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2 **East Tennessee Ridges of Recovery**

3 Area Service Committee Guidelines

4 Adopted: Feb 11, 2012

5 Revised October 2013

6 **Section I**

7 **The ETROR Service Committee of Narcotics Anonymous** (known as ASC hereafter)

8 A. Purpose and Function

9 1. The purpose of the Committee is to be supportive to a Narcotics Anonymous Area and its primary
10 purpose by associating with Groups within the Area and helping deal with its situations and needs.

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12 2. The ASC serves 3 basic functions:

13 a. The primary function of this committee is to unify the Groups within its Area and to provide help
14 and support to individual Groups.

15 b. The secondary function of the ASC is to carry the message of recovery through its various Sub-
16 Committees.

17 c. The third function of the ASC is to contribute to the growth of and enhance the quality of
18 Narcotics Anonymous, as a whole, by helping to support the VRSC.

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20 3. ASC meetings are scheduled for the second Saturday of each month at 1:00 P.M. at a location
21 determined by the ASC.

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23 B. Spiritual Guidelines, Order of Guiding Documents

24 1. The 12 Traditions of NA

25 2. The 12 Concepts of NA service

26 3. A Guide to Local Service in NA

27 4. The ASC Guidelines

28 5. The rules contained in the quick version of "Robert's Rules of Order" found in the GLS and as
29 Addendum to this document.

- 1 C. The ASC consists of:
- 2 1. Elected GSR's from the Groups of ASC
- 3 2. Elected Trusted Servants (i.e., Chairperson, Vice-Chairperson,
- 4 Secretary, Alternate Secretary, Treasurer, Alternate Treasurer, RCM,
- 5 Alternate RCM, and Sub-Committee Chairpersons).
- 6 D. All Groups in the ASC of Narcotics Anonymous must adhere to the Six Points, based on our Traditions, which
- 7 describe an NA Group.
- 8 *1. All members of a group are drug addicts, and all drug addicts are eligible for membership.*
- 9 *2. As a group, they are self-supporting.*
- 10 *3. As a group, their single goal is to help drug addicts recover through application of the Twelve Steps of*
- 11 *Narcotics Anonymous.*
- 12 *4. As a group, they have no affiliation outside Narcotics Anonymous.*
- 13 *5. As a group, they express no opinion on outside issues.*
- 14 *6. As a group, their public relations policy is based on attraction rather than promotion.*
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16 **Section II**

17 **Format of the ASC**

- 18 A. Chairperson calls the meeting to order.
- 19 B. The meeting opens with a moment of silence followed by the Serenity Prayer.
- 20 C. Read the Service Prayer, the 12 Traditions, and the 12 Concepts.
- 21 D. Roll Call and Establish Quorum
- 22 1. Groups.
- 23 2. Administration Committee.
- 24 3. Sub-Committee Chairs
- 25 E. Group Reports
- 26 F. Recognizing new Groups
- 27 G. Secretary's Report (must have motion to accept)
- 28 H. Treasurer's Report (must have motion to accept)
- 29 I. RCM Report (must have motion to accept)
- 30 J. Sub-Committee Reports
- 31 1. H&I
- 32 2. PI
- 33 3. Phone line

- 1 4. Literature
- 2 5. Newsletter
- 3 6. P&P
- 4 7. Outreach
- 5 8. Activities
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- 7 K. Break
- 8 L. Old Business
- 9 M. Nominations/Elections as needed
- 10 N. Open Forum (30 minutes)
- 11 O. New Business
- 12 P. 7th Tradition
- 13 Q. Set time, date, and location of next ASC Meeting
- 14 R. Motion to adjourn and close with Prayer
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16 **Section III**

