

Policy, Guidelines & By-Laws

Revised July , 2007

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TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose, there is but one ultimate authority, a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance or lend the NA name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever non professional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

TWELVE CONCEPTS

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. all members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never government.

PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups within its Region, by helping Areas and Groups with their basic situations and needs, and by encouraging the growth of the fellowship.

DEFINITION

Regional Service Committee (RSC) is a Committee made up of the RCM's from the Florida Region. This Service Committee is designed to provide service to its member Areas. An ASC and RSC are similar in nature and purpose, but their respective functions are slightly different. While an ASC serves the common needs of its member Groups, the Florida Region serves three basic functions:

1. The primary function of the RSC is to unify the Areas within the Region
2. The secondary function of the RSC is to carry the message of recovery through Sub-Committee actions.
3. The third function of the RSC is to contribute to the growth of NA both by initiating much of the work to be finalized at the World Service Conference and by helping our World Services.

PROCEDURES

The RSC Conferences are held on the third Sunday of the following months: January, March, May, July, September and November. The RSC Conferences are to be held to a two-day function. (No Friday Sub-Committee or Ad-Hoc meetings.) The RSC meeting shall not be held at any Recovery Weekend, Mini-Convention, etc., or in the same area it is being held. The RSC meeting, as well as all Standing Committee and Ad-Hoc Committee meetings, are non-smoking meetings with five minute smoke breaks every hour.

Attendance

1. Any area that meets the criteria established in the "Guide to Local Services", pgs. 47, 48 & 49, is automatically a voting member of the RSC.
2. Any new Area that comes to the RSC may start voting and be recognized that day.
3. Any RCM or Sub-Committee Chairperson leaving the RSC before its end should notify the Secretary upon leaving.
4. Any Sub-Committee Chairperson missing two regularly scheduled Sub-Committee meetings will be dismissed.

Meeting Format

Meeting should start at 9:00 a.m.

1. Opening Prayer.
2. Read Twelve Traditions
3. Read Twelve Concepts
4. Read Purpose and Definition of an RSC
5. Open Floor to any member of NA
6. Roll Call

7. Secretary's Report
8. Treasurer's Report
9. RCM Reports
10. Recess for said time period (optional)
11. RD Report
12. Standing Committee's Reports (alphabetically)
13. Recess for said time period (optional)
14. Old Business
15. Elections of New Officers (if necessary)
16. New Business (pre-arranged agenda has priority)
17. Review of the Business of the Day
18. Plans for next meeting are discussed
19. Closing Prayer (Serenity Prayer.)

Agenda

1. The Vice-Chairperson will arrange the agenda prior to each meeting.
2. Any motions not already on the agenda are to be given in writing to the Vice-Chairperson at the beginning, or during (but not preferred,) of the Regional meeting.
3. Main motions submitted after the start of new business will be put on the agenda of the next RSC under New Business.

Motions

1. All changes in RSC Sub-Committee Guidelines, as well as Incorporated Boards of the Region, must be reviewed by the RCM's for two months. These changes will be included in the minutes of the RSC for RCM's to review and will be voted on at the following RSC, with the exception of motions deemed by the Policy sub Committee to be housekeeping motions. The RSC has the authority to vote on housekeeping motions without sending them back to the Areas. (Motion #58, 2000)
2. Motions tabled to a Sub-Committee for review will be tabled to ASC's with review information at the next RSC.
3. Any motion affecting Policy must first be submitted to the Policy Committee. Policy motions, upon deliberation, will be put on the agenda for the next RSC meeting to allow for discussion by RCM's prior to an RSC meeting.
4. In order to discuss Policy motions on the floor of the RSC, the motion must be dealt with by the Policy Committee first. All Policy motions dealt with by the Policy Committee will be placed on the floor of the RSC after deliberation by the Policy Committee.
5. All motions made at the RSC must include a written intent of the motion.
6. The maker of a motion must be present to give verbal intent of the motion.

Making Motions

The following can make or second motions:

1. RCM's or the duly elected member from an Area. (See Voting, below)
2. Sub-Committee Chairperson or Vice-Chairperson in the absence of the Chairperson.

3. Vice-Chairperson, Policy Chairperson (Motion #40-P 9-18-05) Secretary, Alternate Secretary, Treasurer, Regional Delegate and Alternate Delegate. The RD and AD may not second each other's motions.

Discussion Limits

- | | | |
|-----------------------------------|------------------------------------|------------------|
| 1. Main Motion. | 2 pros and 2 cons | (3 minute limit) |
| 2. Amendment | 2 pros and 2 cons | (3 minute limit) |
| 3. Reconsider a previous question | 2 cons | (3 minute limit) |
| 4. Appeal the Chairperson | 1 pro and 1 con
(Chair is con.) | (3 minute limit) |

Voice

The following have a voice on the RSC floor:

1. Administrative Committee. (Chairperson, Vice-Chairperson, Secretary, Alternate Secretary, Treasurer, Alternate Treasurer and Policy Sub-Committee Chair and Policy Vice Chair.)
2. Regional Delegate and Alternate Delegate.
3. RCM's and Alternates, or the duly elected member from an Area. (See voting, below.)
4. Standing Committee Chairperson and Vice-Chairperson.
5. Support Committee Chairperson during the FRC Board Report
6. Past Regional Delegates and all past Administrative Committee trusted servants, for information only. (This is left to the discretion of the Chairperson.)
7. The FRC Board Chief Financial Officer in matters concerning FRC Inc. finances.

Quorum

1. Official quorum must be reached by thirty minutes after the scheduled starting time.
2. Official quorum is more than half of the Areas on the current Roll Call of the RSC.
3. Only duly elected members are eligible for quorum in a representative's absence.
4. No proxy representative.

Voting

1. RCM's only and Chairperson in case of a tie. (Limited to one vote per area.)
2. Anyone duly elected by their ASC to represent them in place of their RCM.
3. Voting will be done by a show of hands. A Roll-Call vote can be called at any time by voting participants.
4. In order to temporarily waive Policy, a two-thirds (2/3) majority of voting members present is required.
5. An abstention is not counted on either side of the vote.
6. An Area that abstains from a vote may make a motion to reconsider.
7. The Chairperson may contact all RCM's by phone or by mail, and voting may be conducted if necessary, no later than ten days from being contacted.

Majority

Majority is defined as more than half of voting members voting yes or no. Abstentions shall not be counted in defining a majority. If the abstentions outnumber the prevailing of the yes or no votes, the motion is automatically tabled until Old Business at the next RSC meeting.

(2/3) Majority

Two thirds (2/3) majority is defined as two thirds of voting members voting yes or no. Abstentions shall not be counted in defining a majority. If the abstentions out number the prevailing of the yes or no votes, the motion is automatically tabled until Old Business at the next RSC meeting, including matters of Policy.

HOTEL HOSTING CRITERIA

Space

1. Four large meeting rooms with tables that hold a minimum of fifty people each.
2. One large meeting room with tables that hold a minimum of one hundred people for the RSC.
3. Adequate ventilation.
4. Podium with microphone.
5. Location for a function, preferably at the facility.
6. Goal would be to have coffee provided by the hotel.
7. Other arrangements will be considered.

Room Block

1. Minimum of twenty rooms for Friday and twenty rooms for Saturday.
2. Objective is that the room block should provide free meeting spaces.
3. Handicap accessibility needed in and around the hotel.
4. Be aware of advance registration requirements.
5. Make cut-off as late as possible.

Other

1. Copying to be available.
2. Flier must be available at the prior Regional Meeting. The RSO will mail the flier.
3. Some provisions for Friday night; late meeting, hospitality room.
4. All net proceeds from the RSC weekend will go to the RSC Treasurer. If a specific need arises, the Hosting Area may request funds to be returned to the Area, to be voted on by the RSC.
5. The Administrative Committee and FRC President will constitute the Committee assigned to these duties and secure the RSC location sites.
6. FRC Inc. President will review and sign the contract.
7. RSC location will be secured for up to 2 years in advance.
8. All bids for RSC weekends must be submitted to FRC for review of the contract before submitting to the RSC, and stay within the recommended/agreed to room rate (Motion #14-P, 3-21-04).

ADMINISTRATIVE COMMITTEE

This Committee consists of the following: RSC Chairperson, RSC Vice-Chairperson, RSC Secretary, RSC Alternate Secretary, RSC Treasurer, RSC Alternate Treasurer, Regional Delegate, Alternate Delegate and Policy Sub-Committee Chairperson (Motion # 40-P 9-18-05) and Policy Sub Committee Vice Chair (Motion #43-P 9-17-06) This body serves as Committee in addition to the member's other duties. This Committee serves the administrative needs of the Region, and in addition, coordinates the next 12 RSC weekends (2 years). This plan consists of a full rotation to all 17 members areas over the course of 3 years. (Motion #59-P 11-19-06).

The Administrative Committee works together in a team effort to plan and implement the GSR Assembly, and plans the bi-annual educational forum known as the Florida Service Symposium. The Committee conducts an internal audit of the accounts of the FRSC when the Treasurer completes or leaves office. In addition, the Administrative Committee will audit the treasury accounts on a quarterly basis.

Another purpose of this Committee is to actively seek and encourage the growth of NA in this Region by helping to start new groups or meetings in desolate, remote and isolated areas, cities and towns throughout the Region. Another form of outreach services which this Committee performs is actively seeking and encouraging the growth of newly established Area Service Committees and the Groups they serve by sending members of this Committee to that area as a trouble-shooting Committee for a few days.

This body serving as a Committee, per suggestions from the RSC as a whole, may appoint Special Committees to meet a specific need for a specified time period (otherwise known as Ad-Hoc.)

DUTIES AND RESPONSIBILITIES

Chairperson

1. Complies and announces a pre-arranged agenda before the close of business of the RSC.
2. Presides over all meetings of the Florida RSC.
3. Maintains a line of communication between the Florida RSC and any/all Area Service Committees throughout the year.
4. Enforces the rules of decorum and discipline.
5. To be absolutely fair and impartial.
6. To refrain from discussing a motion when presiding.
7. Co-signer on all bank accounts of the Florida RSC.
8. In conjunction with the RSO, coordinates and keeps records, files and archives of the Region.
9. When an RCM misses two or more meetings, the Chair contacts the RCM and investigates the matter.
10. Is the contact for any attorney used for legal services.
11. Is a member of the RSC Policy Committee

Vice-Chairperson

1. Performs all duties and has all powers of the Chairperson in the absence of the Chairperson.
2. Member of all Sub-Committees.
3. Liaison between all Standing Committees to assure proper functioning of said Committees, per RSC Guidelines.
4. ~~Acts as Parliamentarian at all RSC meetings~~ (motion # 40-P 9-18-05)
5. Attends as many Area Service meetings as possible.
6. Co-signer on the Florida RSC bank account.
7. Member of the RSC Policy Committee.
8. Chairs Sub-Committees when Sub-Committee Chairpersons and Vice-Chairpersons are absent.
9. To keep track of motions requiring future action by the RSC, to make sure that these items come up at those future times and do not fall through the cracks.
10. Prepares agenda for Sub-Committee and Ad-Hoc's and place room assignments outside meeting rooms.

Secretary

1. Responsible for a written record of RSC meetings.
2. Keeps a mailing list of all RSC trusted servants and RCM's.
3. Responsible for typing minutes so they can be mailed or emailed out at least two weeks following each RSC meeting. Minutes are to be delivered to Administrative Committee members, Regional Delegate, Alternate Delegate, RCM's from each area, ~~One Regional Delegate from each zonal Region~~, (Motion 2007-06P 1-21-06), FRC and RSO Presidents and Sub-Committee Chairpersons at the RSC's expense. Any others requesting minutes should purchase them from the RSO at cost.
4. Co-signer on the Florida RSC bank account.
5. Member of the RSC Policy Committee
6. Shall maintain possession of the log in and passwords etc. for the RSC Web Page. In the absence of a Internet Technologies Coordinator, will update the web page to include the RSC minutes (motion #35 7-18-04)

Alternate Secretary

1. Works closely with the RSC Secretary.
2. Has the same responsibility as RSC Secretary (see above).
3. Is not a co-signer on the Florida RSC bank account
4. Member of the RSC Policy Committee.

