GREATER EAST LOS ANGELES AREA
PUBLIC RELATIONS COMMITTEE OF NARCOTICS ANONYMOUS – *GUIDELINES*

[Approved 24 April 2026] [Amended 28 August 2026]

I. Name and Purpose

A. This subcommittee shall service be and be recognized as the Greater East Los Angeles Area Public Relations Committee of Narcotics Anonymous hereafter as [*GELAPRNA*]. This is a subcommittee of the Greater East Los Angeles Area of Narcotics Anonymous.

B. The purpose of the GELAPRNA is to inform the public that Narcotics Anonymous message is "that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live".

II. Functions of Public Relations?

A. Maintain an open line of communication between:
1. The general public and NA
2. NA local groups, area subcommittees, and regional subcommittees
3. Maintain open communication between members of NA and other NA Groups

B. To respond to all requests for information in a timely and effective manner; to be sure requests are handled at the appropriate level of service while remaining consistent with the 9th Tradition.

C. The GELAPRNA to perform functions historically organized in Narcotics Anonymous under Public Relations. To utilize Local, Regional, and World approved service handbooks and materials that are written for those service areas.

D. The GELAPRNA shall comply in all of its actions with the following documents in the order of priority listed below:
1. The Twelve Traditions, Concepts, and the Twelve Steps of Narcotics Anonymous
2. The current and approved guidelines of the GELAASCANA.
3. The current and approved guidelines of the GELAPRNA.
4. The current NA Public Relations Handbook, A Guide to Local Service in NA and other NAWS approved service handbooks.

III. Roles, Requirements and Responsibilities

The basic responsibilities for those members who serve as a GELAPRNA trusted servant.
Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it." (3rd NA Concept).
Once we select them, we trust our trusted servants.

The officers of the GELAPR are the Chairperson, Vice-Chairperson, and Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks

A. Chairperson
1. Shall have a three (3) years of continuous clean time requirement.
2. A working knowledge of Narcotics Anonymous 12 Steps, 12 Traditions and 12 Concepts, with a one (1) year of GELAPRNA or relevant service experience.
3. Familiar with *All* Public Relations related NAWS approved handbooks including Public Relations Handbook.

4. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
5. Prepares an agenda for the GELAPRNA monthly meetings.
6. Ability to delegate, organize and give the committee direction and incentive.
7. Maintains records and files of all GELAPRNA plans, minutes and correspondence.
8. Submit a written monthly report written to the GELAASC meeting.
9. Attend all quarterly regional training and other training as needed for developing the overall public relation efforts.
10. Preside at all regular and special subcommittee meetings.
11. Make regular report to GELAASCNA on the status of all proposed, current or completed plans, programs and developments.

❖ *If a trusted servant commitment is vacant, Chairperson ensures the duties of that vacant position until fulfilled and/or appoint a new trusted servant.*

B. Vice Chairperson

1. Shall have a two (2) years of continuous clean time requirement.
2. A working knowledge of Narcotics Anonymous 12 Steps, 12 Traditions and 12 Concepts, with a six (6) months of GELAPRNA or relevant service experience.
3. Familiar with *All* Public Relations related NAWS approved handbooks including Public Relations Handbook.
4. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
5. Attend all quarterly regional training and other training as needed for developing the overall public relation efforts.
6. Delegate any special subcommittee meetings (*ad-hoc*).
7. Liaison to resource the Coordinators to ensure adequate support is provided to each Coordinator.

❖ *In the absence of the Chairperson, the Vice Chairperson shall perform all the duties and responsibilities, if and when necessary.*

❖ *In the case of the resignation of Chairperson, the Vice Chairperson shall automatically assume that position until the end of the previous chairperson's term.*
- *If the Vice-Chairperson cannot or will not accept the commitment, GELAPRNA will elect an interim Chairperson.*

C. Secretary

1. Shall have a one (1) year of continuous clean time requirement. Willingness to serve and a have a suggested six (6) months of GELAPRNA or relevant service experience.
2. Necessary skills to perform the duties and responsibilities
(have laptop/computer, typing and etc.)
3. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
4. Maintains and communicates all records of attendance, minutes, and correspondence of GELAPRNA.
5. Send out any correspondence of GELAPRNA business via email: **gelaprna@gmail.com**

