

CRSC Policy Subcommittee Guidelines

PURPOSE:

- To compile and maintain the existing policies of the Carolina Regional Service Committee (CRSC).
- Recommend to the CRSC the need for clarification or deletion of existing policies and development of new policies.
- Respond to CRSC requests for clarification, deletion, and development of policies.
- Serve as a resource to the CRSC and its members in understanding and implementing policies in congruence with the twelve traditions of Narcotics Anonymous.

FUNCTION:

- The CRSC Guide To Policy will be revised by the policy subcommittee on an annual basis prior to distribution to the newly elected trusted servants.
- The policy subcommittee may determine the need for clarification of policy or propose deletion of existing policies and/or the development of new policies to the CRSC following an approval (by vote) process conducted within the policy subcommittee meetings. Input may be obtained from available resources including other regions, service committees, and NA members throughout the fellowship. Recommendations will be presented to the CRSC and acted on by the appropriate process.
- The Policy subcommittee will respond to requests by the CRSC involving clarification of, deletion of, or development of policy. As previously stated, input may be obtained from available resources. After careful evaluation, recommendations will be presented to the CRSC and acted upon by the appropriate process. In the event that immediate action is requested by the CRSC (i.e., at a quarterly CRSC meeting), the policy chairperson or vice-chairperson may call an impromptu meeting of the policy subcommittee or may provide to the CRSC a decision.
- The chairperson of the policy subcommittee and its members shall be available at CRSC meetings to respond to questions or comments regarding existing policy, situations pertaining to previous policy, or those policies under development in committee. Each member of the policy subcommittee should have an adequate working knowledge of all CRSC policies and the CRSC Guide To Policy.

OPERATIONAL PROCEDURES:

- Membership, Voting, and Officers

- * Subcommittee membership is open to any NA member in the Carolina Region, regardless of clean time. Anyone may participate in the discussion at policy subcommittee meetings.

- * There are two types of voting at policy subcommittee meetings:

- a. Administrative Committee Members of the CRSC (i.e., officers, RD/RSR, etc.) may make and second motions and participate in discussions but may not vote
 - b. Voting members are regular members of the Policy subcommittee who have attended a minimum of two meetings and have not missed two consecutive meetings.

Any participant may make and second motions and become involved in discussions at the chairperson's discretion. The policy subcommittee chairperson is not allowed to make or second motions nor is he/she allowed to vote on business issues except to decide a tie vote.

A simple majority will determine decision-making. Discretion and reevaluation of an issue may be warranted in the event of a tie-breaking vote. Due to the historically small number of regular subcommittee members, a quorum regulation is not in effect, although careful scrutiny regarding the validity of a business meeting is warranted in the event of extremely low attendance or excessive abstentions. When appropriate, the chairperson will utilize parliamentary rules of order at policy subcommittee meetings.

- a. The officers of the policy subcommittee shall consist of a chairperson elected by the CRSC and shall have a minimum of three years clean, an understanding of the twelve steps and twelve traditions of NA, and show a willingness and desire to serve. The vice-chairperson shall be elected by the policy subcommittee and have a minimum of two years clean. He/she would substitute for the chairperson in his/her absence and should possess the same qualifications as the chairperson. The secretary should possess the skills necessary to maintain accurate notes and be able to provide members with copies of minutes of meetings and have knowledge of the twelve steps and twelve traditions and a willingness and desire to serve.

- Meeting Schedule: The Policy subcommittee meets at quarterly intervals

and at a greater frequency when needed. The subcommittee attempts to hold its meetings in central locations within the region. The chairperson has the responsibility of notifying, by written correspondence, committee members of scheduled meetings. The chairperson, in conjunction with committee members, may postpone, cancel, reschedule, or schedule additional meetings. In the event of an emergency CRSC meeting, Policy subcommittee officers may respond to CRSC requests or refer such requests to the next subcommittee meeting depending on the urgency of the issue.

GUIDELINE AMENDMENTS:

These guidelines may be amended at any time by a simple majority vote of Policy subcommittee members.