Treasurer

1. Keeps an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. Disburses money as per group conscience of the RSC.
4. Collects all donations from Groups, Areas, individuals or Committees.

5. As part of the Administrative Committee, will make an annual projected budget with suggested prudent reserve at the end of term.
6. Presents actual expenditure reports with expenses *for the past 12 months* (motion #19-P 5-18-04) of the RSC Administrative Committee, Sub-Committee Chairs and the RD/AD Team each November, that will be reported in the November RSC minutes (Motion # 23, 5-18-04)
7. Member of the RSC Policy Committee.

Alternate Treasurer

1. Works closely with the RSC Treasurer.
2. Helps Treasurer prepare (or in the absence, prepares) a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. In the absence of the Treasurer disperses money per group conscience of the RSC.
4. Assists in the collections of donation from Groups, Areas, individuals or Committees.
5. As a part of the Administrative Committee, will assist in preparing an annual projected budget with suggested prudent reserve at the end of the term.
6. Not a signer on the RSC bank account.
7. Member of the Policy Committee.

Regional Delegate (RD)

1. The primary purpose of the RD is to link the Region with the World.
2. Presents minutes of the World Service Conference, information from the World Service Office, Inc., ~~World Service Board of Trustees~~ (Deleted January 2007 World Board of Trustees no longer exists.) or other Regional news or information available (Conventions, Conferences, etc.) or from the quarterly fellowship report.
3. Attends all Regional Service Committee meetings.
4. Attends as many Area Service Committee meetings as possible.
5. Attends yearly World Service Conference meetings.
6. Attends as many Regional functions as possible.
7. Member of the Regional Administrative Committee.
8. Member of at least one other Standing Regional Committee.
9. Able to accept nominations to become a member of WSC Sub-Committees and Boards.

Alternate Delegate (AD)

1. Works closely with the RD.
2. Has the same responsibilities as RD (see above).
3. Will not accept any nominations on the World level upon election.
4. Develops, coordinates and Chairs the annual Regional GSR Assembly.

Policy Chairperson

1. One year commitment.
2. Compiles a pre-arranged agenda prior to each Policy Sub-Committee meeting
3. Carries the voice of the Subcommittee to the FRSC floor
4. Enforces rules of decorum and discipline, (RSC Rules of Order).
5. Refrains from discussing a motion when presiding.
6. Is absolutely fair and impartial.

7. Is available to answer any questions concerning matters of Policy on the RSC floor.
8. Prepares a budget with the subcommittee for approval of the RSC for the upcoming year.
9. Submits a complete updated policy package in July ~~January~~ (Motion # 41-P 7-16-06) to include RSC Policy, Sub-Committee Guidelines, by-laws of Incorporated Boards and any other written Policies of the Florida RSC.
10. To provide policy addendum's at the November and March ~~May and September~~ RSC. (Motion 41-P 7-16-06)
11. Member of the Administrative Committee and Parliamentarian for the Florida RSC meeting

Policy Vice Chair

1. Performs all duties and responsibilities of Chairperson in the absence of the Chairperson.
2. Will conduct old business during the sub-committee meeting.
3. Assists in preparing sub-committee's budget.
4. Member of the Administrative Committee of the Florida RSC. (Motion #43-P 9-17-06)

QUALIFICATIONS

Administrative Committee

1. Willingness and desire to serve.
2. One year commitment for Chairperson, Secretary, Treasurer and Policy Sub-Committee Chair and Policy Sub-Committee Vice Chair
3. Two year commitment for Vice-Chairperson, Alternate Secretary, and Alternate Treasurer.
4. Minimum of four years clean time for Chairperson, Vice-Chairperson, Treasurer and Alternate Treasurer.
5. Minimum of three years clean time for Secretary, Alternate Secretary and Policy Sub-Committee Chairperson and Policy Sub-Committee Vice Chair
6. Minimum of one year Florida Regional Service involvement.
7. Understanding of the Twelve Traditions through application.
8. Time and resources needed to be an active participant.

Policy Chair

As well as the above qualifications for Admin. Committee;

1. Active involvement in NA
2. Knowledge of the Twelve Steps, Twelve Traditions, and Policy of the Florida Region
3. Able to upload and download files, email, and have word processing skills.

Policy Vice Chair

As well as the above qualifications for Admin. Committee;

1. Experience in Regional Service, including Regional Policy
2. Does not hold any other Regional position
3. Is not an RCM or Alternate RCM

Regional Delegate, and Alternate Delegate

As well as the above qualifications for Admin. Committee;

1. Four year commitment. Two year as Alternate and two year as Regional Delegate.
2. Minimum of five years clean time for Regional Delegate and Alternate Delegate
3. Minimum of two years Florida Regional Service involvement.

STANDING COMMITTEES

In order to minimize time spent debating in Conference meetings, Sub-Committees are used by the Florida Regional Service Committee. It is important to note that the Committees cannot do the day-to-day work, only members can do this, which means each Committee covers a large geographical region and meets only six times a year, unless a special session is requested. By need, most of the work must be done in Committees. Initiation and finalization of these projects take place at the Regional Service Committee meeting.

Each Committee should submit a written report to the Administrative Committee prior to the end of the Regional Service Committee Meeting. This report should include minutes of the Committee meetings, plans, ideas, and motions for initiation, finalization of implementation, and a financial report or request.

~~Each Committee Chairperson should establish lines of communication with the appropriate WSC Committee Chairperson.~~ Each Committee is autonomous, but responsible to the Florida Region. In order to better serve, a Committee may choose to elect officers. Sub-Committees are permitted travel expenses for out of Region functions, not to exceed \$750.00 per Committee per year. All Sub-Committees will submit budgets for the upcoming year in January, including actual expenses for the past 12 months. (Motion # 19 (5-18-04))

In order to eliminate a Standing Committee, a motion is made, seconded and a two thirds (2/3) majority vote is needed to eliminate.

Committee Chairperson Responsibilities

1. Willingness and desire to serve.
2. One year commitment.
3. Minimum of three years clean time.
4. Minimum of one year Florida Regional Service involvement.
5. Understanding of the Twelve Traditions through application.
6. At least one year involvement on the Regional level with the respective Sub-Committee.
7. All Sub-Committee Vice-Chairpersons shall meet the same qualifications as the Chairperson.

NOMINATIONS

1. Nominations should be solicited from the RCM's
2. An explanation from *the approved service manual* is needed to establish responsibilities for each position, per office.
3. The position is announced, and nominations are taken.
4. Each nomination must be seconded.

5. In case of only one nomination, a priority vote of confidence requiring two thirds majority is taken; if not two thirds, the position goes back to the RCM's for further nominations.
6. After accepting nominations from RCM's, the Chairperson will ask the floor if there are further nominations. (This includes Sub-Committee Chairperson, Administrative Committee members or the Regional Delegate.)
7. A motion is made to close nominations and must be seconded.
8. Each nominee must be present. Verbal qualifications will be given at this time.

ELECTIONS

1. Voting is done by paper ballot
2. The election of Vice-Chairperson to Chairperson, Alternate Secretary to Secretary, and Alternate Treasurer to Treasurer (votes of acclimation) is held in May. Officers to assume the duties of the office at the end of business at the July RSC, except when filling a vacant position.
3. The election of Vice Chairperson, Alternate Secretary, Alternate Treasurer, and Sub-Committee Chairperson is held in July.
4. Elections of positions within Boards and Sub-Committees are held in September.
5. The elections of Delegate and Alternate Delegate will be held on odd years. Elections will be held in May. Officers assume duties at the end of business at the July RSC.
6. Nominations are brought in July and elections are held the same day.
7. The Vice-Chairperson, Alternate Secretary, Alternate Delegate and Alternate Treasurer get a priority vote of confidence requiring a two thirds (2/3) majority; if not, those persons become nominees for their respective positions.
8. When there are more than two nominations and no candidate gets clear majorities, the succeeding procedure will be followed: A vote will be taken. The nominee with the least amounts of votes will be eliminated. The process is continued until there are two nominees. The one with the most votes is elected.
9. Upon election, all RSC elect positions must resign any other position which would give them another voice on the Regional Floor.
10. Elected RSC positions assume the duties of office at the end of business day, with the exception of votes of acclimation, item 2, above.
11. When someone runs uncontested for a Region Elect Board election and loses that election, they cannot be elected to that board by a board election that same year.

REMOVAL OF OFFICERS

Voluntary

Given in writing to the RSC Chairperson prior to the next RSC meeting.

Involuntary

1. Two consecutive meetings missed.
2. Relapse during term of office.

Impeachment and Removal by Vote

This is needed in case of Tradition violations or failure to perform duties and responsibilities.

1. The individual will be given written notice by the Chairperson at least seven days prior to the RSC meeting.
2. The motion for removal will be presented with said due cause.
3. The respondent is given time for rebuttal
4. Open ballot is taken
5. A two-thirds majority is needed for impeachment.

REPORTS

RSC

All reports are limited to ten minutes per report; all reports are to be written or typed. RCM's written reports may include information on Sub-Committees and other information about the Areas. It is the option of the RCM to give their report written or verbally. RCM's will be expected to turn in updated meeting lists with their bi-monthly reports. All RSC requested reports submitted on the RSC floor will be included in the RSC Minutes/reports for that month. (Motion #48 11-16-03)

Yearly

1. Secretary compiles a list of all motions from the year's minutes.
2. Treasurer compiles a yearly report consisting of the past years activity, including the Convention Financial Statement.
3. Committee Chairpersons compile reports consisting of the past year's activity, accomplishments, specific problems, situations, financial records, (last years budget, last year's actual and this year's proposed budget,) and an annual work plan, (goals for the year).
4. Committee RCM's compile Area reports consisting of the following:
 - a. Number of meetings, H&I, Groups and total number of meetings.
 - b. Sub-Committee activities
 - c. Major accomplishments
 - d. Specific problems or situations.
 - e. Plans for the coming year.

ADDITIONAL RSC GUIDELINES

FINANCIAL

1. Two signatures are required on all checks issued by the Florida RSC.
2. The RSC will maintain a bi-monthly prudent reserve in the amount of \$8,000.00
3. After paying our bills and establishing a prudent reserve, any money left over will be forwarded to the next level of service.
4. The RSC shall hold excess Conventions funds until the November RSC.
5. Each member of the RSC Administrative Committee and Sub-Committee Chairperson shall be reimbursed one hundred twenty five dollars, (\$125.00) per RSC for travel expenses. The Sub-Committee Vice Chairperson shall be reimbursed one hundred twenty five dollars (\$125.00) per RSC in the absence of their respective Chairperson.
6. No person shall receive more than one travel expense per RSC, even though such person might serve as Chairperson for more than one committee.
7. The RSC will pay for airfare and per diem for the Regional Delegate and Alternate Delegate to attend the World Service Conference. Other RD/AD travel will be consistent with expense procedures contained in the NA Guide to World Services, which will include; travel to and from airports, parking, air fare, tolls, per diem (\$45.00 per day), mileage (~~.365 by Motion #36 7-20-03~~) reimbursement at the prevailing IRS rate for Non Profit Organizations (Motion #60P 11-19-06) if privately owned vehicles are driven out of state. Service travel, which is travel other than the RSC weekend attendance, shall be approved by the Florida RSC as deemed necessary.
8. The Florida RSC shall be financially accountable for any donations of literature.
9. The Florida RSC will subsidize up to \$300.00 per RSC for the Bahamas Area RCM to attend the RSC.
10. ~~The Florida RSC shall send at least two (2) representatives from the P.I. Sub Committee to SECAD on an annual basis. (motion #25-P 3-19-06)~~
11. All Regional trusted servants will be reimbursed for travel, mileage @ ~~.365/mi~~ the prevailing IRS rate for Non Profit Organizations (Motion #60P 11-19-06) if privately owned vehicle is required to be driven to any activity that the trusted servant is required to attend by the Florida Region, with the exception of RSC weekends. (Motion #11, 1-18-04)
12. All proposed budgets referred to Areas for approval must include the current budget and the actual expense for the past 12 months. (Motion # 19 5-18-04)

MISCELLANEOUS

1. An Ad-Hoc Committee is created by the RSC, or at the discretion of the RSC Administrative Committee. Members of the Ad-Hoc Committee(s) are appointed by the RSC Chairperson.
2. No Area's meeting list will be removed from the Florida RSC Web Page without one of the Area's RCM's being notified. If there isn't an RCM, an Area Administrative Committee Member will be notified.
3. Refrain from writing or editing of the History Book for a period of not less than 5 years, ending in July, 2009 (Motion #28, 5-18-04).

