



**Southern California Regional Phone-line Committee (SCRPLC)**

**Guidelines**

Approved: July 18, 2021

**I. NAME AND BOUNDARIES**

- A. This body, shall be known as the Southern California Regional Phone-line Committee hereinafter called SCRPLC. This is a committee of the Southern California Regional Service Conference of Narcotics Anonymous hereinafter called SCRSC.
- B. This Committee serves the Southern California Region in accordance with the boundaries set forth by the SCRSC, with the option of including neighboring areas.

**II. PURPOSE**

- A. The primary purpose of the SCRPLC is to serve the areas as referenced in section I.B. by supporting their local phone-line committees and their efforts.
- B. To further our primary purpose (Tradition 5) by maintaining Regional Phone-lines which; will provide information about Narcotics Anonymous. These efforts will be coordinated with other committees and trusted servants of the SCRSC.

**III. FUNCTIONS**

- A. Review and provide input on SCRSC and NAWS generated materials, as needed.
- B. Conduct training and participate in workshops as needed.
- C. Conduct an annual service inventory at February SCRPLC meeting prior to elections of new officers in the March SCRPLC meeting.
- D. Conduct all its business within an SCRSC- approved working budget, defined annually in December.
- E. Manage and maintain 800-TODAY-NA and 888 NA-AHORA phone lines.

#### **IV. MEETINGS**

- A. The SCRPLC shall hold monthly meetings on the first Saturday of each month at the Regional Service Office (RSO) unless circumstances require otherwise. In such an event the SCRPLC will meet on a mutually agreed upon date/time.
  - 1) Special meetings may, be called by a majority of area representatives or by the Chair or Vice Chair on being advised of a matter of special urgency.
  - 2) A one week notice of such changes must be given to all participants by the Chair or Vice Chair.
  - 3) The SCRPLC shall attend and support the Southern California Regional Public Information/Phone-line/Website, Service Works Learning Days (SWLD), in lieu of regularly scheduled monthly meeting.
- B. The SCRPLC shall remain in session until the end of business for the SCRPLC or a motion to adjourn is approved.

#### **V. PARTICIPANTS**

- A. The SCRPLC shall be composed of:
  - 1) Elected Trusted Servants:
    - a. Chair
    - b. Vice Chair
    - c. Secretary
    - d. Technical Coordinator
    - e. Area Relations Coordinator
  - 2) Non-Elected members  
Committee members including Area Phone-line Committees represented by their Chair, Vice Chair, or approved representative.
- B. Members of N.A., outside the SCRPLC, 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. All SCRPLC meetings shall, be closed to the general-public.
- C. All participants shall attend all SCRPLC meetings until the close of business.

- D. Attendance of participants at 2 consecutive meetings, including SWLD, is necessary to be recognized as a voting participant. Recognition will cease following absence from two consecutive meetings and shall be reinstated by attending 2 consecutive meetings.
- E. Absence from 2 consecutive SCRPLC meetings by any elected trusted servant may be cause for removal.
- F. All SCRPLC trusted servants shall abide by all the guidelines as set forth herein and the guidelines of the SCRSC.
- G. Requirements and duties of Elected Trusted Servants are as follows:

**1) CHAIR**

a. Requirements

- 1) Service experience for 1 year with the SCRPLC within the last 3 years.
- 2) Service experience for 2 years with Phone-lines.
- 3) Four years clean.
- 4) This is understood to be a 14 month term, 12 months to serve plus 2 months to mentor the incoming chair. Maximum 2 consecutive terms.

b. 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 I.
- 2) Initiates any necessary correspondence.
- 3) Maintains a good working relationship with all other officers of the committee and Region.
- 4) Votes in case of a tie.
- 5) Represents the SCRPLC at the SCRSC meetings, SCRSC committees (as necessary), and at the Public Information/Phone-line Service Works Learning Days (SWLD) Bi-Yearly.
- 6) Attend Area Service Committee and Area Phone-line or Public Information Committee meetings and workshops, as needed.
- 7) Responsible for administration of the SCRPLC Regional Phone-lines, 800 TODAY-NA and the 888 NA-AHORA.

**2) VICE CHAIR**

a. Requirements

- 1) Service experience for 1 year with the SCRPLC within the 3 years.
- 2) Service experience for 2 years with Phone-lines.
- 3) 2 years clean.
- 4) Willingness to serve as Chair if elected the following term.
- 5) This is understood to be a 14 month term, 12 months to serve plus 2 months to mentor incoming vice chair. Maximum 2 consecutive terms.

b. Duties

- 1) Performs Chair's duties in absence of the Chair.
- 2) Stays informed of all committees' activities and is available for any committee problems.
- 3) Attend Area Service Committee and Area Phone-line or Public Information Committee meetings and workshops, as needed.
- 4) Attend RSC meeting.

