



**PALM COAST AREA**  
**POLICY SUBCOMMITTEE**  
**GUIDELINES**  
**REVISED 10/2024.**



## Purpose

1. The policy subcommittee will review old and new ASC committee and subcommittee policies.
2. The subcommittee will research proposals tabled to the committee for possible conflict with the Twelve Traditions and/or the [Twelve Concepts for NA Service](#) and the overall impact (financial, spiritual, unity and implementation) of the proposal and existing policy on the area as a whole.
3. The direction of this committee is to follow the Twelve Concepts for NA Service.
4. The Ninth Concept reads: *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.*
5. The Ninth Concept states that “we are responsible to share our thoughts and our conscience with our fellow members, carefully explaining our position and listening with equal care to the positions of others.”
6. The Ninth Concept encourages us to continue to consult group conscience.
7. The subcommittee will provide updated policy information to the PCASC at the September ASC meeting

## Meeting Agenda

1. Open the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Concepts for NA Service.
3. Read the purpose of the policy subcommittee.
4. Opening the floor to any NA member.
5. Chair's report.
6. Secretary's report (minutes from the last meeting).
7. Old business.
8. Elections (if necessary)
9. New business
10. Review business of the day.
11. Closing (the “we version” of the Serenity Prayer)

## Decision Making Process: Consensus-Based Decisions

1. It is suggested that all subcommittee members
2. Should strive to remember that our personal recovery depends on unity.
3. Should strive to utilize their personal recovery in all discussions, remembering that part of effective communication is listening with an open mind to all viewpoints.
4. Strive to establish unity, common respect and trust for one another.
5. Whenever possible, the subcommittee chair shall seek a plan of action which all subcommittee members can “live with.” This plan may not turn out to be anyone’s ideal plan, but if all members can live with the plan, we can move forward in unity.
6. The chair shall encourage members with opposing viewpoints to suggest compromises which they will be able to support. This type of discussion shall be encouraged until common ground is discovered and adopted.
7. If after extensive discussion, common ground cannot be arrived at, the chair shall suggest prayer and meditation on the issue and shall table the discussion until later in the meeting, or until the following meeting.
8. If after extensive discussion and prayer and meditation, common ground still cannot be found, the subcommittee will resort to the proposal and voting guidelines below. However, all members should remember that by resorting to these guidelines, we risk a loss of unity.

## Proposals

1. A proposal can be made by any subcommittee member, including a general member.

## Voting

1. All members with the exception of the chairperson may vote on proposals.
2. In the event of a tie, the chairperson may cast a tie-breaking vote.

## Making Recommendations for Policy Changes

1. Does the proposal violate any of the Twelve Steps, Twelve Traditions, or Twelve Concepts?
2. Does the proposal change or establish policy?
3. What impact does the proposal have on the ASC (financial, spiritual, time etc.)?
4. May provide a recommendation to the ASC.

## Subcommittee Structure

1. The officers of the subcommittee will consist of a chairperson, a vice chairperson and a secretary.
2. This subcommittee shall be comprised of any NA member of the PCA.
3. The chairperson is elected by the groups of the area as outlined in the ASC policy.
4. The removal of the chairperson shall fall under the removal of officers as outlined on page 10 of the ASC policy.

## Qualifications

### ***POLICY CHAIRPERSON***

1. Shall have two years abstinence from all drugs.
2. A working knowledge of the Twelve Steps
3. A working knowledge of the Twelve Steps and Twelve Traditions of NA and the Twelve Concepts for NA Service.

### ***POLICY VICE-CHAIRPERSON***

1. Shall have a minimum of one-year abstinence from all drugs.
2. A working knowledge of the Twelve Steps and Twelve Traditions of NA, and the Twelve Concepts for NA Service

### ***POLICY SECRETARY***

1. Shall have one-year abstinence from all drugs.
2. A working knowledge of the Twelve Steps of NA.

### ***GENERAL MEMBERS***

1. Any member of the PCA with at least one day clean.

## Responsibilities

### ***POLICY CHAIRPERSON***

1. The chairperson must attend all policy subcommittee and ASC meetings.
2. The chairperson must be aware of all matters affecting PCA policy.
3. Acts as the liaison between the area and the subcommittee carrying the information in a precise manner both ways as it is given to them.
4. In the event either Vice Chair or Secretary are vacant the chair assumes their responsibilities
5. Shall be responsible to forward all records to the incoming person at the end of their commitment.

- 1       6. A count of all Groups and/or Subcommittees will be taken at the August ASC for those who request a
- 2       copy of the ASC Policy Package. The Policy Package will be provided at the September ASC to those
- 3       that requested.
- 4       7. The Policy Chairperson will provide 5 copies to the ASC Secretary to keep on hand for distribution as
- 5       requested.

6       ***POLICY VICE-CHAIRPERSON***

- 7       1. Shall stand in when the chairperson is not present.
- 8       2. Shall attend all ASC meetings for better understanding of how it functions.
- 9       3. This is a two-year commitment (1<sup>st</sup> year as vice chair, 2<sup>nd</sup> year as chair).

10      ***POLICY SECRETARY***

- 11     1. Responsible to keep accurate minutes and keep the policy manual updated.
- 12     2. Maintain records of all meetings during the past 2 years.
- 13     3. Shall be responsible to forward all records to the incoming person at the end of their commitment.
- 14     4. This is a one-year commitment.

15      ***GENERAL MEMBERS***

- 16     1. Suggested: A working knowledge of The Twelve Steps and The Twelve Traditions.
- 17     2. The willingness to serve this committee as necessary whenever called on if possible.

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