



GUIDELINES OF THE NORTHEAST WASHINGTON AREA PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS

® Revised June 2013

In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

Purpose

- 1.1 Our public relations committee's purpose is to effectively communicate and demonstrate Narcotics Anonymous ability to help addicts stop using drugs, lose the desire to use, and find a new way to live. The committee will accomplish this by coordinating the services we provide to maximize our ability to fulfill our primary purpose.
- 1.2 The name of this committee shall be the *Northeast Washington Area Public Relations Committee of Narcotics Anonymous*, hereafter referred to as the PRC.
- 1.3 The PRC is a standing sub-committee of the Northeast Washington Area Service Committee.
- 1.4 The PRC shall perform all functions historically performed by the Hospitals and Institutions Committee, Public Information Committee, and Phonenumber Committee. It will utilize local, region, and world approved service handbooks and materials that are written for those committees.
- 1.5 The PRC and its members shall comply in all its actions with the following documents in order of priority as listed below:
 - a. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
 - b. The current guidelines of the PRC
 - c. The current Guidelines of the Northeastern Washington ASC.
 - d. A Guide to Local Services in NA, and NAWS approved service handbooks

Meetings & Membership

- 2.1 Business meetings shall be held at least once monthly, at a time and place designated by the membership. No business meeting shall last for more than two hours, except when a decision to extend this time limit is made by the members present.
- 2.2 Any Narcotics Anonymous member or interested person may attend the PRC meeting.
- 2.3 Any Narcotics Anonymous member can become a committee member by attending a PRC Orientation.
- 2.4 To maintain membership of the PRC, every member must attend a PRC Orientation once every two years, be present at the PRC meeting once every six months, and maintain abstinence from drugs.

- 2.5 Special meetings may be called by the chair, and shall be called upon written request of three voting members. All members of the PRC must be notified of purpose, place and time of special meetings.

Decision Making

- 3.1 All PRC motions and decisions except elections will first be considered using consensus-based decision-making. 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.
- 3.2 Any member who has attended two of the last three PRC meetings is eligible to vote at business meetings. The Chair votes only in the event of a tie.
- 3.3 Any member, except for the Chair, can make or second a motion.
- 3.4 Any member may propose an amendment to these guidelines. If proposal goes to vote, a 2/3 majority is required for adoption.
- 3.5 All committee members have one vote regardless of number of positions held.

Elections

- 4.1 Elections of all Officers, other than Chairperson, shall be held annually in January. The Chairperson is elected by the ASC in December; however the committee is encouraged to submit a recommendation for Chairperson to the ASC for their consideration in November.
- 4.2 The officers of the PRC are the Chairperson, Vice Chairperson and Recording Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- 4.3 The Resource Coordinators for the PRC are Hospital and Institutions Coordinator, Public Information Coordinator, Literature Coordinator, Literature Assistant and Helpline Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.
- 4.4 Elections of all Resource Coordinators are as follows:
Hospitals and Institutions Coordinator-February
Public Information Coordinator-May
Literature Coordinator- August
Literature Assistant-August
Helpline Coordinator-November

- 4.5 Election of Panel Leaders: Refer to Addendum A Panel list
- 4.6 All terms of service are one year. In the event a member cannot complete his or her term of service, the Chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at the next scheduled PRC meeting.
- 4.7 Officers and Resource Coordinators shall not serve in more than two consecutive elected terms.
- 4.9 No member of the committee can serve as an officer or resource coordinator simultaneously.
- 4.10 No member of the committee can serve in more than one resource coordinator position simultaneously.
- 4.11 Any member of the committee can serve as a panel leader regardless of other positions held.
- 4.12 During elections of PRC trusted servants the nominees shall leave the room following all discussion and prior to voting.
- 4.13 All committee members have one vote in elections for any position regardless of number of positions a committee member holds.
- 4.14 Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates. In case of a tie, the Chairperson will be the deciding vote.

