

**GUIDELINES OF THE
CENTRAL COAST AREA SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS**

(amended 10-30-2010)

ARTICLE I

Name

The name of this committee shall be the Central Coast Area Service Committee of Narcotics Anonymous (CCASC).

ARTICLE II

Service Area

The service area shall include that geographical area which has the following boundaries: from Gaviota State Beach, North on Highway 101 to Zaca Station Road, including the Santa Ynez Valley. Zaca Station Road to Foxen Canyon Road to Tepusquet Road to Highway 166 to the San Luis Obispo-Kern County line. North and then west following the San Luis Obispo County Line to the Pacific Ocean.

ARTICLE III

Purpose

The purpose of this committee shall be to administer and coordinate the activities common to the welfare of the Narcotics Anonymous groups within the boundaries of the Central Coast Area, to support the needs of these groups, to serve as a link between these groups and the Central California Regional Service Committee of Narcotics Anonymous, and to foster unity. For the purpose of these guidelines, the term Narcotics Anonymous Group shall be defined as stated in the Guide to Local Service.

ARTICLE IV

Participants

Section 1

This committee shall have two (2) classes of participants. No person shall hold more than one voting right.

Section 2

The participants of the committee shall be the GSRs (or GSR Alternates in their absence), all Subcommittee Chairpersons and Area Secretary, Treasurer, H&I, PI, Activities, Webmaster, Chairperson, Vice Chairperson and both Regional Committee Members. The above positions shall be defined as stated in the Guide of Local Service.

Section 3

For the purpose of establishing a quorum:

- a. GSRs or their alternates representing a newly formed group or attending CCASC meetings for the first time will be considered voting participants.
- b. 25 eligible participants shall constitute a quorum, based on current participating meetings.
- c. A quorum must be established for new motions to be considered or for nominations to take place.
- d. Motions that are introduced at a CCASC meeting, at which no quorum has been established, shall be considered at the following CCASC meeting, regardless of the number of voting participants.

ARTICLE V

Nomination of Officers

Section 1

The officers of the committee shall be a Chairperson, Vice-Chairperson, Secretary, Treasurer, and two (2) Regional Committee Members.

Section 2

All officers shall be nominated to service for one year except for the Regional Committee Members who shall serve two year terms, one being in odd-numbered years and the other in even-numbered years.

Section 3

- a. All officers of the Area Service Committee shall be nominated at the regular meeting in the month of November.
- b. Terms of office shall begin at the start of the regular meeting of the CCASC in January.

Section 4

- a. No officer shall hold more than one position at a time.
- b. No officer shall be eligible to serve more than two (2) full terms consecutively in the same office.
- c. Upon nomination to an Area Service Committee officer position, the NA member shall resign from any other area level service position.

Section 5

- a. A nomination to fill a vacancy of an officer shall occur within two regular meetings after the vacancy arises.
- b. A list of all positions will be distributed at the appropriate CCASC meeting.
- c. Notice of intent to fill a vacancy shall be provided to the fellowship immediately.
- d. In the case of a vacancy in the office of Chairperson, the Vice-Chairperson shall assume the duties of the Chairperson, until a new chairperson is elected.
- e. In the case of a vacancy in the office of a Regional Committee Member the other Regional Committee Member will assume all the duties of the Region Committee Member until a new RCM is selected. Newly selected officers shall assume the duties of their position at the beginning of the next regular meeting of the CCASC.

Section 6

Process of Nominations of Officers:

6.1 Nominations

- a. Nominations for all open positions will be sought at the appropriate meeting of the CCASC.
- b. Any member of the Central Coast Area of Narcotics Anonymous may nominate a qualified individual for a CCASC position.
- c. All officers who have not served two (2) consecutive terms will automatically be considered for nomination to their position.
- d. All nominees must be present to be considered.
- e. All nominations must be seconded by a voting member of the CCASC.
- f. At the time of the nominations, each nominee will state their qualifications for service. The nominees will then leave the room.

- g. If any person present has a grievance with a nominee's qualifications, it will be brought to the Chairperson's attention.
- h. The nominees will re-enter and address the grievance with the entire CCASC, then regular voting procedure will continue.

6.2 Consensus

In the case of only one (1) nomination for a position, the nominee must be selected by a simple consensus of the CCASC membership.

ARTICLE VII **Removal of Officers**

Section 1

A trusted servant automatically resigns their position with loss of clean time.