17 **Elections of ASC of Narcotics Anonymous**

- 18 A. Nominations for Administrative Committee (Chair, Vice Chair, Treasurer, Secretary and both RCMs)
- 19 are to be taken back to the Groups for voting as needed.
- 20 B. Nominations for ASC Sub-Committee Chairs shall be made as needed at ASC.
- 21 C. Trusted Servants positions are one year terms with the following exceptions.
- 22 1. Ad-Hoc, special, and temporary Sub-Committee chairs.
- 23 2. RCM is a two year commitment.
- 24 D. A Trusted Servant of ASC may continue to serve until willingness from others is shown.
- 25 E. All nominees of a Trusted Servants position must be present at nomination.
- 26 F. Resignation and Removal of Trusted Servants.
- 27 1. Trusted Servants may resign at any time during their term. It is suggested that a written letter of
- 28 resignation be submitted to the ASC Chair either prior to or at the time of resignation.
- 29 2. Area Trusted Servants may be removed from office for any of the following reasons:
- 30 (a) Relapse
- 31 (b) Two consecutive absences without prior notice
- 32 (c) Neglect of duties
- 33 (d) Disregard for Area Conscience

- 1 (e) Disrespect for the Guiding Documents
- 2 (f) Misuse of funds
- 3 (g) Falsification of financial reports
- 4 (h) Any act of theft or violence in the Committee or towards NA Members.

5 G. Procedure for Removal from Office

- 6 1. Request of resignation or notice of impending removal from office must be presented to the ASC
- 7 in the form of a motion and be accompanied by an explanation.
- 8 2. The Trusted Servant in question will be notified in writing by two (2) ASC Administration
- 9 Members 21 days prior to impending action.
- 10 3. Removal requires 2/3 vote from GSR's.

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12 **Section IV**

13 **Voting Procedures**

14 A. Voting and Quorum

- 15 1. Voting members of the ASC are: GSR's, GSR Alternates, in the absence of GSR, or official proxy
- 16 representative.
- 17 2. Voting privileges are obtained after GSR attends 2 consecutive ASC meetings; they are withdrawn after
- 18 2 consecutively missed ASC meetings.
- 19 2. A quorum shall consist of 51% of voting members in order to do business and pass motions.
- 20 3. Business of the ASC shall be conducted by using ASC Policy in accordance with the Guiding
- 21 Documents.
- 22 4. All motions that make or change Policy shall be sent back to the Groups and requires a two thirds (2/3)
- 23 majority vote of all voting members to pass.
- 24 5. An abstention does not count as a vote and shall not be included in two thirds (2/3) majority.
- 25 6. All members of the Area, except Chairperson, may make motions. Only GSR's, GSR Alternates, or
- 26 proxy representatives may second motions.

1 **Section V**

2 **Administrative Committee**

3 A. Chairperson

- 4 1. One year commitment
- 5 2. Two (2) years continuous abstinence from all drugs
- 6 3. One year active service in Narcotics Anonymous
- 7 4. Handle and/or direct all correspondence of ASC
- 8 5. To be one of the three co-signers on the ASC bank account
- 9 6. Enforce the "rules of decorum and discipline" at the Committee Meetings
- 10 7. Call "Special" ASC Meetings as necessary
- 11 8. May in times of inclement weather and threatening travel conditions affecting any part or all of this
- 12 Area, postpone an ASC Meeting and inform members
- 13 9. Appoint all AD-Hoc Committee Chairpersons as needed
- 14 10. Train the Vice-Chair in the performance of the Chairpersons duties
- 15 11. Call and chair Administrative Committee Meetings as needed

16 B. Vice-Chairperson

- 17 1. Requires a minimum of two (2) years clean time
- 18 2. Assists the Chairperson in duties relating to ASC
- 19 3. Chairs the ASC Meeting in the absence of the Chairperson
- 20 4. Coordinates with sub committees chairs

21 C. Regional Committee Member

- 22 1. Requires a minimum of three (3) years clean time
- 23 2. One year active service in Narcotics Anonymous
- 24 3. Carries Area Conscience and concerns to Region
- 25 4. Carries business and concerns from Region to Area for consideration
- 26 5. Submits a written report at each Area Meeting
- 27 6. Trains RCM Alternate in the performance of duties of RCM

