



Rockland Area Service Committee

Policies and Guidelines

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ROCKLAND AREA SERVICE COMMITTEE POLICIES & GUIDELINES

A. PURPOSE

This document establishes the policies, structures, and guidelines for the operation of the Rockland Area Service Committee (RASC). The RASC is composed of representatives from each group (GSRs) belonging to Rockland Area of Narcotics Anonymous (as set forth below in section C) and trusted servants elected by the groups to carry out special functions on their behalf. These members meet regularly for the express purpose of fostering unity among the groups and serving their needs in accordance with the 12 Traditions of Narcotics Anonymous and the 12 Concepts for NA Service.

B. FUNCTIONS AND RESPONSIBILITIES

The functions and responsibilities of the RASC are:

1. Promote unity and provide services to the groups of the Rockland Area of Narcotics Anonymous in order to further our fellowship's primary purpose, to carry the message of recovery to the addict who still suffers.
2. Provide a vehicle for central communication where Rockland Area members can exchange information and share their collective experiences and provide the RASC with the information needed to effectively guide and support our services.
3. Be a source of communication, information, and cooperation with other areas within the Greater New York Region by representing the collective conscience of the Rockland Area groups.
4. Provide Rockland Area representation to the Greater New York Region through the RCM and RCMA, who have been elected trusted servants and tasked with expressing the needs and desires of the RASC.
5. Contribute to the growth of NA by participating in and possibly initiating some of the projects and initiatives within the GNYRSC, and help support the GNYRNA and Narcotics Anonymous World Services (NAWS).
6. The RASC shall accept everything that is passed at the GNYRSC.

C. MEMBER GROUPS

1. The geographic boundaries of the Rockland Area shall be identical to those of Rockland County, NY. The designated boundary exists only to clarify the RASC's service responsibilities to the local community (e.g., H&I presentations) and the rest of the NA service structure, but places no restriction on any group's right to define themselves as a RASC member (e.g., a group located in Westchester or a group that meets virtually) and fully participate in the RASC as a voting participant.
2. **Liability Insurance** - Every group participating in the RASC must have an active liability insurance policy.
 - i. Liability insurance policies for groups participating in the RASC must be issued by the GNYRNA.
 - ii. Insurance payments to the GNYRNA for groups participating in the RASC shall be made only by the RASC treasurer according to the procedures outlined in this document.
 - iii. No group may appear on the Rockland Area meeting list or website which does not abide by these requirements.
3. **New Meetings** - Anyone who is starting a new meeting and wishes it to be included on the Rockland Area meeting list and/or website must first submit a letter of intent at least 48 hours in advance of the area meeting at which they are seeking approval for their group.
 - i. Said letter should include the following:
 - a. The group's name, meeting time and location, business meeting information, date of first meeting, expected meeting format, and contact information for at least one trusted servant.
 - b. An attached copy of the group's fully executed certificate of liability insurance issued by the GNYRNA.
 - c. If desired, a statement requesting a group starter package.
 - ii. If the letter is submitted complete and on time, the RASC Chairperson shall approve the group's RASC membership during new business and, thereafter, the group shall be added to the Rockland Area meeting list and website and invited to elect a GSR to serve on the Area Committee.
4. All Rockland Area groups are expected to fully abide by the 12 Traditions of NA and 12 Concepts for NA service and always strive to uphold the best interests of the RASC and promote unity among its member groups.
5. In the event that a participating group is shown to have seriously and repeatedly violated its commitment to uphold the Traditions and Concepts and promote unity among the groups, the GSRs may, by a two-thirds (2/3) majority vote, temporarily remove the offending group from the meeting list and website and simultaneously suspend its voting

power at the RASC. Any motion to temporarily remove and suspend a group must clearly specify either the duration of its effect or conditions for its repeal or both.

D. PARTICIPANTS

1. Speaking Participants

- i. All elected RASC members listed below have a voice on the RASC floor.
 - a. GSRs
 - b. GSR alternates
 - c. Members of the RASC Administrative Committee
 - d. RASC subcommittee chairpersons
 - e. RASC subcommittee vice-chairpersons
 - f. Active ad hoc subcommittee chairpersons
- ii. Subcommittee vice-chairpersons and GSR alternates are only speaking participants in the absence of their respective chairpersons and GSRs.
- iii. A representative that attends the RASC from a non-member group or different area, or a member of the Rockland Area who does not hold a position as noted in section D herein, shall be welcomed by the RASC Chairperson and given a voice only if recognized by the RASC Chairperson to speak. They shall not participate in business in any other way.

2. Voting Participants

- i. All elected RASC members listed below may vote on main motions on the RASC floor.
 - a. GSRs or GSR alternates
[1] However, a GSR alternate may only vote in the absence of their corresponding GSR.
 - b. RASC Chairperson or Vice-Chairperson, in the event of a tie
[1] However, the RASC Vice-Chairperson may only cast a tie-breaking vote in the absence of the RASC Chairperson.
- ii. All speaking participants listed above (D.1) and who are present are required to vote on procedural issues and parliamentary motions, with the following exceptions:
 - a. GSR alternates and subcommittee vice-chairpersons are only voting participants in the absence of their respective chairpersons and GSRs.
- iii. Only GSRs may vote to elect a trusted servant to the RASC, except in the case of a tie, whereupon the RASC Chairperson will cast the tie-breaking vote.
 - a. In the Chairperson's absence, the RASC Vice-Chairperson casts the tie-breaking vote.
 - b. In the event that the current RASC Chairperson or Vice-Chairperson or both are up for re-election, the RASC Secretary will cast the tie-breaking vote in each case.

3. Use of Proxies

- i. Any trusted servant at the RASC may, in the case of their absence, send a proxy to speak on their behalf; however, only a GSR may send a proxy to vote on their behalf.
 - a. Proxies for GSRs may only vote on motions raised during old business.
 - ii. A proxy will only be recognized as such in the event that the duly elected trusted servant gives written notice (e.g., by text or email) to the RASC Chairperson of their intention to send a proxy and identifies that proxy by name.
 - a. Said written notice must be delivered before the start of the RASC meeting in which the proxy is being designated to serve.
 - iii. A GSR for one group may not serve as a voting proxy for the GSR of another group.
4. No one person may simultaneously serve or be recognized in any way as a GSR for more than one group at the RASC.