**3) SECRETARY**

a. Requirements

- 1) Service experience for 1 year with the SCRPLC within the last 3 years.
- 2) One year clean.
- 3) Access to a computer or word processor and the skills to facilitate the committee's needs.
- 4) This is understood to be a 14 month term, 12 months to serve plus 2 months to mentor incoming secretary. Maximum 2 consecutive terms

- b. Duties
  - 1) Takes accurate minutes of each meeting, regular or special.
  - 2) Works with the Chair on correspondence including Notifications to any Area Service Committee (ASC) regarding absence of representation at two consecutive SCRPLC meetings.
  - 3) Maintains archives and records – including but not limited to phone bills, minutes, roster/contact sheet, and SWLD flyer.

#### 4) TECHNICAL COORDINATOR

- a. Requirements
  - 1) Service experience for 1 year with the SCRPLC within the last 3 years.
  - 2) Three years clean.
  - 3) Have the ability and willingness to fulfill the necessary technical tasks on a 24 hour basis.
  - 4) This is, understood to be a 14-month term, 12 months to serve plus 2 months to mentor incoming technical coordinator. Maximum 2 consecutive terms.
- b. Duties
  - 1) Assists Chair with administration and coordination of the SCRPLC Regional Phone-line, 800 TODAY-NA and as needed, the 888 NA-AHORA.
  - 2) Stays informed of all Area Phone-line Committees ability to fulfill assigned slots.
  - 3) Keep a record of communication with vendors, N.A. members, and the general public.
  - 4) Conduct periodic training of Area volunteers as needed.
  - 5) Assists in maintaining and revising the Regional Phone-line manual for accuracy and ease of use
  - 6) “To coordinate the Phone-Conference/Zoom meetings with participants for the monthly meetings”.

**5) AREA RELATIONS COORDINATOR**

a. Requirements

- 1) Two years continuous clean time.
- 2) One year experience in the SCRPLC within the last three years.
- 3) One year experience in Phone-lines.
- 4) Working knowledge of the 12 Steps and 12 Traditions.
- 5) This is understood to be a 14-month term, 12-months To serve plus 2-months to mentor an Area Relations Coordinator. Maximum 2-year consecutive terms.

b. Duties

- 1) Works directly with the Southern California Regional Areas, in order to provide Phone-lines assistance.
- 2) Submits a report to the SCRPLC regarding feedback from Areas that are absent from the monthly SCRPLC meeting and works with the body to come up with ideas to improve attendance.
- 3) Organizes and maintains all aspects of NA Text Blast for the SCRPLC.
- 4) Submits a monthly report to the SCRPLC regarding NA Text Blast that includes total cost and any other pertinent information or challenges that may have arisen throughout the month.

**6) COMMITTEE MEMBER**

Requirements

- 1) Attend SCRPLC meetings and trainings.

#### Duties

- 1) Informs appropriate SCRPLC officer of any issues relating to a "Regional Slots" promptly.
- 2) Trains volunteers who participate in Regional Slots within their area, according to the SCRPLC Manual.
- 3) Informs SCRPL of Area Phone-lines Challenges and innovations

#### VI. MOTIONS AND VOTING PROCEDURES

- A. Each committee member, as recognized, is entitled to one vote.
- B. The Chair shall have a vote in the event of a tie.
- C. A quorum at each SCRPLC meeting shall consist of 50% of its "Active Area" participants present. Refer to Section V. (D) for qualifications to vote.
- D. A quorum is necessary to carry out business. Once a quorum is achieved at each SCRPLC meeting, the quorum shall stand for the remainder of the meeting.
- E. Unless otherwise stated in the guidelines, all matters before the SCRPLC shall be decided by a majority vote. A majority vote is more than 50% of the voting "Active" participants present.
- F. A two-thirds vote shall be required for the removal of any elected trusted servant.
- G. A two-thirds vote shall be required to decide all SCRPLC money matters.
- H. Election of elected trusted servants is by a simple majority of the voting members. In the event that a simple majority 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.
- I. Each motion must be seconded. There will be two pros and two cons heard on motions made, before any discussion can begin. Discussion may be extended by a majority vote.
- J. A two-thirds vote shall be required to submit a motion to the SCRSC, to the WSC, or NAWS.
- K. All SCRPLC voting participants are eligible to make or second motions except The SCRPLC Chair.

**VII. ELECTIONS**

- A. Nominations and elections for all officers and participants listed in Section V. will be held in March of each year, and they will assume duties on an interim basis pending affirmation by the SCRSC at their next regularly scheduled meeting.
- B. All nominees must be present at the time of their nomination for election to a position on the SCRPLC.
- C. In the event of a vacated office, special elections may be held to fill in the position temporarily until the next regularly scheduled election.

**VIII. GUIDELINES**

Any portion of these Guidelines may be waived or amendments may be proposed at any time by a two-thirds vote of the voting body.