



## GUIDELINES OF THE LAKESIDE UNITY AREA PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS

® Approved Unanimously 11/1/2020

*“In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.” (12<sup>th</sup> Concept)*

### **Section 1: The Public Relations Service Committee of Narcotics Anonymous**

#### **Name:**

This body shall be known as the Lakeside Unity Area Public Relations Committee of Narcotics Anonymous, hereafter referred to as the PRC.

#### **Service Area:**

The PRC shall serve the geographical areas of Davis County, UT, Morgan County, UT and Uinta County, WY.

#### **Purpose and function:**

Our relations with the public enable us to share our message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. The committee will accomplish this by coordinating the services we provide, both H & I and Public Relations, to maximize our ability to fulfill our primary purpose.

#### **Business meetings:**

1. Shall be held every month prior to our ASC business meeting.
2. Any Narcotics Anonymous member or interested person may attend the PRC meeting
3. Any Narcotics Anonymous member can become a PR Committee Member by attending the PRC meeting and volunteering to do so. The committee shall vote the member in as a PR Committee Member.

#### **Guiding documents/Spiritual Principles to serve by:**

1. The 12 Concepts of NA Service
2. The 12 Traditions of NA
3. A Guide to Local Services in NA
4. CBDM Basics (Consensus Based Decision Making)
5. PR Handbook
6. H & I Handbook
7. The LUASC Guidelines
8. The PRC Guidelines
9. The PRC shall not make any action that conflicts with the Guiding Documents

#### **Decision Making**

1. All PRC motions/proposals and decisions except elections will first be considered using consensus-based decision-making.
2. For the PRC's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered within the PRC. If at the end of discussion, the PRC has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it. In matters where the dissenters cannot assent to the majority, a decision will be reached using these guidelines and the short form of Roberts Rules of Order from A Guide to Local Services in NA.
3. Any PRC member, except for the Chair, is eligible to vote at business meetings. The Chair will vote only in case of a tie.
4. Nominations and motions/proposals can be made and seconded by any committee member, except the Chairperson.
5. Any LUANA member may propose an amendment to these guidelines however, all PRC guideline changes must be approved by the Area Service Committee (see Section VII and Section VIII).
6. All PRC members have one vote regardless of number of positions held.

## **Section II: Committee Membership**

*"All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." (7<sup>th</sup> Concept)*

The committee shall be made up of:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Literature Chair
5. Panel Coordinators
6. PR Committee Members
7. Ad-hoc Committee Members

### **Chairperson**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Nominated in May and elected in June by the ASC: the PR chair position is considered an ASC elected position and is held to ASC guidelines concerning holding multiple positions.
7. Clean time requirement of 3 years.
8. Previous PRC or ASC service experience suggested.

9. Facilitates the regularly scheduled PRC meeting.
10. Coordinates all public relations efforts.
11. Represents and reports on PRC matters at the regular meeting of the ASC.
12. Appoints all PR ad-hoc committee chairpersons.
13. Acts as a mentor to the Vice-Chairperson to teach the duties of the Chair position.
14. If elected officer or coordinator positions are vacant, assists the Vice-Chair in ensuring the duties of that position are fulfilled.

### **Vice Chairperson**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Nominated in May and elected in June by the ASC: the PR vice chair position is considered an ASC elected position and is held to ASC guidelines concerning holding multiple positions.
7. Clean time requirement of 2 years.
8. Is a voting member of the PRC.
9. Previous PRC or ASC service experience suggested.
10. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
11. Demonstrate a willingness to possibly be elected as the Chairperson at the end of their term.
12. Works with panel coordinators to assure that volunteers are placed as panel members.
13. Maintains, updates, and distributes a hard copy of the Area meeting list with current meeting times, dates, and locations. Communicates all changes to the Area Webmaster.
14. In absence of an elected officer or coordinator, ensures the duties of that position are fulfilled.

### **Secretary**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Voted in by the PRC.
7. Clean time requirement of 2 years.
8. Is a voting member of the PRC.
9. Secretarial experience preferred but not necessary.
10. Keeps a complete record in the form of minutes of every PRC meeting.
11. Maintains PRC meeting minute archives.
12. Maintains a list of current PRC members with their contact information.
13. Distributes minutes and other necessary documentation to PRC members and the Area Webmaster within one week of the close of the meeting.
14. Makes archives available to incoming secretary.

15. Must have the ability to distribute minutes and other documentation electronically, i.e. laptop/desktop computer, smartphone, tablet, etc.

### **Literature**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Voted in by the PRC.
7. Clean time requirement of 1 year.
8. Is a voting member of the PRC.
9. No Previous PRC or ASC service experience necessary.
10. Ensure that all current and future rack locations be kept stocked with literature.
11. PRC approves all placement locations and types of literature.
12. Obtain PRC approved literature orders from LUASC literature committee.
13. Maintain a current and future list of all locations, and contact persons, of all literature racks, and/or posters and ensure that this list is kept in the archives.