4. RSO to scan regional minutes and to deliver to Internet Technologies Coordinator for posting on the web page at the RSO billable rate. (Motion 31, 7-21-02)

Regional Archivist

Purpose

Like any other service activity, the primary purpose is to carry the message of Narcotics Anonymous. Archival work is more than mere custodial activity; it is the means by which we collect, preserve and shares the heritage of our fellowship.

N.A. members have a responsibility to gather and take good care of the fellowship's historical documents and memorabilia. Correspondence, records, photographs, newspaper and magazine articles from the past need to be collected preserved and made available for the guidance and research of N.A. members for now and for the generations to come.

Functions of the Archivist

1. The Archivist shall receive, classify and index all relevant material, including but not limited to, administrative files and records, correspondence, and literary and artifactual works considered to have historical importance to groups, areas and regions in the State of Florida.
2. The Archivist shall create and maintain a mobile history display(s) available for conventions and special events in the State of Florida and beyond as long as the funding and/or reimbursement for such related costs such as transportation and room and board are funded by either the region or requesting service committee.
3. The Archivist shall therefore function in a two-fold manner: primarily, a custodial responsibility for assuring the physical integrity of the collection, storage of artifacts and its availability to persons with a valid reason. Secondly, a parallel and critical role of data gatherer.
4. The Florida Regional Service Office (RSO) was designated as the primary repository for archives since its inception; therefore, the RSO provides adequate space for the collection, cataloging and preservation of historical materials.
5. Letters, books, booklets, pamphlets, world directories, area and ~~regional meeting lists~~, (Motion 2007-06-P 1-21-07), event and conventions flyers and memorabilia for groups, areas and regions in the State of Florida along with documents and memorabilia from WSC/WSO/WCNA, area and regional newsletters, area and regional service committee minutes, written histories, photographs, audio and videotapes and digital records serve as the foundation of the archival library.
6. The Archivist shall develop and maintain a detailed inventory of all items in the regional archives.
7. The Archivist shall develop ways and means to enhance the archival inventory by creating a method for donors to have some assurance that their gift will be treated and handled with care for generations to come.
8. The Archivist may recruit other volunteers to act as Assistant Archivists (these assistants shall meet the same qualifications and requirements as the archivist).
9. The Archivist shall not remove any material from the RSO unless the material is to be used as part of the mobile history display or to be repaired by a professional. The special

worker will cross-reference and inventory those items removed from the RSO via a checklist to insure all the materials that were taken and returned can be attested too.

10. The Archivist is responsible for the physical integrity of the collection, documents and artifactual items; therefore, the archivist maintains proper methods of storage for such items.
11. The Archivist is responsible for ensuring the protection of the anonymity of members, and the confidentiality of the records.
12. In keeping with the Tradition seven, the archives ought to be fully self-supporting, declining outside contributions. It is better that funding for the archives are derived from an overall budget within the service structure.
13. Maintains regular communication with the World Service Office, and other regional Archivist

Subcommittee Membership

The position of Archivist (elected) and Assistant Archivist (volunteer) are individual positions, not a committee or sub-committee. They may meet with the special worker(s), RSO Board members or other committee members as deemed necessary from time to time in regards to the archive collection.

Voting

The position of Archivist is a non-voting member of the Florida Regional Service Committee. The Archivist acts in a reporting capacity only, although they may submit motions from time to time that specifically relate to the archive collection.

Qualifications and Responsibilities

1. Nominated and elected by the RSC at the time of their election.
2. Three years clean time.
3. At least one (1) year involvement in the Florida RSC.
4. Active member of Narcotics Anonymous.
5. Attends the Florida RSO Board Meetings (only when required by the board)
6. Attends the March and September RSC meetings each year and provide a written report in regards to the status of the collection.
7. Does not hold any other RSC position.
8. Lives within the Florida Region (amended with Motion #47-P as amended, 1-15-06)
9. Have the time and resources necessary to spend at least 50 hours annually fulfilling the functions of the archivist.
10. Have a reasonable level of knowledge of and experience with N.A. archives, memorabilia and the like ... *and* ... attend at least an introductory course in archival science or library science, and (if deemed necessary) membership in a local archivists organization.
11. Insurable and if required by other parties; bondable.

Suggested Donation letter, on RSO Letterhead:

If you have items of interest to the NA fellowship, you may be able to assist us in our efforts to collect, preserve and share our heritage, by donating them to the FRSO. Since we are a nonprofit 501 C (3) organization, your donation may even be tax deductible.

Such items may include:

- Organizational documents from groups and areas
- Memorabilia
- T shirts
- Literature drafts
- Letters & other correspondence
- Photographs
- Newspaper and magazine articles

For more information, please contact us at the above number.

Suggested Donation Receipt, on RSO Letterhead:

Thank you for your donation to the Florida Regional Service Office of Narcotics Anonymous, which have been received at the above location. The items we received are:

We acknowledge that there were no goods or services provided in exchange for this gift to offset any valuation you may independently determine. Please retain this receipt for your tax records. The Florida Regional Service Office, Inc is a nonprofit 501 C (3) corporation. Our EIN is

We offer no advice or opinions on matters of taxation but instead encourage you to consult legal and tax advisors.

Your donation is greatly appreciated.

Florida Regional Service Office, Inc.

Zonal Forum, GSR Assembly and Service Symposium Guidelines

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SOUTHEASTERN ZONAL FORUM

PURPOSE

The purpose of attending the Southeastern Zonal Forum (SEZF) is to provide for the Florida Region to interact with our neighboring regions in the southern United States. To share experience, strength and hope; to gain insight as to the problems, situations, and successes of the other regions, and to promote the unity of Narcotics Anonymous as a whole.

ATTENDANCE

1. Regional Delegate
2. Alternate Delegate
3. For the Bi-Annual Car Workshop, any interested Regional Sub-Committee Chair or Vice Chair, or RCM. Notification at the January RSC of intentions to attend is required, in order to facilitate room reservations.
4. The SEZF CAR Workshop will be held in Macon, Georgia, and rotate all other SEZF meetings. The agenda for the CAR workshop will be set by the hosting region (Motion #12, 1-20-02)
5. For all Zonal's other than the CAR Workshop, Regional funded attendees will be approved by the Region, prior to each Zonal. Potential attendees will be recommended by the Regional Delegate based on the upcoming SEZF agenda.
6. The SEZF will meet on the first weekend in January and June. Informal meetings may happen as needed (Motion #28, 7-21-02)

REQUIREMENTS

1. ~~One (1) year involvement on the Florida Region Service Committee.~~ (Removed by vote, Motion #41-P 7-16-06)
2. Willingness, time and resources to attend.

RESPONSIBILITIES

1. To attend as many meetings as possible.
2. To report to the Florida RSC any pertinent information received at the Forum.
3. When the SEZF meets within the Florida Region, the RSC will provide a facilitator (Chairperson) and Secretary, other than the RD and AD, to facilitate the business meeting on Sunday. (Motion #37 11-16-03)
4. The cost associated with the Zonal Weekends shall be split among the member regions of the zone. (Motion #29, 7-21-02)

BUDGET

1. Van rental
2. Miscellaneous expenses – copying, telephone, not to exceed \$50.00 per Zonal
3. Room expense for Regional Delegate and Alternate Delegate not to exceed current Travel Allowance by the Florida RSC
4. Female room will be provided if necessary. (Motion 41-P 7-16-06)

5. If enough qualified members attend to warrant it, extra rooms may be acquired at the same rate.
6. RSC funding of persons for item # 3, above. (Motion # 37, 7-2-03).

GSR ASSEMBLY

PURPOSE

The annual GSR Assembly is a meeting of all the GSR's and RCM's in the Florida Region. We come together to meet, grow in unity, and arrive at a regional conscience on a variety of issues locally and globally in NA. It is 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.

Objectives

1. To get as much participation and representation from as many groups as possible throughout the region.
2. To inform the members of Narcotics Anonymous in our Region about the structure, functions, and importance of Regional and World Services.
3. To arrive at a regional conscience on each motion presented in the Conference Agenda Report (CAR) for the annual meeting of the World Service Conference (WSC) of NA.
4. To provide verbal and written input to our conference delegates on important aspects of the specific issues.
5. To discuss regional issues facing the Florida RSC that would require a conscience from the expanded population of GSR's.

STRUCTURE

Panel Discussion

Small informal discussions designed to allow for in depth background and analysis of the issues at hand.

1. The panels are broken down by topic so that only issues and motions in that topic are discussed in the small group.
2. The panel discussions are led by a qualified participant. For instance, discussion on motions related to Public Relations would be led by a P.R. Chairperson or equivalent. (Changed from Public Information in Motion 41P 7-16-06)
3. Prepares participants for the more formal General Assembly open forum.
4. All members of Narcotics Anonymous are invited to attend.

General Assembly Open Forum

1. The large meeting of all members of the Florida Region.
2. Chaired by the Regional Chairperson with the assistance of the Vice-Chairperson. Formal discussion and voting takes place on all issues on the agenda.
3. RSC Rules of Order are used to provide an orderly way to conduct business, to protect each member's rights, to protect the Florida RSC rights, and to promote free discussion.

GENERAL ASSEMBLY PROCEDURES

1. GSR's only may vote on the Assembly Agenda.
2. Voice votes are preferred. If at any time a vote count is desired, any participant may request it.
3. Any member of Narcotics Anonymous may address the body when recognized by the Chair.
4. No one may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
5. There shall be a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the Chair to speak. *Note: The Chair may exercise discretion to extend the time limit.
6. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than three members to speak in favor (pro) of any motion and no more than three members to speak in opposition (con) of any motion. (Note: The chair may exercise discretion to extend the number of speakers.)
7. Florida RSC limits debate on the motion to appeal to 1 pro and 1 con with the chair always the con. If someone disagrees with a ruling of the chair, he/she may voice that disagreement with a motion to appeal.
8. Florida RSC requires a simple majority to adopt the motion to Limit or Extend Debate.

Administrative Committee Responsibilities

The Administrative Committee works together in a team effort to plan and implement the GSR Assembly.

Regional Delegate

1. Acts as an information resource to the Administrative Committee.
2. Provides a World level perspective in all discussions.
3. Listens closely to the perspective of the GSR's
4. Performs miscellaneous tasks as required.

Alternate Delegate

1. Coordinates the planning and implementation of the GSR Assembly
2. Makes sure that the issues and motions in the CAR are broken down into logical groups for panel discussion
3. Chairs the General Assembly
4. Delegates Panel Leader responsibilities to appropriate individuals.
5. Performs miscellaneous tasks as required.

Regional Chairperson

1. Sets the meeting agenda
2. Ensures that discussion stays on track at an appropriate pace protecting the right of individuals to be heard.
3. Performs miscellaneous tasks as required

Vice Chairperson

1. Acts as the Chair in his/her absence.

2. Performs miscellaneous tasks as required.
3. Works with the Host Area Activities Committee to put on a function in conjunction with the GSR Assembly.
4. Secures appropriate facilities.
 - a. The General Assembly hall needs to seat all GSR's and other participants.
 - b. Enough meeting rooms for panel discussion.

Secretary

1. Sends out two mailings to the GSR's, via their respected Areas, informing them of the Assembly.
 - a. The first mailing will be in time for the January ASC Meetings, announcing the date and general information about the GSR Assembly, i.e.; what it is, why it's important, etc.
 - b. The second mailing approximately will be in time for the March ASC Meetings, with specifics about agenda, lodging, maps if appropriate, etc. (See Motion #21-P 5-21-06 for changes to this section.)
2. Performs miscellaneous tasks as required.
3. Prepares Registration Packets for distribution at Assembly.

