

**Narcotics Anonymous  
Sussex Area Local Service Committee  
Guidelines & Procedures**

Our Primary Purpose

The Sussex LSC has but one primary purpose – to carry the NA message to the addict who still suffers. Our goal is to bring meetings and the message of recovery into institutions such as prisons, hospitals & rehabs to those who cannot get to outside meetings or find it more difficult to attend. Also, to inform relevant professionals of the benefits of Narcotics Anonymous and what we do. This may include those who work in addiction services; the criminal justice system; health services; education, and any other professionals who may come into contact with the still suffering addict.

Basic Purpose & Functions of the Committee

To co-ordinate and facilitate Local Services in the Sussex Area and to ensure that the work of Hospitals & Institutions, Public Information/Public Relations, & Outreach is efficiently managed, so that the Narcotics Anonymous message is carried effectively within the Area. To serve the fellowship as a subcommittee of the Sussex Area Service Committee and to be accountable, through that Service body, to the fellowship as a whole.

- To enable & support H&I, PI/PR & Outreach activities in the Sussex Area, including the organisation of learning days & workshops.
  - To liaise with Sussex Area Online Committee (SAOC) in maintaining an online PI/PR presence on the Sussex NA website. Regularly producing up-to-date Area meetings lists. Dissolution
1. No part of the net funds of the LSC shall be used to the benefit of any member(s) or individual(s).
  2. The assets of the LSC, upon dissolution, shall be discharged to the next level of the service structure (ASC).

Meetings

1. The LSC currently meets on the second Tuesday of each month at a location which has been previously agreed and published in the preceding monthly minutes. The meeting is to be held in a hybrid format (Zoom).
2. All Committee meetings are open for observation and participation of the NA Fellowship as a whole.
3. Panel Leaders and Steering Committee members to submit a written report, when relevant, in advance of the committee meeting.

Voting Procedure

Our quorum for any election is 2/3rds voting members.

The following members are eligible to vote at elections for new committee members or committee business:

- Any member who has attended three or more consecutive LSC meetings (or who has not missed more than one out of four meetings).
- All elected LSC Steering Committee members.

Voting Options: We operate consensus-based decision making (CBDM, see Appendix 1). In the event of an irresolvable difference, Robert's Rules will apply (refer to Local Services handbook if necessary). The chair will not vote unless they are called to make the casting vote in a tied vote situation.

### Steering Committee

1. The Steering Committee is composed of Chair, Vice Chair, Treasurer, Vice-Treasurer, Minutes Secretary, Literature Secretary, and LSC Presentation Coordinator, and Vice-LSC Presentation Coordinator.
2. All Steering Committee positions are 1-year commitments. Chair and Treasurer must be ratified by the Sussex ASC.
3. All Steering Committee members should have a working knowledge of the 12 Traditions and 12 Concepts and should be familiar with "A Guide to Local Services in NA". These will be provided by the LSC.

### Subcommittee Trusted Servant Positions:

All service nominees are required to be:

- Working an NA programme
- Attending NA meetings regularly
- Be working with an NA sponsor
- Obtaining a working knowledge of the Twelve Traditions and Twelve Concepts of NA.
- Have a clear understanding of the LSC Guidelines. This committee also relies upon the use of PI/PR & H&I Handbooks. (Copies of these will be freely provided). Responsibilities of Local Services Committee Members

### Chair

1. Minimum clean time requirement is 4 years.
2. Ensures that the Traditions and Concepts are upheld in all matters.
3. Upholds & maintains communication between the Local Services Committee and the Sussex Area Sub-Committees, including providing regular written reports and financial statements to the ASC. The Chair is the single point of accountability and responsibility for the LSC at Area.

4. Attends each meeting of the Local Services Committee and the Area Service Committee.
5. Chairs regular meetings of the Local Services Committee and co-ordinates the activities of the Local Services Committee, including monitoring and responding to emails and passing on duties to Vice-Chair and other relevant committee members. Liaises with UKPI and UK H&I as needed.
6. Liaises with Minutes Secretary to create agenda for LSC meetings and writes LSC Chair's report to the ASC.

#### Vice-Chair

1. Minimum clean time requirement is 3 years.
2. Acts as Chair in the case of Chair's absence.
3. If the office of Chair becomes vacant, serves as the Chair until ratified by ASC or until new Chair is elected.
4. Assists the Chair in carrying out the responsibilities of the Local Services Committee.
5. Attends each meeting of the Local Services Committee and the ASC as required.

#### Minutes Secretary

1. Minimum clean time requirement is 2 years.
2. Takes minutes of all meetings of the committee and sends a copy to all LSC members prior to their being approved at the next LSC meeting.
3. Sends approved minutes and LSC Chair's report to SAOC for posting on Sussex NA website.
4. Ensures that LSC WhatsApp group membership is up-to-date.  
Make alternative communication arrangements for those not on WhatsApp.
5. Liaises with Chair to create agenda and circulates agenda prior to LSC meeting.
6. Attends each meeting of the Local Services Committee as required.

#### Vice-Minutes Secretary

1. Minimum clean time requirement is 1 year.
2. Supports the Minutes Secretary in minute-taking and any other administrative tasks associated with the role.
3. Stands in for Minutes Secretary when they are not available.
4. Attends each meeting of the Local Services Committee as required.

#### Treasurer

1. Minimum clean time requirement is 4 years.

2. Attends each LSC meeting with treasury money and ledger.
3. Provides a written report of transactions to LSC each month.
4. Is financially stable and able to manage money effectively.