Section 2

A trusted servant may be removed from their position for noncompliance. Noncompliance includes, but is not limited to:

- a. Non-fulfillment of the duties of their position.
- b. Absence at two (2) consecutive meetings of the CCASC without prior notification to the Chairperson or an officer of CCASC.

Section 3

A consensus is required for removal.

Section 4

An officer of this committee may resign by providing notice to the CCASC.

ARTICLE VIII **Duties and Qualifications of CCASC Officers**

Section 1

Area Chairperson

1.1 Qualifications

- a. Three (3) years continuous clean time.

- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve.
- d. Have one year service experience at area level.

1.2 Duties

- a. Open the meeting at the appointed time and determine that a quorum is present.
- b. Announce, in proper sequence, the business that comes before the CCASC.
- c. Recognize members or observers who are entitled to the floor.
- d. State and put to a consensus all questions that come before the CCASC, except questions that relate to the Chairperson.
- e. Announce the results.
- f. Protect the CCASC from obviously frivolous or dilatory motions by not recognizing them.
- g. Enforce the rules relating to discussion, order, and decorum within the CCASC.
- h. Expedite business.
- i. Respond to inquiries of members relating to consensus based decision making process on the business of the CCASC.
- j. Authenticate by signature, when necessary, all proceedings of the CCASC.
- k. Declare the meeting adjourned when the CCASC so motions, or at the time prescribed.
- l. Prepare the agenda for each meeting.
- m. Conduct the general correspondence of the CCASC.
- n. Be a co-signatory of the CCASCs bank account.
- o. Sign all certified copies of acts of the committee.
- p. Make a report of the year's work at the annual meeting in November.
- q. Conduct the meeting with impartiality and fairness.
- r. Appoint all ad-hoc committees.
- s. Fill vacant positions as needed on a pro-tem (temporary) basis.

Section 2

Area Vice-Chairperson

2.1 Qualifications

- a. Two (2) years continuous clean time.

- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service in Narcotics Anonymous.
- c. Willingness to serve.
- d. Previous experience on a CCASC subcommittee or as a GSR.

2.1 Duties

- a. In the absence of the Chairperson, to serve as Chairperson
- b. Coordinate the functions of the subcommittees.
- c. Be a co-signatory of the committee's bank accounts.
- d. Make a report of the year's work of the subcommittees at the annual meeting in November.
- e. Manage the registration of groups.
- f. Act as ex-officio at all subcommittees.
- g. Maintain area meeting schedules.
- h. Takes role and establishes quorum.

Section 3

Regional Committee Member

3.1 Qualifications

- a. Three (3) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Service to Narcotics Anonymous.
- c. Ability and resources necessary to fulfill the duties of the position.
- d. At least one (1) year of area level service.
- e. Coordinate the scheduling of multiple workshops, prior to the regional assembly, on the issues to be presented at the regional assembly.

3.2 Duties

- a. In the absence of the Chairperson and Vice Chairperson, to serve as Chairperson of the CCASC.
- b. Represent the committee at each Central California Regional Service Committee meeting.
- c. Provide the Chairperson, prior to the CCASC meeting, with additional agenda items that need action before the next regular meeting of the Central California RSC.
- d. Make a report to the CCASC at each regular meeting covering the business of the previous Central California RSC meeting.

Section 4

Area Secretary

4.1 Qualifications

- a. One (1) year continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. Previous experience at a group level (i.e. group secretary, treasurer, GSR).

4.2 Duties

- a. In the absence of the Chairperson, the Vice-Chairperson, and both RCMs, to call the meeting to order and preside until the immediate election of a Chairperson pro-tem.
- b. Keep on file all committee reports.
- c. Maintain the committee's files.
- d. Make the minutes and records available to NA members upon request, and in the manner prescribed by the committee.
- e. Furnish committees with whatever documents are required for the performance of their duties.
- f. Sign all certified copies of acts of the committee.
- g. Maintain record book(s) in which the guidelines and minutes are entered, with any amendments to these documents.
- h. Notify the participants of each special meeting, utilizing such method of notification as is agreed upon by the Chairperson and/or committee.
- i. Type and mail the correspondence of the committee that is not a function proper to other officers or to subcommittees.
- j. Distribute copies of the minutes to each officer and member no later than one (1) week following each meeting.

