

## CAROLINA REGIONAL PUBLIC INFORMATION COMMITTEE GUIDELINES

### I. Purpose:

The primary purpose of this committee is to help unify the Area P.I. Subcommittees, by providing a forum within the Region. The purpose is also to help Areas with their particular problems and needs, and to keep open the lines of communication between the Area P.I. Subcommittees and the Region.

The general purpose of the Regional Public Information (P.I.) Committee is to inform the public, inside and outside the fellowship, that NA exists and offers recovery from addiction. The P.I. Committee also provides information about how and where to find NA. This is also accomplished through the CRNA.org website. All Public Information activities will be carried out in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

### II. Functions and Responsibilities:

- A. To open and maintain lines of communication between NA and the public.
- B. To respond to all requests for information in a timely and effective manner.
- C. To ascertain that all requests are handled at the appropriate level of service.
- D. To help unify the Area P.I. Subcommittees, within the Region, being a resource and coordinating body for Regional and Area P.I. efforts. The Carolina Region shall be divided into 3 liaison areas for the Chair, 1<sup>st</sup> Vice Chair and 2<sup>nd</sup> Vice chair to be able to better serve the Area P.I. Committees in their particular needs and efforts.
- E. Coordination between the Public Information and H&I Committees is important to all, in carrying the NA message effectively and avoiding duplication of efforts.
- F. To help with the establishment and coordination of phone lines throughout the Region, if needed.
- G. To help carry out the purpose of the Carolina Regional Service Committee, and to be directly responsible to the Carolina RSC.
- H. Refer to the Guide to Public Information handbook when doing all projects, as well as archives of NAWS.
- I. Follow the guidelines that refer to the Public Information Committee in the Guide to Local Services and follow the direction given by the Carolina Region.
- J. Maintain the website know as www.crna.org following the direction of the Carolina

## Region Service Committee (CRSC).

1. To maintain the accuracy of this website, Area P.I. Chairs should review their area listing on the website on a regular basis.
  2. Changes are to be made by Area P.I. Chairs, Area RCM's, or Area Chair Persons
  3. The procedure is as follows:
    - a. Complete a Group Update Form or New Group Registration form, (forms are available from the Regional P.I. Committee as well as the RSO)
    - b. Fax or mail to the CRSO.
    - c. The CRSO will forward the Form/Forms to web-person for corrections on the Regional website
    - d. In turn these updates will be made to the na.org website as well.
- K. Participate in South Eastern Conference on Alcohol and Drug Addiction (SECAD) annually, following the direction of the Carolina RSC. This event is considered a Multi-Regional function and a function in which all of the Regions involved with the South Eastern Zonal Forum (SEZF) are involved. SECAD event is held in Atlanta, every year. The Carolina Regional P.I. Committee is committed to involvement in this event unless we are directed otherwise by the CRSC. SEZF believes that this is a P.I. function, with representation coming from the five regions participating in the SEZF.
- L. To establish, prepare and present a budget to the Carolina RSC annually, timeline as established by the Carolina RSC.
- M. Help to facilitate and participate in the annual event known as Carolina Region Awareness Weekend (CRAW) in conjunction with Carolina Region H&I Sub-committee. Refer to CRAW guidelines for specifics.

### **III. Procedures:**

#### A. Meetings:

##### 1. Regular Meeting:

This committee will meet regularly at a designated time and place that will be well publicized throughout the Carolina Region. All NA members are encouraged to attend.

- a. Places and maps to be made available in the minutes of the previous meeting.
- b. Hosting Area P.I. Subcommittee to be responsible for refreshments and helping to find sleeping quarters, if necessary.

##### 2. Special Meetings:

The Chairperson may call special meetings. The purpose, the place and the time shall be stated in a call or letter of notice. Except in cases of emergency, at least fourteen (14) days notice shall be given.

B. Members:

1. Regular Members:

All meetings are open to interested members of NA, with special encouragement to all Area P.I. Chairpersons and Phonenumber Chairpersons to attend.

2. Voting Members:

a. All elected officers. In the event of a tie the Chairperson may exercise the right to break such tie.

b. Elected Public Information and Phone Line Chairpersons, or their designated representatives are able to vote at their first Regional P.I. Committee meeting.

c. Any NA member attending their second (2<sup>nd</sup>) consecutive Regional P.I. Committee meeting may vote.

d. A member shall be removed from the voting roll upon two (2) consecutive absences.

e. Written or typed reports shall be accepted in the case of a voting participant's absence.

3. Officers and their duties:

a. Chairperson:

The Chairperson is elected by the Carolina RSC, in accordance with RSC bylaws, for a one (1) year term. The Chairperson's duties include:

1. To prepare agenda for and preside over the Regional P.I. Committee meetings.

2. To initiate and maintain contact with other P.I. subcommittees at the Area and Regional levels.

3. To keep the Carolina RSC informed of all ongoing P.I. activities, and of any plans for major projects or expenditures.