Treasurer

1. Ensures that the meeting stays within budget
2. Performs miscellaneous tasks as required.

RCM's

1. Talks about the upcoming GSR Assembly at his/her respective Area Service Conference.
 - a. Emphasizes how important it is for every GSR and Alternate GSR to attend.
 - b. Discusses the importance of Area Committee Chairs attending the Assembly to get a larger perspective on their service work.
2. Calls each GSR individually to reconfirm their commitment to attend and answer any questions about the assembly.
3. Performs miscellaneous tasks as required.

Sub-Committee Chairs and Resource Persons

1. Researches the CAR and is prepared to discuss in detail the motions pertinent to their areas of expertise.
2. Volunteers to be Panel Leader
3. Performs miscellaneous tasks as required.

Panel Leader Responsibilities

1. Thoroughly research the subject matter.
2. Identify and communicate relevant and appropriate facts and issues.
3. Keep the discussion rolling
4. Encourage participation both PRO and CON
5. Remain as unbiased as possible
6. At the end of each discussion topic, have the group choose representatives on each issue and motion to speak at the general assembly, at least one PRO and one CON.

Registration Packet

Upon arrival, all participants are given a packet of information to help facilitate a productive and enjoyable meeting. It contains:

1. A map of the local area, (available free from the Chamber of Commerce).
2. A housing list of local hotels and those in the fellowship who are willing to host out of town guests.
3. Local phone list for emergencies
4. Welcome letter from the Florida RSC Chairperson
5. Meeting Agenda
6. GSR Assembly Rules of Order
7. Name Tag.

SERVICE SYMPOSIUM GUIDELINES

Vision Statement

All of the efforts of the Florida Regional Symposium are inspired by the primary purpose of the Areas and Groups we serve. Upon this common ground we stand committed. Our vision is that one day the Florida Symposium will:

- Become the primary model for trusted servant training at all levels of service
- Ensure trusted servants are provided cutting-edge training in order to develop effective leadership in our fellowship
- Communicate NAWS Strategic Plan, initiatives and current projects to the Florida fellowship.

Our vision is our reference point, inspiring all that we do. Honesty, trust and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

Mission Statement

The Florida Service Symposium brings all elements of the Florida Regional Service Committee together to further the common welfare of NA. The purpose of the Florida Service Symposium is to provide members of the NA Fellowship with cutting edge education and training, including that typically not found elsewhere in our fellowship.

Our mission is to share information, experience, strength and hope at a bi-annual, educational forum, with the objective of increasing effective leadership and communication within NA.

In order to maximize the quality and effectiveness of the training and presentations, the planning committee may include: non-addict professionals as presenters; input and presenters from N.A. World Services; various forms of communication and mass media technology; and include our leaders both past and present.

We are inspired with the joy of selfless service, and the knowledge that the training and education efforts make a difference.

Guidelines

1. The Administrative Committee of the Florida Region will invite the members of the N.A. Fellowship, and when applicable, the public at-large, to a free (with the exclusion of food functions) all day learning Symposium.
2. The theme of the Symposium will be chosen by the Administrative Committee with participation and/or input from the World Service Office.
3. The program of the Symposium will be chosen by the “Administrative Committee with participation and/or input from the World Service Office.
4. The Symposium will be held during the odd-numbered years, on the Saturday of the weekend of the 3rd Sunday, in conjunction with the March Florida Region Service Committee.
5. The Symposium will be held at a hotel or other public facility determined by the Administrative Committee of the Florida Region Service Committee and, again, in conjunction with the march Florida Region Service Committee. The facility will be capable of holding an audience of several hundred people in a setting conducive to training and development.

Roles and Responsibilities

RD/AD Team

1. Point of Contact with WSC
 - a. World Agenda
 - b. World Input
2. Decides the Topic with input from Areas and World
3. Develops the Symposium Agenda
4. Point of Contact with the Facility
 - a. Secures the facility
 - b. Liaison between the facility and the participants
5. Communicate to other Regions and WSC
 - a. Email announcement sent EOM Dec/BOM Jan
 - b. Distribute print announcement at January SEZF
6. Willingness to participate as a Facilitator

RSC Chair

1. Works closely with the RD/AD Team in planning this event
2. Willingness to participate as a Facilitator

RSC Vice-Chair

1. Works closely with the RD/AD Team in planning this event
2. Sets the floor plan and room arrangements with hotel
3. Develops the Sunday RSC meeting agenda
4. Willingness to participate as a Facilitator

Secretary Team

1. Maintain “Database of Professionals”
 - a. Mental Health professionals
 - b. Treatment Centers
 - c. Judicial contacts
2. Communicate throughout Florida Region
 - a. Mail print announcement, EOM Dec/BOM Jan, to be received by RCMs for distribution at January ASC’s
3. Prepare Registration packets
 - a. Nameplate/Badge
 - b. (pre-paid) Banquet and/or Lunch tickets
 - c. Symposium Agenda (may include ‘welcome statement’ or ‘welcome statement’ may be separate)
 - d. Florida Region web site flyer
4. Works closely with Area RCM’s
 - a. Assistance with Registration and local area information
5. Willingness to participate as a Facilitator

Treasurer Team

1. Oversees the budget
2. Works closely with the RSO and receipt of pre-registrations
3. Accounts Receivables – prior to and during the Symposium weekend
 - a. Friday and Saturday lunches
 - b. Saturday night banquet
 - c. Saturday night entertainment
4. Willingness to participate as a Facilitator

Policy Chair

1. Works closely with the Administrative Committee members
2. Willingness to participate as a Facilitator

RSO Ad-hoc Representative

1. Liaison between the Symposium Ad-hoc members and the Special Worker
 - a. RSO will be utilized to print the announcements and brochure
 - b. RSO will receive the registrations and payments for lunch, buffet and Saturday entertainment

RCM’s from the Hosting Area

1. Work closely with the Secretary Team
 - a. Provide local area meeting lists for Registration/Information Table
 - b. Provide guide to local restaurants and amenities (utilize local Chamber of Commerce)
 - c. Recruit local area members to assist at Registration
2. Willingness to participate as a Facilitator

All Other Regional Trusted Servants:

1. Talk it UP !!!
2. Willingness to participate as a Facilitator

Florida RSC Sub-Committee Guidelines

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SUB-COMMITTEE GUIDELINES

FELLOWSHIP DEVELOPMENT

Purpose

The main purpose of the Fellowship Development Committee (Changed from Outreach by Motion #29-9P 5-21-06) is to help overcome the isolation that hinders the growth and survival of Narcotics Anonymous in our areas and groups. While the main emphasis of this committee is on outreach efforts that are aimed at bringing geographically isolated NA areas or groups into the larger community, fellowship development is not limited to those activities. The committee's function may also include assistance to areas and groups isolated by such things as personal choice, language, or cultural differences. The Fellowship Development Sub-Committee shall coordinate the resources of the RSC with the needs of the individual area or groups. What Fellowship Development does, should depend on local needs.

General Information

Membership

Membership in the Fellowship Development Subcommittee shall be composed of the following:

1. Chairperson
2. Vice Chair person
3. Secretary
4. Any interested members of the RSC
5. Any Area Fellowship Development/Outreach Committee members
6. Any member of Narcotics Anonymous at large.

Voting

Any member of the Fellowship Development Committee is eligible to vote at their second consecutive meeting. Chairperson of the Fellowship Development Committee will vote only to break a tie, and at no other time.

Motions

Can be made and seconded by voting participants

Meetings

RSC Fellowship Development Committee will meet on all RSC weekends, on the Saturday prior to the RSC meeting, at a time and place allocated by the RSC.

Duties and Responsibilities

Chairperson:

1. Nominated and elected by the RSC

2. Shall have a minimum of 4 years abstinent from all drugs and an active member of Narcotics Anonymous.
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. At least 1 year of involvement at the RSC level.
5. Presides over Regional Outreach Committee meetings.
6. Prepares a report for each RSC Meeting as a standing RSC Sub-Committee Chair, and makes all motions on behalf of the Fellowship Development Committee.
7. Prepares a budget to be submitted for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19, 5-18-04)
8. Does not hold any other RSC positions.
9. Attends RSC Policy Committee.

Vice Chairperson

1. Nominated and elected by the Fellowship Development Subcommittee.
2. Shall have a minimum of 3 years abstinence from all drugs, and an active member of Narcotics Anonymous.
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Is a grooming position for RSC Fellowship Development Chair and is a Two Year commitment.
5. One year's experience with Fellowship Development (Outreach) either at the Area or Regional level
6. Performs all responsibilities of the Fellowship Development Chair in their absence.

Secretary

1. Nominated and elected by the Fellowship Development Subcommittee
2. Shall have a minimum of 1 year abstinence from all drugs, and is an active member of Narcotics Anonymous
3. Has a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts.
4. Must display a reasonable amount of clerical skills, and experience as Secretary, either at the Group or Regional level.
5. Must keep an accurate set of minutes of all Fellowship Development meetings, and have them ready for approval and distribution to the Chairperson and the RSO for archive purposes within 14 days of each committee meeting.

Agenda

1. Open all meetings with the Third Step Prayer
2. Read the 12 Concepts of Narcotics Anonymous
3. Read the purpose of the Fellowship Development Committee
4. Roll Call
5. Secretary shall read the previous committee meetings report
6. Report of the subcommittee's activities since the last RSC
7. Open Forum
8. Old Business
9. Elections
10. New Business
11. Close with the Third Step Prayer

HELPLINE

Purpose

To carry the message of recovery to those who call our Area Helpline. The Helpline attempts to make NA available to any addict seeking recovery, by informing those who reach out to us where they can find an NA meeting, or to put them in contact with another recovering addict through a Twelve Step list.

This Committee's responsibility is to be a resource to the Areas and its members in their efforts, by providing information and materials necessary to better carry the message of NA recover, as well as to try and help solve any problems.

General Information

Membership:

This RSC Committee consists of Chairperson, Vice-Chairperson, Secretary and all the Area Helpline Sub-Committee Chairpersons recognized by the Florida RSC. Any interested party may participate and attend these meetings.

Voting:

Voting members are any Helpline Sub-Committee chairperson, the Vice-Chairperson in their absence, or RCM in both their absences. Chairperson of the RSC Helpline votes only to break a tie, and at no other time.

Motions:

Can be made and seconded by voting participants, Vice-Chairperson or Secretary.

Meetings:

RSC Helpline Sub-Committee will meet on Florida RSC weekends, the Saturday prior to the RSC meeting, at the place allocated by the RSC.

Qualifications and Responsibilities

Chairperson

1. Nominated and elected by the RSC at the time of their elections.
2. Three years clean time
3. At least one (1) year involvement in the Florida Region with Helpline
4. Active member of NA
5. Attends RSC Policy Committee
6. Presides over Regional Helpline meetings
7. Does not hold any other RSC position
8. Submits written report to the RSC at the end of the RSC meeting on Sunday.
9. Prepares a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19, 5-18-04)

Vice-Chairperson

1. Nominated and elected by the Regional Helpline Sub-Committee, at the first RSC Helpline Committee meeting following the elections of RSC Helpline Chairperson.
2. Three years clean time
3. One (1) year Helpline experience at the Area and/or Region
4. Active member of NA
5. Does not hold any other RSC position.
6. Acts as liaison to the RSC P.R. Sub-Committee
7. Acts as Chairperson in the Chairperson's absence.
8. Acts as Parliamentarian.
9. Can vote only when representing an Area.
10. Is a grooming position for RSC Helpline Chairperson, and is a two (2) year commitment.
11. Recommended to attend Policy Sub-Committee Meeting.

Secretary

1. Nominated and elected by the Regional Helpline Sub-Committee, at the first RSC Helpline Committee meeting following the elections of RSC Helpline Chairperson
2. Two years clean time
3. Active member of NA
4. Keeps minutes of all RSC Helpline Sub-Committee meetings
5. ~~Will send a copy of minutes to RSO within two weeks following the RSC~~ (Removed by Motion #41-P 7-16-06)
6. Suggest Helpline experience preferred
7. Can vote only when representing an area.

