

FLASCNA
POLICY AND PROCEDURE
SUBCOMMITTEE GUIDELINES
REVISED 3/27/12

PURPOSE

- A. THE PURPOSE OF THE FLASCNA POLICY AND PROCEDURE SUBCOMMITTEE (HEREAFTER KNOWN AS P&P) IS TO EVALUATE SUGGESTIONS IN AREA POLICY OR PROCEDURES, AND TO PROPOSE CHANGES, MODIFICATIONS, AND/OR ADOPTIONS TO THE FLASCNA SERVICE STRUCTURE OF NARCOTICS ANONYMOUS AS DIRECTED BY THE AREA SERVICE COMMITTEE (ASC) IN ACCORDANCE WITH THE TWELVE STEPS, TWELVE TRADITIONS AND TWELVE CONCEPTS OF SERVICE OF NARCOTICS ANONYMOUS.
- B. TO HELP MAINTAIN UNITY THROUGHOUT THE FELLOWSHIP BY ENHANCING COMMUNICATIONS TO MORE EFFECTIVELY CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS.

FUNCTION

- A. TO HOLD REGULARLY SCHEDULED MEETINGS, OPEN TO ALL N.A. MEMBERS WILLING TO PARTICIPATE IN DISCUSSION AND/OR DEBATE OF MATTERS BROUGHT BEFORE THIS SUBCOMMITTEE.
- B. THIS SUBCOMMITTEE WILL RECEIVE WRITTEN INPUT, PRESENTATIONS, AND MOTIONS, (INCLUDING INTENT), FROM ANY MEMBER, COMMITTEE, OR SUBCOMMITTEE. THESE WILL BE SUBMITTED TO THE CHAIRPERSON OF THE P&P SUBCOMMITTEE THROUGH THE ASC BEFORE THEY CAN BE ACTED ON AT THE P&P SUBCOMMITTEE AS NEW BUSINESS.
- C. THE P&P SUBCOMMITTEE WILL EVALUATE, INPUT, AND VOTE ON NECESSARY CHANGES AND SUBMIT THESE CHANGES TO THE ASC FOR FELLOWSHIP APPROVAL.
- D. P&P CHANGES APPROVED AT THE ASC WILL BE IMPLEMENTED INTO GUIDELINES TWICE YEARLY PRIOR TO ASC AUDIT.

VOTING PROCEDURE

- A. VOTING MEMBERSHIP SHALL CONSIST OF MEMBERS IN ATTENDANCE OF TWO CONSECUTIVE MEETINGS WHO ARE ELIGIBLE TO VOTE AT THE THIRD MEETING. IF TWO OUT OF FOUR CONSECUTIVE MEETINGS ARE MISSED, YOU WILL NO LONGER BE A VOTING MEMBER. YOU WILL BE REINSTATED BY ATTENDING TWO MORE CONSECUTIVE MEETINGS.
- B. CHAIRPERSON VOTES ONLY IN THE EVENT OF A TIE.

REMOVAL OF OFFICERS

A SERVICE PERSON MAY BE REMOVED FROM THEIR POSITION FOR NON-COMPLIANCE. A SIMPLE MAJORITY VOTE IS REQUIRED FOR REMOVAL. NON-COMPLIANCE INCLUDES, BUT IS NOT LIMITED TO:

- A. LOSS OF ABSTINENCE
- B. NON-FULFILLMENT OF THE DUTIES OF THEIR POSITION
- C. ABSENCE AT TWO REGULARLY SCHEDULED MEETINGS OF P&P WITHOUT PRIOR NOTIFICATION TO THE P&P CHAIRPERSON, THE P&P VICE-CHAIRPERSON OR ANOTHER P&P OFFICER
- D. MISAPPROPRIATION OF NA FUNDS AND/OR MERCHANDISE

OFFICERS

A. CHAIRPERSON

- 1) IS ELECTED AT THE AREA LEVEL ACCORDING TO THE ASC GUIDELINES
- 2) HAS A CLEAN TIME REQUIREMENT OF THREE YEARS
- 3) TERM OF THIS POSITION WILL BE ONE FULL YEAR
- 4) REQUIRED TO HAVE HAD ONE FULL YEAR OF SERVICE AT THE ASC LEVEL
- 5) WILL BE RESPONSIBLE FOR PRESIDING OVER THE ACTIVITIES OF THE SUBCOMMITTEE
- 6) WILL BE RESPONSIBLE FOR ALL CORRESPONDENCE
- 7) WILL BE RESPONSIBLE FOR P&P ARCHIVES

B. VICE-CHAIRPERSON

- 1) SHALL HAVE A MINIMUM OF THREE YEARS CLEAN TIME
- 2) SHOULD BE ABLE TO CARRY OUT THE DUTIES OF THE CHAIRPERSON IN THE EVENT OF THEIR ABSENCE
- 3) WILL BE ELECTED BY THE P&P SUBCOMMITTEE
- 4) REQUIRED TO HAVE HAD ONE FULL YEAR OF SERVICE EXPERIENCE AT THE ASC LEVEL
- 5) WILL ASSIST THE CHAIRPERSON IN PRESIDING OVER THE SUBCOMMITTEE MEETING

C. SECRETARY

- 1) SHALL HAVE A MINIMUM OF SIX MONTHS CLEAN TIME
- 2) WILL BE ELECTED BY THE P&P SUBCOMMITTEE
- 3) WILL KEEP ACCURATE RECORDS OF THE SUBCOMMITTEE'S MEETINGS
- 4) THE SECRETARY WILL ASSIST THE CHAIRPERSON AND THE VICE-CHAIRPERSON WITH THE ARCHIVES AS NECESSARY
- 5) WILL MAKE AVAILABLE COPIES OF THE MINUTES OF THE P&P MEETINGS FOR DISTRIBUTION TO P&P MEMBERS

AMENDMENTS TO THESE GUIDELINES

THESE P&P GUIDELINES MAY BE AMENDED BY A 2/3 VOTE OF GSR'S AT THE ASC BUSINESS MEETING FOLLOWING HOME GROUP REVIEW IN ACCORDANCE WITH ASC GUIDELINES.

ADDENDUM: REVISIONS TO GUIDELINES 3-27-2012

PURPOSE, PAR. A: POLICY AND PROCEDURE SUBCOMMITTEE WILL HEREAFTER BE KNOWN AS P&P, FOR THE PURPOSES OF THIS DOCUMENT AND OTHER FLASCNA DOCUMENTS.

OFFICERS, PAR. A: RE CHAIRPERSON, ADDED 7) WILL BE RESPONSIBLE FOR P&P ARCHIVES.

ALL OTHER VARIOUS AND SUNDRY CORRECTIONS APPLIED TO SPELLING AND/OR GRAMMAR, AND DO NOT AFFECT THE TEXT OR MEANING OF THIS DOCUMENT.