

SIERRA SAGE REGIONAL GUIDELINES (Corrected and amended 10-17-08)

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**I. VISION STATEMENT (APPROVED 1997)**

ALL OF THE EFFORTS OF THE SIERRA SAGE REGION ARE INSPIRED BY THE PRIMARY PURPOSE OF THE GROUPS WE SERVE. UPON THIS COMMON GROUND WE STAND COMMITTED. WE FURTHER OUR PRIMARY PURPOSE WITH ALL OF OUR ACTIONS.

OUR VISION IS THAT WE CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS THROUGH EDUCATION, PROMOTION OF UNITY, AND SUPPORT OF AREA SERVICE COMMITTEES AND GROUPS.

WE BELIEVE OUR PERSONAL INTEGRITY AS TRUSTED SERVANTS IS AS IMPORTANT AS OUR RESPONSIBILITY TO THE FELLOWSHIP.

WE BELIEVE THAT OPEN, HONEST COMMUNICATION AMONG OURSELVES AND OTHER BOARDS OR COMMITTEES SERVE THE FELLOWSHIP BEST.

WE BELIEVE THAT COMMITMENT TO THE FELLOWSHIP MEANS GIVING OUR EFFORTS IN A SPIRIT OF COOPERATION AND SERVICE.

ABOVE ALL, WE SEEK THE GUIDANCE AND DIRECTION OF A LOVING HIGHER POWER IN ALL OUR AFFAIRS, AS REGIONAL COMMITTEE MEMBERS AND AS INDIVIDUALS IN NARCOTICS ANONYMOUS.

**II. MISSION STATEMENT (APPROVED 1997)**

THE SIERRA SAGE REGIONAL COMMITTEE BRINGS THE ENTIRE REGION TOGETHER TO FURTHER THE COMMON WELFARE OF NARCOTICS ANONYMOUS.

AS A REGIONAL SERVICE COMMITTEE WE STRIVE TO DO THE FOLLOWING:

PARTICIPANTS EDUCATE, PROMOTE UNITY, AND SUPPORT OUR AREAS AND GROUPS THROUGH DEVELOPMENT OF SERVICE FORUMS TO HIGHLIGHT AND INCREASE SKILLS IN VARIOUS FIELDS.

PARTICIPANTS FURTHER FACILITATE COMMUNICATION WITHIN THE SERVICE STRUCTURE REGARDING COMMON WELFARE AND UNITY IN ORDER TO CARRY THE MESSAGE TO THE ADDICT WHO STILL SUFFERS.

IN THE SPIRIT OF STRENGTHENING AND SERVICE TO OUR FELLOWSHIP, WE STRIVE TO ACT ALWAYS IN ACCORDANCE WITH THE SPIRIT OF THE TWELVE STEPS, TWELVE TRADITIONS, AND THE TWELVE CONCEPTS. EVER MINDFUL OF SPIRITUAL PRINCIPLES AND WITH THE GRACE OF A LOVING HIGHER POWER, REGIONAL COMMITTEE MEMBERS STRIVE TO SERVE OUR PRIMARY PURPOSE AND TO MAINTAIN THE UNITY OF OUR FELLOWSHIP.

THE SIERRA SAGE REGIONAL SERVICE COMMITTEE FULFILLS ITS MISSION BY COMPLETING THE FOLLOWING TASKS:

**A.** TO HOLD REGULAR BUSINESS MEETINGS.

**B.** TO RECORD AND DISTRIBUTE MINUTES OF THE REGULAR REGIONAL SERVICE COMMITTEE (RSC) AND GSR ASSEMBLIES TO REGIONAL COMMITTEE MEMBERS, AREA SERVICE COMMITTEE (ASC) POST OFFICE BOXES OR RCMs, AND OTHERS DESIGNATED TO THE RSC MAILING LIST.

**C.** TO MAINTAIN A POST OFFICE BOX.

**D.** TO MAINTAIN A STORAGE AREA.

**E.** TO MAINTAIN A CHECKING ACCOUNT WITH THE RSC CHAIR, VICE CHAIR, RSO TREASURER, SECRETARY, AND TREASURER AS SIGNATORIES. TWO SIGNATURES ARE REQUIRED.

**F.** TO MAINTAIN A MINIMAL SUPPLY OF NARCOTICS ANONYMOUS LITERATURE TO MEET THE NEEDS OF THE REGION AND DISTRIBUTE LITERATURE TO THE AREAS THAT REQUEST THIS SERVICE.

**G.** TO PUBLISH A MEETING SCHEDULE OF ALL NARCOTICS ANONYMOUS MEETINGS IN THE REGION, THAT MEET IN ACCORDANCE WITH THE TWELVE TRADITIONS OF NA.

**H.** TO ENCOURAGE AND SUPPORT HOSPITALS AND INSTITUTIONS AND PUBLIC INFORMATION BY PROVIDING LEADERSHIP WHO COMMUNICATE, EDUCATE, PROMOTE UNITY, SUPPORT AND COORDINATE EFFORTS OF AREA SUBCOMMITTEES IN THESE ENDEAVORS.

**I.** TO BE THE SINGLE POINT OF ACCOUNTABILITY FOR A REGIONAL ANNUAL CONVENTION.

**J.** TO SUPPORT ACTIVITIES SPONSORED BY RSC, INCLUDING FUNDRAISERS AND THE YEARLY GRATITUDE DINNER.

**K.** TO PROVIDE FUNDING FOR REGIONAL COMMITTEE MEMBERS TO ATTEND THE WORLD SERVICE CONFERENCE AND OTHER SERVICE MEETINGS DEEMED NECESSARY BY THE REGIONAL COMMITTEE. IN ACCORDANCE WITH THE ELEVENTH CONCEPT, FUNDS MUST BE MANAGED RESPONSIBLY AND DOCUMENTATION IS REQUIRED.

**L.** REGIONAL COMMITTEE MEMBERS (RCMs) AND OTHER INDIVIDUALS SELECTED FOR THEIR EXPERIENCE WILL FACILITATE AND COMPLETE TASKS AS ASSIGNED.

EXAMPLES ARE: LITERATURE REVIEW AND APPROVAL, COORDINATION OF THE REGIONAL ASSEMBLIES, LEARNING DAYS, PUBLIC INFORMATION, HOSPITALS AND INSTITUTIONS, FUND RAISING ACTIVITIES, AND CONVENTIONS.

**M.** TO SPONSOR BI-ANNUAL GSR ASSEMBLIES TO ADDRESS FELLOWSHIP ISSUES AND THE AGENDA REPORT FROM THE WORLD SERVICE CONFERENCE.

**N.** TO SUBMIT A LIST OF CANDIDATES TO THE BOARD OF DIRECTORS OF THE SIERRA SAGE REGIONAL SERVICE OFFICE (SSRSO). THIS LIST OF CANDIDATES WILL MEET THE CORPORATE

REQUIREMENTS AS CONTAINED IN THE CORPORATE BYLAWS AND WILL BE SUBMITTED TO THE CHAIRPERSON OF THE SSRSO AT THE FIRST REGULAR RSC MEETING AFTER THE WSC. WHEN THIS LIST IS REQUESTED BY THE CHAIRPERSON OF THE SSRSO, THE LIST WILL BE AVAILABLE AT THE NEXT REGULAR RSC MEETING AFTER THE REQUEST.

