



**GUIDELINES OF THE PUBLIC RELATIONS SUBCOMMITTEE  
FOR THE EASTERN COUNTIES AREA OF THE SOUTHERN  
CALIFORNIA REGION OF NARCOTICS ANONYMOUS  
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In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12<sup>th</sup> Concept for NA Service)

**PURPOSE OF THE PUBLIC RELATIONS SUBCOMMITTEE**

*This section defines our purpose – the reason we exist. Our purpose is based on NA’s 5<sup>th</sup> Tradition, “Each group has but one primary purpose-to carry the message to the addict who still suffers” Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery- that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live. The Eastern Counties Area Public Relations Subcommittee is the working body for our combined group service efforts, and it is directly accountable to the ASC and the groups it represents in its actions: “The final responsibility and authority for NA Service rest with the NA Groups “ (2<sup>nd</sup> Concept)*

1.1 Our public relations subcommittee’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 subcommittee will accomplish this by coordinating the external services we provide and internal support to the groups to maximize our ability to fulfill our primary purpose.

1.2 The basic functions are:

1. To open and maintain lines of communication between
  - a. The general public and NA
  - b. NA local groups, area subcommittees and regional subcommittees
  - c. And between members of NA and other NA Groups.

2. To respond to all request for information in a timely and effective manner; to be sure request are handled at the appropriate level of service while remaining consistent with our Ninth Tradition. “NA, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.”

1.3 The name of this committee shall be the Eastern Counties Area Public Relations Subcommittee of Narcotics Anonymous, hereafter referred to as the ECAPR.

1.4 The ECARP is a standing subcommittee of the Eastern Counties Area Service Committee (ASC).

1.5 The ECAPR shall perform all functions historically organized in Narcotics Anonymous under Public Relations, Public Information, Phoneline, and Website. It will utilize Local, Regional, and World approved service handbooks and materials that are written for those service areas.

1.6 The ECAPR shall comply in all its actions with the following documents in order of priority as listed below:

1. The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
2. The current guidelines of the Area Service Committee
3. The current guidelines of the ECAPR
4. The current NA Public Relations Handbook, A Guide to Local Services in NA, and Other NAWS approved service handbooks.

## **PUBLIC RELATIONS SUBCOMMITTEE MEETINGS & MEMBERSHIP**

*The ECAPR meeting is a resource for groups and NA members interested in combining and coordinating efforts to reach the addict who still suffers, and improve NA's reputation as a viable program of recovery in our community. It is also an opportunity for any committee member to receive information on public relations related issues they would like guidance on, and for our committee members to report on the effectiveness as well as any needs they have to continue and improve the services we currently provide. The ECAPR establishes a time and place to meet that accommodates the needs of the groups and current or prospective committee members.*

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 one hour and a half hour, except when a decision to extend this time limit is made by the majority of the members present.

2.2 Any Narcotics Anonymous member or interested person may attend the ECAPR meeting.

2.3 Any Narcotics Anonymous member will become a sub committee member by attending at least three consecutive ECAPR meetings in the previous year and informing the Secretary they desire to be a subcommittee member. Within those three meetings time frame if absent a notification must be given prior to the ECAPR meeting.

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## **DECISION MAKING**

*As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God's Will is expressed through our group conscience (2<sup>nd</sup> Tradition). In the event we cannot reach consensus, we utilize a simplified version of Roberts Rules of Orders as printed in A Guide to Local Services in NA to reach our decision. One of the reasons we*

*try to achieve consensus is it ensures that we follow our 9<sup>th</sup> Concept, “All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process. “By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the ECAPR. The reason all subcommittee members are allowed to vote is the 7<sup>th</sup> concept, which states, “All members of a service body bear substantial responsibility for that body’s decision and should be allowed to fully participate in its decision-making processes. “*

3.1 All ECAPR motions and decisions except elections will first be considered using consensus-based decision-making. For the ECAPRS’s purposes, the process for consensus based decision-making allows for points of view to be heard and fairly considered within the ECAPR. If at the end of discussion the ECAPR 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 rationales do 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, except for the Chair, is eligible to vote at business meeting.

