

02/21/98

**SOUTHERN ANTELOPE VALLEY AREA
POLICY COMMITTEE GUIDELINES
OF
NARCOTICS ANONYMOUS**

*SAVASC
ratified & approved
June 1998*

SECTION I - DEFINITION:

The Policy Committee is a standing subcommittee of the Southern Antelope Valley Area Service Committee (SAVASC) of Narcotics Anonymous (NA). It is made up of recovering addicts who are active in the SAVA of NA and who have an interest in being of service. The SAVAPC shall research and suggest solutions to problems and questions that may occur within the SAVASC and its subcommittees, and SAVA meetings and groups; only when enlisted by the SAVASC to do so.

SECTION II - PURPOSE

The purpose of this committee is to aid the Area and its subcommittees in a manner that promotes a sane and expedient means of dealing with business before the Area and to aid the SAVASC voting participants in making decisions based on NA principles rather than personalities. This committee will provide information only in accordance with and from the Twelve Traditions, Twelve Concepts of Service, the experience of the WSO, RSO, other Areas of NA and their guidelines, the spirit of motions passed at the SAVASC, and the actual practices of the SAVASC. This committee's purpose is to provide information to the SAVASC, not to make decisions for the SAVASC.

SECTION III - FUNCTIONS & OPERATIONAL GUIDES

- A. It is not the function of this committee to make any decisions for the SAVASC. The function of the SAVAPC is to offer input to the SAVASC, and to provide a monthly orientation for GSR's and/or SAVASC members interested in becoming a GSR or a GSR alternate. Research shall be done only at the request of the SAVASC.
- B. The SAVAPC may generate pros and cons of motions made at the SAVASC. This is done by a SAVASC voting participant motioning that the issue be tabled and turned over to the SAVAPC for pros and cons; to be returned to the SAVASC at the following SAVASC business meeting in the form of pros and cons.
 1. The SAVAPC shall evaluate any issue according to the following criteria:
 - a. Does this help the addict who still suffers?
 - b. Does this facilitate unity among the fellowship?
 - c. Does this facilitate business in accordance with the SAVAPC Statement of Purpose?
 2. The SAVAPC shall remain unbiased on all issues before it.
 3. Decisions about what input is brought before the SAVASC will be determined by the merit of the suggestion; does it meet with the above criteria and/or is it repetitive. If a suggestion is still in question after weighing it against the above criteria, it will be included in the SAVAPC report and the SAVASC will decide its merit.
 4. If a motion appears to have more than one part, each part shall be evaluated according to the above criteria.

SAVAPC GUIDELINES PAGE TWO (2)

SECTION III - FUNCTIONS & OPERATIONAL GUIDES (CONT.)

- C. When motions are passed at the SAVASC, that would change Area and/or subcommittees guidelines, the SAVAPC may propose actual wording of these changes for insertion into the existing guidelines. The SAVAPC may also offer suggestions as to where in the guidelines the proposed changes should be inserted.
1. The wording, whenever possible, should reflect the exact intent of the original motion.
 2. The wording may be changed only when it would make it either more understandable to the addict wishing to learn more about the Area or to make it consistent with the grammar and structure of the existing guidelines.
 3. The final version of the proposed wording shall be submitted in writing; along with the original wording of the motion, to the SAVASC for either their approval or revision.
- D. Annually reviewing the existing guidelines of the SAVASC and its subcommittees and proposing any changes that have come about due to motions of SAVASC, SWO and/or RSO; and only when it is necessary to the functioning of the guidelines.
1. Whenever possible, the suggested changes to the guidelines shall be in the form of additions or deletions, rather than rewording or restructuring of the guidelines overall.
 - a. Before suggesting the deletion of a guideline, the SAVAPC should investigate the original intent of that guideline and the motion which suggests that the guideline be deleted; always bearing in mind whether the motion was a waiver or an actual guideline change.
 - b. The fact that the Area no longer does business in that particular way is not sufficient in itself for recommending deletion.
 - c. The SAVAPC may recommend a deletion if a guideline is found to be redundant or inconsistent with the guidelines set forth in the SAVAPC Statement of Purpose.
 - d. Before suggesting an amendment to the guidelines, it should be investigated whether this amendment was ever considered before, and if it was rejected and why.
 2. In the event that guideline changes are deemed necessary every effort should be made to **KEEP IT SIMPLE**.
- E. To maintain an updated version of the SAVASC and its subcommittee guidelines. To be used for a reference source and for purposes of an annual review.
1. All versions and/or drafts of guidelines for the SAVASC and/or its subcommittees should be clearly labeled and dated for easy reference.
 2. It should be always clear that suggestions are not changes until they are approved by the SAVASC, and should never be included in a draft or version of a guideline unless they have been approved.