**0.** SUPPLY NAMES OF ELIGIBLE CANDIDATES TO THE WORLD SERVICE CONFERENCE WORLD POOL.

### **III. BOUNDARIES**

THIS BODY SHALL BE KNOWN AS THE SIERRA SAGE REGIONAL SERVICE COMMITTEE OF NARCOTICS ANONYMOUS. THIS BODY SHALL SERVE THE PORTIONS OF NEVADA AND CALIFORNIA NOT ALREADY SERVICED BY ANOTHER REGION AS FOLLOWS: TO THE NORTH, THE OREGON AND IDAHO BORDER; TO THE EAST, THE UTAH BORDER; TO THE SOUTH, THE TOWN OF TONOPAH AND ITS LATITUDE TO THE NEVADA STATE LINE, ALSO INCLUDING AN EAST/WEST LATITUDE WITH OLANCHA, CA; TO THE WEST, THE BOUNDARIES SHALL BE THE SIERRA NEVADA MOUNTAINS.

### **IV. REGIONAL ASSEMBLY**

AT LEAST ONE TIME PER CONFERENCE CYCLE, USUALLY TWO OR THREE MONTHS PRIOR TO THE MEETING OF THE WORLD SERVICE CONFERENCE, THE REGIONAL COMMITTEE ORGANIZES AN ASSEMBLY OF GROUP SERVICE REPRESENTATIVES (GSRs). REGIONAL ASSEMBLIES BRING REPRESENTATIVES OF NA GROUPS TOGETHER WITH RCMs AND THE REGIONAL DELEGATE FOR THE PURPOSE OF DEVELOPING A COLLECTIVE CONSCIENCE CONCERNING ISSUES AFFECTING NARCOTICS ANONYMOUS WORLDWIDE. THAT DIRECT CONTACT BETWEEN THE GROUPS AND THE CONFERENCE HELPS KEEP OUR WORLD SERVICES ATTUNED TO THE NEEDS OF OUR FELLOWSHIP. WITHOUT THE KIND OF PRIMARY FOUNDATION PROVIDED BY THE REGIONAL ASSEMBLIES, IT WOULD BE MUCH MORE DIFFICULT FOR THE WORLD SERVICE CONFERENCE TO EFFECTIVELY ADDRESS THE CONCERNS OF THE NA GROUPS. REGIONAL ASSEMBLIES ARE A KEY INGREDIENT IN THE MAINTENANCE OF THE NA GROUPS' FINAL RESPONSIBILITY AND AUTHORITY FOR OUR FELLOWSHIP'S SERVICES, SPOKEN OF IN OUR SECOND CONCEPT.

MOST REGIONAL ASSEMBLIES START WITH ALL PARTICIPANTS, GSRs, RCMs, AND THE REGIONAL DELEGATE GATHERED TOGETHER FOR AN OPENING ADDRESS. THEN THE ASSEMBLY USUALLY DIVIDES INTO SMALLER GROUPS OF BETWEEN SEVEN AND FIFTEEN PEOPLE EACH SO THAT EVERYONE CAN TAKE A MEANINGFUL PART IN DISCUSSION. THESE DISCUSSION GROUPS, LED BY THE RCMs, CONSIDER A VARIETY OF ISSUES RELATED TO WORLD SERVICE. SOME OF THESE ARE ISSUES COVERED IN PRE-CONFERENCE MAILINGS FROM WORLD SERVICES, INCLUDING THE APPROVAL OF NEW NA LITERATURE AND OTHER PROPOSALS THAT WOULD AFFECT NA AS A WHOLE. SOME ARE SUBJECTS THE RSC HAS RAISED FOR DISCUSSION; OTHERS COME FROM INDIVIDUAL GSRs IN EACH GROUP. WHEN PANEL DISCUSSIONS CONCLUDE, ALL THE GSRs AND RCMs GATHER IN A LARGE GROUP TO HEAR REPORTS FROM SPOKESPERSONS SELECTED BY EACH PANEL. A SHARING SESSION, IN WHICH ALL PARTICIPANTS ARE ENCOURAGED TO SPEAK THEIR MIND, FOLLOWS THE REPORTS. THESE DISCUSSIONS GIVE THE DELEGATE CLEAR INDICATIONS OF THE REGION'S COLLECTIVE CONSCIENCE CONCERNING WORLD ISSUES, INDICATIONS THAT WILL GUIDE THE DELEGATE WHEN PARTICIPATING IN THE WORLD CONFERENCE. IF THE

ASSEMBLY WISHES, IT CAN FORMALIZE ITS CONSCIENCE REGARDING WORLD SERVICE AFFAIRS BY PASSING RESOLUTIONS ON ISSUES OF PARTICULAR CONCERN.

## **ADDITIONAL REGIONAL ASSEMBLIES**

WHEN NECESSARY, A SECOND ASSEMBLY WILL BE HELD IN EARLY FALL FOR THE PURPOSE OF DISCUSSING THE DECISIONS MADE AT THE WORLD SERVICE CONFERENCE. THIS ASSEMBLY GIVES THE DELEGATE THE OPPORTUNITY TO REPORT TO THE GSRs WHAT HAPPENED AT THE WSC MEETING.

IF REQUESTED OR NEED ARISES FOR ADDITIONAL ASSEMBLIES, THEY WILL BE PUT TOGETHER TO FOCUS NOT ON WORLD SERVICES, BUT ON REGION WIDE FELLOWSHIP CONCERNS.

## **V. PARTICIPANTS**

THIS COMMITTEE SHALL BE COMPRISED OF REGIONAL COMMITTEE MEMBERS. REGIONAL COMMITTEE MEMBERS ARE INDIVIDUALS WHO HAVE BEEN ELECTED TO SERVE ON THE REGIONAL COMMITTEE AS THE TWO (2) RCMS FROM EACH AREA RECOGNIZED BY THE REGION, REGIONAL DELEGATE, REGIONAL DELEGATE ALTERNATE, CHAIR PERSON, VICE CHAIR PERSON, SECRETARY, AND TREASURER. SUBCOMMITTEES INCLUDE COORDINATORS OF SCHEDULES, PI, H & I, OUTREACH, CONVENTION, GRATITUDE DINNER, REGIONAL SERVICE OFFICE BOARD MEMBER, LITERATURE REVIEW AND DISTRIBUTION, AND ANY OTHERS ELECTED BY THE BODY TO FULFILL A NEED.

IN THE SPIRIT OF ROTATION, IT IS SUGGESTED MEMBERS SERVE NO MORE THAN TWO (2) CONSECUTIVE TERMS OF OFFICE. IF CIRCUMSTANCES OCCUR REQUIRING A THRID TERM, THAT POSITION MAY BE FILLED BY THE WILLING INCUMBENT; HOWEVER, NOMINATIONS WILL REMAIN OPEN FOR THE REMAINDER OF THE TERM.

### **A. REGIONAL DELEGATE:**

THE DELEGATE SERVES AS THE PRIMARY CONTACT BETWEEN NA WORLD SERVICES AND THE LOCAL NA COMMUNITY. ON THE ONE HAND, THE DELEGATE PROVIDES INFORMATION ON CURRENT WORLD PROJECTS TO THE REGIONAL COMMITTEE. ON THE OTHER, THE DELEGATE OFFERS A LOCAL PERSPECTIVE TO THE WORK OF WORLD SERVICES. EACH YEAR DURING THE DELEGATE'S TWO-YEAR TERM, HE OR SHE ATTENDS THE WORLD SERVICE CONFERENCE AS A FULLY ACTIVE PARTICIPANT, FOR WHILE THE DELEGATE IS ELECTED BY AND ACCOUNTABLE TO THE REGIONAL ASSEMBLY, HE OR SHE IS NOT A MERE REGIONAL MESSENGER. THE DELEGATE IS SELECTED BY THE REGION'S GROUPS' REPRESENTATIVES AND RCMS TO ACT IN THE BEST INTEREST OF NA AS A WHOLE, NOT SOLEY AS AN ADVOCATE OF HIS OR HER NA COMMUNITY'S PRIORITIES.