4. To make sure all files and records are sent forward to the RSC for our archives.

5. If the Alternate Web Servant's position is not filled: the CRPI chairperson is to fulfill all the responsibilities of this position including but not limited to the cost and expenses affiliated with the website, security/access codes, how to maintain and how to update the website.

Requirements:

1. Suggested four (4) years continuous clean time.

2. Previous service experience at the Area and/or Regional level with Public Information.

3. Ability to organize and give the committee direction and incentive.

4. Willingness to give the time and resources necessary to fulfill the position.

5. A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

- b. Vice-Chairperson and 2nd Vice-Chairperson:  
The Carolina Regional Public Information Committee elects the Vice-Chairpersons for a one- (1) year term. Vice Chairpersons' duties include:
1. To work closely with and assist the Chairperson in carrying out the duties of the P.I. Committee.
  2. To carry out responsibilities delegated by the Chairperson and/or the Committee.

Requirements:

1. Suggested three (3) years continuous clean time.
2. Previous service experience at the Area and/or Regional level with Public Information.
3. Ability to assume responsibilities in the Chairperson's absence.
4. Willingness to give the time and resources necessary to fill the position.
5. A working knowledge of the Twelve Traditions and Twelve Concepts of NA.

- c. Secretary and Alternate Secretary:  
The Carolina Regional P.I. Committee elects the Secretary and Alternate Secretary for one- (1) year terms. Secretary's duties include:
1. Record minutes of each meeting and keep roll call for voting purposes.
  2. Handle all correspondence as directed by the Chairperson of the P.I. Committee.
  3. Make sure that all records of communications are sent to the Regional Service Office along with minutes from each committee meeting.

Requirements:

1. One (1) year continuous clean time.
2. Willingness to give the time and resources necessary to fulfill the position.
3. Prior service experience at the Area and/or Regional levels, preferably with secretarial skills.
4. Ability to develop written material in a clear, concise manner.

**IV. Policies and Accountability:**

- A. This Committee is responsible to the Carolina Regional Service Committee.
- B. The meetings of the committee may be conducted at the discretion of the Chairperson, with or without parliamentary procedures, as long as the meeting runs in an orderly manner and each member is given equal opportunity to speak.

**V. Discussion Limits:**

- A. Anyone in attendance at a Regional P.I. Committee meeting has a voice on the floor.
- B. Only the following can make or second a motion:
1. A member of the executive committee (Vice Chairpersons, Secretaries of the Regional P.I. Committee).
  2. Area P.I. Chairpersons or other designated representatives of an Area P.I.

Subcommittee, as well as Phone Line Chairpersons.

- C. Participation on a motion:
  - 1. Main Motion —2 pros and 2 cons will be allowed.
  - 2. Amendment —2 pros and 2 cons will be allowed.
  - 3. Further participation may be allowed at the Chairperson's discretion.
  
- D. Participants will be recognized to have the floor by raising their hand except for:
  - 1. Point of privilege.
  - 2. Point of order.
  - 3. Appeal to the Chairperson.
  - 4. Point of information.
  - 5. Call for the order of the day.

#### **VI Quorum:**

- A. A group conscience is the spiritual principle by which all decisions shall be made in the Committee. We all come to a common ground and understanding of each issue.
- B. A quorum of at least three (3) voting members must be present to conduct business.

#### **VII. Reports:**

All reports included in the minutes are to be typed or computer-generated; handwritten reports will be summarized at the discretion of the Secretary.

#### **VIII. Meeting Format:**

- A. Open with the "We" version of the Serenity Prayer.
- B. P.I. Hugs
- C. Read the Purpose of the Carolina Regional Public Information Committee.
- D. Read the Twelve Traditions.
- E. Read the Twelve Concepts.
- F. Roll Call
- G. Accept minutes from the previous meeting.
- H. Project Time: Topics enclosed in previous minutes.
- I. Open Area reports.
- J. Concerns and Shared Solutions forum.
- K. A Guide to Basics
- L. Summarization of H&I activities within the Carolina Region.
- M. Set time and place for next meeting.
- N. Pass Seventh Tradition basket for the hosting area.
- O. Close with the "We" version of the Serenity Prayer.

#### **IX. Removal of Officers:**

- A. Relapse
- B. Voluntary resignation.
- C. Missing two (2) or more consecutive meetings without reasonable cause.
- D. Motion to remove carries by two-thirds (2/3) majority vote. Closed ballot.
- E. Chairperson can only be removed by the Carolina RSC, but this committee can make a written motion of dismissal to the Carolina RSC.

**X. Project Groups:**

Project groups will be formed to accomplish certain tasks. The P.I. Committee must review final projects completed by the group. Project groups will dissolve when the project is complete.

**XI. Responsibilities of Committee Members:**

All Public Information Committee members need to be thoroughly familiar with the NA program and to be able to provide accurate information about the NA fellowship.

**XII. Funding:**

- A. Funding for projects comes from the Carolina Region.
- B. Seventh Tradition collection may help pay for the rent of the meeting space.