Section 5

Area Treasurer

5.1 Qualifications

- a. Two (2) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service to Narcotics Anonymous.
- c. Willingness to serve.
- d. At least one (1) year of previous service at the area level.
- e. Working knowledge of accounting practices.

5.2 Duties

- a. Act as the custodian of the committee's bank account.
- b. Act as a co-signatory of the committee's bank account.
- c. Make a report of receipts and disbursements at each regular meeting.
- d. Make a full financial report at the annual meeting to be audited by an appointed committee.
- e. Disburse funds as necessary in accordance with committee decisions when the funds are available.
- f. Make records available to NA members upon request and in the manner prescribed by the committee.
- g. Be available to disburse funds during the month, attending necessary subcommittee meetings.

Section 6

Area Literature Chairperson

6.1 Qualifications

- a. Two (2) years of continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service in Narcotics Anonymous.
- c. Willingness to serve.
- d. At least one (1) year of previous service at the area level.
- e. Financially responsible.

6.2 Duties

- a. Keep and maintain the literature supplies of the CCASC.
- b. Receive literature orders from the groups and subcommittees and to fill those orders.
- c. Distribute literature orders at the monthly CCASC meeting and collect money for those orders at the same time.
- d. Keep and maintain accurate financial records pertaining to literature supplies and give a financial report of same at the monthly CCASC meetings.

Section 7

Public Information Chair

7.1 Qualifications

- a. Two (2) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. Previous experience at a group level (i.e. group secretary, treasurer, GSR)

Section 8

Hospitals & Institutions Chair

8.1 Qualifications

- a. Two (2) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. Previous experience at a group level (i.e. group secretary, treasurer, GSR)

Section 9

Area Activities Chair

9.1 Qualifications

- a. Two (2) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve.
- d. Previous experience at a group level (i.e. group secretary, treasurer, GSR)

Section 10

Webmaster

10.1 Qualifications

- a. Two (2) years continuous clean time.
- b. Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for Service in Narcotics Anonymous.
- c. Willingness to serve
- d. Advanced knowledge of computer software and willingness to update all facets of the website.