28 D. Regional Committee Member Alternate

- 29 1. Requires a minimum of two (2) years clean time
- 30 2. Assists RCM in duties
- 31 3. Carries out RCM duties in the absence of RCM on the Area or Regional level

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1 E. Secretary

- 2 1. One (1) year commitment
- 3 2. Minimum of two (2) years clean time
- 4 3. Minimum of one (1) year service involvement in Narcotics Anonymous
- 5 4. Be prepared to assume the duties of the Chair in his/her absence or until a Chair Pro-Temp can be elected
- 6 5. Keep an accurate record of the proceedings at all ASC Meetings to include: regular, special, and
- 7 Administrative Meetings and archives.
- 8 6. Maintain a file of all ASC and Sub-Committee Reports submitted
- 9 7. Mail and/or distribute copies of all the minutes to each member of the ASC, Sub-Committee Chairs, and
- 10 Administrative Committee no later than fourteen (14) days following each Area Meeting
- 11 8. Maintains an updated list of all Trusted Servants of the ASC, Administrative Committee, GSRs, Sub-
- 12 Committee Chairs, including phone numbers and mailing addresses
- 13 9. Make available all blank forms in regard to registration, motions, and reports at every ASC Meeting
- 14 10. Train the Alternate Secretary as to the performance of his/her duties

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16 F. Alternate Secretary

- 17 1. A minimum of one (1) year clean time
- 18 2. Six (6) months active service involvement in Narcotics Anonymous
- 19 3. Assume the duties of the Secretary in his/her absence at the ASC Meeting
- 20 4. Assists the Secretary in the performance of his/her duties
- 21 5. Assists the Vice-Chair and record information, as needed in regard to his/her liaison duties with
- 22 Committee

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24 G. Treasurer

- 25 1. One (1) year commitment
- 26 2. Have a minimum of three (3) years clean time
- 27 3. Have at least two (2) years active service involvement in Narcotics Anonymous
- 28 4. To be the custodian to the Committee's Funds, as received from the Groups, Sub-Committees, and other
- 29 NA Sources
- 30 5. To be co-signer of the Committee's bank account and always one of the signers on any ASC check
- 31 6. To make a report of receipts and disbursements at each regular Meeting from the Groups, Sub-
- 32 Committees, or other NA sources
- 33 7. To make a full financial report at the end of his/her term
- 34 8. To disburse funds as necessary in accordance with Committee decisions when funds are available

- 1 9. Maintain the ASC financial record book and have current information on hand at the ASC Meeting for
2 verification and review when requested
- 3 10. Train the Alternate Treasurer as to the performance of the Treasurer's duties

4 **H. Alternate Treasurer**

- 5 1. Have at least two (2) years clean time
- 6 2. Have at least one (1) year active service involvement in NA service
- 7 3. Be prepared to assume the duties of the Treasurer in his/her service
- 8 4. Assist the Treasurer in the performance of his/her duties as requested

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10 **Section VI**

11 **Establishment of Sub-Committees**

- 12 A. The ASC may establish Ad-hoc Sub-Committees as necessary to perform certain duties. Sub-
13 Committees will be formed upon approval of the members of ASC. Sub-Committees may include, but are
14 not limited to: H&I, PI, Literature, P&P, Phone line, Newsletter, Outreach, and Activities and any other
15 Sub-Committees deemed necessary to carry on the work of the ASC.
- 16 B. All Sub-Committees of ASC shall create, adopt, and keep current guidelines that are consistent with the
17 12 Concepts, ASC Guidelines, and World Service Conference approved Handbook of Guidelines.
- 18 C. All expenditures for any ASC Sub-Committee must be approved by a majority vote of the ASC.
- 19 D. All projects must be initiated and finalized by a majority vote of the ASC.
- 20 E. Any project exceeding \$250 must be sent to the Home Groups for approval.