E. REQUIREMENTS AND RESPONSIBILITIES FOR ELECTED PARTICIPANTS

1. General Requirements

- i. Elected members must have a working knowledge of the 12 Traditions of NA, the 12 Concepts for NA Service, and the RASC Policies and Guidelines.
- ii. Elected members shall not hold any other elected NAWS or GNYRSC positions that would create a clear conflict of interest.
- iii. Elected members shall attend all RASC meetings for the duration of the term.
 - a. If two meetings in a row or six meetings in a 12-month period are missed without prior notification to the Administrative Committee, the Administrative Committee must inform the body, whereupon a motion can be entertained to remove that trusted servant from their position.
- iv. Elected members may hold only one Area level position at a time.
- v. No trusted servant may hold a position longer than two consecutive terms.
 - a. See Appendices A and B for specific qualifications for each position.

2. Drug Replacement Statement

While some groups allow members on drug replacement therapy to do service on that level, these members will not be permitted to do service at the Area level. Through group conscience, it has been decided that drug replacement therapy is defined as drugs prescribed specifically for the purpose of addiction treatment and/or maintenance.

(Approved February 2013, Adopted November 2013)

F. ADMINISTRATIVE COMMITTEE

1. The Administrative Committee will consist of the following elected servants of the RASC:
 - i. RASC Chairperson
 - ii. RASC Vice-Chairperson
 - iii. RASC Treasurer
 - iv. RASC Secretary
 - v. Regional Committee Member (RCM)
 - vi. Regional Committee Member Alternate (RCMA)
 - vii. Policy Advisor
 - viii. Literature Coordinator
 - ix. Webservant

2. For individual position requirements and responsibilities, see Appendix A.

G. SUBCOMMITTEES

1. The various subcommittees of the RASC are:
 - i. **Hospitals & Institutions (H&I)** - Serves the needs of all Rockland Area groups by promoting the growth and effectiveness of H&I efforts within the RASC and NA as a whole.
 - ii. **Events and Activities (E&A)** - Provides the RASC with recovery-oriented events. These events are limited to one-day dinners, fundraisers, learning days, dances, workshops, cookouts, etc.
 - iii. **Public Relations (PR)** - Maintains a line of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts.
 - iv. **Helpline** - Responsible for Rockland Area's contribution to the overall operation of the Regional Helpline.
 - v. **Ad hoc subcommittees** - Ad hoc subcommittees are subcommittees that are temporarily created to accomplish a specific task, as directed by the RASC. When the task is completed, the subcommittee is dissolved. The voting participants of the RASC elect a chairperson for the ad hoc subcommittee. The chairperson must make a regular report to the RASC and is a non-voting member of the Area Committee on matters relating to the ad hoc subcommittee.

2. Subcommittee General Requirements

- i. All subcommittee meetings are to be held via electronic conference call or in person in accordance with the discretion of each subcommittee.
 - ii. Each subcommittee must digitally submit a typed report to the RASC Secretary regarding their activities since the last meeting of the RASC.
 - a. All subcommittee reports must be submitted at least 48 hours prior to the next RASC meeting
 - iii. Each subcommittee shall include in their monthly report a financial accounting with receipts and invoices of any expenditures made since the previous month's RASC meeting.
 - iv. Each subcommittee shall hold regularly scheduled monthly meetings.
 - v. Each subcommittee chairperson must attend all RASC meetings as required.
 - vi. Each subcommittee must submit its policy to the RASC Secretary annually, one (1) week prior to the February RASC meeting, to be approved for use by the GSRs.
 - vii. Subcommittees may change and institute new policy and put them into effect immediately; however, they must submit any changes or additions to the RASC at the next Area meeting to be approved by the GSRs for use going forward.
 - viii. Upon completion of their term in office, each subcommittee chairperson must provide a final accounting to their incoming successor, so that the new chairperson may begin their term fully briefed on the subcommittee's activities throughout the previous term.
3. **3-2-1 Rule** - Any subcommittee that wishes to put on an Area event must observe the following rule:
- i. No fewer than three RASC meetings prior to the proposed event, the event must be announced in the subcommittee report and presented at the Area meeting for approval by the voting participants.
 - ii. No fewer than two RASC meetings prior to the scheduled event, an official flier for the event must be submitted along with the subcommittee report and presented at the Area meeting for approval by the voting participants, after which the flier will be added to the Rockland Area website.
 - iii. No fewer than one RASC meeting prior to the scheduled event, ticket prices must be announced in both the subcommittee report and at the Area meeting to be approved by the voting participants, after which tickets may be made available for sale.
4. For specific requirements and responsibilities of the individual subcommittee chairpersons, see Appendix B.

H. ACCOUNTABILITY

1. All participants of the RASC will act in a manner that is consistent with the 12 Steps and 12 Traditions of NA, always remembering to place "principles before personalities." Character assassination, aggression, and/or verbal abuse will not be tolerated. Conduct unbecoming any participant of the RASC will be addressed in accordance with these policies and guidelines and the NA service pamphlet "Disruptive and Violent Behavior," taking into account the nature of the infraction.
2. **Recall & Removal** - At the discretion of the RASC body, elected participants may be recalled or removed from their service position by a two-thirds vote, due to interruption of abstinence, missing two consecutive RASC meetings without notice, gross negligence or incapacitation, and/or conduct unbecoming. Removal or recall voting shall be done anonymously by written ballot.
3. **Resignation** - An elected participant may resign by providing written notice to the Administrative Committee prior to or at the next scheduled RASC meeting.
4. **Vacancies & Unexpired Terms** - If there is a vacancy due to recall, removal or resignation, unfilled positions may be filled by appointment for the remainder of the unexpired term according to the procedures for nominations and elections. All relevant position and/or subcommittee requirements would still apply for prospective appointees. In the event that a position is filled by appointment, the appointee may be nominated for a complete term at the end of their appointed term, and the term served by appointment shall not be counted towards the term limits outlined in section I below.

I. TERMS OF OFFICE

1. Administrative Committee members (except RCMs/RCMAs) and subcommittee chairpersons serve one-year terms, with elections being held at the December RASC with the exception of filling open positions.
2. RCMs and RCMAs serve one GNYRSC term (a GNYRSC term is 2 years) beginning in January and ending in December of the following year, with the exception of filling open positions.
3. No RASC trusted servant may hold a position longer than two consecutive terms.