Format

1. Opening Prayer
 2. Reading of the Traditions
 3. Reading of the Concepts
 4. Purpose of Helpline
 5. Roll Call
 6. Secretaries Report
 7. Area Reports
 8. Feed Back/Open Forum
 9. Old Business
 10. Elections
 11. New Business
 12. Announcements
- Closing.

HOSPITALS AND INSTITUTIONS

Purpose

The Florida RSC H&I Sub-Committee serves the needs of all the Areas within the Florida Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the Fellowship.

Function

1. A resource for members, Groups and Areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message
2. Provides a forum or pooling place for Area H&I Sub-Committees to share their experience, strength and hope.
3. Maintains an updated list of all facilities within the Florida Region and records which ones are serviced by which Area Committees and the type of services that are being performed, as well as which facilities are not being serviced at all.
4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be serviced by an Area Committee with current RSC Fellowship Development Chair.
5. Conducts workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of H&I work
6. Maintains communication with the WSC so that member Areas may be informed of its activities. Communication flows both ways between the Area and World level thru the Regional H&I Sub-Committee.
7. Performs any other activities that benefit the H&I efforts in the Florida Region.

Membership

Membership on the Regional H&I Sub-Committee shall consist of the H&I Chairperson, H&I Vice-Chairperson, H&I Secretary and Chairpersons of Area H&I Subcommittees within the Florida Region, or their designated representatives, as well as any member of the fellowship who wishes to better carry the message to Hospitals and Institutions.

Agenda

1. Opening Prayer.
2. Read the Twelve Concepts.
3. Read Purpose and Functions of the RSC H&I Sub-Committee.
4. Secretary's report (last meetings minutes).
5. Administrative Committee Report (activities since last meeting).
6. Area Reports
7. Old Business
8. Elections, if applicable
9. New Business
10. Close

Voting

Voting members of the Regional H&I Sub-Committee shall be the Area H&I Sub-Committee Chairpersons or the Area Vice-Chairpersons of the Area H&I Sub-Committees. In the event of a tie, the Administrative Committee will collectively have one vote. Those allowed to make, second and amend motions are the voting members and the Administrative Committee, with the exception of the H&I Sub-Committee Chairperson. (The Administrative Committee shall consist of the Regional H&I Chairperson, Regional H&I Vice-Chairperson and Regional H&I Secretary.

Qualifications and Responsibilities

Chairperson

1. Three years clean time
2. Must have a working knowledge of the 12 Steps and 12 Traditions through application
3. Elected by the group conscience of the Florida RSC.
4. Mediates all meetings of the Sub-Committee with a general understanding of RSC Rules of Order.
5. Prepares a report for each RSC meeting and makes all motions on behalf of, and is the voice of the H&I Sub-Committee
6. Coordinates and is responsible for all the work done by the Sub-Committee
7. Is available to answer questions from the Area H&I Sub-Committees
8. Maintains communication with the WSC.
9. Prepares a budget with the Sub-Committee to be submitted for approval of the RSC for the upcoming year, including actual expenses for the past 12 months, (Motion # 19 (5-18-04)).

Vice-Chairperson

1. Is elected by the H&I Sub-Committee
2. Must have abstained from all drugs for at least three (3) years.
3. Must have at least one year experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
4. Must attend all meetings of the Sub-Committee as well as RSC
5. Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee.
6. Performs the duties of the Chairperson in their absence.
7. If necessary, may be removed by a 2/3 vote of the Sub-Committee.

Secretary

1. Is elected by the H&I Sub-Committee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in Regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I Sub-Committee meetings and workshops, (topics discussed.) They should be ready for approval of the Chairperson within 14 days for distribution to all Sub-Committee members. If approval of the minutes is not forthcoming within seven (7) days thereafter, the minutes shall be sent to RSC for distribution.

6. ~~Forwards a copy of minutes to RSO for archive purposes.~~ (Removed by Motion #41-P 7-16-06)
7. Works with the Chairperson to ensure the smooth operation of the H&I Sub-Committee.
8. If necessary, may be removed by a 2/3 vote of the Sub-Committee.

Election

1. Vice-Chairperson and Secretary are elected by the Sub-Committee in mid-year to assume position at the next RSC H&I Sub-Committee.
2. All nominees must be present at the RSC and throughout the entire process of election.
3. Nominee will address the floor with statements of willingness and also have willingness in writing for insertion into the RSC minutes.
4. Close all possible nomination.
5. Ad-Hoc Committee Chairperson be nominated and elected on the floor by Sub-Committee Chairperson in attendance on that business day.

Additional Guidelines

1. Requests for donated literature are received by the H&I Chairperson who will place an order at the Florida RSO. The requests will be prioritized on need by the H&I Chairperson.
2. No member of the RSC H&I Sub-Committee can serve in two (2) positions of that Committee.
3. Working with others, men with men and women with women. Some facilities house only men or only women, other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only women, we feel strongly that only same sex NA members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meeting more popular with the addicts we are trying to help. Problems that arise in this are have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.

LITERATURE

(The Literature Committee was eliminated as by Motion #39-P on 9-17-06)

POLICY

Purpose

To consider motions that affect the policies of the Florida Region, and to consider whether or not the motion facilitates, inhibits or has no affect on the FRSC's ability to serve its member areas.

1. Does the motion conflict with any of the Twelve Steps, Twelve Traditions or Twelve Concepts?
2. Does this motion change the intent of Policy, establish policy, or is it a housekeeping motion? (Motion # 57, 2000) If the motion is determined by the Policy Sub Committee to be housekeeping, the Regional Service Committee has the authority to vote on those changes without sending the motions back to the areas. (Motion #58, 2000)

3. What impact the motion may have on the Florida RSC, (i.e. financial, spiritual, time, etc...)

The Administrative Committee of the Policy Sub-Committee will provide addendums to the RSC Policy Package at the March and November RSC, and submit a current updated Policy Package annually at the July RSC. (Changed by Motion #41-P 7-16-06) The Policy Package includes: RSC Policy, Sub-Committee Guidelines and the Board Guidelines. Policy Sub-Committee meetings will only be held on Florida RSC weekends.

Membership

The membership of the Policy Committee shall consist of the RSC Administrative Committee members, Regional Delegate, Alternate Delegate, RSC Sub-Committee Chairpersons, (not their Vice-Chairperson,) FRC and RSO Board Presidents, six (6) RCM's to Policy elects, (limited to one (1) per area, with no substitutes), the Policy Sub-Committee Chairperson, Vice-Chairperson and Secretary.

Voting

Anyone may participate in discussion at the Policy Sub-Committee meetings. However, voting is limited to the members only, except the Chairperson, Vice-Chairperson and Secretary of the Policy Committee, who do not vote. Quorum is more than half of the voting members necessary for conducting business.

Membership Qualifications

Chairperson

1. Three years clean time
2. Active involvement in NA
3. Knowledge of the Twelve Steps, Twelve Traditions, and Policy of the Florida Region
4. Should be able to upload and download files, email, and have word processing skills.

Vice-Chairperson

4. Three years clean time
5. Experience in Regional Service, including Regional Policy
6. Does not hold any other Regional position
7. Is not an RCM or Alternate RCM

Secretary

1. Nominated and elected by the Policy Committee at the September RSC
2. Eighteen months clean time
3. Active involvement in NA

Duties and Responsibilities

Chairperson

1. One year commitment
2. Compiles a pre-arranged agenda prior to each Policy Sub-Committee meeting

3. Carries the voice of the Sub-Committee to the Florida RSC floor
4. Enforces rules of decorum and discipline (RSC's Rules of Order.)
5. Refrains from discussing a motion when presiding
6. Is absolutely fair and impartial
7. Is available to answer any questions concerning matters of Policy on the RSC floor.
8. Prepares a budget with the sub-committee for approval of the RSC for the upcoming year that includes actual expenses for the past 12 months (Motion # 19, (5-18-04)).
9. Submits a complete updated policy package in July-January (Motion # 41-P 7-16-06) to include RSC Policy, Sub-Committee Guidelines, by-laws of Incorporated Boards and any other written Policies of the Florida RSC.
10. To provide policy addendum's at the November and March ~~May and September~~ RSC. (Motion 41-P 7-16-06)
11. Member of the Administrative Committee and Parliamentarian for the Florida RSC meeting.

Vice-Chairperson

1. ~~One year commitment.~~ (Motion 2007-06-P 1-21-07) Is a grooming position for Policy Sub committee Chair, and a two year commitment.
2. Performs all duties and responsibilities of Chairperson in the absence of the Chairperson
3. Will conduct old business during the sub-committee meeting
4. Assists in preparing sub-committee's budget
5. Member of the Administrative Committee of the Florida RSC. (Motion #43-P 9-17-06)

Secretary

1. One year commitment
2. Responsible for written record (minutes) of sub-committee meetings.
3. Assists in preparing budget for subcommittee
4. ~~Forwards a copy of minutes to RSO for archive purposes.~~ (Removed by Motion #41-P 7-16-06)

Removal of voting members

1. Any voting member that misses more than two consecutive Policy Sub-Committee meetings
2. Any Administrative Committee member who misses more than two consecutive Policy Sub-Committee meetings is dropped from quorum and an only be returned as a voting member by two thirds majority vote of the RSC
3. Relapse.

Additional guidelines

The Policy Sub-Committee meetings are non-smoking meetings.

Meeting Format

1. Serenity Prayer
2. Read 12 Concepts
3. Read 12 Traditions
4. Read Purpose of Policy

5. Open floor to any member of NA
6. Roll Call
7. Secretary's Report
8. Old Business
9. Recess (Optional)
10. Elections
11. New Business
12. Other Motions (Motions brought to policy prior to RSC)
13. Close with Serenity Prayer.

PUBLIC RELATIONS

Purpose

The purpose of the Public Relations Sub-Committee (Changed from Public Information Subcommittee, Motion #41-P on 7-16-06) is to provide Area P.I. (or PR) Committees with help and guidance in fulfilling their functions. In order to do this the Regional Sub-Committee shall serve as a source of information by keeping records, guidelines, samples, etc., making these items available to those Areas needing them. This Sub-Committee will also serve as a forum for all those doing Public Information/Public Relation work in the Florida Region, shall promote active participation in Public Relations throughout the Region and may assist in fulfilling the needs and requirements of any Area that does not have a Public Relations Sub-Committee. ~~The Public Relations Sub-Committee is directly responsible for the updating of the Regional Meeting List, and delivering said list to the RSO, and Internet Technologies Coordinator.~~ (Motion 2007-06-P (1-21-07) Finally, and most importantly, this Committee shall serve as a source of guidance regarding the Twelve Traditions of NA and how they relate to Public Information work. Additionally, ~~this Committee shall serve as a link between the Florida Region and the WSCPI Committee and~~ shall assume responsibility for any Region wide Public Relations function or event. Annually, the FRSC Public Relations Committee will research which public relation events would best serve the Florida Fellowship and plan their attendance accordingly, for a minimum of two per year. (Motion # 25P (3-19-06)

Membership

Membership in the Public Relations Sub-Committee shall be composed of the following:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Area P.I/P.R. Chairpersons
5. General Committee members

Definitions, Responsibilities, Qualifications

Chairperson

The Chairperson arranges times and agendas for and presides at all Sub-Committee meetings and is ultimately responsible for the functioning of the Sub-Committee and the maintenance of the files and records. The Chairperson represents this Sub-Committee at the Regional Service

Committee and serves as its spokesperson before that Committee. Elected by majority vote of Regional Committee Members/Area Service Representatives present at RSC for a one (1) year term to be accountable to the Florida Regional Service Committee of Narcotics Anonymous.

Qualifications

1. Three years continuous abstinence
2. Willingness to serve
3. One (1) year previous experience in Public Relations Sub-Committee. in the Florida Region.
4. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
5. Working knowledge of the Florida Regional Service Committee of Narcotics Anonymous.
6. Ability to organize, direct and motivate.
7. Able to upload, download files, email and have word processing skills.
8. Prepares a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19 5-18-04)

Vice-Chairperson

In the absence of the Chairperson they shall perform all duties of the Chairperson. They are elected by majority vote of the Sub-Committee for a one-year term accountable to the Sub-Committee.