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22 **Section VII**

23 **Prudent Reserve**

- 24 A. The Treasurer of the ASC shall maintain a prudent reserve of two months operating expenses.

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26 **Section VIII**

27 **Auditing and Inventory**

28 TBD

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30 **Section IX**

31 **RCM Travel Fund**

32 RCM and RCM Alternate shall be funded \$50.00 for overnight lodging. Lodging receipt is required.

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1 **Section X**

2 **Literature**

3 Literature Bank shall have on hand copies of the ETROR Guidelines to be sold at cost upon request.

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5 **Section XI**

6 **ETROR ASC Secretary Budget**

7 The ASC Secretary shall maintain a budget of \$50 as needed to supply Area with Minutes and maintain an
8 adequate supply of forms and archives. The ASC will reimburse expenditures when provided with receipts.

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10 **Section XII**

11 **Automatic Payments**

12 The Phone line, Website and Meeting Schedule expenditures shall be automatic payments upon receipt of
13 bill.

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ADDENDUM 1

Roberts Rules of Order Quick Version

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On the following pages, you'll find a simple set of rules of order. They have been adapted from *Robert's Rules of Order, Newly Revised*, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from *Robert's Rules*; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where *Robert's Rules of Order* are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

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Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are *main motions* and *parliamentary motions*.

Sample Rules of Order

MAIN MOTIONS

A *motion* is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and-such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he or she feels the idea is important; this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for long or complicated motions. Every motion requires a *second*—the backing of another person who either wants the idea put into practice or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business. Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the

1 Twelve Traditions or Twelve Concepts for NA Service, or is inappropriate at the particular point in the meeting at
2 which it is made. *Robert's Rules of Order* can be consulted for more specific examples of motions, which are out of
3 order at any given time.

4 Any member of the committee who wishes to challenge a ruling made by the chairperson may *appeal* that ruling, as
5 described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other
6 business.

8 **PARLIAMENTARY MOTIONS**

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10 *Parliamentary motions* can be best understood as “sub-motions” made during debate on a main motion that affect
11 that motion in some way. There are many more of these than space and practicality permit us to include here, but a
12 few that seem to be the most practical are discussed below.

14 **1. Motion to AMEND.**

15 **SIMPLE majority required.**

16 **Is DEBATABLE.**

17 This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that
18 the motion would benefit from a change in its language, that member can say, “*I move to amend the motion...*” and
19 suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it
20 can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate
21 resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted
22 on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

23
24 If an amendment is offered and the persons making and seconding the original motion accept it, no second is
25 required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main
26 motion had been formally amended. This is called making a *friendly amendment*.

28 **2. Motion to call the PREVIOUS QUESTION.**

29 **TWO-THIRDS majority required.**

30 **Is NOT DEBATABLE.**

31 For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a
32 member saying, “*I call for the question,*” or “*I move the previous question.*” It is another way of saying, “*I move*
33 *that debate stop right now and that we vote immediately.*” This is one of many motions that can be used to prevent
34 needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished.
35 You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken
36 with no debate. If two-thirds of the body feels that no more debate is necessary, then it is time to vote and move on.
37 One point worth making about this motion is that you must be careful not to squelch debate before an issue has
38 been thoroughly aired. Be sure to vote “no” to this motion if you are still confused about the issue at hand or are
39 unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood
40 questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in
41 stopping discussion, because the chair knows you will stop it soon enough.

43 **3. Motion to TABLE.**

44 **SIMPLE majority required.**

45 **Is NOT DEBATABLE.**

46 One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, “*I move we table*
47 *this motion until such-and-such a date/meeting.*” This motion is not debatable; if it is made and seconded, it is
48 voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its
49 next item of business. The tabled motion will be included in the committee agenda on the date specified.