J. VOTING PROCEDURES

1. **Quorum** - To conduct RASC business, the meeting requires a quorum. A quorum is defined as a minimum of a simple majority of the participating groups. The voting quorum consists of all the GSRs of the participating groups present at the time of voting.
2. **Abstentions** - For any given motion, abstentions shall not be counted towards quorum, such that quorum shall be reduced by one (1) for each abstention. If, however, quorum is thereby reduced to less than 1/3 of the GSRs present, the motion cannot pass.
3. **Motions**
 - i. All motion makers must be in attendance, and all motions must be followed by a statement of intent and classification (e.g., procedural, financial, time-frame, etc.) before they are seconded.
 - ii. All area matters will go to the groups for 30 days when possible, except for time-sensitive and procedural motions.
 - iii. Only a GSR can make or second a main motion on the RASC floor.
 - iv. Any speaking participant may make or second a procedural motion, with the exception of GSR alternates and subcommittee vice-chairpersons if their corresponding GSRs and chairpersons are present.
 - v. After a motion is made and seconded, the chairperson will call for objections to the motion. If no objection is made, the body will go immediately to a formal vote. If there are any objections, the RASC Chairperson will entertain only two pros and two cons, followed by a vote. No member will speak more than once, whether pro or con, and each share will be limited to one minute.
 - vi. **Passing Motions** - In accordance with the guidelines set forth in Section D (Participants):
 - a. A simple majority of pro votes of the voting participants (D.2.i) is required to pass any main motion at the RASC, with the following exceptions:
 - [1] To change or suspend policy at the RASC, a two-thirds (2/3) majority of pro votes of the voting participants is required.
 - [2] Temporary removal and suspension of an offending group as described in Section C (Member Groups) requires a two-thirds (2/3) majority of pro votes of the voting participants to pass.
 - [3] Removal of a trusted servant from their position, in accordance with Section E (Requirements & Responsibilities) and Section H (Accountability) above, requires a two-thirds (2/3) majority of pro votes of the voting participants to pass.
 - b. For procedural and parliamentary motions, a simple majority vote of the voting participants (D.2.ii) is required.
 - [1] A procedural motion is one that is limited specifically to how the RASC conducts its business at the RASC meeting and has no bearing on group-level business.

- c. For the purposes of elections, a simple majority vote of the voting participants (D.2.iii) is required.
- 4. **Parliamentary Procedures** - The RASC conducts business in accordance with the 12 Traditions of Narcotics Anonymous, the 12 Concepts for NA Service, the NA Service Manuals, and Roberts Rules of Order, as referenced in this RASC Policy.
 - i. See Appendix E for a detailed overview of basic parliamentary procedures.

K. ELECTIONS

1. Nominations

- i. All nominations for trusted servants shall be accepted at the November RASC meeting.
- ii. Nominations and seconds may be made by any speaking member of the RASC.
- iii. Nominees must be present at time of nomination, either in person or electronically, to answer any question the RASC may have about their qualifications.
- iv. Candidates are not considered until they have stated their qualifications.
 - a. Stated qualifications for each nominee must be recorded by the RASC Secretary and distributed to the GSRs so that they may take them back to their groups for a vote.
 - b. In the event that a question is raised about a person's qualifications, the RASC will vet all nominees for that particular position at time of nomination before any nomination is accepted.
- v. A candidate will be removed from consideration if they decline the nomination or do not meet all the requirements of the position for which they have been nominated.
 - a. See appendices A and B for specific requirements for each elected position.
- vi. A motion to close nominations must be seconded and voted on, and a simple majority of the voting body is required to pass it.
- vii. Nominations and qualifications go back to the groups for 30 days, and elections should be announced at member group meetings and business meetings for the sake of member awareness.

2. Election Procedures

- i. Elections should be the first order of business at the RASC meeting where elections are scheduled to take place.
- ii. Nominees must make every effort to be present, either in-person or electronically, at the RASC meeting in order to be voted in, unless a nominee has notified the RASC Chairperson or RASC Secretary of their intended absence prior to the scheduled election.

- iii. Nominees must leave the room before the vote. Voting will be done by the voting participants, as defined in Section D above, and will be conducted anonymously by written ballot.
- iv. The RASC Chairperson oversees the election; the RASC Secretary helps facilitate.
- v. A clear majority (greater than 50%) of votes is required to elect a trusted servant.
 - a. If the ballot for a given position contains three (3) or more nominees and there is no clear majority, the nominee who receives the least support will be excluded from the ballot and one or more subsequent votes will be taken until there is a clear majority
- vi. Once the vote has taken place and the results recorded and announced, the nominees will be asked to step back into the room, and the newly elected trusted servant will be congratulated.

L. MEETING FORMAT & ORDER OF BUSINESS

- 1. All RASC meetings will be held either virtually or at a location to be determined by the GSRs, with approval from the RASC Chairperson, on the first Tuesday of every month beginning promptly at 7:30 PM.
- 2. At the RASC meeting, a member of the RASC Administrative Committee may provide hospitality, accepting donations from participants to cover costs.
- 3. All motions that were discussed in new business other than time-sensitive or procedural motions will go back to the groups for 30 days. They will be addressed as old business at the next RASC meeting.
- 4. All GSR and subcommittee reports should be submitted to the RASC Secretary via email 48 hours prior to the next RASC meeting.
- 5. The GSR Orientation will take place directly before and/or after the January and July RASC meetings. GSR Orientation will be conducted by two members of the Administrative Committee on a rotating basis.
- 6. See Appendix C for meeting agenda and calendar.

M. MINUTES & REPORTS

- 1. RASC minutes from the last RASC meeting will be mailed out electronically within one week following that meeting.
- 2. Tallies of vote counts must be accompanied with the motions in the minutes.

3. All subcommittee and GSR reports shall be submitted to the Secretary via email at least 48 hours prior to the RASC meeting so that the Secretary may email them to all RASC members in advance of the meeting.

N. FINANCIAL POLICIES

1. Annual Budget

- i. The RASC fiscal year shall run from February 1st until January 31st.
- ii. The RASC basic operating budget shall be done on a yearly basis by the RASC Treasurer for the upcoming fiscal year.
- iii. The basic operating budget is defined as the projected yearly expenses of the RASC required to perform essential functions, e.g., bank fees, Zoom charges, website maintenance costs, and insurance payments to the region.
- iv. The incoming treasurer must calculate, using the best available information, a projected basic operating budget for the upcoming fiscal year and present it to the RASC at the February meeting.
 - a. Based on this information, the RASC must allocate at the February meeting a prudent reserve, to be held for the duration of the fiscal year, that is equal to the projected basic operating budget plus 100\$.