- 4.15 A PRC trusted servant may be removed from their office for non-compliance only after the person has been notified by either letter or phone call from the PRC Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a motion to be removed from office is present, and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a letter or phone call will not be required. Non-compliance includes but is not limited to:
- a. Loss of abstinence from drugs
 - b. Failing to perform the duties of the position
 - c. Two consecutively missed PRC meetings

Public Relations Plan Submission Form

- 5.1 All proposed PRC action plans will be submitted on the plan submission form included in these guidelines.
- 5.2 Each plan will be reviewed and either approved, approved when resources are available, referred to ASC with a recommendation to approve, or rejected by the PRC committee. In the event that the plan potentially significantly affects the groups and/or area as a whole, the plan will be referred to the ASC with recommendation for approval.
- 5.3 All plan submission forms will be kept by the recording secretary.

Special Rules

- 6.1 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of facilities, schools, or any other kind of professional services they may attend must notify the committee and receive approval from both the committee and outside organization or facility prior to participation in any PRC event.
- 6.2 Only NA approved literature will be used in PRC projects, meetings, presentations, etc.
- 6.3 If no coordinator or either the Chair or Vice Chair is available to facilitate a PRC Orientation that a panel leader may be called to help facilitate said orientation.

Elected Trusted Servants

- 7.1 Chairperson
- a. Coordinates all public relations efforts.
 - b. Presides at all regular and special subcommittee meetings.
 - c. Provides agenda at regularly scheduled meetings of the PRC.
 - d. Makes regular reports to ASC on the status of all proposed, current or completed plans.
 - e. Represents PRC at the regular meeting of the ASC.
 - f. Submits current copy of the PRC guidelines to the ASC annually in January.
 - g. Attend the quarterly regional all subcommittee meeting.
 - h. If an elected officer or coordinator position is vacant, insures the duties of that position are fulfilled.

- i. Clean time requirement of five years with 6 months active PRC membership.
- j. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook when approved, H&I Handbook, PI Handbook, and Phoneline Handbook).
- k. Previous PRC or other relevant service experience.
- l. Shall rotate with the Vice Chair in performing a monthly orientation, one hour before the subcommittee meeting per orientation schedule.

7.2 Vice Chairperson

- a. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson.
- b. Works closely with the chairperson.
- c. Attends the regular meetings of the PRC and maintain voting member status.
- d. Encouraged to attend monthly ASC meetings.
- e. In the absence of an elected officer or resource coordinator, the Vice Chair shall assist the Chairperson in ensuring the duties of that position are fulfilled.
- f. Clean time requirement of four years with 6 months active PRC membership.
- g. Familiarity with all public relations related NAWS approved handbooks. (Includes Public Relations Handbook when approved, H&I Handbook, PI Handbook, and Phoneline Handbook).
- h. Previous PRC or other relevant service experience.
- i. Shall rotate with the Chair in performing a monthly orientation, one hour before the subcommittee meeting per the orientation schedule.

7.3 Recording Secretary

- a. Attend monthly PRC meeting and maintain voting member status.
- b. Keeps a complete record in the form of minutes of every PRC meeting.
- c. Maintain records of attendance at PRC meeting.
- d. Makes reminder calls to committee members about PRC business meeting
- e. Prepares written committee correspondence.
- f. Maintains files of all PRC plans, minutes and correspondence.
- g. Maintains, updates, and has available PRC guidelines as needed.
- h. Clean time requirement of one year with 6 months active PRC membership
- i. Maintains record of name and contact information for committee members.

7.4 Hospitals and Institutions Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates all hospital and institution activities.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing hospital and institution plans.
- d. Attends quarterly regional H&I subcommittee meeting.
- e. Clean time requirement of two years with 3 months active PRC membership.
- f. Previous hospitals and institutions experience required.
- g. Familiarity with all H&I related NAWS handbooks.
- h. Shall rotate with the PI Coordinator and the Helpline Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation one hour before the subcommittee meeting per the orientation schedule.

7.5 Public Information Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Keeps updated records of contacts, posted announcements, speaker's lists, and follow up regularly
- c. Make sure that lists of ongoing presentations and speakers are updated regularly.
- d. Coordinates all public information activities.
- e. Makes monthly written report to the PRC on the status of all completed and ongoing public information plans.
- f. Attend quarterly regional PI subcommittee meeting.
- g. Clean time requirement of two years with 3 months active PRC membership.
- h. Previous public information experience required.
- i. Familiarity with all public information related NAWS handbooks.
- j. Shall rotate with the H&I Coordinator and the Helpline Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation one hour before the subcommittee meeting per the orientation schedule.