FROM TIME TO TIME, WORLD SERVICES ASKS REGIONAL DELEGATES FOR THEIR INPUT. DELEGATES OFTEN RESPOND TO THESE REQUESTS ON THEIR OWN. IN MATTERS OF WIDE CONCERN, HOWEVER, DELEGATES MAY FEEL THEY NEED TO HEAR BROADER DISCUSSION BEFORE

THEY CAN REPLY. AT SUCH TIMES, THEY MIGHT ASK THE REGIONAL COMMITTEE TO DISCUSS THE SUBJECT IN ITS SHARING SESSION. WITH THAT FOUNDATION IN THE REGION'S GROUP CONSCIENCE, DELEGATES CAN BE CONFIDENT THAT THE RESPONSE THEY OFFER TO THE WORLD SERVICES IS A WELL-CONSIDERED ONE. IF THE MATTER SEEMS LIKELY TO SERIOUSLY AFFECT NA AS A WHOLE, DELEGATES MAY EVEN CONSIDER GOING DIRECTLY TO THE REGION'S NA MEMBERSHIP WITH THE DISCUSSION, ASKING THE REGIONAL COMMITTEE TO ORGANIZE A SERVICE FORUM AROUND THE TOPIC AT HAND.

**REQUIREMENTS:**

1. SHALL HAVE A MINIMUM FIVE (5) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
3. SHALL HAVE PREVIOUS SERVICE EXPERIENCE AT THIE REGIONAL LEVEL.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

**DUTIES:**

1. SHALL ATTEND WSC AND ANY OTHER SERVICE MEETINGS DEEMED NECESSARY BY RSC.
2. SHALL ATTEND ALL RSC MEETINGS AND AS MANY ASC MEETINGS AS POSSIBLE, OR WHEN REQUESTED BY AN AREA TO DO SO.
3. SHALL SERVE AS A SOURCE OF INFORMATION AND GUIDANCE FOR AREAS, AND THE REGION CONCERNING THE 12 TRADITIONS AND 12 CONCEPTS OF NARCOTICS ANONYMOUS.
4. SHALL COORDINATE AND FACILITATE THE BI-ANNUAL GSR ASSEMBLIES.
5. VOTING MEMBER OF RSC.

**B. REGIONAL DELEGATE ALTERNATE**

THE REGIONAL DELEGATE WORKS CLOSELY WITH THE REGION'S ALTERNATE DELEGATE. LIKE THE REGIONAL DELEGATE, THE ALTERNATE IS A FULL PARTICIPANT IN THE REGIONAL SERVICE COMMITTEE. THE DELEGATE OFTEN CONSULTS WITH THE ALTERNATE, ASKING FOR DIFFERENT PERSPECTIVES ON WORLD SERVICE AFFAIRS AND SEEKING TO INVOLVE THE ALTERNATE IN HELPING CARRY THE WORKLOAD.

ALTERNATE DELEGATES ARE WELCOME TO ATTEND THE WORLD SERVICE CONFERENCE IN THE COMPANY OF THEIR DELEGATES; HOWEVER, THEY WILL BE RECOGNIZED AS FULL PARTICIPANTS IN THE ANNUAL MEETING OF THE WORLD SERVICE CONFERENCE ONLY IN THE EVENT OF THE PRIMARY DELEGATE'S ABSENCE.

ALTERNATE REGIONAL DELEGATES ATTEND REGIONAL COMMITTEE MEETINGS AND THE REGIONAL ASSEMBLY, OFFERING SUPPORT WHERE THEY CAN. AT THE END OF THEIR TERMS, ALTERNATE DELEGATES WILL VERY LIKELY BE THEIR REGION'S MOST PROMISING CANDIDATE FOR FULL DELEGATE SERVICE.

**REQUIREMENTS:**

1. SHALL HAVE A MINIMUM FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.

2. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS AND CONCEPTS.
3. SHALL HAVE PREVIOUS SERVICE EXPERIENCE AT THE REGIONAL LEVEL.
4. SHALL BE WILLING TO SERVE AS DELEGATE IF ELECTED.
5. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

DUTIES:

1. SHALL ATTEND ALL RSC MEETINGS AND AS MANY ASC MEETINGS AS POSSIBLE, OR WHEN REQUESTED BY AN AREA TO DO SO.
2. SHALL PERFORM THE DUTIES OF THE REGIONAL DELEGATE IN THEIR ABSENCE OR INCAPACITY.
3. SHALL ASSIST RD IN COORDINATING AND FACILITATING THE GSR ASSEMBLIES.
4. SHALL ATTEND WORLD SERVICE CONFERENCE WITH THE DELEGATE, WHEN POSSIBLE.
5. VOTING MEMBER OF RSC.

**C. CHAIR**

THE CHAIRPERSON IS RESPONSIBLE FOR CONDUCTING COMMITTEE MEETINGS, PREPARING THE AGENDA, AND VARIOUS ADMINISTRATIVE DUTIES. THE CHAIR'S PRIMARY TOOLS ARE THE SHORT-FORM RULES OF ORDER, A FIRM HAND, A CALM SPIRIT, AND A CLEAR MIND. THE CHAIRPERSON CAN FIND ADDITIONAL HELP IN BOOKS ABOUT BUSINESS MEETINGS, DECISION-MAKING PROCESSES, AND VOLUNTEER ORGANIZATIONS THAT ARE OFTEN READILY AVAILABLE AT LOCAL BOOKSTORES AND LIBRARIES.

REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE A PREVIOUS EXPERIENCE IN A SERVICE POSITION THAT DEMONSTRATED LEADERSHIP CAPABILITIES SUCH AS AREA CHAIR, REGIONAL CHAIR, REGIONAL VICE-CHAIR OR THE LIKE.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

DUTIES:

1. SHALL PRESIDE OVER THE RSC BUSINESS MEETINGS
2. SHALL BE RESPONSIBLE FOR CORRESPONDENCE WITHIN THE REGION.
3. CO-SIGN THE REGIONAL CHECKING ACCOUNT.
4. SHALL ARRANGE AN AGENDA OF ITEMS TO BE CONSIDERED AT THE NEXT RSC MEETING AND BE RESPONSIBLE FOR MAILING SUCH TO ALL REGULAR PARTICIPANTS FIFTEEN (15) DAYS BEFORE THE NEXT MEETING.
5. SUGGEST HIS/HER PARTICIPATION WITH THE RSO BOARD OF DIRECTORS.
6. VOTES ONLY IN THE EVENT OF A TIE.

