

**BEEHIVE AREA POLICY SUB-COMMITTEE**

**SERVICE POLICY GUIDELINES**

**April 16, 2015**

I. IDENTIFICATION & PURPOSE

A. IDENTIFICATION

This Policy Committee is a sub-committee of the Beehive Area Service Committee (ASC), and as such reports to and is accountable to the ASC, and is to be guided by ASC policy, pertaining to sub-committees.

B. PURPOSE

This Policy Committee shall maintain, record, collate, review, research, clarify, identify and provide input regarding area policy; and, serve as a resource to Area committees, the Area Chairperson as well as to the Area Service Committee body itself.

II. FUNCTIONS OF THE AREA POLICY COMMITTEE

- A. Maintain and update Policy Committee Policy Guidelines in accordance with BHASCNA Policy Guidelines for Sub-committees.
  - 1. This committee shall not implement any policy or practice which contravenes, countermands, or conflicts with BHASCNA policies.
- B. Update and maintain the formal BHASCNA Area Policy Manual annually, or as directed by the ASC.
- C. Maintain an up-to-date BHASCNA Policy Log, containing all ASC policy changes, implemented since the most recent Area Policy Manual update.
- D. Maintain an up-to-date BHASCNA Policy Archive, containing all ASC policy changes over time.
- E. Review and research area motions for continuity with regard to Traditions and current area policy.
- F. Research and recommend policy on current area issues upon request by the area body.
- G. Identify where policy exists by precedent and suggest the formal adoption of this policy, where needed, by the area body.
- H. Review the wording of motions for clarity.
- I. Support Area Sub-committee policy committees through discussion, clarification and attendance at Area Sub-committee policy committee meetings upon request.
- J. Provide clarification of current policy at ASC meetings and serve as a resource to the Area Chair in this regard.
- K. Review world, and regional policy issues as necessary and provide this information to Area.
- L. Identify areas where policy is in conflict or where conflict is present due to the absence of policy and report findings to the ASC.
- M. Hold regular Policy Committee meetings and additional meetings, workshops and forums as needed.

III. COMMITTEE MEMBERSHIP

Membership in the Area Policy Committee shall be composed of the Chairperson, elected by the ASC, and representatives appointed by the Home Groups of the Beehive Area, as well as any member of the Beehive Area of Narcotics Anonymous who wishes to be involved.

IV. VOTING

- A. All members of the Area Policy Committee, present at the committee's meeting shall have the right to vote at that meeting.
- B. Each Area Policy Committee member shall have an equal vote.

V. IDENTIFICATION, QUALIFICATIONS AND DUTIES OF OFFICERS

In order to administer the function of this committee, the membership of this committee may contain the following officers:

A. CHAIRPERSON

- 1. Is elected by the Area Service Committee.
- 2. Is qualified per ASC requirements for the position, and is suggested to have at least two years clean, and a good working knowledge of the function of the policy committee, Twelve Traditions and Robert's Rules of Order as well as the Guide to Local Services in Narcotics Anonymous.
- 3. Mediates at all meetings of the committee.
- 4. Prepares a report for each ASC meeting, makes all motions on behalf, and is the voice of the Policy Committee.
- 5. Coordinates and is responsible and accountable for all work done by this Committee.
- 6. Is available to answer questions from and give support to Area Subcommittees.
- 7. Maintains communication with the Regional and World Policy Committees.
- 8. Serves for one year term.

B. VICE-CHAIRPERSON

- 1. Is elected by a majority of the committee.
- 2. Suggest having at least two years clean.
- 3. Suggest having basic knowledge of Area policy, Twelve Traditions, Robert's Rules of Order and the Guide to Local Services in Narcotics Anonymous.
- 4. Must attend all meetings of the Area policy committee as well as the ASC.
- 5. Works with the committee chairperson to ensure the smooth operation of the committee.
- 6. Performs the duties of the Chairperson in his/her absence.
- 7. Performs the duties of the Secretary in his/her absence.
- 8. If necessary, may be removed by a 2/3 vote of the committee.
- 9. Serves for a term of one year

C. SECRETARY

- 1. Is elected by a majority of the committee.
- 2. Suggested to have at least one year clean.
- 3. Suggested to have basic understanding of Area policy committee work and a working knowledge of the Twelve Traditions.

4. Must be able to provide typed minutes of all committee meetings.
5. Must keep an accurate set of all committee meetings and workshops. They should be ready for approval or review by the Chairperson within 21 days for distribution to all committee members.
6. Works with the Chairperson to ensure a smooth operation of the committee.
7. If necessary, may be removed by a 2/3 vote of the committee.
8. Serves for a term of one year.

XI. AGENDA

A. The specific agenda for each Policy Committee meeting is dependent upon the nature of the work product expected from that meeting, therefore the setting of each meeting's agenda is the responsibility of the Chairperson of that meeting. The suggested agenda for regular, scheduled, meetings of this Policy Committee is as follows:

1. Opening Prayer – per Chairperson.
2. Read Twelve Traditions.
3. Attendance.
4. Secretary Report.
5. Officer's Reports.
6. Old Business.
7. Elections (if applicable).
8. New Business.
9. Review of motions to be brought up at upcoming ASC.
10. Announcements.
11. Closing Prayer – per Chairperson.