2. Treasurer

- i. Copies of the monthly bank statement, including Venmo account transactions, will be included in every Treasurer's report and in the minutes, along with a spreadsheet detailing all contributions, expenses, and current total working balance, excluding the prudent reserve.
- ii. The RASC Treasurer will pay the RSO for the Rockland Area groups' liability insurance, for the full amount, in October.
- iii. Upon request by a new group, the RASC Treasurer shall disburse the monies needed for the Literature Coordinator to purchase a group starter package from the region and provide it to the group.

3. Requesting Funds

- i. Any subcommittee or trusted servant who requires funding in order to advance the mission of the RASC, by, for example, putting on an event or ordering literature for distribution to treatment facilities, must submit a formal written request for funding to the Area at least 48 hours in advance of the Area meeting at which approval for funding is being sought.
- ii. A formal request for funding must include the final dollar amount being requested and an explanation as to how that figure was calculated. Such an explanation should be supported in detail with official price lists and/or written estimates gathered from all prospective vendors/rentors.

- iii. If the projected total cost of goods and/or services from any one vendor/rentor is to exceed \$150, then three competing bids for said goods and/or services by three different vendors/rentors must be presented in the formal request for funding.
 - a. If the requesting party prefers one of the more costly vendors/rentors, they must provide a concrete written explanation as to why, otherwise only the lowest bid will be considered for approval.
 - iv. During new business of the area meeting at which approval for funding is being sought, the requesting party will give a brief presentation of their proposal, after which the GSRs will vote on whether or not to approve the disbursement of either all or part of the funds being requested.
4. **Financial Accounting** - All subcommittees and individuals who have received funds will provide financial accounting in their report at the following month's meeting, including all associated itemized invoices and receipts.
- i. Any subcommittee or individual requesting funds from the RASC that has not submitted all receipts for previous expenditures shall be denied any or all funds until such receipts have been submitted.
5. **Return of Monies** - Following all Area events, any and all monies will be turned over to the RASC within 7 days. This should include:
- i. Any funds raised through the sale of tickets or merchandise or any other fundraising means
 - ii. Any unspent money which had been approved by the GSRs for use in funding that specific event
6. **Theft** - Anyone, including any speaking participant, who commits theft against the RASC will be barred from doing service at the RASC for a minimum of two years and may not participate in any capacity until full restitution is made.
7. **MARLCNA** - The RASC will fund hotel, transportation and registration, as budgeted, to the RCM and RCMA for the Mid-Atlantic Regional Learning Conference of NA (MARLCNA).

APPENDIX A – ADMINISTRATIVE COMMITTEE REQUIREMENTS & RESPONSIBILITIES

1. CHAIRPERSON

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Knowledge of Robert's Rules of Order

- b. Responsibilities
 - i. Plans and chairs regular and special meetings of the RASC
 - ii. Works as a team with the RASC Vice-Chairperson
 - iii. Stays informed of each subcommittee's activities and provides help when help is needed
 - iv. Ensures that the Area meeting abides by the 12 Traditions of NA and 12 Concepts for NA Service
 - v. Abides by the policies and guidelines of the RASC as set forth in this document
 - vi. Utilizes Robert's Rules of Order
 - vii. Resolves conflicts
 - viii. Co-signer of all letters and RASC financial accounts

2. VICE-CHAIRPERSON

- a. Requirements
 - i. Two (2) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Knowledge of Robert's Rules of Order
 - iv. The ability to assume the responsibilities of the RASC Chairperson in their absence

- b. Responsibilities
 - i. Attends all RASC meetings
 - ii. Works as a team with the RASC Chairperson
 - iii. Assumes all responsibilities of the RASC Chairperson in the event of the Chairperson's absence or resignation
 - iv. Stays informed of each subcommittee's activities and provides help when help is needed
 - v. Abides by the policies and guidelines of the RASC as set forth in this document
 - vi. Responsible for answering any policy-related questions in the event that the Policy Advisor is absent or the position remains unfilled

3. SECRETARY

- a. Requirements
 - i. Two (2) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Typing and note-taking skills
 - iv. Computer skills

- b. Responsibilities
 - i. Records and compiles the minutes of the RASC meeting and sends them out electronically within one week following the meeting
 - ii. Abides by all policies for minutes stated within these guidelines
 - iii. Maintains an electronic archive of all minutes, policy-related documents, subcommittee and GSR reports, etc., and is responsible for transferring those materials to the incoming secretary once their term is finished
 - iv. Does roll call at the start of every meeting
 - v. Establishes quorum at the start of old business
 - vi. Counts votes and abstentions on motions and reports results to the RASC Chairperson
 - vii. For elections and appointments, conducts a written, anonymous voting process and records and announces the results to the Chairperson

4. TREASURER

- a. Requirements
 - i. Four (4) years NA clean time
 - ii. Two (2) years experience as a speaking member of the RASC
 - iii. Legal verifiable source of income
 - iv. Financial and/or accounting skills

- b. Responsibilities
 - i. Deposits, transfers and dispenses all monies of the RASC
 - ii. Keeps an organized record of all financial business, including the umbrella liability insurance policy for groups
 - iii. Gives a report at every RASC meeting
 - iv. Co-signer of all RASC financial accounts
 - v. Abides by all financial policies within these policies and guidelines

5. REGIONAL COMMITTEE MEMBER (RCM)

- a. Requirements
 - i. Two (2) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Knowledge of Robert's Rules of Order
 - iv. Ability to sacrifice personal time to attend workshops and other special events hosted by the GNYRSC
- b. Responsibilities
 - i. Attends bimonthly GNYRSC meetings
 - ii. Attends GNYRSC workshops and other special events as needed
 - iii. Serves as the communications link between the RASC and the GNYRSC
 - iv. Keeps the RASC informed on all GNYRSC issues (i.e., motions, elections, conventions, etc.)
 - v. Ascertains the RASC's conscience and carries it to the GNYRSC

6. REGIONAL COMMITTEE MEMBER ALTERNATE (RCMA)

- a. Requirements
 - i. Two (2) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Knowledge of Roberts Rules of Order
 - iv. Ability to sacrifice personal time to attend workshops and other special events hosted by the GNYRSC
- b. Responsibilities
 - i. Fulfills the duties of the RCM in their absence
 - ii. Attends bimonthly GNYRSC meetings
 - iii. Aids RCM in keeping the RASC informed on all GNYRSC issues (i.e., motions, elections, conventions, etc.)

