

# SOUTHERN CALIFORNIA REGIONAL PUBLIC INFORMATION COMMITTEE GUIDELINES JULY 2016

## NAME AND BOUNDARIES

- A. This service body shall be known as the Southern California Regional Public Information Committee hereinafter called the SCRPIC. This is a committee of the Southern California Regional Service Conference of Narcotics Anonymous, hereinafter called the SCRSC.
- B. The SCRPIC serves the Southern California Region in accordance with the boundaries as set forth by the SCRSC.

## PURPOSE

- A. To give assistance and support to Area Public Information/Public Relations committees.
- B. To coordinate the Regional Public Service Announcements (PSA), and Service Works events.
- C. To review and give input on Public Information and Phonenumber generated materials from Narcotics Anonymous World Services (NAWS) and World Service Conference (WSC), as needed or deemed necessary, to the SCRSC.
- D. To provide public information guidance, and support for the Regional Service Office & SCRSC, and to provide public information service efforts throughout RSC.

## MEETINGS

- A. SCRPIC shall hold monthly meetings on the first Saturday of each month at the Regional Service Office (RSO) unless it falls on a holiday or as changed as in subsection #2. In such an event the SCRPIC will meet on the following Saturday of that month.
  - 1. Special meetings may be called by a majority of the active voting area representatives or by the Chair or Vice Chair upon being advised of a matter of special urgency. A one-week notice of such meetings must be given to all participants by the Chair or Vice Chair.
  - 2. The SCRPIC shall coordinate, attend and support the Southern California Regional Service Works events. These events will be held in January, May, and September, in lieu of the regular SCRPIC meeting. Each of these events will be held in a different Area in an effort to encourage local participation and create an experience-sharing forum. If no Area has bid to host the Service Works event, it will be held at the Regional Service Office and hosted by SCRPIC.
- B. The SCRPIC meeting shall remain in session until the end of business or a motion to adjourn is approved.

## PARTICIPANTS

- A. The SCRPIC comprises:
  - 1. Duly elected Trusted Servants:
    - a. Chair
    - b. Vice Chair
    - c. Secretary

- d. Alternate Secretary
  - e. PSA Coordinator
  - f. Assistant PSA Coordinator
  - g. Community Relations Coordinator
  - h. Area Relations Coordinator
- B. SCRPIC members are Area Public Information/Public Relations Committees as represented by their Chair, Vice Chair or approved representative and interested individual NA members.
  - C. All SCRPIC meetings shall be open to any member of NA as non-participant observers, but shall be closed to the general public. At the discretion of the Chair, non-NA guests may make presentations or participate, as deemed appropriate or necessary.
  - D. An open forum may be included at the regularly scheduled monthly meetings, and can include members at large at the Chair's discretion.
  - E. All participants shall attend all Regional Public Information Committee meetings until the close of business. Members of NA, outside of SCRPIC, may attend as non-participant observers using their Area Representatives as channels by which to communicate or may be granted the floor by the Chair.
  - F. Attendance at 2 consecutive meetings is necessary to be recognized as a voting participant. Voting recognition will cease upon absence of 2 consecutive meetings and can be reinstated by attending 2 consecutive meetings. Each Area shall carry only one (1) vote.
  - G. Absence at two consecutive monthly committee meetings by any elected officer may be cause enough for removal. All SCRPIC trusted servants shall abide by all the guidelines as set forth herein and the guidelines of the SCRSC.

## **QUALIFICATIONS AND DUTIES OF OFFICERS:**

### **Chairperson**

#### **Qualifications**

1. Five years continuous clean time.
2. Two years experience in the SCRPIC.
3. Two years experience in Public Information/Public Relations.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

#### **Duties**

1. Arranges agenda and presides over all meetings maintaining order and calling for two pros and two cons as discussed under section VI part 1 of the SCRSC guidelines.
2. Initiates any necessary correspondence.
3. Maintains a good working relationship with all other officers of the SCRPIC committee and the Region.
4. Votes in case of a tie vote.
5. Represents the SCRPIC at the SCRSC meetings, SCRSC committees (as necessary), and at the Service Works events.
6. Will be available to attend Area Service Committee and Area Public Information/Public Relations Committee meetings and workshops, as needed.

7. Approves the use of the Public Information Booth and other SCRPIIC resources by other Regional and Area committees in cooperation with the SCRSC Special Worker.
  - a Any area can check out regional PI booth, but is responsible for their own literature.
8. Attends the Western Service Learning Days (WSLD) or sends Vice Chair.

### **Vice Chairperson**

#### **Qualifications**

1. Four years continuous clean time.
2. One year experience in the SCRPIIC.
3. One year experience in Public Information/Public Relations.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

#### **Duties**

1. Performs the Chair's duties in the absence of the Chair.
2. Stays informed of all SCRPIIC activities and is available for any committee problem.
3. Maintains an index of actions and motions made at each SCRPIIC meeting.
4. Checks the SCRPIIC e-mail on a weekly basis and replies/forwards all inquiries in a timely manner.
5. Facilitates the SCRPIIC Guideline review starting every April.
6. Attends all SCRSC meetings, SCRPIIC meetings and Service Works events.
7. Willingness to succeed chair.

