

Bay Cities Area Policy Committee Guidelines

Approved January 2024

I. DEFINITION:

The Policy Committee is a subcommittee of the BCASC of NA. The Policy Committee acts as the steering committee for the area, and is comprised of all area officers and subcommittee chairs. Any GSR or NA member may attend the Policy Committee meeting.

II. PURPOSE:

The primary purpose of the Policy Committee is to maintain the area guidelines and assist each subcommittee in maintaining their guidelines. The Policy Committee meets monthly, prior to the business meeting, to discuss any and all business which is to be on the agenda. It is not part of this committee's function to make any "final" decisions. Its role is to offer input to the BCASC and to promote communication and unity among elected officers and subcommittee chairs of the area.

III. FUNCTIONS:

- 1.** To review and update the guidelines of the BCASC annually.
- 2.** To review all subcommittee guidelines annually making suggestions and offering recommendations for BCASC approval.
- 3.** To listen to all subcommittee monthly reports and provide input. **4.** To hear and discuss any problems within the BCASC. **5.** To offer input to the BCASC on any relevant matters.
- 6.** To discuss the pros and cons of "motion(s)" made at the BCASC that will potentially alter the area's guidelines, or a subcommittee's guidelines.
- 7.** When motions are approved at the BCASC that change any guidelines, this committee will review the proposed wording of these changes for insertion into the guidelines, as well as to where these changes should be inserted.
- 8.** To perform quarterly audits of area and subcommittee bank accounts.
- 9.** To maintain an updated version of the BCASC and all subcommittee guidelines and to insure that updated copies are submitted to the Chair of the BCASC.
- 10.** To maintain regular communication with the BCASC.

IV. STRUCTURE:

All area officers and subcommittee chairs are automatic members of the Policy Committee. The Policy Committee is chaired by the Vice Chair of Internal Affairs of the area (hereafter referred to as the "Chair"). The co-secretary of the area is also the secretary of the Policy Committee (hereafter referred to as the "Secretary").

V. DUTIES OF THE OFFICERS:

1. The Chair shall:

- a) Provide an agenda and preside over all Policy Committee meetings.
- b) Attend all BCASC meetings and give a report on the Policy meeting.
- c) Keep a current version of the BCASC and all subcommittee guidelines.
- d) Submit updated versions of the area guidelines to the BCASC officers and GSR's.
- e) Vote only on motions on the floor in case of a tie.

a) If the Chair is absent, the Vice Chair of External Affairs of the area will chair the meeting, performing all of the above duties. In the event of the External Vice Chair's absence, see Area Guidelines (pg.6) for succession. b) The secretary shall record, type and distribute the minutes of each Policy Committee meeting to the attendees of the Policy meeting.

- c) Provide a copy of these minutes on the BCA Website @ <http://baycitiesna.com>

VI. PARTICIPANTS AND VOTING PRIVELEGES:

- 1. Any NA member, who is interested in the business of the Policy Committee, may participate in the discussion of the issues.
- 2. Any proposals for input that this committee submits to the BCASC will be determined by a vote.
- 3. Any member of the Bay Cities Area is eligible to make a motion and vote at Policy Committee meetings after attending 2 consecutive Policy meetings.
- 4. Any member, except the Chair, may participate in the discussion of any motion on the floor when recognized by the Chair.

VII. OPERATIONAL GUIDELINES:

- 1. To discuss the pros and cons of motions made, if necessary, that may alter the BCASC or subcommittee guidelines.
 - A. The Policy Committee shall evaluate and propose guidelines changes B. The committee shall remain unbiased on all issues.
 - C. If a motion consists of more than one part, each part shall be evaluated according to the above criteria.
 - D. All pros and cons, regardless of their perceived merit, shall be presented to the BCASC for discussion.
- 2. When motions are passed at the BCASC that would change area or subcommittee guidelines, the Policy Committee will review the proposed wording of these changes for insertion into the existing guidelines and where these changes should be inserted.
 - A. The final version of the proposed wording shall be submitted in writing along with the wording of the original motion to the BCASC.
- 3. To annually review the BCASC and subcommittee guidelines and propose any changes if needed.

A. In the event major guideline changes are deemed necessary, every effort should be made to keep it simple.

4. To maintain an updated version of the BCASC and subcommittee guidelines, and to insure that an updated copy is submitted to the archives of the BCASC.
5. Perform Audits of the ASC and subcommittee bank account quarterly: August, November, February & May.
6. Every May the Policy Committee as a whole, shall inventory the committee's performance.
7. To meet monthly on the Monday before the business meeting.
8. Amendment of the Policy Committee guidelines shall require a 2/3 vote of Committee members and the approval of the BCASC.