❖ *In the absence a Secretary, the Vice Chairperson shall perform all the duties and responsibilities, until the commitment has been fulfilled, or if and when necessary.*

D. Community Relations Coordinators

1. Shall have a eighteen (18) months of continuous clean time requirement. Willingness to serve and a have a suggested six (6) months of GELAPRNA or relevant service experience.
2. Familiar with *All* Public Relations related NAWS approved handbooks including Public Relations Handbook.
3. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
4. Submit a written report to the GELAPRNA to the regular monthly meetings on the status of all the on-going and completed community related projects.
5. Attend all quarterly regional training and other training as needed for developing the overall public relation efforts.
6. Coordinates all external Public Relations Activities - booth sitting, school presentations, libraries, etc.

E. Groups Relations Coordinators

1. Shall have a one (1) year of continuous clean time requirement. Willingness to serve and a have a suggested six (6) months of GELAPRNA or relevant service experience.
2. Familiar with *All* Public Relations related NAWS approved handbooks including Public Relations Handbook.
3. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
4. Provide written monthly report to GELAPRNA of the efforts to bring NA local groups to GELAASCNA and the status of all completed and ongoing internal Public Relation plans.
5. Attend all quarterly regional training and other training as needed for developing the overall public relation efforts.
6. Works directly with NA local groups to provide Public Relations assistance.
7. Works with the GELAASCNA Secretary to identify NA local groups that are not regularly present at the GELAASCNA and reach out to the identified groups, if and when necessary.

F. Social Media Coordinators

1. Shall have a one (1) year of continuous clean time requirement. Willingness to serve and a have a suggested six (6) months of GELAPRNA or relevant service experience.
2. Familiar with *All* Public Relations related NAWS approved handbooks including Public Relations Handbook and SCRNA Social Media Guidelines.
3. Attends the regular monthly meetings of GELAPRNA and other related area and regional service committee meetings.
4. Provide written monthly report to GELAPRNA of the efforts to bring NA local groups to GELAASCNA and the status of moderating social media platforms.
5. Attend all quarterly regional training and other training as needed for developing the overall public relation efforts.
6. Works directly with NA local groups to provide Public Relations assistance.

G. Members-at-large / N.A Volunteers
1. A suggested six (6) months of continuous clean time requirement. Willingness to service the committee of GELAPRNA.

IV. Members, Motions and Voting

One of the reasons we try to achieve consensus as it ensures that we follow our 9th Concept, "*All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making process".*

By carefully discussing and respectfully listening to all points of view we try to make sure this happens in the GELAPR Sub-committee. The 7th Concept, which states, "*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."*

A. A quorum at each GELAPRNA meeting shall be established only if more than fifty percent (50%) of the voting participants are present at the meeting.
B. A quorum is necessary to carry out business. Once a quorum is achieved at the GELAPRNA, the quorum shall stand for the remainder of the meeting, at the second consecutive meeting where the quorum is not met; these guidelines could be waived.
C. GELAPRNA elected officers and Coordinators (Chairperson, Vice-Chairperson, Secretary, Group Relations Coordinators, Community Relations Coordinators, and Social Media Coordinators) have voting privileges, regardless of attendance.
    1. Sub-committee members who attend two consecutive meetings may vote and if two consecutive meetings are missed, their vote is forfeited.
D. All committee members, being present for two consecutive committee meetings, are eligible to vote at business meetings and carry one vote.
    1. With the exception of the chair, who may ***not*** vote, the chairperson may ***only*** vote in the event of a tie.
E. All committee members can make or second a motion, except the chair.
F. There will be pros and 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 participant' present.
G. All money matter decisions will be made by a group conscience and voted on by the sub-committee.
H. Unless stated in these guidelines, all matters before the GELAPRNA shall be decided by a majority vote.

V. Elections

In our election process we use the 4th Concept. "*Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."* We trust that our committee's group conscience will select the coordinators and offices that are best suited to fulfill the responsibilities of the positions.