## **D. VICE-CHAIR**

THE PRIMARY RESPONSIBILITY OF THE REGIONAL VICE-CHAIRPERSON IS THE COORDINATION OF EVENTS AND ACTIONS THAT FURTHER THE REGION'S MISSION. THE REGIONAL VICE-CHAIR KEEPS IN REGULAR TOUCH WITH ALL REGIONAL COMMITTEE MEMBERS TO STAY INFORMED OF THEIR PROJECTS AND PROBLEMS. IF DISPUTES ARISE WITH OR BETWEEN REGIONAL COMMITTEE MEMBERS AND THEIR ACTIONS, THE VICE-CHAIR HELPS THEM TO FIND SOLUTIONS. THE VICE-CHAIR PERSON WORKS CLOSELY WITH REGIONAL COMMITTEE MEMBERS WHEN THEY PREPARE THEIR ANNUAL REPORTS AND BUDGET PROPOSALS.

THE VICE-CHAIR PERSON IS ALSO RESPONSIBLE TO ASSIST THE CHAIRPERSON IN CONDUCTING REGIONAL COMMITTEE MEETINGS AND TO CONDUCT RSC MEETINGS HIM/HERSELF IN THE CHAIRPERSON'S ABSENCE.

### **REQUIREMENTS:**

1. SHALL HAVE A MINIMUM OF THREE (3) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE PREVIOUS EXPERIENCE AT THE REGIONAL OR AREA LEVEL.
3. SHALL BE WILLING TO SERVE AS CHAIR IF ELECTED THE FOLLOWING TERM.
4. SHALL PERFORM THE DUTIES OF THE CHAIRPERSON IN THEIR ABSENCE OR INCAPACITY.
5. SHALL MAINTAIN REGIONAL ARCHIVES.
6. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
7. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

### **DUTIES:**

1. SHALL ATTEND ALL RSC MEETINGS.
2. SHALL ASSIST THE CHAIR IN THEIR DUTIES.
3. SHALL BE A CO-SIGNER ON THE REGIONAL CHECKING ACCOUNT.
4. VOTING MEMBER OF RSC

## **E. SECRETARY**

THE REGIONAL SECRETARY HANDLES ALL THE COMMITTEE'S PAPERWORK, A FORMIDABLE JOB. THEIR FIRST RESPONSIBILITY IS TO TAKE CLEAR, ACCURATE MINUTES OF REGIONAL COMMITTEE MEETINGS AND DISTRIBUTE THOSE MINUTES TO ALL COMMITTEE PARTICIPANTS WITHIN A REASONABLE PERIOD OF TIME AFTER EACH RSC MEETING.

### **REQUIREMENTS:**

1. SHALL HAVE A MINIMUM OF THREE (3) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE PREVIOUS EXPERIENCE AT THE REGIONAL OR AREA LEVEL.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

### **DUTIES:**

1. SHALL MAINTAIN A MAILING LIST OF ALL REGIONAL COMMITTEE MEMBERS AND PARTICIPANTS.
2. SHALL BE RESPONSIBLE FOR KEEPING WSO UPDATED ON COMMITTEE MEMBER'S ADDRESSES.
3. SHALL PROVIDE WRITTEN MINUTES TO REGIONAL COMMITTEE MEMBERS WITHIN SEVEN (7) DAYS PRIOR TO THE NEXT RSC MEETING.
4. SHALL BE A CO-SIGNER ON THE REGIONAL CHECKING ACCOUNT.
5. VOTING MEMBER OF RSC.

## **F. TREASURER**

### REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE EXPERIENCE AS A TREASURER AT ANY SERVICE LEVEL.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.
5. SHALL BE RESPONSIBLE FOR ISSUING RECEIPTS FOR ALL MONIES RECEIVED.

### DUTIES:

1. SHALL ATTEND ALL RSC MEETINGS.
2. SHALL COORDINATE PAYMENT OF LITERATURE TO WSO.
3. SHALL SERVE AS A CUSTODIAN OF THE REGIONAL CHECKING ACCOUNT.
4. SHALL BE A CO-SIGNER ON THE REGIONAL CHECKING ACCOUNT.
6. SHALL KEEP AN ACCURATE FINANCIAL LEDGER AND SUBMIT IT TO THE RSC AT EACH RSC BUSINESS MEETING.
7. SHALL PAY ALL BILLS AND DISBURSE ALL MONIES APPROVED BY RSC.
8. SHALL COMPILE A PROJECTED BUDGET AND SUBMIT IT TO THE RSC QUARTERLY.
9. SHALL PREPARE A WRITTEN FINANCIAL REPORT AT THE END OF EACH CALENDAR YEAR AND AT THE EXPIRATION OF THEIR TERM IN OFFICE.
10. SHALL BE RESPONSIBLE FOR THE REGIONAL POST OFFICE BOX KEY.
11. VOTING MEMBER OF RSC

## **G. ALTERNATE TREASURER**

### REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF THREE (3) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE EXPERIENCE AS A TREASURER AT ANY SERVICE LEVEL OR HAVE ACCOUNTING EXPERIENCE.
3. SHALL HAVE WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.
5. SHALL BE WILLING TO SERVE AS TREASURER, IF ELECTED.

### DUTIES:

1. SHALL ATTEND ALL RSC MEETINGS.

2. SHALL ASSIST TREASURER IN ALL ASPECTS OF THE POSITION.
3. SHALL COLLECT MONEY AND WRITE RECEIPTS AT RSC IN THE TREASURER'S ABSENCE.

## **H. PUBLIC INFORMATION COORDINATOR**

THE REGIONAL PI COORDINATOR SERVES THE REGIONAL SERVICE (RSC), THE FELLOWSHIP, THE GROUPS AND THE COMMUNITY,

IN ADDITION, THE RSC PI COORDINATOR IS RESPONSIBLE FOR COORDINATING REGIONAL PI EFFORTS AND FOR COOPERATING WITH OTHER REGIONS IN JOINT PI EFFORTS. THE RSC PI COORDINATOR IS THE COMMUNICATION LINK BETWEEN THE AREAS, OTHER REGIONS, AND WORLD SERVICES. THIS MEANS THE RSC PI COORDINATOR SHOULD PROVIDE ALL INFORMATION AND MATERIAL DEVELOPED FOR PUBLIC INFORMATION AT WORLD SERVICES TO THEIR REGIONS.

AREA AND REGIONAL PI COORDINATORS CAN HELP EACH OTHER BY SHARING RESOURCES AND EXPERIENCE. AREA AND REGIONAL PI COMMITTEES CAN ASSIST EACH OTHER BY PROVIDING THE PERSONNEL AND/OR EXPERIENCE NECESSARY TO GIVE A PI PRESENTATION OR STAFF A PI BOOTH; THEY CAN ALSO SUPPORT EACH OTHER AT WORKSHOPS AND LEARNING DAYS. IN SOME CASES, THE FINANCIAL BURDEN INVOLVED WITH LARGER PROJECTS MAY BE SHARED BY SEVERAL AREA PI COMMITTEES.

REGIONAL PI COORDINATOR CAN RESPOND TO INQUIRIES OR REQUESTS RECEIVED FROM OUTLYING AREAS, OR ASCs WITHOUT A PI COMMITTEE, AND CAN ASSIST BY FORWARDING SUCH REQUESTS TO NEIGHBORING ASCs THAT ARE WILLING TO HELP.

### **REQUIREMENTS:**

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
3. SHALL HAVE TWO (2) YEARS PRIOR EXPERIENCE WITH ASC OR RSC PI COMMITTEES.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL AND PUBLIC INFORMATION GUIDELINES.

