

## **Point of Information**

A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure on the motion that is pending. This allows a member to ask a question, and it is not to make a statement or give information.

## **Point of Order**

When a member feels that the rules, policy or guidelines of the ASC are not being adhered to, he/she can make a "Point of Order" which in effect is asking the Chair to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring to the attention of the Chairperson that a member feels that the proper procedure is not being followed.

## **Suspend the Rules**

A motion to suspend the rules is made when a member of the ASC would like to waive certain ASC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a 2/3 majority.

## **Appeal the Decision of the Chair**

By electing the ASC Chair, the ASC delegates to him/her the authority and duty to make necessary rulings on questions or parliamentary procedure. Any two members (one making the appeal and another seconding it) have the right to appeal from his/her decision on such a question. The question is taken from the Chair and given to the ASC for final decision. Debate will be limited to one pro by the maker of the motion and one con by the Chair, limited to two (2) minutes each.

## **Impeachment Procedures**

When a member of the Administrative Committee, or a Subcommittee chair misses two (2) or more consecutive meetings, or fails to perform their duties, an email will be sent stating the charges prior to voting. Following the email, the person may make a rebuttal. **Only if Rebutted:** Both the email and the rebuttal will be referred to groups. Impeachment will be determined by vote at the ASC meeting. It takes a 2/3 majority to impeach. The vote is done by closed ballot.

## **Resignation Procedures**

A trusted servant who wishes to resign shall submit an email to the ASC chair prior to the ASC stating their resignation. Relapse is an automatic resignation.



# Rules of Order

MOTION	2nd Required	Debatable	Amendable	Vote
Main Motion	Yes	2 pro, 2 con	Yes	Established Majority <sup>‡</sup>
Amendment	Yes	2 pro, 2 con	No	Established Majority <sup>‡</sup>
Refer to Committee**	Yes	1 pro, 1 con	Yes	Established Majority <sup>‡</sup>
Refer to Groups*	Yes	1 pro, 1 con	Yes	Established Majority <sup>‡</sup>
Policy Change	Yes	2 pro, 2 con	Yes	2/3
Call to Vote*	Yes	1 pro, 1 con	No	2/3
Table	Yes	1 pro, 1 con	No	Established Majority <sup>‡</sup>
Recess	Yes	No	No	Established Majority <sup>‡</sup>
Adjourn	Yes	2 pro, 2 con	No	Established Majority <sup>‡</sup>
Point of Order	No	No	No	None
Appeal the Decision of the Chair	Yes	1 pro, 1 con	No	Established Majority <sup>‡</sup>
Suspend the Rules	Yes	No	Yes	2/3
Point of Information	No	No	No	None
Reconsider	Yes	2 pro, 2 con	No	Established Majority <sup>‡</sup>
Take from Table	Yes	2 pro, 2 con	No	Established Majority <sup>‡</sup>

\*If passed, 2 pros and 2 cons for information only.

\*\*Debatable only if motion to be amended is debatable

## Subcommittee Shared Policy

1. Subcommittee chairs, with the conscience of the subcommittee members, are able to effectively change the existing guidelines of their committees as they see fit provided they follow Traditions and do not conflict GCASC policy Any and all changes to the guidelines must be approved by a majority of existing subcommittee members, or group conscience of the GCASC, and shall be submitted in their subcommittee reports each month. The GCASC has the right and ability to veto any changes to a subcommittee's internal guidelines by a vote.
2. All subcommittees are required to have a meeting on the day the ASC meets, prior to the ASC, and in the same place the ASC meets.
3. The use of "Vaping" devices is prohibited from being used at all Gulf Coast Area Functions which includes ASC, subcommittee meetings and functions sanctioned by GCASC.
4. Subcommittees shall provide a copy of that subcommittee's policy to each voting member.
5. All subcommittee chairs submit to the RCM by the end of the Area Business a copy of the subcommittee minutes for that month, so that the RCM may submit Area reports to the Regional Subcommittee Chairperson.
6. Annual subcommittee budgets should be submitted, broken down, on a monthly basis. All non-recurring expenses should be submitted as necessary. Prior budgets are to be provided along with new budgets that are being voted on.
7. All Subcommittees must get competitive bids if they are going to spend more than One Hundred Dollars (\$100.00) on non-fundraising activities. These bids will be recorded in the ASC minutes.
8. An income statement, including expenses, will be submitted by each Subcommittee using Area funds, on a monthly basis, with running balances for the year being stated: i.e., what went out and what went in with a total shown monthly.
9. Each Subcommittee Chair is responsible to the Area for any Merchandise and any funds generated from the sales of merchandise of that Subcommittee.
10. Subcommittees requesting literature will be filled prior to groups.
11. All subcommittee events shall be coordinated through the activities committee.