A. Elections of all trusted servants (except of the Chairperson) shall be held annually in February. Chairperson shall be nominated by GELAPRNA to the ASC for their consideration.
B. The chairperson may serve a term of two consecutive terms, but no more than two consecutive terms.
C. The officers of the GELAPRNA are the Chairperson, Vice-Chairperson and Secretary. They shall perform their duties as described in these guidelines and in other approved service handbooks.

D. The Coordinators for the GELAPRNA are the Group Relations Coordinators (GRC), Community Relations Coordinator (CRC), and Social Media Coordinators (SMC). They shall perform their duties as described in these guidelines and in other approved service.

E. All trusted servants' terms of service are one (1) year, except for the Chairperson. In the event a member cannot complete his or her term of service, the chairperson shall appoint someone to fill the vacancy until the next regularly scheduled election. Terms begin at the end of the meeting where the meeting was held.

F. During elections of the GELAPRNA trusted servants, the nominees shall leave the room following all discussion and prior to voting.

G. All sub-committee members have ***one vote*** in elections regardless of the number of positions the committee member holds.

H. Elections will be decided by a simple majority. In the case of more than two candidates for a position where no candidate receives a majority vote, the two candidates receiving the most votes will have a second election between only those two candidates.

I. If members do not meet all the criteria/requirements for a trusted servants' position, the GELAPRNA may qualify and waive the requirements by a majority vote.

V. Special Rules

From time to time the GELAPRNA will make special rules to assist in carrying out its projects. Those that are permanent are recorded in this section of the guidelines.

A. Ex-residents of a correctional/treatment institution or members who may have restrictions on what kind of schools, or any other kind of professional services, *may* attend must notify the sub-committee and receive approval from both the sub-committee and outside organization or facility prior to participation in any GELAPR events which could be affected by their restrictions.

B. Only NA approved literature will be used in GELAPRNA projects, meetings, presentations, etc.

C. Social Media Coordinators shall moderate posts, messages, and friend requests every other day.

1. Only make available information regarding the Greater East Los Angeles Area of Narcotics Anonymous
    i. Event flyers (Activities and Special Interests Committees)
    ii. Homegroup event flyer or meeting information.
2. Creating links for digital NA literature available to all interested parties.
3. Respond to messages at the minimum every other day.
4. Facebook private groups for GELAPRNA shall accept individuals.
    i. Remove disruptive or hostile participants from the group after two kind warnings (disruptive or hostile is defined here as posting non-NA related information, insulting the moderator or NA, or trying to endorse outside causes)
    ii. Disruptive or hostile participants will be removed from the group after two kind warnings to stay within the guidelines for posting.
    iii. Accept posts regarding in-person and Virtual NA meetings in GELAANA.
    iv. Accept posts regarding sub-committee announcements, activities, and service opportunities in GELAANA.
    v. Decline any announcements or posts that have logos or names of individuals, outside organizations or enterprises.

vi. Decline any announcements or posts for clubhouses, treatment centers, or any outside enterprises.
vii. Respond to post, if information is made available as soon as possible to better service GELAANA

5. All posts will be approved or denied according to the Social Media Coordinators.

D. The GELAPRNA shall sponsor at least one trusted servant to participate at the annual Western Service Learning Days (WSLD) as official representative(s) of the GELAPRNA. The GELAASCNA shall reimburse participants for lodging (double occupancy), transportation (airfare and gasoline), and registration. Receipts shall be provided to the GELAASCNA Treasurers' in a timely manner, no exceptions. All other personal expenses are not reimbursable.

E. A GELAPRNA trusted servant may be removed from their position for non-compliance after the person has been notified by phone call from the chairperson or designee stating that concerns about their fulfillment of service responsibilities have been raised. If the member who is the subject of the motion to be removed from their position is present and can address the concerns of their fulfillment of their service responsibilities raised by the maker of the motion, a phone call will not be required. Non-compliance includes but is not limited to:

1. Loss of clean time
2. Failing to perform the duties of the position
3. Two unexcused absences from the GELAPR meetings.

2026 Approved Budget – ASC July 24, 2026

Literature	$100
Operating /Print Supplies	$700
Insurance / Booth	$150
WSLD	$50
TOTAL	**$1000**