

MID-ATLANTIC REGIONAL POLICY COMMITTEE

SERVICE GUIDELINES FOR

NARCOTICS ANONYMOUS

JUNE 10, 1989

I. PURPOSE

The Policy subcommittee shall maintain, record, collate, review, research, clarify, identify and provide input regarding regional policy; and, serve as a resource to Area policy committees, the Regional Chairperson as well as to the regional body itself.

II. FUNCTIONS OF THE REGIONAL POLICY COMMITTEE

- A. Maintain an up-to-date policy log.
- B. Review and research regional motions for continuity with regard to Traditions and current regional policy.
- C. Research and recommend policy on current regional issues upon request by the regional body.
- D. Identify where policy exists by precedent and suggest the formal adoption of this policy, where needed, by the regional body.
- E. Review the wording of motions for clarity.
- F. Support Area policy committees through discussion, clarification and attendance at Area policy committee meetings upon request.
- G. Provide clarification of current policy at RSC meetings and serve as a resource to the Regional Chair in this regard.
- H. Review world policy issues as necessary and provide this information to Areas through their respective policy committees.
- I. Identify areas where policy is in conflict or where conflict is present due to the absence of policy and report findings to the RSC.
- J. Hold quarterly policy committee meetings prior to the RSC meeting and additional workshops and forums as needed.

III. COMMITTEE MEMBERSHIP

Membership in the Regional Policy Committee shall be composed of the Chairperson, Vice-Chairperson, Secretary, Chairpersons for area Policy Committees or their representative as well as any member of Narcotics Anonymous who wishes to be involved.

IV. AGENDA

1. Opening Prayer
2. Read Twelve Traditions
3. Secretary Report
4. Officer's Report
5. Area Reports
6. Old Business
7. Elections (if applicable)
8. New Business
9. Review of upcoming RSC Agenda and motions to be brought up at the RSC.
10. Announcements
11. Closing Prayer

V. VOTING

Voting members of the Regional Policy Committee shall be the Area Policy committee chairperson or their designated representative. Additionally, each Regional policy committee officer shall be entitled to vote. However, the Committee Chairperson shall only vote to make or break a tie.

VI. QUALIFICATIONS AND DUTIES OF OFFICERS

A. CHAIRPERSON

1. Is elected by the Regional Service Committee.
2. Is clean for at least two years and has a good working knowledge of the function of the policy committee, Twelve Traditions and Robert's Rules of Order as well as Temporary Working Guide to our Service Structure.
3. Mediates at all meetings of the committee.
4. Prepares a report for each RSC meeting, makes all motions on behalf, and is the voice of the Policy Committee.
5. Coordinates and is responsible for all work done by the Committee.
6. Is available to answer questions from and give support to Area policy committees.
7. Maintains communication with the World Policy Committee.
8. Serves for one year term.

B. VICE-CHAIRPERSON

1. Is elected by the Regional body.
2. Has at least two years clean.
3. Has at least six months experience in Regional policy work and a working knowledge of Twelve Traditions, Robert's Rules of Order and TWIGGS.
4. Must attend all meetings of the Regional policy committee as well as the RSC.
5. Works with the committee chairperson to ensure the smooth operation of the committee.
6. Performs the duties of the Chairperson in his/her absence.
7. If necessary, the committee may recommend removal to the RSC by a 2/3 vote of the committee.
8. Serves one year term as vice-chair followed by an automatic one year term as chair of the committee.

C. SECRETARY

1. Is elected by a majority of the committee.
2. Must have at least one year clean.
3. Suggest having at least six months experience in Regional policy committee work and a working knowledge of the Twelve Traditions.
4. Must be able to provide typed minutes of all committee meetings.
5. Must keep an accurate set of all committee meetings and workshops. They should be ready for approval or review by the Chairperson within 21 days for distribution to all committee members.
6. Works with the Chairperson to ensure a smooth operation of the committee.
7. If necessary, may be removed by a 2/3 vote of the committee.
8. Serves for a term of one year.