# Activities

## Purpose

To coordinate and plan activities which promote unity and fellowship in Area NA fellowship, as well as to generate funds. All activities must be held in accordance with the twelve traditions of NA.

## **Chairperson**

- Nominated and elected by the ASC.

### Qualifications

1. Two (2) years clean time.
2. Six (6) months prior involvement in the Activities Committee.
3. An example of living recovery through the Twelve Steps and Twelve Traditions of NA.

### Responsibilities

1. Responsible for planning, coordinating and implementing all area activities.
2. Negotiates and contracts locations for area-sponsored events
3. Is accountable for all funds handled through the Activities Subcommittee.
4. Turns all monies collected by the subcommittee to the ASC Treasurer (per policy).
5. Must attend all ASC meetings and attend the meeting with the ASC Vice-Chair prior to the ASC.
6. Must attend RSC meetings in this zone.
7. Maintains order in, arranges times and agendas for all Activities subcommittee meetings.
8. Is ultimately responsible for the functioning of the Activities Committee.
9. Works with Regional Activities Chair on regional events in the Regional Zone.
10. Shall provide schedule of Area events with annual budget.
11. Should acquaint themselves with GCASC Policy.

## **Policy for Planning Functions:**

- A. **All Area-sponsored activities:** must have prior ASC approval.
- B. **Advanced Planning:** Flyers and tickets, as needed, will be printed for each function: should read: "Suggested donation \$\_\_\_\_." All flyers must state on the bottom, where room is available: **NA is not affiliated with** (the location or place where the activity is being held).
  1. Ticket sellers must have a minimum of one (1) year clean time.
  2. No addict will be turned away.
  3. For any reason, including the weather, if an event is cancelled, the Chair or Vice Chair of the Activities Subcommittee must go to the location where the activity was to be held and let people know this by signage and in person it's cancelled.
  4. No cash prizes will be given away at any Gulf Coast Area Activities Function.
  5. In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.

- C. **Locations:** Final selection of a location will be voted on by the Activities Subcommittee. The Chair should make follow-up calls to locations to maintain goodwill and proper clean up, etc.
- D. **Provisions:** (Food, soda, decorations, etc.) All surplus provisions must be accounted for and returned to the designated storage place by the Chair and the Vice-Chair.
- E. **Entertainment:** All entertainment should be approved and voted on by members of the Activities Subcommittee for Area-approved event.
- F. In the event of a natural disaster (hurricane) on the day of the scheduled activity, or upon completion of any activity, all perishable foods bought should be anonymously donated to a reputable charity or recovery facility.

# **Hospitals & Institutions**

## **Purpose**

The Gulf Coast Area Hospital and Institutions subcommittee is responsible to carry the NA message of recovery into Hospitals and Institutions whose residents have restricted access to regular NA meetings.

## **H&I Elected Trusted Servant Positions**

### **Chairperson**

- Nominated and elected by the ASC.

#### **Qualifications**

1. Two (2) years clean time.
2. A working knowledge of the Twelve Steps and Twelve Tradition of NA.
3. Minimum of one (1) year prior experience in the Gulf Coast H&I Subcommittee.

#### **Responsibilities**

1. Facilitates the monthly Subcommittee meeting.
2. Ensures that the traditions are upheld in all matters involving the subcommittee and its members.
3. Attends monthly GCASC meetings.
4. Provides a report of current H&I subcommittee activity.
5. Ensures all panel leaders and panel members comply with the H&I subcommittee guidelines as well as the rules of the individual facilities.
6. Attends RSC meetings in this zone.
7. Handles the discussion of H&I-related topics in presentations at the public level. (This is done in cooperation with the P.R. Chairperson.)
8. Appoints temporary replacements to fill all vacant elected positions within subcommittee.
9. Shall announce any changes to H&I Policy at next ASC meeting.

