

PMANA Policy Guidelines

I. Description

The Policy Committee is a subcommittee of the ASC Committee and fully accountable to the ASC body. It's Chairperson and Vice-Chairperson are elected by the AC body. Other elected officers of the Policy Subcommittee are elected by the members of the Policy Committee.

II. Purpose

The purpose of the policy committee is to assist the ASC body regarding all matters of policy and procedure and it also is a keeper of area records and archives.

III. General Operational Procedures

The following sections describe the procedures the Policy Committee uses to fulfill its purpose.

A. ASC Procedures

The Policy Committee answers policy questions on the floor of the ASC, alerts/informs the ASC body when they have deviated from PMANA guidelines. In order to fulfill these responsibilities the committee must pay strict attention at all times, thus it is suggested that they have no other positions at the Area level.

The Policy Committee may also review and recommend changes (if necessary) to any policy motions submitted at ASC by subcommittees or groups.

Remember that one of the main goals is to help the Area Service meeting progress as smoothly as possible in accordance with our Traditions and Guidelines (rf. Pp. 60-61, Guide to Local Services).

The Policy Committee also provides input and suggestions to issues not clearly defined in our guidelines by using any resources available: our own experience, the Traditions, Concepts, and help from other Areas, Regions, and World.

B. Committee Meeting Procedures

The Policy Committee culls through the minutes from ASC and makes updates to the policy log as needed. The Policy Committee complies and distributes updated guidelines to the ASC body on a regular basis.

1. Meeting Format

- Serenity Prayer
- Traditions
- Twelve Concepts
- Secretary Report
- Review old minutes for new policies
- Old Business
- New Business
- New requests from ASC in order of importance, prioritize during new business
- Setting of next meeting
- Close

IV. Subcommittee Officers

A. Chairperson Requirements

- 3 years clean
- Knowledge of the 12 steps, Traditions and Concepts of NA
- Recommended six months involvement in the PMANA Policy Subcommittee or equivalent experience
- Suggested knowledge of Robert's Rules
- Suggested that Chairperson attends RSC

B. Vice Chairperson Requirements

- 2 years clean
- Knowledge of the 12 steps, Traditions and Concepts of NA
- Recommended six months involvement in the PMANA Policy Subcommittee or equivalent experience
- Suggested knowledge of Robert's Rules

C. Secretary Requirements

- 1 year clean
- Recommended three months involvement in the PMANA Policy Subcommittee or equivalent experience

V. Subcommittee Membership, Voting Membership, Duties and Responsibilities

A. Chairperson Duties and Responsibilities

- Trains the Vice Chairperson
- Ensures the Committee follows its guidelines
- Keeps order in the meeting and discussions on the business at hand

- Caretaker of the committees files
- Points of reference at ASC for policy questions, clarifications and requests including research

B. Vice Chairpersons Duties and Responsibilities

- Learning position
- Assumes duties of the chairperson in the Chair's absence
- Intentions of the position is to become the chairperson
- Assist Chairperson in research

C. Secretary Duties and Responsibilities

- Records accurate minutes at each subcommittee meeting
- Assists chair in research
- Submits minutes to Committee Chair each meeting
- Keeps track of voting membership

D. General Membership

- Any addict may attend a subcommittee meeting
- Assists in information processing

E. Voting Member

- Must attend two consecutive meetings to earn voting privileges
- Missing two consecutive meetings revokes voting privileges

VI. Budget

The budget for the Policy Committee will be an amount limited to the cost of printing and distributing new guidelines and any associated supplies needed during the process such as notebooks, floppy disks, etc. Actual budget amount to be set as ongoing though motions to the Area floor.