Qualifications

1. Willingness to serve
2. One (1) year previous experience in Public Relations Sub Committee in the Florida Region.
3. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
4. Working knowledge of the Florida Regional Service Committee of Narcotic Anonymous.
5. Ability to organize, direct and motivate.
6. Two-year commitment, one as Vice-Chairperson and one as Chairperson.
7. Coordinates activities within the Sub-Committee.
8. Attends Awareness Weekend Sub-Committee meetings.
9. Three years continuous abstinence

Secretary

The Secretary is responsible for maintaining accurate minutes of each Committee meeting, ~~types and forwards a copy to RSO within 10 days after the RSC.~~ (Motion #41-P 7-16-06) These minutes are to be verified by the Chairperson. The Secretary handles all correspondence for the Committee and maintains contact with all members of the Committee to advise them of meeting times and places. The Secretary is elected by majority vote of the Sub-Committee for one (1) year term and accountable to the Committee.

Qualifications

1. One year continuous abstinence
2. Willingness to serve.
3. Ability to organize and keep records of Sub-Committee meetings and functions.
4. Six months previous experience in Public Relations (Public Information).

Alternate Secretary

The Alternate Secretary has the same qualifications as the current Secretary's position. (Motion #64 1-21-07)

General Committee members

These shall be the Chairperson of the Area Public Relations Committee or the Vice-Chairperson in their absence and any interested member of N.A.

Voting participation

1. Vice Chairperson
2. Secretary
3. Task Force Leaders and Ad-Hoc Chairperson
4. Area Chairperson or delegated representative
5. Any concerned N.A. member who has attended two consecutive Regional Public Relations Sub Committee meetings.
6. Having missed two consecutive meetings shall not have a vote.

Task Forces

1. State Conference Coordinator
 - a. Schedule and coordinates conferences within the Florida Region
 - b. Booth schedule
 - c. Volunteer
 - d. Procure PSA's and schedule their loan to the Areas.
2. Regional presentation volunteer task force.
 - a. Regionally trained speaker panel
 - b. Recruitment of volunteers
 - c. Training
 - d. Regional presentation.

SECAD (All reference to SECAD was removed by vote per Motion #25-P 5-21-06)

Internet

The Public Relations Subcommittee will be responsible for responding to all Internet based information requests.

Format

1. Opening Prayer

2. Reading of the Twelve Traditions and Twelve Concepts
3. Purpose of Public Relations
4. Roll Call
5. Secretary's Report
6. Area Reports
7. Additional Reports
8. Feed Back/Open Floor
9. Old Business
10. Elections
11. New Business
12. Closing/Announcements

INTERNET TECHNOLOGIES COORDINATOR

(Changed from Web Page Sub Committee by Motion # 66-P on 3-18-07 All references to Web Page Sub-Committee have been replaced by Internet Technologies Coordinator throughout the entire Policy)

Purpose

The purpose of this Coordinator is to maintain the Florida Regional Web page. It is the responsibility of this Coordinator to update the page on a BI-monthly basis after every RSC. It is the hope of this Coordinator to foster unity in the form of communication by allowing addicts the ability to find meetings anywhere in the Florida Region. To carry meeting information to addicts still suffering and to our current members.

Function

A Web page is a method of tying together/fostering unity and participation and disseminating information throughout the intended Area/Region and the Fellowship at large. Trying to Micro-manage a web page through P.I glasses seems far to limiting for the expanding tool that they are becoming. An NA web page carries the message both within and outside the fellowship and should be managed and guided accordingly.

Online Guidelines

The FRSC web site will attempt to make online information available to the largest amount of people possible. ~~Our online information will contain only a link only to the NAWS web site.~~ (Motion 2007-06-P 1-21-07) Information will be placed in accounts or web pages under the name of the Florida Regional Service Committee, and **not** under the name of individual members. No area's meeting list is removed from the FRSC web page without one of the area's RCM being notified. If there is no RCM's an area administrative committee member will be notified. ~~The Web Page Sub Committee will not publish NA member's personal contact information on the FL Regional Web Page. This is to include phone numbers, postal and e-mail address, and where possible last names shall be omitted.~~ (Motion #37-P 7-16-06)

The Internet Technologies Coordinator will be responsible for managing floridana egroup for the Florida RSC with the following requirements:

- The Florida RSC egroup will be created using a generic account as the owner to ensure manageability of the egroup in the future.

- The egroup will allow membership to all who request access but only current members of the Florida RSC roll call will be able to post messages to the egroup.
- The Internet Technologies Coordinator will moderate the egroup.

Florida Regional Web Page Link Guidelines

The Florida Regional Website will link to the following: NA World Services, Florida RSO, and Member Areas of the Florida Region, Southeastern Zonal Forum Members. These links will be under the condition that the linked site will be vigilant in ensuring that they do not link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same. Any site that does not meet these linking guidelines will be given notice and have all links removed from the Florida Regional Website.

Duties and Responsibilities

1. To ensure that all inquiries are directed toward the Appropriate Area or sub-committee.
2. To maintain a close working relationship with all other Boards and committees.
3. Coordinate updating of web page on a bi-monthly basis.
4. To follow and adhere to the RSC guidelines as was adopted.
5. To respond to all requests for information in a timely manner with the most effective means available.
6. To submit a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19, 5-18-04)
7. To provide the RSC Secretary with log-in information, passwords etc. for the website each time they are changed. (Motion #35 7-18-04)

Qualifications

Chair

1. Four years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the FRSC.
4. Maintain and update the Pages on a BI-monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).
7. Internet connection and e-mail

Vice-chair

1. Four years clean.
2. Working knowledge of the Traditions, Concepts, Steps, and the FIPT (Fellowship Intellectual Property Trust) and copyright laws.
3. Accountable to the FRSC.
4. Maintain and update the Pages on a BI-monthly basis.
5. Working knowledge of the Internet and the WWW (World Wide Web).
6. Working knowledge of HTML (Hyper Text Markup Language).

Secretary

1. One year clean
2. Prior experience on either the Area or RSC
3. Working knowledge of the 12 Steps, 12 Traditions and 12 concepts.
4. Internet connection and e-mail

Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Read Purpose and Function
5. Open Floor
6. Roll Call
7. Secretaries Report
8. Old Business
9. Elections
10. New Business
11. Review of the Business of the Day
12. Closing

Florida Regional Convention Guidelines and Policies

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Florida Regional Convention, Inc.

Guidelines

ADOPTED 6/20/1987, 4/8/1992, 10/24/1993, 1/1/1996, 2/1/1997, 3/1/1999
REVISED 3/16/2003, 11/4/2005
Effective, July 2006

Purpose

The purpose of this Corporation shall be to plan, host and conduct the annual Florida Regional Convention of Narcotics Anonymous. The corporation will enter into any contract as directed by the Florida Regional Service Committee.

This Corporation shall be answerable and responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation for the State of Florida along with the By-laws of the Florida Regional Convention, Inc. (FRC, Inc.)

Principal Office

The principal office of the Corporation shall be the Florida Regional Service Office, located at:
706 North Ingraham Ave
Lakeland, FL 33801

Directors

The Convention Board shall have eleven (11) Directors. The qualifications are (3) years abstinence from all drugs and at least one (1) year prior convention experience.

Convention experience may be categorized as:

1. Prior convention experience is specifically:
 - a. The planning and execution of a convention.
2. Comparable experience, which may be acceptable:
 - a. The planning and execution of an area activity.
 - b. Area involvement such as Activities Chair, Area Treasurer, or other positions that demonstrate leadership qualities.
 - c. Regional involvement such as Chair Position or RSO Board
 - d. Outside business experience.
3. Other Desirable Assets:
 - a. Leadership skills
 - b. Experience in fulfilling prior service positions
 - c. Experience in budgeting and finance.

Elections

The Florida Regional Service Committee, at the July meeting, shall elect six (6) of the eleven Directors. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall serve a two (2) year term. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in odd numbered

years. These Directors shall serve a two (2) year term. There can be no more than ~~two~~ three people form any Area within the Florida Region, on the Board at the same time. (Motion #50 11-19-06) All persons wishing to be considered for any position must be present at time of elections.

Regional FRC Board nominees not elected cannot be elected to FRC Board during the same election year by the Board of Directors to occupy a Board elect position. This applies only when the nominee runs uncontested for that FRC Board position at the FRSC election.

To prevent conflicts of interest in serving as FRC Board Director, no one holding a position within the Florida Regional Service Committee or the Florida Regional Service Office Board of Directors, may serve as a FRC Director.

VACANCIES

Resignation

Any Director may resign by giving written notice to the President. Relapse constitutes automatic impeachment. A Director must attend a minimum of four board meetings per year, in addition to the annual Support Workshop meeting. A Director will be impeached for missing two (2) consecutive Board Meetings. A Director may also be impeached by a majority vote of the Board. The vacancies and removal of Directors shall comply with section 6.05 and 6.06 of the Corporation by Laws.

In the event of the absence/incapacitation of any elected FRC Board Officer, the Board Vice-President will assume the duties and responsibilities of that office until an election is held.

Directors Meetings

The Directors will conduct a yearly workshop upon establishing a Support Committee. The purpose of this meeting is to introduce the Support Committee members to the Board along with outline duties and accountabilities. The meeting would occur in October. The Board shall develop, coordinate and implement the workshop.

Place of Meetings

Regular meetings of the FRC Board of Directors shall be held at the Florida Regional Service Committee's regular scheduled meetings.

Annual Meeting

The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Travel Expenses

The FRC Board members are reimbursed travel expenses up to the current RSC reimbursement rate per FRSC and Support Committee meetings.

Special Meetings

The President, Secretary, or any two (2) Directors may call special meetings of the Board, for any purpose, at any time.

NOTICE – A notice of the time and place of special meetings must be given to each Director by one of the following methods:

- a. First Class Mail
- b. Telephone Communication
- c. Facsimile Machine
- d. E-mail.

All such notice shall be given or sent to Directors addresses or telephone numbers, fax or e-mail as shown on records of the Corporation. Notice of a “special meeting” must be mailed at least ten (10) days prior, or telephoned, e-mailed, or faxed, seven (7) days prior to the meeting.

Quorum

One more than half of the present Directors on roll call shall constitute quorum. Decisions shall be made by a majority of the quorum.

Officers

The Officers of the Corporation shall be a President, Vice-President, Corporate Secretary, FRC Sound Director and Chief Financial Officer. Any person, who qualifies under these Guidelines to sit as a Director, shall be qualified to be an Officer.

Election of Officers

The officers of the Corporation shall be chosen by the Board at the annual meeting in September of each year. All Officers terms are for one (1) year. An Officer may be elected to consecutive terms. Officers of the Board shall serve without compensation. An Officer may be removed from office, without impeachment, by a two-thirds (2/3) vote of the Board.

DUTIES OF BOARD OFFICERS

1 President

Presides at all board and support committee administrative meetings

- a. Prior to meetings, prepares the agenda
- b. Follows Robert’s Rules of Order to conduct Board Meetings
- c. Only votes in Case of a tie.
- d. Serves as Hotel Liaison
- e. Provides a report to the Recording Secretary to be included in the FRC BOD minutes.
- f. Following FRSC emails the FRC Report to the Webpage Coordinator for posting and the FRSC Secretary for the Regional minutes.
- g. Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to FRC in accordance with FRC and FRSC policy.

1.2 Co-signer on FRC bank account:

- a. Reviews the financial accuracy of expenditures.

- b. Works with the CFO to prepare annual budgets for the Board and Convention.
- c. Attendance required at Convention site the day prior to Convention as the hotel liaison.
- d. Assist CFO during the Convention in the accounting of funds.
- e. Attendance required the day after the Convention to assist the CFO in closing out business with the hotel.

1.3 Signer on all contracts between the Corporation and any hotels, Vendor etc., pertaining to FRC INC and FRCNA.

- a. Works with the Site Selection Committee to secure FRC sites for a 3 year period per FRSC Policy.