7. POLICY ADVISOR

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
 - iii. Knowledge of Robert's Rules of Order, the 12 Traditions of NA, and the 12 Concepts for NA Service
 - iv. Ability to sacrifice personal time to chair an ad hoc subcommittee to revise policy in the event that one is assembled by the GSRs

- b. Responsibilities
 - i. Has an intimate knowledge of the Rockland Area policy and clarifies questions and resolves disputes regarding policy as they arise in the course of RASC business
 - ii. Records and maintains all RASC policy
 - iii. Keeps the RASC Chairperson informed of policies and procedures during the meeting
 - iv. Hands out policy booklets to all RASC participants upon request
 - v. Maintains a record of all changes to the RASC policy
 - vi. Hosts semiannual (February/August) info sessions to explain the policy to GSRs
 - vii. Chairs every ad hoc subcommittee on policy in the event one is assembled

8. LITERATURE COORDINATOR

- a. Requirements
 - i. Two (2) years NA clean time
 - ii. One (1) year experience as a speaking member of the RASC
- b. Responsibilities:
 - i. Purchases literature from a legitimate NA literature sales office for distribution to the groups
 - ii. Obtains monies from groups in advance to purchase literature
 - iii. Provides a GNYRNA group starter kit, paid for by the RASC, to each new group upon request
 - iv. Provides the RASC Secretary with a detailed report to be included with the monthly minutes
 - v. Regularly updates, orders and distributes meeting lists

9. WEBSERVANT

- a. Requirements
 - i. One (1) year NA clean time
 - ii. Knowledge of web-based programs, social media and various email providers
- b. Responsibilities
 - i. Performs routine website maintenance
 - ii. Updates and maintains the RASC online meeting list and calendar, and posts fliers for Rockland Area events and other functions

APPENDIX B – SUBCOMMITTEE CHAIRPERSONS REQUIREMENTS & RESPONSIBILITIES

1. HOSPITALS & INSTITUTIONS CHAIRPERSON

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. One (1) year prior H&I subcommittee experience

- b. Responsibilities
 - i. Acts as the spokesperson for the RASC H&I subcommittee
 - ii. Coordinates and is responsible for all the work done by the subcommittee
 - iii. Maintains communication with the GNYRSC H&I Committee
 - iv. Works closely with the PR Chairperson to inform local treatment facilities of the purpose and value of hosting H&I presentations
 - v. Will be one of the two co-signers of the H&I financial account if created, the other being the RASC Treasurer
 - vi. Abides by all policies applicable to subcommittees in regards to financial reporting

2. EVENTS & ACTIVITIES CHAIRPERSON

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. One (1) year Prior E&A experience
 - iii. Verifiable legal source of income

- b. Responsibilities
 - i. Helps organize and coordinate all events and activities for the Rockland Area Service Committee
 - ii. Will be one of the two co-signers of the E&A financial account if created, the other being the RASC Treasurer
 - iii. Abides by all policies applicable to subcommittees in regards to financial reporting

3. PUBLIC RELATIONS CHAIRPERSON

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. One (1) year prior PR experience

- b. Responsibilities
 - i. Acts as the spokesperson for the PR subcommittee
 - ii. Coordinates and is responsible for all the work done by the subcommittee
 - iii. Creates and maintains relationships with local institution (jails, schools, hospitals, etc.) in order to raise awareness and strengthen the credibility of the NA program
 - iv. Works closely with the H&I Chairperson to inform local treatment facilities of the purpose and value of hosting H&I presentations
 - v. Abides by all policies applicable to subcommittees in regards to financial reporting
 - vi. Adheres to the guidelines set forth in the NA Public Relations Handbook

4. HELPLINE CHAIRPERSON

- a. Requirements
 - i. Three (3) years NA clean time
 - ii. Prior Helpline experience
- b. Responsibilities
 - i. Responsible for coordinating Rockland Area's contribution to the operation of the regional helpline

APPENDIX C – RASC MEETING AGENDA & CALENDAR

A. AGENDA

- I. **OPEN** (with Serenity Prayer)
- II. **READINGS**
 - a. 12 Traditions
 - b. 12 Concepts
 - c. Service Prayer
 - d. RASC Mission Statement (read by Chairperson) *
- III. **ROLL CALL** (by RASC Secretary)
- IV. **READING AND ACCEPTANCE OF PREVIOUS MONTH'S MINUTES**
- V. **ADMINISTRATIVE COMMITTEE REPORTS**
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Treasurer (Part 1: operating balance)
 - d. RCM/RCMA
 - e. Policy Advisor
 - f. Literature Coordinator
 - g. Webservant
- VI. **GROUP REPORTS**
- VII. **SUBCOMMITTEE REPORTS**
 - a. Events and Activities
 - b. Helpline
 - c. H&I
 - d. Public Relations
- VIII. **OLD BUSINESS**
 - a. Discussion
 - b. Voting
 - c. Nominations (if any)
- IX. **NEW BUSINESS** (following Robert's Rules of Order)
- X. **TREASURER** (Part 2: closing balance)
 - a. Contributions
 - b. Fund Flow
 - c. Budget
- XI. **SHARING SESSION** (as needed)
- XII. **CLOSE** (with Serenity Prayer)

* **RASC Mission Statement** - *Before we continue, let us be reminded of our mission: to foster unity among the groups of Rockland NA and serve their collective needs, so as to further our fellowship's primary purpose, to carry the message of recovery to the addict who still suffers.*

B. CALENDAR

The RASC meets the first Tuesday of every month. The following are important events for participants to be mindful of throughout the year. E&A event timeline is suggested and subject to change; all other events are fixed.

JANUARY	FEBRUARY	MARCH	APRIL
<ul style="list-style-type: none"> • Service term begins • Fiscal year ends • GSR Orientation I • Region meets 	<ul style="list-style-type: none"> • Fiscal year begins • Treasurer operating budget due • Policy Info Session I 	<ul style="list-style-type: none"> • E&A bowling event • Region meets 	
MAY	JUNE	JULY	AUGUST
<ul style="list-style-type: none"> • E&A Spiritual Brunch • Region meets 		<ul style="list-style-type: none"> • Region meets • GSR Orientation II 	<ul style="list-style-type: none"> • E&A Unity Picnic • Policy Info Session II
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Region meets 	<ul style="list-style-type: none"> • E&A Halloween Dance 	<ul style="list-style-type: none"> • Nominations for service positions • E&A Gratitude Breakfast • Region meets 	<ul style="list-style-type: none"> • Elections for new trusted servants • Service term ends

APPENDIX D – TENTH CONCEPT GRIEVANCE PROCESS

Below are the guidelines for filing a Tenth Concept grievance.

