

POLICY COMMITTEE GUIDELINES

I Description

The Policy Committee is a standing subcommittee of the RSC responsible for maintaining updated RSC, GPRS, Inc, GPRCNA and subcommittee policies for the Greater Philadelphia Region, as directed by the RSC.

II Purpose

The purpose of the Policy Committee is to develop and maintain guidelines to include the following:

1. a description of the RSC
2. the purpose and scope of the RSC
3. a definition of the functions and responsibilities of RSC participants, officers, subcommittees, GPRS, Inc and GPRCNA.

III Membership

- A. Officers:
1. Chairperson – elected by the RSC.
 2. Co-Chairperson – elected by the subcommittee.
 3. Secretary – elected by the subcommittee
 4. Other officers may be elected as necessary by the subcommittee.
- B. Area Representatives elected by the member areas of the Greater Philadelphia Region.
- C. Other concerned NA members from the region as a whole.

IV Voting

- A. The following have automatic voting privileges:
1. The Co-chairperson, unless serving as acting chair
 2. The Secretary, unless acting as the chairperson
 3. The elected representative from each member area
- B. Other interested members may receive voting privileges after meeting the following criteria:
1. Suggested minimum one (1) year clean time
 2. Six (6) months service experience at group or area level
 3. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service

These members will then give voting privileges by a majority of voting members.

V Duties of Officers

A. Chairperson:

Duties:

1. Conducts subcommittee meetings with a firm and loving hand in the same manner as the RSC Chair.
2. Prepares the agenda
3. Reviews minutes with Secretary prior to distribution.
4. Ensures that the Twelve Traditions, Twelve Concepts, the Guide to Local Services and regional policies are upheld during all subcommittee activities.
5. Is a member of the RSC, the JAC, and the Administrative Committee and reports the subcommittees activities to those bodies.
6. Reports back from the aforementioned bodies to the subcommittee.
7. Coordinates subcommittee cooperation with the GPRS, Inc office and other subcommittees.
8. Handles all subcommittee correspondence.
9. Votes only in case of a tie.

Qualifications:

1. All qualifications for Chairperson are set by the RSC.

B. Co-Chairperson:

Duties:

1. Assists Chairperson in conducting the meeting and performing other Chairperson duties as needed.
2. Prepares the budget for subcommittee approval.
3. Chairs task forces or adhoc committees set up the subcommittee.
4. Maintains resource material for subcommittee use.
5. Chairs subcommittee meeting in absence of Chairperson.

Qualifications:

1. Two (2) years continuous clean time.
2. NA sponsor and homegroup.
3. Service experience on the group, area or regional levels
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. May not be area representative.

C. Secretary:

Duties:

1. Keep accurate minutes of all subcommittee meetings.
2. Distributes copies of minutes to subcommittee participants.
3. Maintains an archive of past minutes and correspondence for reference.
4. Chairs subcommittee meeting in absence of Chair and Co-Chair.

Qualifications:

1. One (1) year continuous clean time.
2. Six (6) months service experience on the group, area or regional level.
3. NA sponsor and homegroup.
4. Working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
5. Simple business experience required to fulfil commitment.
6. May not be area representative.

VI Nominations and Elections:

A. Nominations:

1. Nominations for subcommittee officers shall be held in April every odd year in the same manner as the RSC.
2. The subcommittee shall conscience a nomination for chairperson to be sent to the RSC.
3. Nominations may be made by any voting member of the subcommittee and require a second by another voting member.
4. The nominees must be present at the time of nomination to qualify themselves and answer questions from the subcommittee pertaining to the nomination.
5. A voting member must also second any volunteers.

B. Elections:

1. Elections shall be held in June every odd year in the same manner as the RSC.
2. Nominees must be present and may be subject to further questions prior to a vote.
3. Simple majority of votes cast, including abstentions, is required to elect the nominee.
4. Special elections may be held to fill vacancies for a remainder of the present term. This shall not be counted as a full term.
5. Members may only serve in the same position for two (2) full consecutive terms.

VII Operational Procedures

- A. This subcommittee shall adhere to the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- B. This subcommittee shall, at the will of the RSC, address the needs and concerns regarding policy, the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- C. This subcommittee will provide forums for discussion on the aforementioned in accordance with the following circumstances:
 1. at the request of the RSC
 2. at the request of any member area with the approval of the RSC
 3. when there is a need in the NA community

VIII Functions

- A. The Policy Committee shall meet in regular session monthly. The Chairperson may call additional meetings. Whenever possible ten (10) days notice shall be given for all additional meetings.
- B. Minutes shall be recorded at each meeting and distributed to participants.
- C. The subcommittee shall review past policy and procedures at the direction of the RSC with two (2) objectives:
 - 1. Measuring their proficiency and productivity.
 - 2. Recommending changes to improve procedures to the RSC.
- D. This subcommittee shall, at the direction of the RSC, collect and analyze information regarding areas of concern where no policy has been developed. Information may be collected from other regions and areas, NAWS, Inc, NA approved literature or from the fellowship as a whole.
- E. This subcommittee shall review and make recommendations on any new policy motions referred to it by the RSC.
- F. This subcommittee shall assist any RSC subcommittee or ASC in policy development as requested, subject to the approval of the RSC.
- G. All functions and operations of this subcommittee shall be performed at the will of the RSC.

IX Meeting Agenda:

- A. Meeting is opened with a moment of silence followed by Serenity Prayer.
- B. Twelve Traditions read.
- C. Twelve Concepts read.
- D. Introduction of members.
- E. Secretary reads past minutes: additions, deletions, corrections and approval.
- F. Introduction of agenda: additions, deletions, corrections and approval.
- G. Order of reports:
 - 1. Philadelphia
 - 2. Riverfront
 - 3. Bucks
 - 4. Clean Acres
 - 9. Bee-Hive
 - 10. Schuykill Valley
 - 11. Pure and Simple
 - 12. Greater Camden

- 5. SWANA
- 6. Montco
- 7. Delco
- 8. ICA

- 13. WSW
- 14. Northwest
- 15. South Philly
- 16. Pyramid of Freedom.

17. Chairs Report

- H. Nominations
- I. Elections
- J. Old Business
- K. New Business
- L. Open Forum (announcements and discussions)
- M. Close meeting with a moment of silence followed by the Serenity Prayer.