#### Vice-Treasurer

1. Minimum clean time requirement is 3 years.
2. Acts as Treasurer in the case of Treasurer's absence.
3. Is financially stable and able to manage money effectively.
4. If the position of Treasurer becomes vacant, serves as the Treasurer until ratified by ASC or until new Treasurer is elected.

#### Literature Secretary

1. Minimum clean time requirement is 2 years.
2. Has own transport or access to transport, plus room to store literature and other items.
3. Organises the purchase and distribution of service literature.
4. Attends each meeting of the Local Services Committee as required.
5. Holds and makes available the NA tablecloth, pop-up banners, table, leaflet stand etc, for presentations as necessary.

#### Vice-Literature Secretary

1. Minimum clean time requirement 1 year.
2. Has own transport or access to transport.
3. Supports Literature Secretary in distribution of service literature.
4. Attends each meeting of the Local Services Committee as required.

#### LSC Presentation Coordinator

1. Minimum clean time requirement is 3 years. Some weekday availability essential.
2. Provides a written report to the LSC and attends each meeting of the Local Services Committee as required .
3. Ensures that the LSC is informed of requests from UKPI/PR and local public services for presentations and information.
4. Keeps a record of the services that the LSC is in contact with, in conjunction with LSC Chair.

5. Reaches out to relevant services (e.g. Police, Probation, Ambulance Service) to offer presentations and information about NA .
6. Ensures that presentations are conducted according to the WSC PR Handbook Guidelines.
7. Coordinates suitable Panel Members for presentations and maintains a database of suitable members who could be called upon for presentations when necessary.
8. Ensures that relevant NA literature is available at presentations and liaises with Literature Secretary.

#### Vice-LSC Presentation Coordinator

1. Minimum clean time requirement is 2 years. Some weekday availability essential.
2. Supports LSC Presentation Coordinator in their role as needed.
3. Attends each meeting of the Local Services Committee as required.

#### Poster Coordinator

1. Minimum clean time requirement is 1 year.
2. All poster campaigns to be carried out in pairs as per "PI Do's and Don'ts" guidelines.
3. 90 days clean time requirement for second person, and they must be accompanied by Poster Coordinator or other committee member with relevant cleantime.
4. Keeps a record of campaign locations on the forms provided and a copy passed on to Minutes Secretary.
5. Liaises with Literature Secretary to ensure sufficient supplies of posters etc.

#### Tech Support

1. Minimum clean time is 2 years.
2. IT competent/tech savvy with a working knowledge of Zoom and hybrid meetings.
3. Responsible for keeping the LSC laptop between committee meetings.
4. Liaises with SAOC as necessary.
5. Attends each meeting of the Local Services Committee as required.

#### H&I Panel Leader

1. Minimum clean time requirement is 2 years. For prison panel leaders the minimum clean time requirement is 4 years.

2. Ensure that meetings are conducted according to the WSC Handbook Guidelines.
3. To arrange shares in institutions and encourage support from local NA members.
4. Provide a written report to the LSC and attend monthly meetings where possible.
5. Ensure that relevant NA literature is available in meeting.

#### LSC Panel Member/Attendee

Minimum clean time requirements:

6 months to speak at H&I meeting (or greater if required by the host organisation).

1 year to speak at a prison meeting.

1 year to deliver a PI presentation.

90 days to attend/observe (with permission of host organisation).

**The Sussex Area Local Services Committee reserves the right to edit and change these guidelines as the committee grows and evolves.**

**“Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that we began this work. We must always remember that as individual members, groups and service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth”**

#### **The Basic Text**

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APPENDIX 1. Introduction to CBDM, see full document available at <https://na.org/servicematerial/basics/>



In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group. The cooperative nature of consensus building is a different mindset from pro/con debate.

**Tradition 2:** 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.

**Tradition 12:** Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

CBDM rests on the fundamental belief that each member of the body holds a piece of the larger truth. In this spirit, we strive for consensus to affirm the principles inherent in both the Seventh and Ninth Concepts. A decision reached by a consensusbased process may not mean total unanimity, but in CBDM, consensus can exist when each member of the service body is able to say:

- ✓ I had the opportunity to voice my opinions.
- ✓ I believe the team has heard me.
- ✓ I can accept the team's decision, even if it is not what I would choose as an individual.

**Concept 7:** All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

**Concept 9:** All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.

### Why consensus-based decision making?

CBDM isn't just about particular policies or rules, or one or two specific Concepts or Traditions. It's about a group conscience process that connects us with a Higher Power and offers a potentially more inclusive process than parliamentary procedure. Our service bodies' meetings should be forums where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

### What types of decisions can we make with CBDM?

CBDM can be used to reach agreement on the types of decisions that are also made using parliamentary procedure. It can also be used to hold broader discussions that may not result in a specific decision. Each community is free to determine when a CBDM process will be most effective for them. Elections are one type of decision where it is common to simply seek a majority or a two-thirds vote rather than utilize a consensus-based decision making process.

### How does CBDM work?

There are different variations of CBDM, but the basic steps are fairly consistent and simple to follow. Within those basic steps there is a great deal of variety depending on the individual service body's process and the type of decision being made. The material in this section is intended to help service bodies understand how the basics of a consensus-based process work, and can be adapted to fit local needs. Each NA community is free to create a process that works for them.

Using CBDM doesn't have to mean a service body has to change the order of the agenda it is accustomed to using. What it does mean is that instead of making a decision by first making a motion, proposals are introduced and can be adapted to include ideas and concerns offered by participants in the course of the discussion.

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