## **General Requirements**

For All Panel Members (elected and non-elected):

All H&I members carrying the message through H&I must keep in mind at all times the following rules which cover ALL meetings in ALL facilities.

1. You are not permitted to bring any drugs, weapons, or paraphernalia onto the grounds of any facility.
2. You are not permitted to give money or correspondence to or take money or correspondence of any type from a resident.

3. You are not permitted to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and are generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either promise of “looking for” or the “securing of”.) H&I members will not make any comments or promises regarding employment, parole, probation, or medical problems. We carry the message of NA: recovery from active addiction through our spiritual program.
5. Always remember we are all GUESTS of the facility and therefore MUST comply with their wishes. Individual members of H&I and members of NA should not attempt to discuss any problems encountered in a meeting/presentation with personnel of the facility in question. This is the responsibility and duty of a Panel Coordinator or H&I Chair if no coordinator is elected at this time. Any member not conforming to these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of any H&I subcommittee assignments. Any NA member who is involved with a given facility on a professional or volunteer basis or another fellowship H&I should not participate in the panels serving the addicts in that facility. This avoids conflict and damage to: (a) addicts being served, (b) the working ability and privilege of the subcommittee to carry the NA message clearly. Of course, these members may participate on panels going into other facilities.
6. H&I shall not buy basic texts and give them to facilities. H&I may give donated basic texts to facilities.

**WSO H&I Guidelines will be used for all H&I procedures not covered by this Policy.**

Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse. He or she may again become eligible when meeting clean time. Being clean for purposes of this H&I subcommittee shall be defined as complete and continuous abstinence from all mind-altering or mood-changing substance, including, **ALL Drug and Alcohol Replacement Therapy**: such as Methadone, Suboxone & Subutex.

# **Literature Distribution**

## **Purpose**

To procure from the RSO, then distribute all WSO-produced literature and related items.

## **Qualifications and Responsibilities of Officers**

### **Chairperson**

#### **Qualifications**

1. Three (3) years clean time.
2. Six (6) months prior involvement\* (see page 7).
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA
4. Is responsible for ordering inventory.

#### **Responsibilities**

1. Maintains records and fills literature orders.
2. Provides a report in the form of a balance sheet to admin if requested.
3. Must attend RSC meetings in this Zone.
4. Should acquaint him/herself with the Area Policy.
5. Must attend ASC meetings.

### **Budget**

An annual itemized budget must reflect supplies and operating expenses. Operating expenses may include such things as office supplies, photocopying, and stamps, phone calls to Regional/World Offices, etc. This budget should also include projected literature expenses for the following year. The dollar amount of literature in stock at the start of each ASC meeting should be a minimum of \$2,500, and not to exceed \$4,000.

### **Ordering Literature and Group Starter Kits**

1. GSR's must submit orders electronically via the Gulf Coast Area website by the day of area, (the 2<sup>nd</sup> Sunday of the month) by 8:00 A.M. to be filled for the current ASC. If an item is out of stock it is placed on back order by the Literature Subcommittee. These items will be given to the groups at the next ASC.
2. The ASC Treasurer shall pay the RSO directly from the invoice provided by the literature chair.
3. Group Starter Kits: All new Area groups shall be given a group Starter Kit, if requested. Starter Kit will consist of 20 meeting lists, 5 key tags of each color, 5 white books, 5 each of IP #7, #11, #16 and #24, one group booklet, 1 set of reading cards. The Area will pay the Literature Subcommittee for this.
4. If any existing group in the Gulf Coast Area petitions the Gulf Cost ASC for literature needed, The Gulf Coast ASC will give said group an amount of literature equal to and/or the same as the Group Starter Kit.
5. 10-20 meeting lists will be put in each Group's order.

### **Literature Exchange**

If a group or committee has literature that they have found no use for, it may be possible for them to trade it for other literature more applicable to their needs. At no time, however, can a group or committee be reimbursed financially for literature they have purchased.

# Newsletter

## Purpose

To be a forum to share experience strength and hope to the area from NA members, and for announcements including anniversaries, functions, meeting changes and conventions.

## Qualifications and Responsibilities of Officers

### **Chairperson**

- Nominated and elected by the ASC.

#### Qualifications

1. Has two (2) years clean time.
2. Has a working knowledge of the 12 steps and 12 traditions of NA.
3. Has a minimum of one (1) year prior experience in Newsletter subcommittee.