- 1.** Write out a clear and brief statement of the grievance and suggested solution. Submit the statement to the secretary 48 hours before the next RASC session and ask the chairperson to place your grievance under new business on the agenda.
- 2.** When it comes time to address the grievance the RASC Secretary shall read the party's statement aloud.
- 3.** The committee should then look to applying a solution that satisfies and is fair to both parties concerned.

NOTE: One should always consider their part in the grievance as well. The body as a whole may or may not be of the same thinking as the individual. The Tenth Concept grievance process is very much like the inventory process of step four.

APPENDIX E – PARLIAMENTARY PROCEDURE

On the following pages you'll find a simple set of “rules of order”. They have been adapted from Robert's Rules of Order, Newly Revised, which in turn are based on the Rules of the US House of Representatives. These sample rules differ in some details from Robert's Rules; to cover such differences your committee may wish to make a blanket decision to accept these rules as authoritative. In countries where Robert's Rules of Order are not in common use and where some other body of parliamentary rules is more commonly used by deliberative assemblies, service committees may want to consider adapting these rules so that they conform to those commonly in use in their own lands.

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting, so that you can have maximum benefit of its content.

DEBATE LIMITS

Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pros and two or three cons (speakers for and against the motion). Speakers addressing a motion in debate usually have two or three minutes in which to speak their minds.

MOTIONS

There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are main motions and parliamentary motions.

MAIN MOTIONS

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, "I move that such-and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms." The person making the motion then speaks briefly about why he feels the idea is important--this is called speaking to the intent of a motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion should write it out whenever possible. This is especially important for complicated or long motions.

Every motion requires a second--the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second. The seconder simply raises his hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Concepts for N.A. Service or Twelve Traditions, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

Parliamentary motions can be best understood as "sub-motions" that are made during debate on a main motion, which affect in some way the main motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be the most practical are discussed here.

1. Motion to AMEND – Simple majority required, DEBATABLE

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, they can say, "I move to amend the motion..." and suggest specific language changes in the motion. If an Amendment has been moved and seconded; debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the

amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment carried). When debate is exhausted on the merits of the main motion itself, it is transcribed in the minutes as such, and the body moves on to the next item of business.

2. Motion to CALL THE PREVIOUS QUESTION – TWO-THIRDS majority required, NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, 'I call for the question, "or I move to the previous question. "It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of many that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to -vote "no" to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy-handed in stopping discussion, because he knows you will stop it soon enough.

3. Motion to TABLE – SIMPLE MAJORITY required, NOT DEBATABLE

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying, 'I move we table this motion until such -and-such a date or meeting. "This motion is not debatable; if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

4. Motion to REMOVE FROM THE TABLE – SIMPLE MAJORITY required, DEBATABLE

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion to such-and-such." If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

5. Motion to REFER – SIMPLE MAJORITY required, NOT DEBATABLE

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special or ad hoc committee. This can be done by a member saying, "I move to refer the motion to the such-and-such

subcommittee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND – TWO-THIRDS majority required, DEBATABLE

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

The motion must have been passed in either the last business meeting or the current meeting. The member making the motion must have information on the issue that was not available in the original debate on the motion. The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of these requirements are not met, the chairperson will declare the motion out of order.

7. Request to WITHDRAW A MOTION – UNANIMOUS CONSENT required, NOT DEBATABLE

Once a motion is made and the debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

8. Offering a SUBSTITUTE MOTION – SIMPLE MAJORITY required, DEBATABLE

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

9. Motion to ADJOURN – TWO-THIRDS majority required, NOT DEBATABLE

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

OTHER PROCEDURES

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

Orders of the day – If a committee member feels that business is going too far astray from the original agenda, he can help get things back on track. He says, “I call for the orders of the day.” This means, “I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda.” This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

Point of order – If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but may simply say out loud, ‘Point of order.’ The chairperson then says, “What is your point of order?” The member then states how she feels the rules of order are being violated. If the chair agrees with her judgment, he says, “Your point is well taken,” and the situation is cleared up. If he does not agree, he says, “Overruled.” This decision, as all others, can be appealed.

Point of appeal – Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, “I appeal the decision of the chair.” The chair then says, “On what grounds?” The member states his reasons. The chairperson then speaks **briefly** to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the chair.

Parliamentary inquiry – If a committee member wants to do something but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, “Point of parliamentary inquiry.” The chairperson must immediately recognize him, so that he may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

Point of personal privilege – If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, ‘Point of personal privilege’ The chair must recognize you immediately. State the situation and ask that it be corrected. The chair will request that whatever needs to be done, and is reasonable, be done to help make you comfortable.