1 **4. Motion to REMOVE FROM THE TABLE.**
2 **SIMPLE majority required.**
3 **Is NOT DEBATABLE.**

4 A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by
5 saying, “I move to remove from the table the motion to such-and-such.” If this motion passes, the motion that had
6 been tabled becomes the main motion and debate on it begins again. If the motion to remove from the table fails,
7 the body moves on to the next item of business.

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9 **5. Motion to REFER.**
10 **SIMPLE majority required.**
11 **Is DEBATABLE.**

12 Sometimes the committee does not have enough information to make an immediate decision on a main motion.
13 Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for
14 further study. This can be done by a member saying, “*I move to refer the motion to the such-and-such*
15 *subcommittee.*” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer
16 passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee
17 either continues debating the main motion or votes on it. The subcommittee to which a motion is referred will take
18 it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the
19 full committee.

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21 **6. Motions to RECONSIDER or RESCIND.**
22 **MAJORITY required varies.**
23 **Is DEBATABLE.**

24 Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to
25 either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

26
27 There are a few conditions on motions to reconsider or rescind:

- 28 The motion must have been passed in either the last or the current meeting.
- 29 The member making the motion must have information on the issue that was not available in the
30 original debate on the motion.
- 31 The member must have been with the winning side in the original vote.

32 These limits are placed to protect the committee from having to reconsider again and again the motions it passes
33 while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these
34 requirements are not met, the chairperson will declare the motion out of order. The motion to reconsider requires a
35 simple majority.

36 The motion to rescind requires a simple majority, provided that committee members were informed prior to the
37 meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds
38 majority.

39
40 **7. Request to WITHDRAW A MOTION.**
41 **UNANIMOUS CONSENT required.**
42 **Is NOT DEBATABLE.**

43 Once a motion is made and the debate begins, the maker of the motion may ask to withdraw it. The chair asks if
44 there are any objections. If there is even one objection, the motion stays on the floor and debate resumes. If there
45 are no objections, the motion is withdrawn and the body moves on.

ETROR ONGOING POLICY CHANGES

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1
2 **Guidelines for ETROR Public Information Subcommittee**

3 Adopted: October 13, 2012

4 **Article I**

5 **Definition**

6 We are an operating subcommittee of the East Tennessee Ridges of Recovery Area Service Committee of
7 Narcotics Anonymous (ETROR). We are supported by the ETROR and are accountable to that committee.

8
9 **Article II**

10 **Purpose**

- 11 1. To carry the message in accordance with the Twelve Traditions of Narcotics Anonymous.
12 2. To open and maintain lines of communication between the public and Narcotics Anonymous so that the
13 message of recovery is readily available to all addicts.
14 3. To open and maintain lines of communication between the Volunteer Region Public Information
15 Subcommittee,
16 Narcotics Anonymous World Services (NAWS), PI Coordinators and World Service Conference (WSC).

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18 **Article III**

19 **Spiritual Guidance**

20 In all of its endeavors, the Public Information Subcommittee will comply with the following:

- 21 1. The Twelve Traditions of Narcotics Anonymous.
22 2. The Twelve Concepts of Service for Narcotics Anonymous.
23 3. The current publication of A Guide to Local Service.
24 4. The current Conference Approved Public Information Literature.
25 5. East Tennessee Ridges of Recovery Area Service Committee (ETROR) Guidelines.
26 6. Any special rules of order adopted by this subcommittee.
27 7. In the case of a conflict, the Public Information Subcommittee will turn to the ETROR for guidance.

28 **Article IV**

29 **Responsibilities**

- 30 1. To become the resource and coordinating body for all East Tennessee Ridges of Recovery Area Public
31 Information efforts, responding to any request for information within the area.
32 2. To maintain a close working relationship with other Public Information Subcommittees within the
33 region.

1 3. To maintain a close working relationship with other subcommittees within this area, being careful not to
2 interfere with their responsibilities.