#### Responsibilities

1. Shall arrange and facilitate the monthly subcommittee meeting.
2. Ensures that the Traditions are upheld in all matters involving subcommittee and its members.
3. Must attend ASC meeting.
4. Makes a monthly report to Area of subcommittee activities.
5. Shall monitor and approve any and all articles prior to publication.
6. Must attend RSC per Area policy.

### **Editing**

The twelve traditions of NA serve as the basic guidelines for edition the “Meeting Makers Monthly”. We have no opinions on outside issues, we are not affiliated with any other organizations, and we are non-professional. Shall edit out profanity. This basic courtesy is necessary if we are to be viewed as a respectable newsletter. The language of NA should always be used. Our steps and traditions are worded to keep the focus of our program on recovery and not a specific drug. We are addicts and our disease is addiction. World guidelines suggest the following edits in essays we print:

#### If writer said:

Alcohol and drugs

Clean and sober

Alcoholic and addict

Sober

#### We print:

Drugs

Clean

Addict

Clean





# **Policy**

## **Purpose**

The purpose is to update, edit, revise and/or create policy for the area body as directed by the ASC. It is also required to give procedural and financial impact of all policy motions referred to committee by the ASC as well as to determine all other policy to be affected by such motions. All motions referred to committee are to be brought back to the following ASC with all said changes and impacts, accompanied by a recommendation from the policy committee. This is to be attached to the motion prior to going back to groups. At the start of term, the committee is required to scan policy for all housekeeping changes needed, i.e., spelling, punctuation, etc. But no changes are to be made without the approval of the ASC body. Is responsible for the printing and distribution of the policy as directed by the ASC.

## **Qualifications and Responsibilities**

### **Chairperson**

- Nominated and elected by the ASC.

#### **Qualifications**

1. Three (3) years clean time.
2. Two (2) years prior involvement on an area level.
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA.

#### **Responsibilities**

1. Should have great understanding of policy and procedure.
2. Shall attend all ASC meetings.
3. Is responsible for coordinating times and locations of subcommittee meetings.
4. Shall act as parliamentarian at the ASC in the absence of the Area Vice Chair.
5. Should attend all Admin Meetings.
6. Shall submit budget within 30 days of being elected.

# **Public Relations**

## **Purpose**

The purpose of the Public Relations (PR) subcommittee is to inform the public that Narcotics Anonymous exists and offers recovery from addiction.

## **Responsibilities**

1. Establishes, maintains, and coordinates an effective 24-hour, 7-day-a-week helpline. This helpline forms a link between NA and the general public seeking help or information, providing referrals to Narcotics Anonymous meetings.
2. Updates and maintains the ASC email account as well as the ASC website.
3. Maintains an up-to-date meeting list and distributes it at each month's ASC and maintains an up-to-date meeting list on the Gulf Coast Area website. If a meeting is suspected of not meeting regularly, prior to removing the meeting from the meeting list an investigation shall be carried out according to the following guidelines:
  - a. The PR Chair or a trusted servant assigned by the PR Chair shall attend meeting for one month continuously.
  - b. Findings shall be reported back to the next PR subcommittee meeting.
  - c. If the meeting is found to not be regularly meeting as interpreted by IP #2 "The Group," then said group shall be removed from the Gulf Coast area's meeting list and website.
4. Maintains a regularly updated list of community organizations for the purpose of establishing and maintaining relationships.
5. Schedules and fulfills presentations for any organization requesting to learn more about Narcotics Anonymous.

## **Chairperson**

- Nominated and elected by the ASC.
- May not serve more than two (2) years consecutively.

### **Qualifications**

1. A working knowledge of the Twelve Steps and Twelve Traditions of NA.
2. Three (3) years clean time.
3. One (1) year prior involvement in Public Relations.
4. Two (2) years prior ASC experience.
5. Familiar with the Gulf Coast Area Service policies.
6. An understanding of the service structure of Narcotics Anonymous.

### **Responsibilities**

1. Arranges times and agendas for all Subcommittee meetings.
2. Arranges times and agendas for all Helpline Volunteer Orientations.
3. Ultimately responsible for the functioning of the Subcommittee and maintenance of files and records.
4. Coordinates all the work of all the ad hoc committees within P.R.
5. Represents the Subcommittee at the Area Service Committee and serves as spokesperson for the Committee.

