POLICY AND PROCEDURE
SUB-COMMITTEE GUIDELINES

ARTICLE I Name

The name of this assembly shall be the Pacific Cascade Regional Policy and Procedure Sub-Committee, a Sub-committee of the Pacific Cascade Regional Service Committee for the fellowship of Narcotics Anonymous. Herein called the PCRPPSC.

ARTICLE II Purpose & Function

This Committee is responsible for keeping the Bylaws, major motions, rules of order, job descriptions, and Sub-committee guidelines, updated in the regional handbooks. This Committee will also be available to help with wording for motions and bylaw amendments, as well as, be a resource for Areas or Sub-committees that are developing bylaws or guidelines. This Committee is also responsible to review wording on all motions and help the Chairperson to insure that conflicts between motions, bylaws, and Traditions are kept at a minimum.

ARTICLE III Meetings

Section 1. The PCRPPSC shall meet twice quarterly and once in confluence with the quarterly meeting of the RSC. (8 times per year)

Section 2. Special meetings may be called by the chairperson, and/or be called upon written request of three voting members. The purpose, place, and time of the meeting shall be stated in the call. Except in cases of emergency, at least fourteen (14) days notice will he given.

ARTICLE IV Membership and Voting

Section 1. General membership in PCRPPSC shall be open to all individuals who share the stated purpose of the PCRPPSC.

Section 2. The voting members shall be:

- A) Any individual who shares the stated purpose in Article II and who has attended at lease one prior PCRPPSC meeting.
- B) A member specifically designated by their Area.

Section 3. Any member, general or voting, of the PCRPPSC may make a motion or participate in discussions. Seconds must be made by a voting member.

Section 4. In case of a tie vote on any motion or election, the PCRPPSC Chairperson will cast the deciding vote.

Section 5. The requirements and duties of voting participants shall be:

- A) Personal time and abilities to perform their duties.
- B) Willingness and desire to serve in the position.
- C) Six (6) months continuous clean time.
- D) Understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- E) Maintenance of clean time throughout term of office or participation.

ARTICLE V Officers

The officers of the PCRPPSC shall be a Chairperson Vice-chairperson, and a Secretary. These officers shall perform their duties as designated by these guidelines.

Section 1. Chairperson: shall be available to the RSC and its' Chairperson for advice on matters of parliamentary procedure to improve rather than impede the flow of business. Shall conduct the PCRPPSC meetings in an orderly manner. Shall assign tasks to individuals as necessary to complete the functions of the Sub-committee.

Section 2. Vice-Chair: Shall act as Chairperson in the Chairpersons' absences or request. Shall handle all Sub-committee funds as recommended by the Treasurers Handbook.

Section 3. Secretary: Shall maintain contact with WSC Policy Sub-committee. Shall keep records of Committee proceedings. Shall maintain a updated list of all Committee members.

ARTICLE VI Spiritual Guidance

Section 1. The PCRPPSC shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

Section 2. The PCRPPSC shall conduct business within the following documents in precession:

A) The Twelve Traditions of Narcotics Anonymous.
B) The current publication of these guidelines.
C) PCRSC By-laws
D) A Guide to Local Services in Narcotics Anonymous and its successors.
E) The current edition of Robert's Rules of Order, Newly Revised.

ARTICLE VII Elections

Section 1. Any active member of the PCRPPSC is eligible for nomination to a PCRPPSC service position.

Section 2. Any member of the PCRPPSC may nominate a qualified individual for a PCRPPSC position.

Section 3. A simple majority of voting members is required to elect these service members.

Section 4. A service member may be removed from their position for non-compliance after written notification at the next meeting. A two-thirds vote is required for removal. Non-compliance included but is not limited to:

A) Non-fulfillment of the duties of their position.
B) Non-attendance at regular sessions without prior notification to the PCRPPSC chairperson.

Section 5. Loss of abstinence results in immediate resignation from office.

Section 6. In cases of removal or resignation of a PCRPPSC service member. an interim service member shall be selected to serve the un-expired term, in accordance with the following:

A) In cases of removal or resignation, the PCRPPSC Chairperson shall appoint an interim service member, with elections to fill the interim position at the next PCRPPSC meeting.

B) In cases of removal or resignation during a PCRPPSC meeting, the PCRPPSC shall elect an interim service member then.

Section 7. The service members shall be elected to serve for one (1) year. Interim service members shall serve until the next regular election.

Section 8. No member shall hold more than one (1) PCRPPSC at one time, and no member shall be eligible to serve more than two (2) consecutive terms in the same position. Interim service is excluded.

Section 9. The PCRPPSC service members shall be elected in October, except the PCRPPSC Chairperson, who is elected in July during the regularly scheduled PCRSC elections.

Section 10. In cases of service members removed from service positions due to non-compliance, they shall not hold a service position in PCRPPSC for six (6) months.

ARTICLE VIII RSC Handbook

Section 1. RSC Handbook shall include RSC Bylaws, Rules of Order, Major Motions, Approved Sub-Committee guidelines, Job Descriptions, and RSC Budget.

Section 2. RSC Handbook shall be updated once per year. to be presented at the July RSC meeting.

Section 3. RSC Handbooks shall be the property of the RSC, assigned to Officers, Sub-committee Chairs, and RCM's. (these are assigned to the position rather than the person holding the position)

Section 4. Ten (10) RSC Handbooks shall be maintained for use by the PCRPPSC members and for temporary loan at the RSC meeting.

Section 5. It is the responsibility of the PCRPPSC to maintain a list of those who have RSC Handbooks.

ARTICLE IX Funds and Funding

Section 1 All expenditures of the PCRPPSC shall be verified by receipt.

Section 2 The PCRPPSC budget is formulated in regular PCRPPSC meetings. Any out of budget requests must be approved by the PCRPPSC.

Section 3 Budget requests shall be presented in writing to the PCRPPSC Vice-Chair.

Section 4 Records and receipts shall be handled through the PCRPPSC Vice-Chair.

ARTICLE X Amendments to Guidelines

Section 1. Any voting member may propose an amendment to the guidelines of the PCRPPSC. This proposal must be made at regular PCRPPSC meeting.

Section 2. A two-thirds majority of the voting members present is necessary to amend.

Section 3. The amendment shall be forwarded to the PCRSC for approval.