### **Secretary**

#### **Qualifications**

1. Two years continuous clean time.
2. One year experience in the SCRPIIC committee.
3. Necessary skills to facilitate the SCRPIIC's purpose.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

#### **Duties**

1. Takes accurate minutes of each SCRPIIC meeting, regular or special, and Service Works event.
2. Maintains Attendance Roster.
3. Works with the Area Relations Coordinator (ARC) on correspondence including notification to any Area Service Committee (ASC) regarding absence of representation at two consecutive SCRPIIC meetings.
4. Maintains archives of all SCRPIIC meeting minutes and correspondence.

### **Alternate Secretary**

## **Qualifications**

1. One year continuous clean time.
2. One year experience in the SCRPIC.
3. Necessary skills to facilitate the SCRPIC's purpose.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

## **Duties**

1. Performs the Secretary's duties in the absence of the Secretary.
2. Helps Secretary to maintain archives of all SCRPIC meeting minutes and correspondence.
3. Willingness to succeed secretary.

## **PSA Coordinator**

### **Qualifications**

1. Three years continuous clean time.
2. Two years experience in the SCRPIC.
3. Experience with Public Service Announcements.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

### **Duties**

1. Develop, distribute, and administer all public service announcements (PSAs) approved by the SCRPIC and SCRSC. The types of PSAs include television, radio, billboard, bus bench, and all other print mediums and the Internet.
2. Attend and report monthly to the SCRPIC. The report should include the progress made, the development and distribution of all PSAs, and contacts made with the public.
3. Participate in public forums that help with the development or distribution of these PSAs.
4. Work with the SCRPIC, SCRPLC, and the Website Committee in the development and distribution of all Regional PSAs. To achieve the maximum benefit from the PSAs, these efforts should be coordinated with these committees and others.
5. Be available as a resource to other Regional and Area Service Committees for advice on developing and distributing PSAs.

## **Assistant PSA Coordinator**

### **Qualifications**

1. Three years continuous clean time.
2. One year experience in the SCRPIC.
3. Experience with Public Service Announcements.

4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

### **Duties**

1. Assists the PSA Coordinator in the development, distribution, and administration of all PSAs approved by the SCRPIIC and SCRSC. The types of PSAs include television, radio, billboard, bus bench, and all other print mediums and the Internet.
2. Performs the PSA Coordinator's duties in the absence of the PSA Coordinator.
3. Will assist the PSA Coordinator in all other itemized duties.
4. Willing to succeed the PSA Coordinator.

## **Community Relations Coordinator**

### **Qualifications**

1. Three years continuous clean time.
2. One year experience in the SCRPIIC.
3. Two years experience in Public Information/Public Relations.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

### **Duties**

1. Coordinates all external SCRPIIC activities – Booth Sitzings, presentations, etc.
2. Creates and maintain a community relations contact list for the SCRPIIC.
3. Identifies and maintains relationships with contacts:
  - a. Follow-up
  - b. Collect feedback
  - c. Assessment of future needs
4. Provides monthly report to SCRPIIC on the status of all completed and ongoing public relations plans.

## **Area Relations Coordinator**

### **Qualifications**

1. Three years continuous clean time.
2. One year experience in the SCRPIIC.
3. Two years experience in Public Information/Public Relations.
4. Familiarity with the Public Relations Handbook and working knowledge of the 12 steps and 12 traditions.

### **Duties**

1. Works directly with the Areas to provide Public Information/Public Relations assistance.

2. Works with the SCRPIC Secretary to identify Areas that are not regularly present at the SCRPIC and reaches out to the identified Areas.
3. Provides monthly report to the SCRPIC of the efforts to bring Areas to the SCRPIC and the status of all completed and ongoing internal Public Relations plans.

## **MOTION AND VOTING PROCEDURES**

- A. All eligible voting members carry one vote with the exception of the Chair who can only vote in the event of a tie.
- B. A quorum at each SCRPIIC meeting shall be established only if more than 50% of the voting participants are present at the meeting.
- C. A quorum is necessary to carry out business. Once a quorum is achieved at each SCRPIIC, the quorum shall stand for the remainder of the meeting. At the second consecutive SCRPIIC meeting where the quorum is not met, this guideline will be waived.
- D. Unless otherwise stated in these guidelines, all matters before the SCRPIIC shall be decided by a simple majority vote. A majority vote is more than 50% of the voting participants present.
- E. A two-thirds vote of voting participants present shall be required for the removal of any officer.
- F. A two-thirds vote of voting participants present shall be required to decide all regional money matters.
- G. A two-thirds vote of voting participants present shall be required to submit a motion to the WSC or NAWS.
- H. There may be two pros and two cons heard on each motion made. Each motion must be seconded before a vote is taken. Discussion may be extended by a majority vote of the voting participants present.
- I. All SCRPIIC voting participants can make or second motions except the SCRPIIC Chair.

## **ELECTIONS**

- A. Nominations and elections for all Trusted Servants will be held in March of each year. The Chair and Vice Chair will assume their duties on an interim basis, pending affirmation by the SCRSC at the next regularly scheduled SCRSC meeting.
- B. All nominees must be present at the time of their nomination for election to a position on the SCRPIIC.
- C. In the event of a vacated position, special elections may be held to fill in the position temporarily until the next regularly scheduled election.
- D. The election of a duly elected Trusted Servant requires a simple majority of voting participants present. In the event that a majority vote is not achieved (such as when there may be more than 2 candidates for one position), a runoff election will be conducted until a clear majority can be achieved.

## **GUIDELINES**

These guidelines may be waived or amended at any time by a two-thirds (2/3) vote of the voting participants present and with the approval of the SCRSC.