3.3 Any member can make or second a motion.

3.4 Any member may propose an amendment to these guidelines, however all ECAPR guideline changes are approved by the Area Service Committee. The ECAPR shall review the guidelines once per year in the month of January.

3.5 All committee members have one vote regardless of number of positions held.

## **ELECTIONS**

*In our election process we use a 4<sup>th</sup> concept, “Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.” We trust that our committee’s group conscience will select the coordinators and officers best suited to fulfill the responsibilities of the positions.*

4.1 Elections of all Trusted Servants (except for Chairperson) shall be held annually in April. The Chairperson shall be nominated by the ECAPR to the ASC for their consideration.

4.2 The Chairperson shall serve a term of two consecutive terms, but no more than two consecutive terms.

4.3 All Trusted Servants’ terms of service are one year, except for Chairperson. 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 regular scheduled election, Terms begin at the end of the meeting where the election was held.

4.4 The officers of the ECAPR are the Chairperson, Vice-Chairperson and Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.5 The resource coordinators for the ECAPR are Literature Coordinator, Phonenumber Coordinator, Website Coordinator, Group Relations Coordinator, Community Relations Coordinator, and PACT Coordinator. They shall perform their duties as described in these guidelines and in other approved service handbooks.

4.6 No member of the subcommittee can serve in more than one elected officer position simultaneously.

4.7 Any member or officer of the subcommittee can serve as any resource coordinator regardless of other positions held.

4.8 During elections of ECAPR trusted servants, the nominees shall leave the room following all discussion and prior to voting.

4.9 All subcommittee members have one vote in elections for any position regardless of number of positions a committee member holds.

4.10 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.

4.11 An ECAPR trusted servant may be removed from office for non-compliance only after the person has been notified by either letter or phone call from the ECAPR Chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. In 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:

1. Loss of abstinence from drugs
2. Failing to perform the duties of the position
3. Two consecutive unexpected absences from ECAPR meetings

4.12 In the case of the Chairperson, the Vice-Chairperson shall automatically assume that position until the end of the previous chairperson's term. If the Vice-Chairperson cannot or will not accept the position, ECAPR will elect an interim Chairperson.

4.13 If members do not meet all of the criteria/requirements for a trusted servant position, the ECAPR may qualify and waive the requirements by majority vote.

## **SPECIAL RULES**

*From time to time the ECAPR will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guideline.*

5.1 Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of schools, or any other kind of professional service they may attend must notify the subcommittee and receive approval from both the subcommittee and outside organization or facility prior to participation in any ECAPR events with could be affected by their restrictions.

5.2 Only NA approval literature will be used in ECAPR projects, meetings, presentations, etc.

5.3 The ECAPR shall sponsor at least one trusted servant to participate at the annual Western Service Learning Days (WSLD) as official representative(s) of the ECAPR shall reimburse participants for lodging (double occupancy), transportation (airfare and gasoline), and registration. All other personal expenses are not reimbursable.

## **TRUSTED SERVANTS**

*“For our group purpose there is but one ultimate authority—a loving God as he may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.” (2<sup>nd</sup> Tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as an ECAPR trusted servant. Our group have shown their trust in theses individuals by, “delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it. (3<sup>rd</sup> Concept) Once we select them, we trust servants.*

### 6.1 Chairperson

1. Clean time requirement of two years
2. At least 6 months of previous ECAPR or other relevant service experience.
3. Familiarity with all PR-related NAWS approved handbooks (including PR Handbook, PI Handbook, and Phonline Handbook).
4. Represents ECAPR at the regular meetings of the ASC and other related area and regional service committee meetings.
5. Attend all quarterly regional training and other training as needed.
6. Developing the overall public relation efforts.
7. Preside at all regular and special subcommittee meetings.
8. Make regular report to ASC on the status of all proposed, current or completed plans, programs, and developments.
9. If a trusted servant position is vacant, ensures the duties of that position are fulfilled and/or appoint a new trusted servant.