3 4 **Article V**

5 **Function**

6 To inform the public about Narcotics Anonymous through services, but not limited to the following:

- 7 1. Coordinating all request from media.
- 8 2. Providing all radio and television Public Service Announcements (PSA) with the approval of the
9 ETROR.
- 10 3. Creating, distributing, and maintaining all Narcotics Anonymous Public Information posters and flyers in
11 the East Tennessee Ridges of Recovery Area.
- 12 4. Coordinating all non-Narcotics Anonymous request.
- 13 5. Providing and maintaining monthly meeting schedules.
- 14 6. Providing and maintaining an area website.
- 15 7. Provide and Maintain the Phone line.

16 17 **Article VI**

18 **Membership**

19 Membership is open to any NA member. Any attending NA member may vote. More than three (3) voting
20 members (including the chair) are required to pass a motion. Each subcommittee member will have a
21 working knowledge of the Twelve Traditions, Twelve Concepts, and the current publication A Guide to
22 Public Information. Each member is encouraged to have their own copy of A Guide to Public Information.

23 24 **Article VII**

25 **Meeting/Membership**

- 26 1. This subcommittee should consist of a Chairperson, Vice Chairperson, Secretary, Meeting Schedule
27 Coordinator, Website Coordinator, and Phone Line Coordinator, members and any task force coordinators
28 or Ad-Hoc chairs deemed necessary by the subcommittee.
- 29 2. The Chairperson with the approval of the subcommittee appoints task force coordinators or Ad-Hoc
30 Chairs.
- 31 3. All meetings are open to interested members of NA.
- 32 4. Any member that attends two (2) consecutive meetings may vote at the second meeting with the
33 exception of the Chair who may vote only in case of a tie vote.
- 34 5. The Chairperson will be nominated and elected according to ETROR policy.
- 35 6. All other PI officers will be nominated and elected by the subcommittee to serve a one (1) year term.
- 36 7. All nominees for office must be present at the time of nomination.

1 8. No officer shall hold more than two (2) consecutive terms of any one position.

2 9. The committee will meet at least once a month, with a consistent time and place, determined by the
3 subcommittee. The members of the subcommittee shall be notified of any changes in the meeting time and
4 location at least one (1) week prior to the meeting.

5
6 **Article VIII**

7 **Officer/Volunteer Qualifications and Duties**

8 **Chairperson**

9 **A. Requirements**

- 10 1. At least three (3) years abstinence from all drugs.
11 2. Previous service experience at a group level.
12 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics
13 Anonymous, and Public Information Handbook.
14 4. Willingness to serve, the time and initiative to commit for the length of time involved.

15 **B. Duties**

- 16 1. Arrange times and agendas for subcommittee meetings.
17 2. Initiates all necessary correspondence, including communications between areas, regions and
18 ETROR-PI or delegates.
19 3. Is ultimately responsible for all files, records, and overall functioning of the Subcommittee.
20 4. Attends all East Tennessee Ridges of Recovery Area of Narcotics Anonymous-Public
21 Information (ETROR-PI) subcommittee meetings.
22 5. Attends all monthly ETROR meetings.
23 6. Votes in the event of a tie.

24 **Vice Chairperson**

25 **A. Requirements**

- 26 1. At least two (2) years abstinence from all drugs.
27 2. Previous service experience at a group level.
28 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics
29 Anonymous and Public Information Handbook.
30 4. Willingness to serve, the time and initiative to commit for the length of time involved.

31 **B. Duties**

- 32 1. To assume responsibility for the subcommittee in the Chairperson's absence.
33 2. To work closely with and assist with all duties of the subcommittee.
34 3. Carryout responsibilities delegated by the Chairperson and/or subcommittee.

1 4. Attend all ETROR-PI subcommittee meetings.

2 5. Attend all monthly ETROR meetings.

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4 **Secretary**

5 A. Requirements

6 1. At least one (1) year abstinence from all drugs.