### **DUTIES:**

1. SHALL BE THE LINK BETWEEN THE FELLOWSHIP AND THE SURROUNDING COMMUNITY.
2. SHALL ASSIST IN COMPILING AND UPDATING ALL MEETING INFORMATION AS NEEDED.
3. SHALL INSURE THAT ANY PUBLIC STATEMENTS CONCERNING NA ARE IN STRICT ACCORDANCE WITH THE 12 TRADITIONS.
4. SHALL MAINTAIN ACCURATE BOOKKEEPING RECORD OF ALL MONETARY MATTERS.
5. VOTING MEMBER OF RSC.

## **I. HOSPITALS AND INSTITUTIONS COORDINATOR**

HOSPITALS AND INSTITUTIONS COORDINATOR FACILITATES PANELS THAT CARRY THE NA MESSAGE TO ADDICTS WHO OFTEN HAVE NO OTHER WAY OF HEARING OUR MESSAGE.

TREATMENT PANELS ARE CONDUCTED FOR PATIENTS AT ADDICTION TREATMENT CENTERS, MENTAL HEALTH FACILITIES, AND THERAPEUTIC COMMUNITIES. CORRECTIONAL PANELS ARE HELD FOR INMATES AT JAILS, PRISONS, AND FORENSIC HOSPITALS. THE HOSPITALS AND INSTITUTION HANDBOOK, AVAILABLE BY WRITING TO THE WORLD SERVICE OFFICE, EXPLAINS MORE ABOUT HOW TO CONDUCT PANELS, INTERACT WITH FACILITY ADMINISTRATORS, AND ORGANIZE SUB-COMMITTEE WORK. THE AMOUNT OF WORK YOUR LOCAL H & I COORDINATOR DOES WILL DEPENDS ON A VARIETY OF FACTORS: THE NUMBER OF TREATMENT AND CORRECTIONAL FACILITIES IN YOUR REGION, THE NUMBER OF NA MEMBERS IN YOUR REGION WHO ARE INTERESTED IN H & I SERVICE, AND THE AMOUNT OF COLLECTIVE EXPERIENCE IN H & I WORK IN YOUR NA COMMUNITY.

THE H & I COORDINATOR'S RESPONSIBILITIES SOMETIMES OVERLAP THOSE OF LOCAL PUBLIC INFORMATION. FOR THIS REASON, WE ENCOURAGE H&I AND PI TO CLOSELY COOPERATE WITH ONE ANOTHER. IN SOME AREAS, H&I AND PI REGULARLY SEND ONE OR TWO MEMBERS TO EACH OTHER'S MEETINGS TO MAINTAIN COMMUNICATIONS, THEREBY MINIMIZING THE POTENTIAL FOR DUPLICATION OF SERVICES AND CONFLICT IN THESE TWO KEY FIELDS OF SERVICE.

#### REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
3. SHALL HAVE TWO (2) YEARS PRIOR EXPERIENCE WITH ASC OR RSC H&I COMMITTEES.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL AND H&I GUIDELNES.

#### DUTIES:

1. SHALL CARRY THE NA MESSAGE OF RECOVERY INTO INSTITUTIONS, I.E. JAILS, PRISONS, HOSPITALS AND DETOX CENTERS.
2. SHALL MAINTAIN AND PRACTICE THE 12 STEPS, TRADITIONS AND CONCEPTS OF NA WHEN IN SAID FACILITIES.
3. SHALL INSURE THAT ANY PUBLIC STATEMENTS CONCERNING NA ARE IN STRICT ACCORDANCE WITH THE 12 TRADITIONS.
4. SHALL MAKE LITERATURE AVAILABLE TO SAID INSTITUTIONS.
5. SHALL MAINTAIN ACCURATE BOOKKEEPING RECORDS OF ALL MONETARY TRANSACTIONS AND LITERATURE DISTRIBUTED.
6. VOTING MEMBER OF RSC.

### **J. OUTREACH COORDINATOR**

THE MAIN PURPOSE OF OUTREACH IS TO HELP OVERCOME THE ISOLATION THAT HNDERS THE GROWTH AND SURVIVAL OF OUR GROUPS. THE FOCUS TENDS TO BE ON GROUPS THAT ARE GEOGRAPHICALLY ISOLATED, BUT MAY ALSO INCLUDE ASSISTANCE TO GROUPS ISOLATED BY SUCH THINGS AS PERSONAL CHOICE, LANGUAGE, CULTURAL DIFFERENCES, OR LOCATIONS WITHIN A LOCKED FACILITY NOT SERVED BY A HOSPITAL AND INSTITUTIONS COMMITTEE. OUTREACH EFFORTS ARE AIMED AT BRINGING GEOGRAPHICALLY ISOLATED NA MEMBERS INTO THE LARGER COMMUNITY. OUTREACH IS NOT LIMITED TO THOSE ACTIVITIES. WHAT OUTREACH DOES SHOULD DEPEND UPON LOCAL NEEDS.

REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
3. SHALL BE WILLING TO TRAVEL, MAKE LONG DISTANCE PHONE CALLS, AND COORDINATE EFFORTS OF GROUPS NOT CURRENTLY SERVED OR ASSISTED BY A SERVICE BODY.
4. SHALL HAVE A WORKING KNOWLEDGE OF REGIONAL AND OUTREACH GUIDELINES

DUTIES:

1. SHALL TRAVEL TO MEETINGS IN ISOLATED AREAS TO GIVE SUPPORT.
2. SHALL BE THE LINK FOR OUTLYING AND/OR ISOLATED GROUPS NOT REPRESENTED BY A SERVICE BODY.
3. SHALL "CARRY THE MESSAGE OF RECOVERY" TO GROUPS THAT ARE NOT SUPPORTED BY EXISTING SERVICE BODIES.
4. SHALL PROVIDE NA APPROVED LITERATURE, AND/OR TAPES TO FURTHER THEIR EFFORTS.
5. SHALL MAINTAIN ACCURATE BOOKKEEPING RECORDS OF ALL MONETARY TRANSACTIONS AND OF ALL LITERATURE DISTRIBUTED.
6. SHALL PROVIDE AN AGENDA TO BE PRESENTED MONTHLY AT RSC DETAILING PLANS FOR THE NEXT MONTH'S OUTREACH EFFORTS.
7. VOTING MEMBER OF RSC.

**K. CONVENTION CHAIR**

THE SIERRA SAGE REGIONAL SERVICE COMMITTEE SERVES AS THE SINGLE POINT OF ACCOUNTABILITY FOR THE REGIONAL CONVENTION. THE CHAIR OF THE CONVENTION IS ELECTED BY THE CONVENTION COMMITTEE AT THE CONCLUSION OF THE CURRENT CONVENTION, TO BE RATIFIED BY RSC. IN THE EVENT THAT THE CONVENTION COMMITTEE DOES NOT ELECT A CHAIR, RSC IS RESPONSIBLE TO DO SO.

REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE THREE (3) YEARS PREVIOUS EXPERIENCE WITH CONVENTIONS.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF REGIONAL AND CONVENTION GUIDELINES.

DUTIES:

1. SHALL PROVIDE MONTHLY WRITTEN REPORTS TO RSC.
2. SHALL SERVE AS A MEMBER OF THE SITE SELECTION COMMITTEE FOLLOWING COMPLETION OF TERM AS CONVENTION CHAIR.
3. SHALL PROVIDE AN ACCURATE AND TIMELY FINANCIAL ACCOUNTING TO RSC AND THE REGIONAL SERVICE OFFICE. (30 DAYS)

4. VOTING MEMBER OF RSC.

#### **L. GRATITUDE DINNER CHAIR**

THE SIERRA SAGE REGIONAL SERVICE COMMITTEE IS THE SINGLE POINT OF ACCOUNTABILITY FOR THE GRATITUDE DINNER. THE GRATITUDE DINNER ROTATES THROUGH THE FOUR AREAS YEARLY: GWANA, NLT, BLAW, SLT WITH EACH AREA CHOOSING THEIR CHAIR TO BE RATIFIED AT RSC.

REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE PREVIOUS EXPERIENCE CONDUCTING FUNDRAISERS.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF REGIONAL AND GRATITUDE DINNER GUIDELINES.

DUTIES:

1. SHALL PROVIDE MONTHLY WRITTEN REPORTS TO RSC.
2. SHALL PROVIDE AN ACCURATE AND TIMELY FINANCIAL ACCOUNTING TO RSC AND THE REGIONAL SERVICE OFFICE. (30 DAYS)
3. VOTING MEMBER OF RSC.

#### **M. LITERATURE REVIEW AND DISTRIBUTION**

THE LITERATURE REVIEW AND DISTRIBUTION COORDINATOR SHALL BE RESPONSIBLE FOR THE DUTIES OF DISTRIBUTING LITERATURE THROUGHOUT THE REGION AND FOR RESPONDING TO REQUESTS FROM WORLD SERVICES FOR INPUT AND REVIEW ON LITERATURE FOR APPROVAL.

REQUIREMENTS:

1. SHALL HAVE FOUR (4) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE PREVIOUS EXPERIENCE WITH LITERATURE REVIEW AND FINANCIAL ACCOUNTABILITY.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF REGIONAL AND LITERATURE DISTRIBUTION GUIDELINES.

DUTIES:

1. SHALL PROVIDE RSC WITH A MONTHLY FINANCIAL ACCOUNTING OF LITERATURE SALES AND REVIEW ACTIVITIES.
2. SHALL BE RESPONSIBLE FOR COORDINATING WITH THE RSC TREASURER FOR PAYMENT TO THE WORLD SERVICE OFFICE FOR LITERATURE.
3. SHALL COORDINATE DISTRIBUTION EFFORTS WITH AREAS WITHIN THE REGION WHO SEEK THIS SERVICE.

4. SHALL COORDINATE LITERATURE REVIEW EVENTS WITH AREAS WITHIN THE REGION.
5. VOTING MEMBER OF RSC.

#### **N. SCHEDULE COORDINATOR**

SHALL BE RESPONSIBLE FOR UPDATING, MAINTAINING, COPYING, AND DISTRIBUTING REGIONAL MEETING SCHEDULES ON A BI-MONTHLY BASIS.

##### REQUIREMENTS:

1. SHALL HAVE A MINIMUM OF TWO (2) YEARS CONTINUOUS ABSTINENCE FROM ALL DRUGS.
2. SHALL HAVE PREVIOUS SERVICE EXPERIENCE.
3. SHALL HAVE A WORKING KNOWLEDGE OF THE 12 STEPS, TRADITIONS, AND CONCEPTS.
4. SHALL HAVE A WORKING KNOWLEDGE OF THE REGIONAL GUIDELINES.

##### DUTIES

1. SHALL UPDATE AND DISTRIBUTE REGIONAL SCHEDULES BI-MONTHLY.
2. SHALL MAINTAIN ACCURATE ACCOUNTING RECORDS AND PRESENT RECEIPTS TO RSC.
3. VOTING MEMBER OF RSC

#### **O. AD-HOC COMMITTEES**

THESE COMMITTEES ARE CREATED TO SERVE SHORT TERM GOALS AND/OR PROJECTS FOR THE RSC AS NEEDED AND ARE USUALLY DISBANDED UPON COMPLETION OF THEIR ASSIGNED TASK. BECAUSE OF THEIR TEMPORARY STATUS, AD-HOC CHAIRS ARE NOT GRANTED VOTING PRIVELEGES. AD-HOC CHAIRS WILL SUBMIT A WRITTEN REPORT TO THE RSC MONTHLY. THIS REPORT SHALL INCLUDE THEIR PROGRESS TO DATE, ESTIMATED COMPLETION DATE AND THEIR EXPENSES BOTH INCURRED AND PROJECTED.

#### **VI. SIERRA SAGE REGIONAL SERVICE OFFICE BOARD OF DIRECTORS:**

THE SIERRA SAGE REGIONAL SERVICE OFFICE (SSRSO) BOARD OF DIRECTORS, WHICH HAS BEEN CREATED BY THE RSC, SHALL PROVIDE A WRITTEN A REPORT TO THE RSC QUARTERLY AND SHALL RECEIVE SUCH GUIDANCE THAT THE RSC SEES APPROPRIATE TO PROVIDE. THE BOARD OF DIRECTORS IS A (SINGULAR) RSC PARTICIPANT THROUGH ITS REPRESENTATIVE. THE BOARD CHOOSES WHICH ONE OF ITS MEMBERS WILL BE THE REPRESENTATIVE OF THE BOARD AT THE RSC; THE BOARD OF DIRECTORS SHALL MANAGE THE OPERATION OF THE SERVICE OFFICE IN ACCORDANCE WITH ITS BY-LAWS.

#### **ELECTION OF REGIONAL SERVICE OFFICE BOARD OF DIRECTORS**

THE SIERRA SAGE REGIONAL SERVICE COOMITTEE IS RESPONSIBLE FOR PROVIDING A "POOL" OF QUALIFIED PEOPLE TO SERVE ON THE BOARD. NO ONE MAY BE ELECTED TO SERVE ON THE BOARD OF DIRECTORS THAT HAS NOT BEEN APPROVED BY RSC WITHIN THE LAST YEAR. THIS POOL WILL BE CREATED ANNUALLY DURING ELECTIONS OF RSC OFFICERS. THE RSC MAY ADD

NAMES TO THE POOL AT ANY TIME BY CONDUCTING AN INTERIM ELECTION. ANYTIME THERE IS NOT AT LEAST TWO NAMES IN THE POOL, THE RSC CHAIR MAY ASK FOR NOMINEES. REQUIREMENTS TO SERVE AS A BOARD MEMBER ARE CREATED BY THE BOARD. THESE REQUIREMENTS ARE SEPARATE FROM THOSE OF THE RSC AND MAY NOT BE WAIVED BY RSC. THE BOARD REQUIREMENTS AND ELECTION PROCEDURES ARE ILLUSTRATED IN THE BY-LAWS.

## **VII. OPERATIONAL GUIDES**

### **A. BUDGET**

IT IS RECOMMENDED THAT BUDGETS BE SUBMITTED IN WRITING WITHIN THIRTY (30) DAYS AFTER ELECTIONS. IF BUDGET IS NOT SUBMITTED, THE STANDING BUDGET FOR THAT COMMITTEE OR OFFICE WILL BE ADOPTED. THIS BUDGET MAY BE AMENDED AT A LATER DATE. NO MONEY WILL BE ISSUED TO ANY COMMITTEE MEMBER UNTIL THEIR BUDGET HAS BEEN SUBMITTED AND APPROVED. IF REIMBURSEMENTS ARE NECESSARY PRIOR TO BUDGET APPROVAL, THEY WILL BE CONSIDERED ON A CASE BY CASE BASIS.

