

GUIDELINES OF THE EASTERN INLAND EMPIRE
AREA POLICY SUBCOMMITTEE

Policy Statement:

1. The purpose of the Policy Subcommittee is to review and update the current guidelines and policies of the Area Service Committee and its Subcommittees only as directed by the Area Service Committee.

Functions & Responsibilities:

1. Review existing guidelines and policies and recommend changes when directed to do so by the Eastern Inland Empire Area Service Committee.

NOTE: ANY AND ALL RECOMMENDED CHANGES NEED APPROVAL OF THE AREA SERVICE COMMITTEE.

2. Incorporate new policies and/or motions approved by ASC into EIEA guidelines
3. Report to ASC on any controversy, contradiction, or violations of ASC guidelines and policies and the 12 Traditions of Narcotics Anonymous and/or 12 concepts of Narcotics Anonymous of motions voted by ASC or other Subcommittees.
4. Report to ASC all activities of the Policy Subcommittee.
5. Submit a written summary report to ASC at the end of the year.

Meetings & Membership:

1. The Policy Subcommittee shall be comprised of all subcommittee Chairs and Vis-Chairs, ASC executive body, and any interested members of NA who attend two consecutive meetings and shall be chaired by the Area Vice-Chair.
2. The Policy Subcommittee will meet on a regular basis at a designated time and place. This will be well publicized within local membership, inviting and encouraging all members to attend. Membership of the Policy Subcommittee shall be further defined to one or more of the following:
 - a. Those assigned to head specific projects as needed.
 - b. Those willing to help on various project as needed.

Voting Participants & Procedures:

1. Who is eligible to vote in-group conscience decisions:
 - a. All members with the exception of the Chair
 - b. Chair votes to break a tie.
 - c. Persons willing to serve and participate and must attend two consecutive Policy subcommittee meetings and will be eligible to vote at second meeting.
 - d. Any voting participant who misses three consecutive Policy Subcommittee meetings loses voting privileges until requirements of "c" (above) are met

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Requirements and Duties of Voting Participants:

1. Have a working knowledge of 12 Steps, 12 Traditions, and 12 Concepts.
2. Maintain clean time throughout term of office or participation.
3. Have willingness and desire to serve.
4. Have personal time and ability to perform duties.

Terms of Office:

1. Vice-Chair of the Area is automatically the Chair of Policy Subcommittee.
2. Secretary shall be elected by the Policy subcommittee.

Secretary Requirements:

1. Six months clean time.
2. Knowledge of 12 Steps.
3. Willingness to Serve.
4. Ways and means to fulfill the commitment.

Chair Duties:

1. Arrange time and agenda for Policy Subcommittee meetings.
2. Initiate all necessary correspondence within group and area.
3. Keep Area Service Committee informed of all ongoing Policy Subcommittee activities.
4. Responsible for files, records, and overall functioning of committee
5. Work closely with the Area Chair and Subcommittee Chairs on any and all ongoing projects.
6. In the event the Chair is unable to attend any Policy subcommittee meetings, s/he shall report to the ASC Chair and the ASC Chair will conduct the Policy Subcommittee meeting.

Secretary Duties:

1. Records minutes at each Subcommittee meeting.
2. Distributes copies of minutes and notices of upcoming meetings.
3. Handles all correspondence as directed by Chair or Subcommittee.
4. Maintains files and records of communications and a list of activities and contacts to be passed on to subsequent Subcommittees.