SAVAPC GUIDELINES PAGE THREE (3)

SECTION IV - MEETINGS

- A. The SAVAPC shall hold one regularly scheduled meeting each month, the exact day of the month to be decided by each new term of the SAVAPC.
- B. Special meetings may be called by:
 - 1. A majority of active voting members.
 - 2. The chairperson or Vice Chairperson on being advised of a matter of special urgency.
 - 3. 48 hours notice of such meetings must be given by the member calling the meeting.
- C. All SAVAPC meetings shall be open to any member of NA.

SECTION V - VOTING PROCEDURES

- A. Any clean NA member interested in the business of the Policy Committee may participate in discussion of the issues and may make motions, however, only voting members of the SAVAPC may second motions.
- B. Only SAVA members of NA with at least 30 days continuous clean time, who have attended at least one of the two previous SAVAPC meetings, may vote. (Clean time is understood to be continuous abstinence from all mind and mood altering chemicals.)
- C. Any SAVAPC member who is not in attendance at two consecutive SAVAPC meetings has chosen to forfeit their ability to vote, but may regain their ability to vote by attending two consecutive SAVAPC meetings.
- D. Any issue regarding finances, alternation of SAVAPC guidelines, or removal of SAVAPC trusted servants requires a 2/3 majority vote of all active SAVAPC voting members.

SECTION VI - ELECTIONS

- A. Chairperson must be elected by the SAVASC at the SAVASC meeting and all other trusted servants shall be elected from active SAVAPC members whenever possible, to ensure continuity. In the event this is not possible or when there are no SAVAPC trusted servants to hold nominations, the SAVAPC will appeal to the SAVASC for assistance.
- B. Each March the SAVAPC shall hold nominations for election of trusted servants. All nominees must be present at the time of their nomination and election, to be elected.
- C. The Vice Chair does not automatically assume the chair position, he must be voted in by the SAVAPC.

SECTION VII - TRUSTED SERVANTS

- A. Trusted servants are expected to attend all SAVAPC meetings and shall serve for a term of one year, but may serve no more than two consecutive terms in a particular position. In the event of a vacated position, temporary appointments may be made, from active members of the SAVAPC, by special election until the next regularly scheduled election.
- B. Any trusted servant who is not in attendance at two consecutive SAVAPC meetings will require a 2/3 majority vote of all active SAVAPC voting members to be allowed to continue in the performance of their respective duties.
- C. All trusted servants shall meet the following qualifications:
 - 1. The willingness and desire to serve.
 - 2. Available time and ability to serve.

SAVAPC GUIDELINES PAGE FOUR (4)

SECTION VII - TRUSTED SERVANTS (CONT.)

3. A personal program of recovery with the following specified continuous clean time and service experience requirements:
 - a. Chairperson must have three years clean time, with 2 years SAVASC service.
 - b. Vice Chairperson must have two years clean time, with 1 year SAVASC service experience.
 - c. Treasurer and Secretary must have 1 year clean time, with 6 months SAVA service experience.
 4. A working knowledge of the 12 steps, 12 Concepts of Service, and the NA service structure.
- D. Duties of the SAVAPC trusted servants shall be to attend all SAVAPC meetings and shall include, but are not limited to:
1. CHAIRPERSON
 - a. To provide an agenda and preside over all SAVAPC meetings.
 - b. To attend all SAVASC meetings:
 1. To submit an abbreviated oral report
 2. To submit a written report to the SAVASC Secretary
 3. To be available for the SAVASC to enlist the SAVAPC for assistance
 - c. To attend all SAVASC steering committee meetings.
 - d. To keep a current version of the SAVASC's and its subcommittees' guidelines
 - e. To vote, only in case of a tie, on SAVAPC motions.
 - f. To train the Vice Chair or the successor to the chair in the duties of the Chairperson.
 - g. To maintain archives at the SAVASC storage facility.
 2. VICE CHAIRPERSON
 - a. To perform all of the duties of the Chairperson in his absence.
 - b. To be available, when enlisted by the SAVASC, to assist the SAVASC subcommittees with the creation or updating of their guidelines and/or issues that require research.
 3. TREASURER
 - a. To keep an accurate account of all SAVAPC financial transactions and maintain a prudent reserve of \$15.00
 - b. To submit monthly financial report to the SAVAPC.
 4. SECRETARY
 - a. To provide an accurate and legible copy of the SAVAPC minutes to all SAVAPC members.
 - b. To provide an abbreviated written report to the Chairperson for submission at the SAVASC meeting.

SECTION VIII - AMENDMENTS

- A. These guidelines may be waived by a 2/3 majority vote of the SAVAPC active voting participants, pending ratification of the SAVASC by majority vote.
- B. Amendment of SAVAPC Guidelines shall require a 2/3 majority vote of the SAVAPC active voting participants, pending ratification of the SAVASC by majority vote.