ARTICLE IX

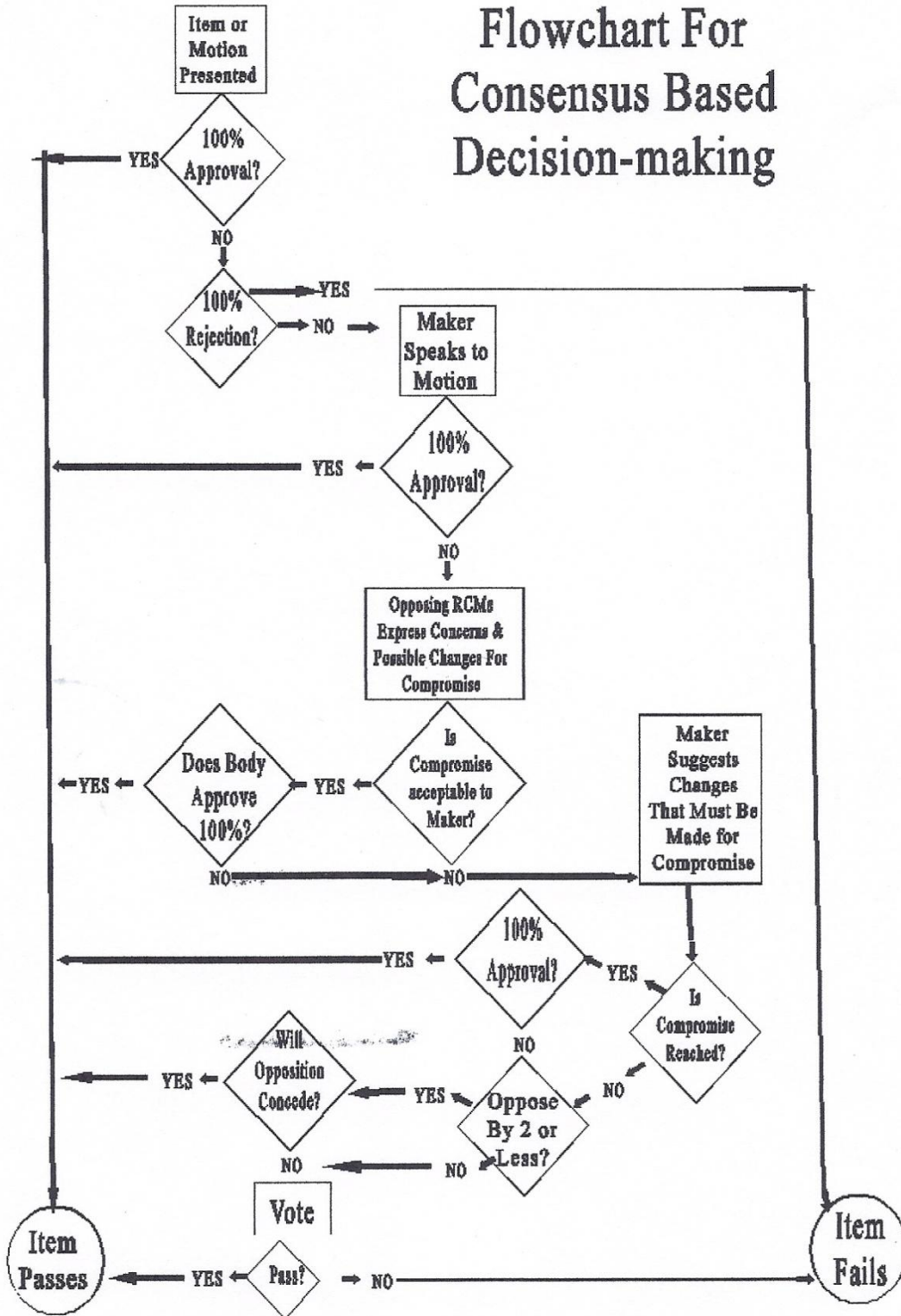
Consensus Procedure

(see flow chart, pages 11 & 12)

Consensus Procedure

1. Motion or item is presented
2. Does item receive 100% approval or rejection? If 100% approval motion passes (go to # 9), if 100% rejection motion fails (go to # 10), if item does not receive 100% in either go to # 3.
3. The Chair asks the maker to fully express the intent and what is hoped to be accomplished with the idea. The Chair asks if the additional information has changed anyone's opinion. If anyone's opinion has changed, is there now 100% approval? If so item passes (go to # 9). If no one's opinion has changed (or some opinions have changed, but the item does not receive 100% approval) the opposing individuals are asked to express their concerns and what it might take to reach a compromise (if any). Go to # 4.
4. The maker is asked if the compromise (if any) is acceptable. If so, the RCMs are asked if there is any further discussion needed. If not, the chair asks if there is any opposition. If 100% approval item passes (go to # 9), if not go to # 5.
5. If the originator cannot live with the compromise (or item did not receive 100% approval from # 4), the individual is asked to express concerns and what it might take to reach a compromise. If compromise is reached go to # 6. If compromise is not reached go to # 7.
6. Does item receive 100% approval? If yes item passes (go to # 9), if not go to # 7.
7. If a compromise cannot be reached (or item does not receive 100% approval from #6), and 2 or less [redacted] are opposed, the Chair asks if they are willing to concede (or stand aside) and allow the decision to move forward. If the opposition agrees to stand aside the item passes (go to # 9). If the opposition does not stand aside, or the item was opposed by more than 2 people, the item needs to be acted on by parliamentary procedure and called to a vote (go to # 8).
8. Item is voted on [redacted] (after any discussion). If item receives 2/3rds, or more, of the *participating* votes it passes (go to # 9) if it receives less than 2/3rds it fails (go to # 10).
9. Item has passed record results in minutes.
10. Item has failed record the results in minutes.

Flowchart For Consensus Based Decision-making



ARTICLE X
Meetings

Section 1

The regular meeting of the CCASC shall be held on the first Sunday of every month

- a. Meeting times for the committee will be from 3:30pm to 5:00pm.
- b. Upon request, all subcommittees (H&I, Activities, PI, and Webmaster) shall provide all associated records, receipts and contracts to the Area Treasurer. (10-30-10)

Section 2

The regular meeting in the month of November shall be known as the nomination meeting and shall be for the purpose of nominations of officers and of subcommittee chairpersons.

Section 3: Emergency Meeting

Special meetings may be called by the Chairperson of the committee and committee members. The purpose of the meeting shall be stated. No business other than that stated shall be conducted. At least seven (7) days notice shall be given.