BUDGETS ARE TO INCLUDE ALL EXECUTIVE BODY MEMBERS WITH ANY INCURRED EXPENSE: i.e., SECRETARY, TREASURER. ALL SUBCOMMITTEES WILL SUBMIT BUDGETS AT THE SAME TIME. BUDGETS WILL BE DISCUSSED AND ALTERED, IF NECESSARY, AND SENT TO THE AREAS WITH THEIR RESPECTIVE RCMs TO REVIEW FOR APPROVAL. PRUDENT RESERVE SHOULD INCLUDE A THREE-MONTH CUSHION FOR ALL EXPENSES, WITH THE EXCEPTION OF THE RD/RDA TEAM, WHOSE BUDGET IS YEARLY.

### **B. NOMINATIONS AND ELECTIONS**

1. ELECTIONS ARE HELD YEARLY DURING THE JUNE RSC MEETING.
2. NOMINATIONS WILL BE OPEN AT LEAST TWO (2) MONTHS PRIOR TO EACH ELECTION.
3. NOMINATIONS WILL BE OF AN INDIVIDUAL. NO SLATE OF NAMES MAY BE NOMINATED.
4. A PERSON DOES NOT NEED TO BE PRESENT AT THE TIME OF THE NOMINATION.
5. NOMINATIONS, AND SECONDS TO THEM, MUST BE MADE BY A REGIONAL COMMITTEE MEMBER.
6. A PERSON IS CONSIDERED A "NOMINEE" ONCE HE/SHE HAS BEEN NOMINATED AND THE NOMINATION HAS BEEN SECONDED. A PERSON MAY ACCEPT AND/OR DECLINE NOMINATIONS FOR AS MANY POSITIONS OR SEATS AS HE/SHE DESIRES.
7. IT WILL BE MOVED TO "CLOSE NOMINATIONS" FOR EACH POSITION/SEAT INDIVIDUALLY.

8. INTERESTED NOMINEES ARE NOT REQUIRED TO BE PRESENT TO BE ELECTED, PROVIDING THEY HAVE APPEARED BEFORE THE RSC TO QUALIFY AND HAVE SUBMITTED A QUALIFIED SERVICE RESUME.
9. NOMINEES MUST STATE THEIR PREFERENCE IF NOMINATED FOR MORE THAN ONE POSITION. ONCE A PREFERENCE HAS BEEN STATED, THAT PERSON'S NAME WILL BE REMOVED FROM THE LIST OF NOMINEES THAT MAY BE CONSIDERED AS "CANDIDATES" FOR OTHER SEATS AND/OR POSITIONS ON THAT BALLOT.
10. IF THERE IS ONLY ONE CANDIDATE DUE TO LACK OF NOMINEES, THE CHOICE IS THEN TO FILL OR NOT TO FILL THE POSITION AT THE TIME. A SIMPLE MAJORITY WILL BE REQUIRED.
11. THE RSC MAY CHOOSE TO LEAVE ANY SEAT OR POSITION VACANT. NOMINATIONS SHALL REMAIN OPEN, AS A MATTER OF OLD BUSINESS UNTIL ALL SEATS AND POSITIONS ARE FILLED.
12. IF NO ONE RECEIVES AT LEAST A SIMPLE MAJORITY OF THOSE PRESENT AND VOTING, A RUN-OFF ELECTION WILL BE CONDUCTED BETWEEN THE TWO INDIVIDUALS RECEIVING THE MOST VOTES.
13. SERVICE RESUMES FOR ALL NOMINEES SHALL BE PROVIDED TO ALL RSC VOTING PARTICIPANTS AT THE TIME OF ELECTIONS.

### **C. VOTING PROCEDURES**

#### DEFINITIONS:

1. A QUORUM IS DEFINED AS THE MINIMUM NUMBER OF ELEGIBLE VOTING PARTICIPANTS REQUIRED TO BE PRESENT BEFORE RSC CAN VALIDLY TRANSACT BUSINESS.
2. A "SIMPLE MAJORITY" IS DEFINED AS 51% OF THE VOTING PARTICIPANTS, USUALLY USED FOR NORMAL BUSINESS RELATED ISSUES AND ELECTIONS.
3. A "2/3 MAJORITY" IS USUALLY USED FOR AMENDMENTS TO THE GUIDELINES, FOR REMOVAL OF OFFICERS, AND ALL MONETARY ISSUES.
4. IT IS SUGGESTED MEMBERS EXCUSE THEMSELVES FROM VOING WHEN THERE IS A CONFLICT OF INTEREST; I.E. THEIR OWN EXPENSES, REIMBURSEMENTS, ETC.

### **D. DAY TO DAY BUSINESS**

1. THE DAY TO DAY OPERATIONAL BUSINESS SHALL BE DECIDED BY A "SIMPLE MAJORITY" OF THE REGIONAL COMMITTEE MEMBERS PRESENT.
2. ANY ISSUE HAVING A DIRECT EFFECT ON THE AREA, REGION OR THE WORLD SERVICE POLICY SHALL BE TABLED, TAKEN BACK THE AREAS FOR A GROUP CONSCIENCE (PLEASE REFER TO

THE 12 CONCEPTS), AND THEN DECIDED BY A "SIMPLE MAJORITY" OF REGIONAL COMMITTEE MEMBERS AT THE FOLLOWING MONTHS RSC MEETING.

3. A QUORUM MUST BE ESTABLISHED PRIOR TO CONDUCTING ANY OLD OR NEW BUSINESS.

#### **E. ATTENDANCE:**

1. ALL REGIONAL COMMITTEE MEMBERS ARE EXPECTED TO ATTEND REGULAR BUSINESS MEETINGS. IN THE EVENT THAT A REGIONAL COMMITTEE MEMBER CANNOT ATTEND, THE CHAIRPERSON SHALL BE NOTIFIED. IF TWO (2) CONSECUTIVE MEETINGS ARE MISSED, WITHOUT NOTIFICATION, THAT OFFICER WILL BE CONSIDERED INACTIVE. THE OFFICER IS SUBJECT TO REMOVAL FROM OFFICE AND AN ELECTION MAY TAKE PLACE TO FILL THAT POSITION.
2. ALL MEMBERS OF NARCOTICS ANONYMOUS ARE WELCOME TO ATTEND ALL REGULAR RSC BUSINESS MEETINGS.
3. IF AN AREA IS NOT REPRESENTED FOR TWO (2) CONSECUTIVE MONTHS WITHOUT NOTIFICATION, THE CHAIRPERSON SHALL APPOINT A MEMBER OF RSC TO NOTIFY THE AREA THAT THEY ARE CONSIDERED INACTIVE AT THE REGIONAL LEVEL, AND NO LONGER HAVE VOTING RIGHTS. AFTER ATTENDING TWO (2) CONSECUTIVE MEETINGS, VOTING RIGHTS ARE RESTORED.

#### **F. REMOVAL FROM OFFICE**

1. REMOVAL CRITERIA IS STIPULATED UNDER SECTION ENTITLED "ATTENDANCE". IN ADDITION, A REGIONAL COMMITTEE MEMBER IN QUESTION THAT DOES NOT SHOW FOR A THIRD CONSECUTIVE COMMITTEE MEETING WITHOUT COMMUNICATION, CAN BE AUTOMATICALLY REMOVED FROM THEIR POSITIONS.
2. RELAPSE IS AUTOMATIC GROUNDS FOR REMOVAL FROM OFFICE.
3. FAILURE TO PERFORM EXPECTED DUTIES AS DESCRIBED IN THE GUIDELINES IS GROUNDS FOR REMOVAL FROM OFFICE.