7.6 Literature Coordinator

- a. Attend monthly PRC subcommittee meeting and maintains voting member status.
- b. Coordinates literature needs of the PRC.
- c. Places and receives literature order from the NEWANA Literature Subcommittee as needed.
- d. Places and receives schedule order from the NEWANA Schedule Liaison.
- e. Shall stamp each piece of literature with NEWANA address.
- f. Makes monthly written literature report to the PRC.
- g. Clean time requirement of two years with 3 months active PRC membership.
- h. Familiarity with committee literature policies.

Literature Policies

(a) Literature Coordinator shall have available the following packets:

1. Three separate H&I Literature Packets: Corrections, Treatment, Youth
 - i. The following literature will be included in all H&I Packets:
 - IP #7 Am I an addict? (5)
 - IP #16 For the newcomer (5)
 - IP # 22 Welcome to NA (5)
 - IP #11 Sponsorship (5)
 - White Books (5)
 - Schedules (10)
 - a. Correctional facilities will also include:
 - IP #23 Staying clean on the outside (5)
 - Behind the walls (5)
 - b. Treatment Centers will also include:
 - For those in treatment (5)
 - c. Youth facilities will also include:
 - IP #13 For Young Addicts by Young Addicts (5)
2. Two separate Public Information Packets:

- i. Information packet for non-addicts (to be taken on any public presentation or given when information only is requested) will include: IP #1 Who, What, How, and Why
An Introductory Guide to Narcotics Anonymous
NA: A Resource in Your Community
Schedule (1)
 - ii. Information packets for addicts in public places (i.e. Doctors offices, schools etc) upon request of facility/organization:
IP #7 Am I an addict? (5)
IP #8 Just for Today (5)
IP #11 Sponsorship (5)
IP #13 For Young Addicts by Young Addicts (5)
IP #16 For the newcomer (5)
IP #22 Welcome to NA (5)
Schedules (5)
- 3. Helpline packet to be taken on ALL 12-Step calls:
IP #7 Am I an Addict? (1)
IP #8 Just for Today (1)
IP #11 Sponsorship (1)
IP #13 For Young Addicts by Young Addicts (1)
IP #16 For the Newcomer (1)
IP #22 Welcome to NA (1)
Little White Book (1)
Schedule (1)

7.7 Literature Assistant

- a. Shall keep in contact with Literature Coordinator to pick up literature
- b. Confirm delivery of literature with Literature Coordinator
- c. Adheres to all other appropriate guidelines
- d. Clean time requirement of one year with 3 months active PRC membership.

7.8 Helpline Coordinator

- a. Attend monthly PRC subcommittee meeting and maintain voting member status.
- b. Coordinates all Helpline activities.
- c. Makes monthly written report to the PRC on the status of all completed and ongoing Helpline plans.
- d. Updates NEWANA meeting schedule and NEWANA Activities & Events Monthly on phone system.
- e. Keeps an updated phonelist and rotates numbers of members on phone system as needed, keeping in mind the availability of members to answer the phone.
- f. Checks voicemail daily and answers or directs calls to the appropriate PRC member or Coordinator, ASC Officer, or other trusted servant in NEWANA.
- g. Attends quarterly regional phonline subcommittee meeting.
- h. Clean time requirement of two years with 3 months active PRC membership.
- i. Previous Helpline experience required.
- j. Familiarity with all Helpline related NAWs handbooks.

- k. Shall rotate with the H&I Coordinator and the PI Coordinator in assisting the Chair and/or Vice Chair in performing a monthly orientation one hour before the subcommittee meeting per the orientation schedule.