ARTICLE XI
Standing Subcommittees (9-15-2010)

Section 1

- a. The CCASC may establish subcommittees as necessary to perform certain duties by approval of the members of the CCASC.
- b. Standing subcommittees may include, but are not limited to: Administrative, Public Information, Hospitals and Institutions, Literature, Activities, Webmaster, and/or any other standing subcommittee which shall be deemed necessary to carry on the work of the CCASC.
- c. Standing subcommittees must keep a copy of the 12 Concepts of NA Service and a copy of these guidelines on hand for reference.

Section 2

Officers and Elections

- a. At the inception of these standing subcommittees, a Chairperson will be appointed by the Chairperson of the CCASC or be appointed by members of the CCASC.
- b. Subsequent officers of each standing subcommittee will be appointed by a subcommittee membership, provided the subcommittee in questions has a membership of three (3) or more members.
- c. The Chairperson and other officer of a subcommittee not having a membership of three (3) or more shall be appointed by voting members of the CCASC.
- d. Subcommittees shall notify the CCASC of upcoming elections at the CCASC meeting preceding such elections. (9-15-2010)
- e. No subcommittee chairperson shall be eligible to serve more than two (2) full terms consecutively in the same office. (2-6-00)

Section 3

Guidelines

- a. All standing subcommittees of the CCASC shall create and adopt guidelines which are consistent with the Guide to Local Service, The 12 Traditions of Narcotics Anonymous, the 12 Concepts for NA Service, and the best information available from the World Service Conference (WSC) in the form of WSC approved handbooks and guidelines.
- b. The guidelines of each standing subcommittee shall be subject to review and approval by the CCASC as a whole.

ARTICLE XII

Ad-Hoc Committees

Section 1

- a. The Chairperson of the CCASC shall have the authority to appoint Ad-Hoc Committees for such special purposes as may, from time to time, be deemed necessary to fulfill specific function.
- b. The purpose, membership, and duration of existence of any Ad-Hoc committee shall be specifically designated by the Chairperson at the time of the appointment.

- c. An Ad-Hoc committee shall be formed for the purpose of auditing financial records of the CCASC and subcommittees that report to it. (12-4-94)

ARTICLE XIII

Parliamentary Authority (see Article IX consensus) (10-30-10)

ARTICLE XIV

Amendment of Guidelines

These guidelines may be amended by a two-thirds vote at the regular meeting in December and June, or at a special meeting by the committee, providing that the exact working of the amendment has been submitted in writing and announced at the previous regular meeting.

ARTICLE XV

Prudent Reserve

Section 1

A prudent Reserve shall be established and maintained.

1.1 Purpose

The purposes of the Prudent Reserve shall be to assure that one (1) month of CCASC annual expenses can be met. (10-30-10)

1.2 Mandatory Expenses

Mandatory expenses include but are not limited to:

- a. Rent for CCASC meeting facility.
- b. Expenses for phone line service provider.
- c. CCASC Chair officers budget of \$40.00 per month.
- d. Subcommittee budgets:
 1. H&I literature budget of \$200 (6-10)
 2. PI budget of \$50 per month (4-00)
- e. Donation to CCRC (Region of \$75.00 and to NAWS (World) of \$25.00 (10-10-10).

- f. RCM budget for mileage at .26 cents/per mile as per Region, to be paid for one car to go to the Regional meeting. The amount to be budgeted shall be \$46.50 per month, to be accumulated until the RCM attends the Regional meeting. Any funds remaining after the RCM has been reimbursed for mileage shall be returned to the ASC. (9-15-10)

1.3 Amount

The amount of the Prudent Reserve shall be set at \$630.00. (10-30-10)

1.4 Funds Below Prudent Reserve

Whenever all CCASC funds, both cash on hand and in the Area checking account reaches or falls below the established Prudent Reserve dollar amount, only mandatory expenses shall be met.

1.5 Discretionary Spending

No discretionary spending shall occur until all mandatory expenses have been met and the Prudent Reserve has been restored.

1.6 Donations to Region and World

Any funds remaining in the CCASC general fund, both cash on hand and funds in the Area checking account, after all mandatory and discretionary spending has occurred, and the integrity of the Prudent Reserve has been assured, shall be moved on to the next level of Narcotics Anonymous service as follows:

- a. 75% (seventy-five percent) to the Central California Regional Service Committee.
- b. 25% (twenty-five percent) to NAWS