### 6.2 Vice-Chairperson

1. Clean time requirement of eighteen months.
2. At least 6 months of previous ECAPR or other relevant service experience.
3. Familiarity with all PR-related NAWS approved handbooks (including PR Handbook, PI Handbook, and Phonenumber Handbook).
4. Attend the regular meetings of the ECAPR and ASC.
5. Attend all quarterly regional training and other training as needed.
6. In absence of the chairperson assumes all those responsibilities normally carried out by the chairperson.
7. Works closely with the chairperson.
8. Liaison to Resource Coordinators to ensure adequate support is provided to each coordinator.
9. In absence of an elected officer, chairperson or coordinator assists Chairperson in ensuring the duties of that position are fulfilled.

### 6.3 Secretary

1. Clean time requirement of one year.
2. Keeps a complete record in the form of minutes of every ECARP meeting.
3. Maintain records of attendance at ECAPR meeting.
4. Sends letters or makes calls to subcommittee members about ECAPR business.
5. Prepares written subcommittee correspondences.
6. Attend monthly ECAPR subcommittee meeting.
7. Maintains files of all ECAPR plans, minutes and correspondences.
8. Maintains records of contract information for subcommittee members.
9. In absence of the chair and vice chairpersons, secretary shall resume responsibility at the subcommittee meeting.

### 6.4 Group Relations Coordinator.

1. Clean time requirement of one year.
2. Familiarity with all PR-related NAWS approved handbooks.
3. Attend monthly ECAPR subcommittee meeting.
4. Maintains files of all ECAPR plans, minutes and correspondences.
5. Works directly with NA local groups to provide PR assistance.
6. Works with the ASC Secretary to identify NA local groups that are not regularly present at the ASC, and reach out to the identified groups.
7. Provide written monthly report to ECARP of the efforts to bring NA local groups to ASC and the status of all completed and ongoing internal PR plans.

### 6.5 Community Relations Coordinator

1. Clean time requirement of eighteen months.
2. Familiarity with all PR-related NAWS approved handbooks (including PR Handbook, PI Handbook, and Phonenumber Handbook).
3. At least six months of previous public relations or other relevant service experience.
4. Attend monthly ECAPR subcommittee meeting.
5. Encouraged to attend all quarterly regional training and other training.

6. Coordinates all external public relations activities – booth sitting, school presentations, libraries, etc.
7. Provide monthly written report to the ECAPR on the status of all completed and ongoing public relations plans.

#### 6.6 Literature Coordinator

1. Clean time requirement of one year.
2. Familiarity with all PR-related NAWS approved handbooks (including PR Handbook, PI Handbook, and Phonline Handbook).
3. Attend monthly ECAPR subcommittee meeting.
4. Coordinate literature needs for all public information activities.
5. Obtain funds from ASC treasurer and order literature from NAWS, SCRNA, and/or ASC.
6. Makes monthly written literature report to the ECAPR.

#### 6.7 Website Coordinator

1. Clean time requirement of one year.
2. Technical ability to update website.
3. Previous public relation or other relevant service experience.
4. Attend monthly ECAPR subcommittee meeting.
5. Coordinates all website activities.
6. Makes monthly written report to the ECAPR on the status of the website.
7. Familiarity with all internet and website related NAWS handbooks.

#### 6.8 Phonline Coordinator

1. Clean time requirement of one year.
2. Familiarity with all phonline related NAWS handbooks.
3. Previous public relation or other relevant service experience.
4. Attend monthly ECAPR subcommittee meeting.
5. Coordinate all phonline activities,
6. Makes monthly written report to the ECAPR on the status of all completed and ongoing phonline plans.
7. Technical ability to keep meeting directory updated on phonline system.