### **Panel Coordinator**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Voted in by the PRC.
7. Clean time requirement of 2 years.
8. Is a voting member of the PRC.
9. 6 months PRC experience suggested.
10. Experience and understanding of the sub-committee function and guidelines.
11. Shall seek to encourage the growth and progress of the sub-committee in our area and cooperate with the other areas in our region.
12. Have open communication with all panel members.
13. Understand and implement all facility requirements.
14. Responsible to train and guide all panel members for as long as they attend the facility. Panel members are not required to attend the regularly scheduled PRC meeting.

### **PR Committee Members**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings.
6. Voted in by the PRC.
7. Clean time of 90 days minimum.
8. Is a voting member of the PRC.
9. Willingness to help out where asked, i.e. on a panel for a facility, as an appointed adhoc chair, Learning Days planning committee, etc.

10. No Previous PRC or ASC service experience necessary.

### **PR Ad-hoc Committee Chairperson**

1. Clear message of recovery in NA.
2. Willingness to serve.
3. Willingness to learn.
4. Follow and understand the PRC guidelines.
5. Shall attend all regularly scheduled PRC meetings and provide a report.
6. Is appointed by the PR chair.
7. Is a voting member of the PRC.
8. Responsible for assembling the ad-hoc committee membership.
9. Fulfills duration and purpose of the ad-hoc committee as designated by the PR Chairperson.
10. The Ad-hoc Committee Chairperson must attend all PRC meetings and supply a written report of the progress to the Secretary.

### **Section IV: Election of Committee Members**

*“Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” (4th Concept)*

1. Elections for Secretary, Literature and Panel Coordinators shall be in July.
2. Candidate must be present virtually or in person.
3. A term of office is one year, no more than two full consecutive terms. No one person shall serve more than 30 months total in any service position.
4. Vacancies will be filled as needed.
5. During elections the nominees shall qualify themselves, answer questions brought by other members, and then will be asked to leave the room while being voted on.
6. Elections with only one candidate will be decided by a simple majority. Elections between two candidates will be decided by a majority vote.

### **Section V: Removal of Committee Members**

*“Our service structure depends on the integrity and effectiveness of our communications”. (8<sup>th</sup> Concept)*

Any member of the PRC may be removed from office for any of the following reasons, but not limited to:

1. Relapse
2. Excessive absence without prior notice (two consecutively missed PRC meetings without written or personal participation will be considered automatic resignation)
3. Neglect of duties
4. Disregard for the Guiding Documents
5. Misuse of funds
6. Any act of theft or violence in the Committee or towards NA Members
7. In regards to PR Committee Member: indefinite position unless an absence of 6 consecutive PRC meetings occurs.

Any committee member may resign from their position by providing written notice to the PR Chairperson at the regular meeting prior to their resignation.

Any officer/member of the PRC may be removed by the LUASC, with proper motion and vote. For any removed members that are still interested in serving, the PR committee will support, assist, and mentor these members to better their service experience and commitment.

## **Section VI: Standing Orders**

1. Clean time requirements will not be waived unless the conscience of the body to do so is unanimous. If the conscience is not unanimous, the requirement cannot be waived.
2. Before a new meeting can be started, a qualified Panel Coordinator must be elected. (All requirements apply).
3. ALL new H&I meeting guidelines must be developed through cooperation with the Panel Coordinator, the PR Chairperson, and the facility.
4. NA language must be strictly adhered to at all times as per the Introduction section of the *The Basic Text*. This includes all public relations work.
5. All expenditures will be made by check and require receipts to be turned into the LUASC treasurer.
6. The PR Committee in conjunction with the ASC must make available a Learning Day or workshop annually for the purpose of unity and education.
7. The PR Committee as a whole is responsible to develop a yearly contingency plan and budget; they are also responsible to execute it to the best of their ability. This plan may be updated more than once a year if needed.
8. Only NA conference, fellowship and World Board approved literature will be used in PRC projects, meetings, presentations, etc.

## **Section VII: Guideline Approval Process**

A 3-month period for open review will be required for the approval/adoption of any major change (more than 2 sections revised) or a new set of guidelines. The vote to approve will take place at the ASC meeting. The item must pass with a 3/4 super majority vote. If it does not pass then those voting against the changes will provide feedback on the section(s) that need to be revised. Changes will then be made and distributed to the Area for further review to be voted on at the next ASC meeting.

## **Section VIII: Guideline Amendment Process**

Written submission of the exact change with reasoning for the change can be presented to the chairperson at any regular PRC or ASC. If the body agrees that changes are needed, an ad-hoc committee will be formed. The ad-hoc committee will meet, make revisions, and provide updated guidelines at the next ASC meeting or as soon as possible. The approval process will follow the procedure outlined in Section VII above.