7 2. Previous service experience at a group level.

8 3. Willingness to serve, the time and initiative to commit for the length of the time involved.

9 B. Duties

10 1. Record minutes of each Subcommittee meeting.

11 2. Present minutes of previous meeting to the subcommittee at the next scheduled meeting.

12 3. Attend all ETROR-PI meetings.

13 **Meeting Schedules Coordinator**

14 A. Requirements

15 1. At least two (2) years abstinence from all drugs.

16 2. Previous service experience at a group level.

17 3. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics
18 Anonymous.

19 4. Knowledge of and access to a computer, printer, and word processing software.

20 5. Willingness to serve, the time and initiative to commit for the length of time involved.

21 B. Duties

22 1. Producing a periodic meeting schedule for the NA group and coordinate with the PI chair for
23 distribution at the monthly ETROR meeting

24 2. Keep schedule updated with current meeting information.

25 3. Provide updated information regarding meetings and events to ETROR Help Line Chairperson,
26 Website coordinator and Volunteer Regional Directories Chair.

27 4. Provide and assist meetings and/or groups with registration and updating information to NAWS
28 using the NAWS approved forms.

29 5. Attending all ETROR-PI meetings and provide a written report.

30
31 **Website Coordinator**

32 A. Requirements

33 1. At least two (2) years abstinence from all drugs.

34 2. Previous service experience at a group level.

- 1 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of
- 2 Narcotics Anonymous.
- 3 4. Knowledge and access to a computer, access to the internet, and HTML/FTP software.
- 4 5. Willingness to serve, the time and initiative to commit for length of time involved.

5 **B. Duties**

- 6 1. Keeping updated meeting information, help line numbers, and upcoming ETROR events and
- 7 functions.
- 8 2. Maintaining the ETROR website.
- 9 3. Forward any correspondence received from the website to the proper channels.
- 10 4. Attending all ETROR-PI meetings and provide a written report.

11

12 **Phone Line Coordinator**

13 **A. Requirements**

- 14 1. At least two (2) years complete abstinence from all drugs.
- 15 2. Previous service experience at a group level.
- 16 3. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of
- 17 Narcotics Anonymous and Public Information Handbook.
- 18 4. Willingness to serve, the time and initiative to commit for the length of time involved.

19 **B. Duties**

- 20 1. Maintain updated list of volunteers.
- 21 2. Coordinate with service provider to maintain updated information concerning phone line
- 22 volunteers, meeting schedule, and website information.
- 23 3. Coordinate Phone Line learning day/orientation, scheduled but not limited to, bi-annually
- 24 (February and August).
- 25 4. Attend every PI Subcommittee meeting and provide a written report.
- 26 5. In coordination with the PI subcommittee create and /or maintain Phone Line Volunteer
- 27 ordination packet.

28 **Phone line Volunteers**

29 **A. Requirements**

- 30 1. At least six (6) months abstinence from all drugs.
- 31 2. Previous service experience at a group level.
- 32 3. Attend learning day/ orientation before answering calls.
- 33 4. A working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts of Narcotics
- 34 Anonymous.
- 35 5. Willingness to serve, the time and initiative to commit for the length of time involved.

1 B. Duties

- 2 1. Adhere at all times to the ETROR Phone Line Volunteer ordination packet. .
- 3 2. Record accurate data of all calls using phone line log sheet.
- 4 3. Provide Phone Line Coordinator with log sheet prior to the PI Subcommittee meeting each
- 5 month.
- 6 4. Attend all PI Subcommittee meetings.
- 7

8 **Article IX**

9 **Removal from Office**

10 Subcommittee officers and coordinators may be removed from office for noncompliance, which includes but is not

11 limited to:

- 12 1. Loss of abstinence
- 13 2. Non-fulfillment of the duties of their position.
- 14 3. Non-attendance of two (2) or more subcommittee meetings without being excused by the Chairperson.
- 15 4. If by two thirds (2/3) vote of the Subcommittee, the Chairperson is found in noncompliance, a written
- 16 request to remove then may be submitted to the ETROR Admin.
- 17 5. Upon receipt of said written request, the ETROR Administration may remove or investigate the officer.
- 18 All other subcommittee officers and coordinators may be removed from office by two thirds (2/3) vote of
- 19 the Subcommittee.
- 20

21 **Article X**

22 **Special Guidelines for Meeting Schedules**

23 The Schedule Coordinator will follow these special guidelines that pertain only to the meeting schedules.

- 24 1. Schedules will be printed prior to the ETROR meeting, according to ETROR policy.
- 25 2. Information received after printing will be included in the following period's schedule if applicable.
- 26 3. A new meeting will be added to the schedule when the meeting is represented at the ETROR by an
- 27 elected Group Service Representative (GSR) or a home group representative.
- 28 4. If a listed meeting's GSR or other group representative has not attended the ETROR meeting to complete
- 29 a group report, or has not been present for a roll call, or has not picked up the current meeting schedule, the
- 30 Schedule Coordinator is responsible to investigate within two (2) weeks and give a written report to the PR
- 31 Subcommittee of their findings.
- 32 5. Only World Conference Approved literature and recovery oriented public domain phrasing that is
- 33 common usage within the fellowship of Narcotics Anonymous will be placed within the schedule.
- 34 6. Any printed material, which contains copyrighted items, must contain ownership information.
- 35 7. No personal phone numbers shall be listed in the meeting schedule.

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Article XI

Special Guidelines for Website

The Website Coordinator will follow these special guidelines that pertain only to the website.

1. Since information made accessible on the Internet can be accessed all over the world, we will not include full names of any individual members.
2. Information will be placed in accounts or web pages under the names of ETROR and not under the name of individual member. E-mail directed to the Website will be received at an anonymous “mail to: ETROR”, not any individual address.
3. The Website will link directly to the Area Website within the Region and if available to the Volunteer Region Website and the NAWS Website.
4. Any changes or updates to the Website must be approved by the ETROR-PI Chair and/or PI Subcommittee.
5. We will act in accordance with the Intellectual Property Trust concerning posting Narcotics Anonymous copyrighted material on the website.

Article XII

Special Guidelines for Phone Line

1. Phone Line service will be placed under the name of ETROR.
2. Phone Line Coordinator is the single point of accountability between the service provider and ETROR.

Article XIII

Amendments to Guidelines

Any voting member may propose an amendment to these guidelines at a regularly scheduled subcommittee meeting. The proposal must be seconded and only a simple majority vote needed. The proposed change must then be submitted and approved by the ETROR.

East Tennessee Ridges of Recovery Public Information Contingency Plan:

If the Media or an outside organization contacts you It is essential that all Public Information efforts of NA be well planned, prepared, and carried out. The CLARITY and QUALITY of our public image has a direct bearing on whether or not addicts who need us will be able to find us. For that reason, PI efforts must be undertaken with patient, careful planning. In order to handle request for Public Information in the ETROR Area, we have set up a contingency plan:

- 1) Any NA member receiving a request for information from an outside contact should immediately call one of the following:

ETROR PI Chairperson or ETROR Area Chairperson

1 **Article XIV**

2 **Meeting Agenda**

- 3 1. Open with Serenity Prayer.
- 4 2. Read Twelve Traditions.
- 5 3. Read Twelve Concepts.
- 6 4. Read Service Prayer.
- 7 5. Secretary Report.
- 8 6. Coordinator Reports,
- 9 a. Meeting Schedule
- 10 b. Website
- 11 c. Phone Line
- 12 1. Old business.
- 13 2. New business.
- 14 3. Nominations and Elections. (when applicable)
- 15 4. Set time and place for next meeting.
- 16 5. Adjournment.

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