VOTING PROCEDURES

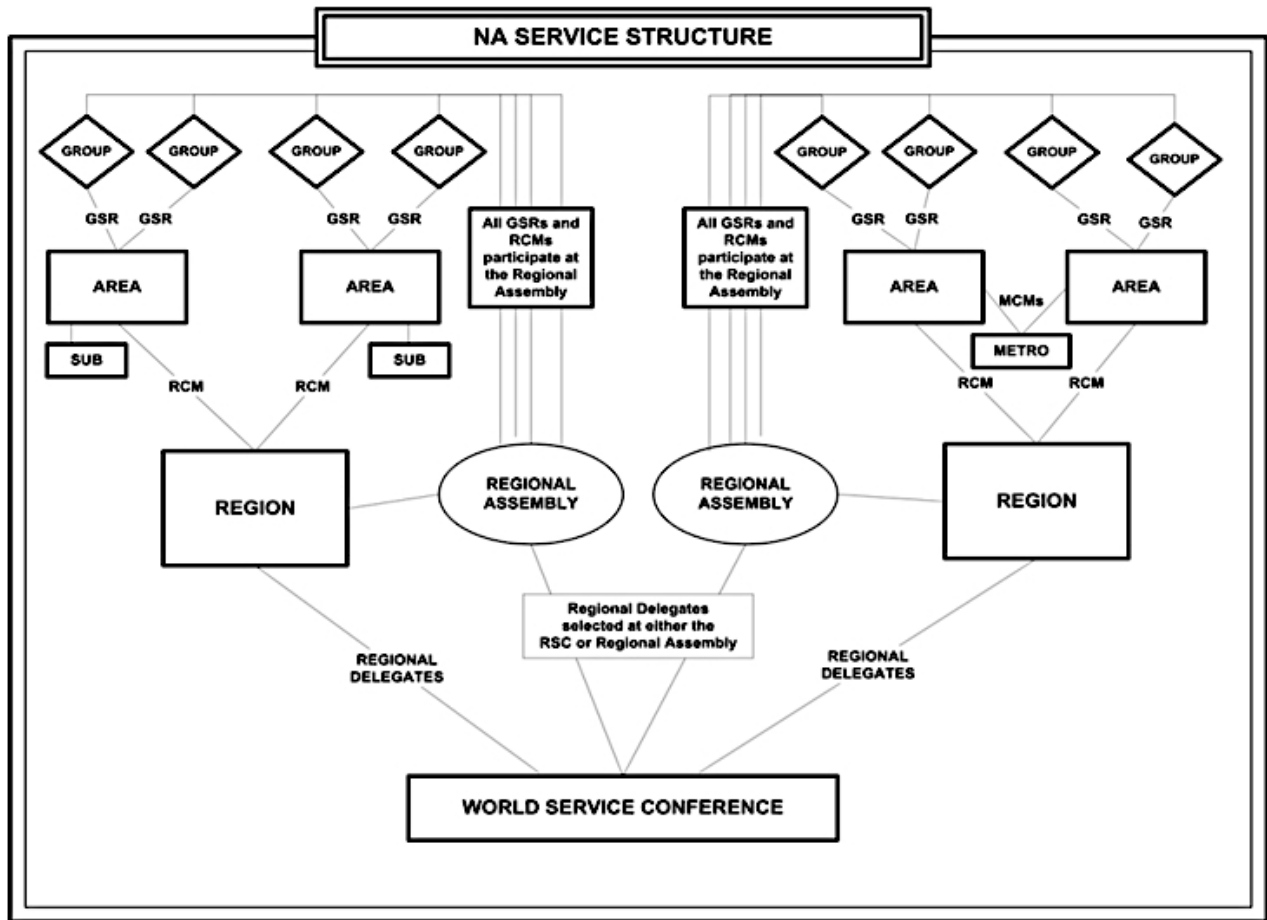
There are several ways that votes can be taken. Three of them are described here.

Written Ballot – In the Brooklyn Area, it is policy that all motions and nominations that have gone to the Groups shall be voted by written ballot at the next regular session of the BASC.

Show of hands – This is the most commonly used method. Votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

Roll call vote – Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show-of-hands vote was already taken. The secretary calls out the group or position titles of all the voting members and asks for their voice vote, yes or no. Each person's vote is then recorded in the minutes by position title or group.

APPENDIX F – NARCOTICS ANONYMOUS SERVICE STRUCTURE



Many of us have wanted to be “part of” for a long time. Service to NA allows us to truly become a positive part of the fellowship that is saving our lives. Through service we learn to care and share, the NA way.

NA GROUP

An NA group is the core of the program. It delivers the message of recovery through NA meetings. Groups make meetings possible by:

- Providing meeting space
- Setting up and cleaning up
- Supplying refreshments
- Procuring literature
- Running meetings
- Maintaining an atmosphere of recovery

A group provides one or more meetings each week. In these, newcomers and old-timers alike find the principles for a new way of life, the tools that they need, and ongoing support. Groups offer a variety of formats, for example, speaker, discussion, step, literature. Some groups focus on a certain segment of the population, for example, gay, women, men, young people.

Service in an NA group can be done by taking a service position:

- Greeter
- Coffee maker
- Secretary
- Chairperson
- Treasurer
- Group Service Representative (GSR)

Service in an NA group is also done through sponsorship, fellowship, establishing an atmosphere of acceptance, carrying a good NA message, helping newcomers and developing relationships of care and support

The heart of NA is addicts meeting together for mutual help and support. The groups are on the front line. Everything else in the service structure exists to support the groups in their efforts.

AREA SERVICE COMMITTEE (ASC)

Just as groups unite to provide recovery, our service structure is united to share our message. Area Service Committees form when groups unite to do together what cannot be done alone. While groups carry the message in recovery meetings, areas carry the message more publicly through:

- PI (Public Information)
- H&I (Hospitals & Institutions)
- Local phone lines and meeting lists
- Unity activities

Public Information is the face that NA presents to the world: addicts, family members, professionals. H&I brings the message to those who cannot easily get out to receive it. Phone lines, meeting lists, and web sites allow people to find us. They are part of the infrastructure that makes recovery possible. Unity activities include dances, picnics, conventions.

Areas function through the participation of GSRs (Group Service Representatives). GSRs are the first of the vital threads that weave together the service structure. GSRs bring **from** the groups:

- Group Conscience
- Delegated group authority

GSRs may bring a formal group conscience or more informal, advice, concerns, wishes. A group may instruct a GSR very specifically or give them a more general delegation of its authority. Through GSR participation at area, groups can express their experience, strength and hope about NA policies and endeavors.

GSRs bring **to** the groups:

- Information about NA as a whole
- Concerns particular to the local NA community
- Guidance and shared experience

GSR bring from area to the groups services like format guidance, readings, literature, insurance. Also, groups are kept informed about issues affecting NA as a whole as well as about concerns particular to the local NA community.

REGIONAL SERVICE COMMITTEE (RSC)

Regions are communities of areas. At Regional Service Committees, the local fellowship is put in touch with the wisdom and the needs of the entire NA community.

Just as groups send representatives to the Area Service Committee, ASCs send representatives – Regional Committee Members (RCMs) and their alternates (RCMAs) – to the RSC to air pressing issues and to do the work needed to make larger scale service work possible. At one time RCMs were called Area Service Representatives, and in some places still are.

Regions:

- Work to coordinate services
- Provide subcommittee support to their areas
- Host conventions
- Often provide phone lines, newsletters, websites, and meeting lists

In addition to regular regional business meetings, many regions:

- Host assemblies
- Host learning days

Assemblies are where GSRs and other local trusted servants can participate directly in workshops and sharing sessions. Learning days help the areas and area subcommittees work together to better carry the NA message.

Serving Narcotics Anonymous is a privilege we are given by staying clean and working the program of recovery. Being selected to serve Narcotics Anonymous on a regional level expresses the trust our fellow members have in our ability to put other interests ahead of our own. We are moved by their faith in us to do better than we might have thought possible.

