

**New York City Area Website Policy Draft**  
Revised December 2016

**Purpose:**

The intent of this policy is to insure that the New York City Area website of Narcotics Anonymous (NA) provides recovery information to present and future members of NA and does so in a way which reflects the integrity of NA's underlying spiritual principles. This policy specifically provides guidelines to the information contributors, the persons associated with the maintenance of the website and the adhoc website committee as well as NA members current and future who contribute to the website. This document supersedes and / or updates any prior policy regarding the website.

**Website content authorship:**

Authoring privileges will be given to all York City Area administrative body members associated with functions represented in the New York City administrative body. This would generally mean committee chairs, co-chairs or vice-chairs. Committee members cannot be designated by the the committee Chairs without the majority approval by the administrative body. Currently this includes, but is not limited to, the Chair(chair and vice-chair), Public Information, Hospitals and Institutions, Events and Activities, Secretary, Treasurer, Regional representative, Meeting List, Helpline, Literature and Web Administrator.

Additional privileges can be assigned on an add hoc basis by a majority vote of the Area Administrative body. Such assignments will be reported to the GSRs minimally using the website. This is intended to cover ad hoc activities as they might arise.

All authors are expected to follow the Content Guidelines (given below).

**Content Guidelines:**

All content will be guided by the spiritual principles contained in NA Twelve Steps, Traditions and Concepts and adhere to the following :

1. Authors will limit their web posts to information related to their functional areas. Such content will include information concerning:
  - Meetings, events and activities related to the functional areas.
  - Information related to the fulfillment of a functional area (e.g. recent H and I presentation guidelines).
  - Information or participation requests in that functional area for the general improvement of the fellowship (e.g. "Submit your input for the Living Clean project").
  - Functional areas will not include information related to other functional areas. For example, "H and I" will only post information about "H and I" and will not comment on other areas.
2. Opinions, personal or that of any group, are not to be posted in any form. An opinion in this context is a personal belief or judgment that is not founded on proof or certainty.
3. Authors will abide by all applicable Area and functional/sub-committee policy (e.g. H+I by H+I policy). This policy will supersede all group or individual interests. Special attention

- should be given to financial matters, one example of which is fund raising advertisement.
4. Prior to posting a report on the website concerning interactions with another body (e.g. Area representative to Region) the Area representative will verify that the report is in agreement with proceedings being reported on.
  5. The posting of individual events and activities will be limited to the Greater New York Region and the five geographical boroughs of New York City.

### **Content Oversight:**

In order to provide consistent, honest and transparent information on the website the following process will be followed:

Authors will be limited to authors described above (NYC Area Administrative Functions).

The Authors will follow the guidelines described above (i.e. "Content guidelines").

If any Area Administration Body member feels that the content guidelines have not been followed for any post, that person will contact the web administrator and the web administrator will then "quarantine" the post so that it is not visible on the public website.

The post will then be discussed at the next Area Administration meeting and either reposted, reworded / reposted or deleted.

If another NA member (other than Admin Body member), identifies a post which they consider offensive, they can report it to the website administrator using [admin@nycna.org](mailto:admin@nycna.org) (which is on the website). The web administrator will review the post and if, in their judgement, feels it does not meet the qualification of the "Content Guidelines" section, the web administrator would then quarantine and report as described above. If the administrator elects to maintain the post, a notification of such a complaint will be made to the Area Administration body.

### **Names:**

The use of last name is not permitted (first name, last initial is permitted). Contact information (e.g. phone number or email address) associated with a persons first name, last initial is not permitted unless agreed to by that person.

### **Website Positions Guidelines:**

#### **Web Administrator:**

Responsibilities: Maintain, develop, update the website. Provide "second level" support of both content support and editorial oversight (as pertaining to Content Guidelines).

Skills: Open source web site technology skills such as html, content managements, php, inter-networking. Ability and willingness to use personal credit card for service provider (ISP).

Cleantime: 3 years

Commitment: 2 years

Assignment: GSR vote

#### **Content facilitator:**

Responsibilities: Help aggregate dispersed recovery related material for inclusion on website

and develop new content types. Current examples include monthly group anniversary summary, notable event digests such as posting including miscellaneous NYC NA events (e.g. Dinosaur, Unity and other activities as currently represented on flyers).

Skills: Some technical skills are needed.

Clean time: 1 year

Commitment: 2 year

Assignment: Area volunteer. More than one position is possible

#### Ad-hoc Website Committee:

Responsibilities: Formulate policy and address non-technical issues / problems related to the website

Commitment: on an adhoc, temporary, as needed basis

Assignment: by Administrative Body majority opinion

Chair: default chair is Web Administrator unless otherwise directed by Administrative Body majority opinion

#### **Working Assumptions:**

The website organizational intent is to minimize the amount of new work falling on any one individual. To fulfill this, the underlying tool of the website is a popular opensource content management system which was chosen:

- . To allow easier transition to new technical personnel by minimizing the use of "hand coding"
- . All content creators to enter their own content
- . Minimize the amount of work falling to the web administrator.

#### **Amendments:**

This policy can be amended to better serve server the New York City Area Fellowship on an as-needed basis by GSR vote.