- b. Appoints each Board Member to chair and oversight a specific Support Committee for the planning, hosting and conduction of the Convention.

1.4 Serves as liaison between the Board and the Regional Service Committee

- a. Attends all FRSC meetings

- b. Attends all FRSC Policy Sub-Committee meetings per policy

1.5 Reviews and signs all contracts for Florida Regional Service Committee Weekends.

2 Vice-President

2.1 Will assume the responsibilities of the President in the event of his/her absence.

2.2 Cosigner on FRC checking account.

2.3 Serves as Vice-Chair of Support Committee admin in the planning, hosting and conduction of the Convention.

2.4 Will become President by vote of acclimation in the event of resignation or impeachment of the President.

2.5 In the event of the absence or incapacitation of any FRC BOD officer, the Vice President of the Board will assume the duties and responsibilities of that office until an election is deemed necessary.

3 Corporate Secretary

3.1 Holder of the Corporate Seal

3.1 Co-Signer on Corporate checking account

3.3 Shall ensure that all insurance policies pertaining to contracts and events are active annually.

3.4 Shall ensure any changes to By-laws are properly submitted to the attorney for updating with the State of Florida.

3.5 Chairs and oversees a specific support function for the planning, hosting and conducting of the Convention.

4 Chief Financial Officer

4.1 Shall maintain the corporate bank accounts.

4.2 Co-signer on the FRC bank account

4.3 Shall prepare and distribute bi-monthly financial statements.

- 4.4 Prepares budgets for each Support Committee and its assigned Board Director.
- 4.5 Maintains the files of all receipts made for expenditures of Corporate funds and works.
- 4.6 CFO collects, and oversees all Convention funds.
- 4.7 CFO will work with the FRSO and Support Committee Board Director assigned to Registration in maintaining and receiving pre-registration records and funds.
- 4.8 Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention. (Volunteers must have at least three (3) years clean)
- 4.9 CFO is required to be present at the convention site the day prior to convention for setting, training and organization of cash registers.
- 4.10 CFO is required onsite the day after the convention to conclude business with the hotel.
- 4.11 In November, the CFO must have an annual budget of Convention and Board expenses for approval by the Board
- 4.12 Each May the CFO shall renew the business license of the Corporation with the State of Florida.
- 4.13 The CFO shall work with the Accounting firm to ensure that Corporate taxes are filed by December 15th, annually.
 - a. Keeps records of all income and expenditures.
 - b. Is responsible for the payment of Committee expenses.
 - c. Coordinates with the Entertainment Committee Chair for the collection of funds at Fun-raisers held prior to and during the convention.
 - d. Coordinates with the Merchandise Chairperson to collect funds from the sale of pre-con merchandise at Fun-raisers within 7 days of receipt.
 - e. Provides the Board a financial statement of Support Committee operational.
- 4.14 (a) Alternate CFO: The Alt CFO shall have all the powers and functions of the CFO during the absence or disability of the CFO. (Motion #63 1-21-07)

5 Accounting Firm

The Board shall contract an accounting firm. This accounting firm will work closely with the CFO. It shall submit a bi-monthly financial report of the Board's bank statements, under the direction of the CFO. It shall provide and submit the necessary tax forms to the proper authorities and submit any annual financial report in conjunction with the CFO. The Board shall require a Letter of Agreement from the accounting firm. The agreement will define what the Board expects from the accounting firm and what the firm requires from the Board. Compensation shall be at the discretion of the Board.

6 Annual Report

The Board CFO shall cause an annual report to be sent to the Directors within 120 days after the end of the Corporation's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- 6.1 The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal year.
 - a. The principal changes in assets and liabilities, including trust funds
 - b. The revenue or receipts of the Corporation both restricted and unrestricted to particular purposes.

c. The expenses or disbursements of the Corporation for both general and restricted purposes. Any information required by the Annual Statement of certain transactions and indemnification of these guidelines.

6.2 FRC Inc. will be required to maintain a current business license, property insurance, event and liability insurance for indemnification.

6.3 Budgeting The Board at the November meeting will vote on the final budget. After the Board approves the budgets, it will then be submitted to the RSC for final approval. Once the budgets have been approved by the RSC, any requests to change any line item must have the approval of the CFO or else the budget stands.

FRC SOUND GUIDELINES

Duties of Other Directors

This body shall be known as FRC Sound and Support committee, directly reportable to FRC. Inc. Board of Directors. FRC Sound's purpose is to coordinate and conduct the recording of workshops and speaker meetings of the Annual Florida Regional Convention of Narcotics Anonymous. FRC Sound will also, when practical, serve any other convention or event sponsored by FRSC, upon request.

FRC Sound consists of members from the geographical region, which make up the FRSC. The Chairperson of FRC Sound shall be the FRC Sound Director who is elected by and a member of the FRC BOD. Director is elected at the annual election of officers of the FRC BOD. The FRC Sound Director's term of office shall be one year, but may be re-elected as long as the FRC BOD qualifications are met.

Recording FRCNA

7 FRC Sound Director's first responsibility is to inventory and become familiar with the supplies and equipment involved with FRC Sound.

a. The Director shall be completely responsible for all equipment and supplies during the workshops or Convention.

b. Shall store all FRC Sound equipment and supplies at the Florida Regional Service Office, or other insurable, secured a/c storage facility, which is accessible to the FRC Board.

c. Shall insure adequate staffing for recording and dubbing of events during the convention.

d. FRC Sound shall be responsible for turning over, immediately at the conclusion of the convention, all Master Tapes and CD's to the FRSO. These master Tapes and CD's then become the property of the FRSC.

Recording other than FRCNA (within the Florida Region)

FRS Sound shall record any Convention or workshop sponsored by the FRSC, any Area or Group within the Florida Region, upon request, when practical.

8 The FRC Sound Director may appoint an Assistant if the Director cannot attend the event.

a. A Fee of \$1.00 per recording sold by that event will be charged by FRC Sound. The requesting event shall provide a sleeping room for no more than three FRSC Sound members. This includes the Director and two Committee members. The requesting group shall also provide gas expenses to and from the event.

b. If the event is planning any event to be recording, which requires a fee to attend, the requesting event shall provide free access to the activity for FRC Sound members (i.e. Registration & Banquet.)

c. All Masters shall become the property of the FRSC. Requests for copies should be made directly with the FRSO.

d. The FRC Sound Director shall be responsible for corresponding and coordinating the recording request for these events.

Recording Conventions outside the Florida Region

FRC Sound shall provide no more than three members. The FRC Sound members are to include the Director or the Assistant Director, and two Committee members. The following are the FRC Sound requirements for recording Conventions outside the Florida Region:

1. Provide sleeping rooms for no more than three FRC Sound members.
2. Provide travel expenses to and from the Convention site for FRC Sound members, (i.e. gas expense.)
3. Provide registration and Banquet for FRC Sound members or a one time \$25.00 fee per member, for food allowance, in lieu of a Banquet Ticket.
4. There will be a fee of \$1.00 per tape sold by the Convention.
5. All master's become the property of the FRSO, Inc. for resale by FRSO, Inc. thru the Florida RSO. The Florida RSO upon request will make order forms available to the hosting region. The master will be stored at the RSO.
6. The FRC Sound Director will be responsible for corresponding and coordinating the recording request from the other Regions.

Standard Taping Agreement for other than FRCNA

DATE: _____
TO: Convention/Event Committee
FROM: FRS Sound
RE: FRC Sound Recording Services

Dear Committee,

Per your request for FRC Sound to record your upcoming convention/event, we have enclosed the following standard agreement. FRC Sound is a Narcotics Anonymous service Committee. A \$1.00 per recording service fee by FRC Sound remains in the NA service structure, paying for FRC Sound materials and equipment. FRC Sound materials and equipment are owned by all of us in NA, through FRSC/FRC Inc. In the spirit of excellent service through NA, we continue to upgrade equipment and we guarantee quality. FRC Sound committee members are trained volunteers, the same as H&I, and PI volunteers. Providing recordings is yet another way of “carrying the message of hope and the promise of freedom”.

AGREEMENT

FRC Sound agrees to provide:

1. Recording for each event as requested by the convention/event committee.
2. Audio duplicates (labeled and in cases) for each recorded event, delivered to the conventions merchandise room promptly after each event.

The Convention/Event Host Committee agrees to provide:

1. Sleeping rooms for up to three FRC Sound committee members for the term of the Convention/Event
2. A secure work room for FRC Sound supplies and equipment for the term of the Convention/event
3. Up to three full Registration and Banquet packets for committee members
4. \$1.00 service charge per recording sold at the convention.

Suggested sales price(s):

- 1 recording for \$4.00 with individual Norelco case
- 2 recordings for \$8.00 with individual Norelco cases
- 4 recordings for \$15.00 with individual Norelco cases
- 6 recordings for \$20.00 with individual Norelco cases
5. Payment of \$1.00 per tape service charge must be made by check payable to FRC, Inc. at the end of the convention.

Master Recordings

FRC Sound archives all master tapes at the Florida Regional Service Office. After the Convention, the speaker recordings and select workshops become the property of the FRSO and will be added to the order form at the RSO. All recordings made by FRC Sound are available for order thru the Florida RSO.

Agreed to by:
FRC Sound, Representing FRC, Inc.

Convention/Event Committee Representative

Signature: _____ **Date:** _____

If you have any additional questions or comments, please feel free to contact the FRC sound Director at the address, phone number or e-mail listed above.

Thank you for your request. We look forward to serving your convention/event.

In loving service,
FRC Sound.

FRC Sound Agreement with FRCNA Support Committee

FRC Sound agrees to provide:

1. Taping for each event as requested by the convention committee. (Volunteers are needed and appreciated.)
2. Audio cassette duplicates (labeled and in cases) for each taped event, delivered to the convention merchandise room promptly after each event.

MULTIPACKS

FRC Sound will provide multipacks (2, 4, or 6 pack albums of tapes) by request of the convention committee. Paper inserts of the convention artwork for the multipack sleeve is to be provided by the convention committee.

TAPES FROM OTHER NA EVENTS

FRC Sound provides “Blast from the Past” stock tapes of other NA events. Sales of these tapes benefit the convention equally as on-site tapes.

The Convention Support Committee agrees to provide:

1. Sleeping room(s) for up to three FRC Sound committee members for the term of the convention.
2. A secure work room for FRC Sound supplies and equipment for the term of the convention.
3. Gasoline and toll expenses to and from the convention site for up to two FRC Sound vehicles.
4. Full convention/event registration packets for up to three FRC Sound committee members including banquet tickets. A one time \$25.00 meal allowance per member may be substituted for banquet ticket.
5. Suggested sales price(s)
 - a. 1 tape: \$ 4.00 with individual Norelco Case
 - b. 2 tapes: \$8.00 with individual Norelco cases or free multipack (optional)
 - c. 4 tapes \$15.00 with individual Norelco cases or free multipacks (optional)
 - d. 6 tapes: \$20.00 with individual Norelco cases or free multipacks (optional)
6. Subcommittee participation by local members and other members attending the convention is needed (volunteers). Experienced committee members set up the equipment and do most of the taping and duplicating. Help is usually required to label tapes, monitor workshops, (flip tapes to side B), deliver copies to the Merchandise Room; assist at tape display in Merchandise Room, etc. Please remember, FRC Sound is a Narcotics Anonymous Subcommittee, rather than an outside enterprise.

Master Recordings – All speaker tapes made by FRC Sound are available for order through the Florida RSO.

Agreed to by:

FRC Sound Director, Representing FRC, Inc.

Name

Address

Phone1:

Phone 2

Signature: _____ Date: _____

Name of Event:

Date of Event.

FRCNA Convention Committee Representative:

Address

Phone1:

Phone 2

Signature: _____ Date: _____

If you have any additional questions or comments, please feel free to contact the FRC Sound Director at the address and phone number listed above. If for any reason you cannot reach the FRC Sound Representative at the provided number, call the Florida Regional Service office for assistance.

We would also like to offer our experience, strength and hope....