Regions exist as the interface between the local fellowship—groups, service committees, and areas—and the worldwide fellowship.

- The World Service Conference
- Zonal Forums

The World Service Conference is the biennial worldwide fellowship service meeting, where representatives – regional delegates (RDs) and their alternates (RDAs) – from the world’s regions meet with the World Board and World Office staffs. Zonal Forums are meetings where these same regional representatives (RDs and RDAs) gather to handle responsibilities particular to these midlevel needs.

ZONAL FORUM

Regions combine into Zonal Forums to better serve their member communities. Zonal Forums inside the United States and Canada bring together collections of states and provinces. Zonal Forums worldwide bring together communities of nations.

Zonal Forum meetings typically happen two to four times a year. The work of Zonal Forums, like the work of every NA service body, is informed by our vision statement. Working together to share the message of recovery with every addict in the world is what brings us together and what fills our service with healing spirit.

There are twelve zonal forums throughout the world consisting of:

- Eight in the United States
- One in Canada
- One in Europe
- One in Asia-Pacific
- One in Latin America

The forums of Europe, Asia-Pacific and Latin America serve as focal points for fellowship development within these communities. The nature and scope of zonal forum service functions can vary widely, due to the diversity of NA communities worldwide.

NORTHEAST ZONAL FORUM (NEZF)

Our own zonal forum – the Northeast Zonal Forum (NEZF) – includes fourteen regions from the northeast United States. It is a large, diverse and populous community of recovering addicts.

The Northeast Zonal Forum has primarily been oriented to discuss issues relevant to their local communities and to the fellowship as a whole. In recent years, like many other Forums in and outside the United States, it has developed service functions, such as:

- Hosting multi-regional workshops on a variety of topics.
- Hosting multi-regional assemblies.

Zonal forums work closely with NA World Services to provide guidance and to encourage the growth of new NA communities in their sections of the world.

NARCOTICS ANONYMOUS WORLD SERVICES (NAWS)

Narcotics Anonymous World Services, Inc. (NAWS) is a non-profit corporation whose business is to serve addicts. It is a part of the service structure that has been formalized for legal and business reasons. Most importantly, NAWS exists as a unifying element that allows us to work toward achieving our community vision of reaching every addict worldwide with our life-saving message.

NAWS has three physical offices, called WSOs (World Service Offices) in:

- California
- Canada
- Belgium

Special workers are employed by the offices to better serve our needs. Special workers are those hired for specific skills that have nothing to do with being a recovering addict. For example, a manager is hired for their management skills; he/she does not need to be a recovering addict to do the job.

The World Service offices handle all NA business:

- Production, sale and distribution of literature and other products like key tags, chips, and medallions
- Preparation and distribution of all NA publications—such as the NA Way Magazine
- Arrangements for conventions, conferences, workshops and workgroups

The offices also answer questions and provide assistance to individuals, NA groups, areas, regions and zones throughout the world.

When we think of how we want to finance these important services in NA, some of us view NAWS as the business that finances services and growth for the whole fellowship. In recent years, NAWS revenue has been:

- 89% literature, etc.
- 9% contributions
- 2% miscellaneous

Lately, some of us are beginning to wonder if we as a fellowship understand the value of self-support, or are we relying on the success of NAWS as a business? If our contributions were greater, many choices would be available to us that are not available to us now. For

example, we could opt for the same level of fellowship development (or even increase it) and at the same time lower the price of literature.

NAWS is supervised by an executive director and by the World Board. In some sense our World Board is a Board of Directors much like that of any other non-profit corporation. In a more important sense, our Board members are recovering addicts who serve like any of us who serve our home groups, areas or regions. Note: World Board members are strictly volunteers, like all other NA service positions.

The World Board:

- Oversees the World Service Office
- Facilitates development of NA worldwide
- Interfaces with governments and professional bodies to ensure our developing ability to serve addicts everywhere
- Travels to World Wide Workshops and service events to keep us informed
- Supervises the planning and hosting of conventions
- Facilitates the production of new literature
- Oversees workgroups
- Provides the overview and insight that makes strategic planning possible

The Board also integrates and hosts the World Service Conference. The World Service Conference is on the worldwide fellowship level what the Area Service Committee is on a local level. It is a place recovering addicts work together to reach out in service to help suffering addicts receive our life-saving message of recovery.

The World Service Conference (WSC) meets every two years. Addicts from regions all over the world come together at the conference to discuss matters of importance to the fellowship as a whole. Regional delegates come to the WSC ready to work together in small group discussions and formal business meetings and consider the wishes, needs, desires of their local and global NA communities, unified by the vision that guides our decisions.

The WSC mission statement reminds us that we come together in community, "Inspired by the joy of selfless service and the knowledge that our efforts make a difference." The honor of serving Narcotics Anonymous at the world level is beyond ordinary expression. We know we have been trusted by our communities with responsibilities that can be served only by a deeper awakening of the spirit.

APPENDIX G – SUGGESTED TOOLS FOR AVOIDING MIXED MESSAGES AT MEETINGS

The Rockland Area Service Committee suggests that participating groups take steps to formalize standards for speaker engagement as a matter of policy, so as to reduce the risk of presenting a mixed message at Rockland Area meetings. Accordingly, the RASC encourages groups to make use of the following tools when searching for speakers for their meetings.

The first (1) is a potential set of questions that trusted servants can ask speakers, once they have agreed to speak, in order to confirm their suitability for the role.

The second (2) is a short list of “Dos and Don’ts” that trusted servants can present to the speaker in person once they have arrived at and prior to the start of the meeting.

(1)

Questions for Prospective Speakers

1. Do you consider yourself an NA member?
2. Do you have an NA homegroup?
3. Do you regularly attend NA meetings?
4. Do you have an NA sponsor?
5. Are you working NA steps?

(2)

Dos & Don’ts for Speakers at NA Meetings

Dos:

1. Do keep the focus of your share on your experience with recovery in Narcotics Anonymous
2. Do use NA recovery language, such as “addict,” “clean,” “cleantime,” “recovery,” etc.
3. Do emphasize that we are recovering from addiction and that drugs are merely a symptom

Don’ts:

1. Don’t express your opinion about any fellowship or program of recovery besides NA
2. Don’t use non-NA recovery language, such as “alcoholic,” “sober,” “sobriety,” etc.
3. Don’t talk about historical participation in any other fellowships or recovery programs