## Budget

Shall be itemized to include, but not limited to:

- Recurring monthly expenses (list per month cost and total yearly amount).
- Supplies
- Postage and mailings
- Literature
- Special Projects

## Website

The Gulf Coast Area Website (<http://www.nagulfcoastfla.org>) has two purposes, one to carry the message to the addict who still suffers, and to also have a way for the public to find NA in the Gulf Coast Area. It is intended to further enhance this effort through modern technology and the internet. It is hoped that this site will enhance communication within the service structure as well as provide information to professionals, organizations, the community, and most importantly any addict seeking a new way of life.

### Guidelines

1. All content on website shall be consistent with the 12 Traditions and 12 Concepts of NA.
2. The addition of new features and changes to the layout of the website will be made only with the approval from the PR subcommittee which shall be reported to the ASC.
3. No individuals will be identified by name, address, or phone number on the website, in keeping with the tradition of anonymity.
4. The website will provide links to other approved NA websites only. No personal recovery links will be included.
5. The website will be owned by the Gulf Coast Area.
6. The Website Coordinator, one member of the PR Subcommittee, and one member of the Admin Subcommittee will be privy to all information needed to update and maintain the website.
7. All links will be checked and updated monthly.
8. The Gulf Coast Area email account is not to be used to send or receive personal email messages.
9. Subcommittee Guidelines shall be posted and changed as directed by the GCASC.

# Glossary

Administrative committee: a committee<sup>+</sup> consisting of the Area's Chair, Vice Chair, Treasurer, Assistant Treasurer, Secretary, Assistant Secretary, and RCMs. Also referred to as "Admin."

Ad-hoc committee: a temporary committee that is formed for a specific purpose; once the purpose is fulfilled, the committee is automatically disbanded.

Committee: a body of persons delegated to consider, investigate, take action on, or report on some matter(s) (see Ad-hoc committee, Standing committee)

Established majority: at least one more than half of those eligible to vote must be in favor

Parliamentarian: a member who is familiar with procedure and policy, helps facilitate the transaction of business and promotes unity and harmony

Prior experience: any consecutive time period during their recovery having served in any of the following positions: GSR, Administrative Committee, or Subcommittee Chair

Prudent reserve: funds kept available and set aside to meet liabilities and for unforeseen emergency needs

Simple majority: ignoring abstentions, the votes in favor outnumber the votes against

Standing committee: a committee that is constituted to perform a continuing function; remains in existence permanently or for the life of the assembly that establishes it

Vote of acclamation: full approval of all voting members present

# **Addendum 1**

Voted on and approved by GCASC body in September 2020, regarding the theft of NA funds.

## **Gulf Coast Area Theft of Funds Guidelines**

This policy is an adaptation of The Theft of Funds Bulletin #30 from NAWs

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the members' trust is even more so. We need to keep the image that one member and that one donation in mind whenever we make decisions about handling NA's money.

The Gulf Coast ASC should adapt this policy to fulfill its duty of accountability and responsibility to its Groups and the members of NA

We utilize a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First, a thorough review of all books and financial records should be conducted to make sure funds were misappropriated. How much? By whom? What failing in accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the GCASC will then schedule a special meeting, making sure the individual(s) who took the funds are informed of the meeting and given an opportunity to present their point of view. At this meeting there should be a format that allows everyone involved to express their feelings and concerns. This allows everyone to give their input and may allow a "Defusing Process" to occur. After all sides have been heard, a ten-minute break will take place to allow all present to decide the best course of action.

If the individual(s) admit to the theft and agree to pay back the missing funds, a restitution agreement can be developed. Such an agreement will include regular payments at an interval acceptable to all involved, though it is best to not drag out the process unnecessarily. The agreement will specify regular weekly or monthly payments until full amount is repaid. A report about the situation or the status of the restitution should be made at each GCASC meeting until the situation is resolved.

If the individual does not appear at this special meeting, the GCASC will need to ensure that every effort to contact the person has been made. A registered mailed letter will be sent explaining that an audit of financial records has been performed, the facts show the individual(s) is/are responsible for the missing money, and that repayment is expected. Copies of the letter should be put in a safe place for future reference. If this procedure does not resolve the problem, it is then up to the GCASC Chair to appoint an ad-hoc committee to decide how best to proceed and to present possible solutions to the GCASC in motion form.