7.9 H&I Panel Leader

- a. Shall be the NA contact person for facility, meet with the facility's contact person and introduce the newly elected panel leader in the interest of harmony.
- b. Conducts panel meetings/presentations in facility according to NA handbooks and service guidelines.
- c. Maintain communication with H&I coordinator about panel meeting/presentation
- d. Informs H&I coordinator as soon as possible when unable to conduct meeting. If H&I coordinator is unavailable, panel leader shall contact PRC Vice-Chair.
- e. Make an active effort to involve all eligible members by rotating through the phone list.
- f. Invite panel members to meeting and inform them of all applicable rules of the facilities and procedures for that meeting.
- g. Go over "Do's and Don'ts" with panel members.
- h. Clean time requirement of one year with 3 months active PRC membership.
- i. Shall maintain voting member status while serving as Panel Leader.
- j. Print facility name on the edges of any books donated to facility from the PRC.

Additional Requirements for panel leaders of corrections/clearance required facilities:

- a. Shall maintain updated list of cleared members.
- b. Maintain communication with facility and request that the facility remove names of members no longer on the panel member list.
- c. Be aware of clearance requirements and assist interested members in determining whether or not they meet those requirements. (i.e. clean time requirements, legal restrictions, etc.)
- d. Maintain facility clearance application packets and assist members with application process if necessary. Turn completed applications over to facility volunteer coordinator.

Trusted Servants

8.0 Helpline Volunteers

- a. Actively participates in accordance with NA handbooks and service guidelines.
- b. All Helpline volunteers will answer calls in accordance with procedures outlined in the PRC orientation packet.
- c. Clean time requirement of 1 year to volunteer for the Helpline.
- d. Clean time requirement of 1 year to volunteer to be on the 12-Step call list.

8.1 H&I Panel Member

- a. Actively participates in panel meeting/presentation in facility according to NA handbooks and service guidelines.
- b. Adheres to all applicable rules of the facilities and procedures for that meeting.
- c. Go over "Do's and Don'ts" with panel leader.

- d. Clean time requirement of six months, OR ninety days if attended three previous H&I panels as an observer.
- e. Shall inform officer (H&I Coordinator) if he/she wishes to have name removed from panel member list.

8.2 Public Information Speakers

- a. Actively participates in presentations according to NA handbooks and service guidelines.
- b. Speakers will have an approved outline to follow.
- c. Clean time requirement of one year.

ORIENTATION SCHEDULE

January	Chair and Helpline Coordinator
February	Vice Chair and PI Coordinator
March	Chair and H&I Coordinator
April	Vice Chair and Helpline Coordinator
May	Chair and PI Coordinator
June	Vice Chair and H&I Coordinator
July	Chair and Helpline Coordinator
August	Vice Chair and PI Coordinator
September	Chair and H&I Coordinator
October	Vice Chair and Helpline Coordinator
November	Chair and PI Coordinator
December	Vice Chair and H&I Coordinator

NE Washington Area Public Relations Plan Submission Form

Name of plan: _____

Is this plan one time or recurring? _____ If recurring, how frequent? _____

Describe plan: _____

NA member responsible to communicate with public contact: _____

Public contact name and phone: _____

Did public contact request this plan from NA? _____ If yes, when? _____

Is ongoing contact necessary or recommended? _____ If yes, how frequently and for what purpose? _____

What human resources are needed? (for example how many people are needed? How often are they needed? Are there clean-time or orientation requirements? Are any special skills, abilities or experience needed?) _____

Is NA literature needed? _____ If so, what: _____

_____ Lit. Cost: _____

Are there specific project resources other than literature (such as a meeting room or microphone) needed? If so, what are they and what are the financial costs? _____

Does the public contact or facility have any special rules or conditions for this plan? _____

Does the plan adhere to NA's traditions and concepts? _____

How does this project specifically fulfill NA's primary purpose? _____

Is any special research or planning needed to implement this plan? _____

If so, what? _____

Are there any special considerations of dress or language which will help our message be better received? _____

Should this plan be referred to the Area and/or Groups for their approval? _____

Total approximate cost: _____ **Total approximate hours:** _____

PLAN STATUS: ___ APPROVED ___ APPROVED WHEN RESOURCES ARE AVAILABLE
___ REJECTED ___ REFERRED TO AREA WITH RECOMMENDATION TO APPROVE

RESOURCE COORDINATOR ASSIGNED TO REPORT ON PLAN TO PRC: _____