#### **G. GRIEVANCE POLICY**

1. ANY MEMBER OF THE RSC, OR ANYONE DIRECTLY AFFECTED BY THE ACTIONS OF THE RSC MAY PETITION FOR REDRESS OF PERSONAL GRIEVANCE.
2. A PETITION FOR REDRESS SHOULD BE IN THE FORM OF A WRITTEN LETTER TO THE RSC CHAIRPERSON FROM THE PERSON SEEKING REDRESS AND SHOULD CONCISELY STATE THE REASON FOR WHICH REDRESS IS BEING SOUGHT. THE RSC CHAIRPERSON WILL THEN DISTRIBUTE THIS LETTER TO THE RSC AND THE RSC SHALL INDICATE, BY VOTE OR CONSENSUS, WHETHER THE BODY WILL HEAR THE REDRESS.

3. SHOULD REDRESS BE GRANTED, A SPECIFIC AMOUNT OF TIME SHOULD BE ALLOTTED TO DEALING WITH THE REDRESS. AT THIS TIME, THE PETITIONER MAY STATE HIS/HER GRIEVANCE, EXPRESS WHAT CORRECTIVE ACTIONS HE/SHE WOULD LIKE TO HAVE TAKEN AND ANSWER ANY QUESTIONS. IF THE REDRESS CONCERNS THE ACTIONS OF SPECIFIC MEMBERS OF THAT COMMITTEE, IT WOULD ALSO BE APPROPRIATE TO ALLOW THEM TO RESPOND AT THIS TIME.
4. AFTER ALL PARTIES HAVE HAD THE OPPORTUNITY TO SPEAK AND/OR ALLOTTED TIME HAS EXPIRED, THE RSC SHALL RETURN TO ITS REGULAR AGENDA UNLESS A MOTION IS MADE TO SUSPEND THE ORDER OF THE DAY FOR THE PURPOSE OF CONTINUING DISCUSSION OR TO TAKE CORRECTIVE ACTION.
5. REDRESS PROCEDURES SHOULD NOT BE USED BY INDIVIDUAL MEMBERS OF THE FELLOWSHIP WHO ARE NOT PARTICIPANTS OF RSC AND/OR DIRECTLY AFFECTED BY THE ACTIONS OF THE RSC. THESE MEMBERS SHOULD EXPRESS THEIR CONCERN THROUGH THEIR RESPECTIVE RCMs OR ASC.

## **H. MOTIONS**

1. ANY REGIONAL COMMITTEE PARTICIPANT MAY BRING FORTH A MOTION. IT MUST BE SECONDED BY A REGIONAL COMMITTEE MEMBER.
2. ONLY REGIONAL COMMITTEE MEMBERS MAY VOTE ON A MOTION.
3. FOR FURTHER INFORMATION, PLEASE REFER TO ROBERT'S RULES OF ORDER AND THE GUIDE TO LOCAL SERVICE.

## **I. NEW AREAS**

AREA SERVICE COMMITTEES ARE FORMED WHEN GROUPS IN A GEOGRAPHICAL LOCATION BEGIN TO REALIZE THAT THERE ARE SERVICES NEEDED THAT THE GROUPS CANNOT PROVIDE. A NEW ASC IS ALSO FORMED WHEN AN EXISTING ASC HAS MORE GROUPS THAN IT CAN PROVIDE SERVICES FOR. WHEN LOCAL GROUPS DECIDE IT MAY BE BENEFICIAL TO FURTHER OUR PRIMARY PURPOSE BY FORMING A NEW ASC, THE NEAREST OR EXISTING ASC TRUSTED SERVANTS SHOULD BE CONTACTED. THIS IS FOR THE PURPOSE OF MAINTAINING UNITY, PLANNING SESSIONS, AND THE AVOIDANCE OF DUPLICATION OF SERVICES. A PROPOSAL FOR RECOGNITION AS A NEW AREA MUST BE SUBMITTED IN WRITING AT A REGULAR RSC BUSINESS MEETING. THE PROPOSAL WILL BE CONSIDERED ON ITS OWN MERITS. PROPOSALS SHOULD INCLUDE THE FOLLOWING INFORMATION.

1. STATEMENT OF HOW THE NEW AREA WILL BETTER PROVIDE NA SERVICES.
2. A DEFINITION OF GEOGRAPHICAL BOUNDARIES.
3. NUMBER OF MEETINGS WITHIN THE PROPOSED AREA.

4. RECAP OF THE PLANNING SESSIONS AND A STATEMENT OF POSITIVE/NEGATIVE SUPPORT FROM THE SURROUNDING OR EXISTING AREA.

## **J. THEFT POLICY**

THE 11<sup>th</sup> CONCEPT FOR NA SERVICE ESTABLISHES THE SOLE ABSOLUTE PRIORITY FOR THE USE OF NA FUNDS - TO CARRY THE MESSAGE OF RECOVERY. THE 12 CONCEPTS GIVE THE RSC A MANDATE FROM THE NA GROUPS THAT CALLS FOR TOTAL FINANCIAL ACCOUNTABILITY. WITH THIS IN MIND, ANY MISUSE OF FUNDS BY A REGIONAL TRUSTED SERVANT CANNOT BE TOLERATED.

SHOULD ANY REGIONAL COMMITTEE MEMBER BE FOUND TO HAVE MISAPPROPRIATED, OR MISUSED RSC FUNDS, THE PRESIDING OFFICER OF THE RSC, IMMEDIATELY UPON CALLING THEIR RSC MEETING TO ORDER, MUST FULLY DISCLOSE THE ALLEGED MISUSE OF FUNDS AND THE INDIVIDUAL(S) INVOLVED. ANY MEMBER ACCUSED OF MISUSE OF FUNDS MAY EXERCISE THEIR 10<sup>TH</sup> CONCEPT RIGHT TO REDRESS AT THIS TIME.

### **A. RSC ACTION:**

THE RSC, ONCE INFORMED OF THE ALLEGED MISUSE OF FUNDS, MAY REMOVE THE INDIVIDUAL(S) INVOLVED "WITH CAUSE" BY A 2/3 VOTE. SHOULD THE RSC REMOVE A MEMBER WITH CAUSE, THE INDIVIDUAL(S)' PARTICIPATION WITHIN THE RSC IS IMMEDIATELY TERMINATED. ADDITIONALLY, ANY MEMBER REMOVED BY THE RSC FOR MISAPPROPRIATION OF FUNDS MAY NOT HOLD AN ELECTED SEAT AT RSC FOR A PERIOD OF TWO (2) YEARS UPON FULL PAYMENT OF RESTITUTION.

### **B. RESTITUTION:**

INDIVIDUALS REMOVED FOR MISAPPROPRIATION OF FUNDS ARE EXPECTED TO MAKE FULL RESTITUTION OF ALL RSC FUNDS. SHOULD A MEMBER REMOVED FOR MISUSE OF FUNDS FAIL TO MAKE FULL RESTITUTION SAID MEMBER MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PROSECUTION BY THE RSO BOARD OF DIRECTORS.

## **K. TRAVEL POLICY AND REIMBURSEMENTS**

PER DIEM RATES AND TRAVEL POLICIES WILL BE CONSISTENT WITH THE CURRENT POLICIES OF THE WORLD SERVICE OFFICE. SEE THE ATTACHED FORM.