1. Limit the number of workshops offered to 2 at a time in the early morning and 3 at a time in the late morning and the afternoon. Good attendance is important for good taping and merchandising results.
2. Late night workshops (starting at 10:00 p.m. or 11:00 p.m.) are often well attended by people who choose not to attend scheduled entertainment events.
3. Place "Tape #1", "Tape #2", etc. directly on the Convention Program to help tape buyers find the tapes they are looking for in the busy Merchandise Room.
4. Place a statement in the closing format of each meeting/workshop reminding participants about tape availability, e.g. "Audio tapes of this meeting, as well as other speakers and workshops that you may have missed, are available in the Merchandise Room, located in....."

Best wishes for all of us in putting on another great event. FRC Sound Director.

Miscellaneous Guidelines

Recording Secretary

The FRC BOD will elect a recording secretary at the September BOD meeting on an annual basis. This person's function is to take minutes at the Board Meetings, is not a Director, and has no vote or voice in the Board Meetings. Compensation is the same as Board members.

~~The Recording Secretary will deliver FRC Board minutes no later than two weeks after the Board meeting, to the RSO for distribution, by direct mail, or email, as directed by the Board. (Removed by Motion #41-P 7-16-06)~~

Special Worker

The Board may acquire special workers. Compensation will be at the discretion of the Board. Special workers are not Directors of the Board, and have no vote.

FRC, Inc. Site Selection Guidelines

To fulfill the function of locating, assessing and selecting facilities for FRCNA, the FRC Board shall form a Site Selection Committee from among its members. The FRC BOD will elect one Director as the Site Committee Chair. This person shall not hold another position within the Board

COMPOSITION: The Site Selection Committee will include the BOD President, Vice President, along with one other board member who is selected by the Board at the September meeting.

QUALIFICATIONS: The Site Selection Committee members should have experience in negotiating agreements. General business experience in combination with past FRC or FRCNA hotel liaison experience.

OPERATIONS: The Site Selection Committee shall solicit bids from as many suitable facilities as is practical. This Committee shall visit each of the prospective sites. Key factors to consider should be:

- a. Location
- b. Size
- c. Number of meeting rooms available
- d. Room rates
- e. Comp. rooms
- f. Recreational facilities
- g. The site's past history of accommodating large conventions.
- h. Consideration of handicap accessibility.

While visiting a prospective facility, the Committee members will not accept any services beyond rooms and any accompanying service that is a standard part of the room rate. The Committee will report all of its findings to the FRC Board, which will in turn report to the Florida RSC.

SUPPORT COMMITTEE GUIDELINES

Florida Regional Convention of Narcotics Anonymous, Support Committee Guidelines.

This body shall be known as the Support Committee of the Florida Regional Convention of Narcotics Anonymous and operates under the FRC, Inc., Board of Directors, who in turn, is directly responsible to the Florida Regional Service Committee.

The purpose of the Support committee is to assist the FRC Board in coordinating and conducting the annual Florida Regional Convention of Narcotics Anonymous. Members of the Support Committee are directly responsible to the FRC BOD.

Support Committee

The FRC BOD President serves as Chair of the Support Committee. The FRC BOD Vice-Chair, CFO, Corporate Secretary and Recording Secretary will perform the same duties and responsibility for the Support Committee as defined in their BOD duties and responsibilities. The Support Committee is comprised of Fun-raising/Entertainment, Hospitality, Marathon, Merchandising, Program and Registration. Arts and Graphics will be incorporated within Merchandising. FRC Sound will handle the recording. The position of chairperson for each committee will be held by a FRC BOD member.

Each Board member will set about the formation of their Committee, meeting schedules, budgets, etc. The Board members will submit reports, recommendations, and other details about their areas of responsibility for approval by the entire Board of Directors.

The Support Committee meets Bi-monthly, except one month prior to the Convention, when they meet weekly (if possible, at the main Convention site,) and follow the current edition of “RSC Rules of Order”. The purpose of these meetings is to gather and share information regarding planning and carrying out the Convention. All Convention committee meetings should take place at a regularly scheduled time and place; advance notice of 30 days must be given for any unscheduled meetings.

Support Committee meetings are open to anyone. However, only members of the committee and FRC Board members have a voice on the floor and any other NA member at the discretion of the Chairperson. The only ones with a vote are the Support Committee members, and the Chairperson in case of a tie.

BOD travel expenses for the Support committee meetings and fun-raisers are in accordance with the current Regional reimbursement policy.

The first responsibility of the Support Committee should be selection of theme and logo. Once accomplished, work should begin on the creation of a registration flyer. The Committee will solicit the fellowship for logos and theme ideas. It is preferred that logo/theme artwork be generated from the NA membership and be donated to the fellowship.

Otherwise, reasonable compensation is to be determined by the FRC BOD. In either case an appropriate release shall be executed. All artwork becomes the property of the FRC Board. The person submitting artwork waives any rights associated with its use, and will sign a release. (See attached release.)

The Support Committee will make a schedule for every night of the Convention that will insure that at least two (2) Support Committee members (Chairpersons) will be on duty until 2:00 a.m. every night of the Convention.

Support Committee Positions

- Chairperson FRC President
- Vice-Chair FRC Vice President
- Secretary FRC Recording Secretary
- Treasurer FRC CFO
- Registration FRC BOD
- Merchandise FRC BOD
- Entertainment FRC BOD
- Marathon FRC BOD
- Hospitality FRC BOD
- Program/Recording FRC Sound

Duties of FRC BOD Support Committee Chairs

FRC President/Chairperson

- a. Presides at all Support Committee meetings
- b. Attends all FRC Board meetings, acting as the primary liaison between the Support Committee and FRC BOD.
- c. Prepares an agenda, with input from other Committee Chairs
- d. Insures that Committee members are informed of any sudden changes in meeting times or places.
- e. Only votes in case of a tie
- f. Acts as final authority in clarification of these Guidelines
- g. Keeps activities in accordance with the Twelve Traditions & Concepts, and Purpose of the Convention.
- h. Allows simple discussion on major issues before calling for vote.
- i. Helps to resolve personality conflicts
- j. Attendance is required at the Convention site the day prior to the Convention for organization.

FRC Vice Chairperson

- a. Will assume the responsibilities of the Chair in the event of his/her absence.
- b. Assists the Chairperson in overall coordination.
- c. Coordinates with the Committees to make sure that deadlines are met

FRC Recording Secretary

- a. Shall record minutes of all Support Committee Admin meetings
- b. In coordination with the FRSO, will maintain files of all Committee minutes and distribution of Committee minutes to the Committee and the FRC Board President.

A list of all Committees is provided in this manual, although other Committees may be established as needed. However, experience has shown that most other responsibilities can be incorporate within the framework provided.

Committee meetings operate according to “RSC Rules of Order”. Each Committee Chairperson should be aware of the responsibility each member has assumed and make sure that every task is carried out. Committees must maintain accurate records of the Committee, as well as correspondence. Financial reports, including needs, expenditures and receipts will be included with each Committee report.

Requirements for Committee Chairpersons

1. Must be a FRC Board Member

Duties of Committees

Program Committee

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, with the FRC Board member as the Chairperson.

1. The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
2. The Program Committee should have a pool of members available from which to select replacements.
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the FRC Board for approval at the March Board Meeting.
4. The final program will be submitted to the FRC Board at the May Board meeting for approval.
5. ~~Once approved by the Board, the Program will be submitted to the FRSC for final approval at the May Regional.~~ (Removed by Motion #36-P 11-19-06)

Speaker Guidelines:

1. The main speakers shall be a member of Narcotics Anonymous with a minimum of five (5) years clean time, and should not be a member of the Support Committee or the Board.
2. The banquet and closing meeting speakers shall not be Florida Region residents; members of the South Florida Region shall be eligible for the banquet and closing meetings.

3. None of the main speakers shall have previously been a speaker at a Florida Regional Convention (FRCNA) within the last 10 years.
4. To be considered as a main speaker at FRCNA, person may not have been a speaker at any other convention in the State of Florida during the 18 months preceding FRCNA. This does not include members of the Florida Region.
5. The Florida Regional speaker ~~must live in the~~ considers themselves to be a member of the Florida Region. (Motion #62 11-19-06)
6. A registration packet, lodging and banquet ticket will be given to the main night time speakers, (not the day time speakers.)
7. A four day Convention will have three (3) main speakers – Fl Regional, Banquet, Sunday Morning; A five day Convention will have four (4) main speakers – Fl Regional, Saturday, Banquet and Monday morning.
8. Tapes submitted for consideration, as speakers at FRCNA must be no older than three years from the FRCNA they are being considered.

Hospitality

The Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

The primary responsibility of this Committee is to provide a hospitality room that is preferably open 24 hours a day for the entire convention. For the hospitality suite, coffee, snacks, or fresh fruit should be provided, at least in the morning.

The Committee shall get at least three (3) bids for the snacks, supplies, and fruit, taking the lowest price which is within their budgeted amount.

Some additional items to provide in the hospitality room would be:

1. Lost and Found Bulletin
2. Local Meeting Schedule
3. NA Literature
4. Map of the Area and any local restaurants
5. Information on transportation to and from the airport.

Activities such as backgammon, cards, chess, checkers and other board games may be provided for conventioners. The Committee should check with the RSO for the Merchandise room for return to the RSO.

Additional Hospitality Duties & Responsibilities.

Chair forms 3 teams:

1. Greeters
2. Hospitality Suite Monitors
3. Serenity Keepers

Within each team, a team leader is appointed by the Chair.

The Greeters responsibility:

- Welcoming

- Hugs
- Providing information
- Welcoming each member to workshops with hugs and dots.

The Hospitality Suite Monitors responsibilities;

- Have poster boards with the Do's and Don'ts displayed in the hospitality room or rooms.
- Monitors the room for inappropriate behavior such as gambling, sex, storage or personal effects, smoking, fighting, rough housing, unsupervised children, etc.

The Serenity Keepers responsibilities:

- Assist with crowd and line control
- Badge monitors – encourage those without badges to go to the registration area.
- They are also an information source for members at the convention.

Merchandise

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region along with the FRC Board member as the Chairperson.

Duties and Responsibilities:

1. Three (3) different bids are submitted for consideration.
2. All items selected by the Committee must be presented to the entire Board for final approval.
3. Sample merchandise items and proposed pricing are to be presented to FRC Board for approval at the March FRC Board meeting.
4. This Committee also has the responsibility for seeking bids for the development and production of the Convention Banner or banners and any signs needed for all committees.
5. The Merchandise Committee will submit a complete summary of information regarding the ordering, marketing, pricing and shipping of the items recommended for sale at the Convention, and the time frames for obtaining the items. The FRC BOD CFO will ultimately decide the amount of merchandise ordered and the selling price for these items.
6. Pre convention merchandise sales help promote the event across the regional. A member of this committee will be at attendance at all fun-raisers and as many other NA events as possible, to sell pre-con merchandise.
7. The chair will deliver all receipts and purchase orders along with a list of outstanding pre-con inventory items to the CFO at the monthly Support Committee meeting.
8. The Merchandise Committee will follow the store hours established in this policy package.
9. During the Convention, volunteers will be needed to man the tables in the store. Members working the cash register during the convention are assigned by the CFO (see CFO responsibilities for details.)
10. Due to the handling of large amounts of money, it is required that anyone working with the cash drawer has at least three (3) years clean time.
11. All money collected prior to the convention by this Committee will be turned over to the CFO within 7 days.

12. Attendance is required at the convention site the day prior to the convention for organization and inventory.
13. At the close of the Convention this committee will perform a close out inventory and packing.

Fun-Raising/Entertainment

The Committee is comprised of two (2) representatives elected from each Area within the Florida Region, along with the FRC Board member as the Chairperson.

At the RSC, all RCM's are asked that their areas hold a fun raiser, individually or in conjunction with surrounding Areas. FRC BOC will provide up to \$200.00 seed money for this event if needed.

Duties and Responsibilities:

1. The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
2. Someone from this Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the CFO within 7 days of receipt.
3. Preview and recommend DJ's or a band for the fun raiser
4. Committee is also responsible for recommending entertainment activities; DJ's or bands to be used at the Convention.
5. Arrange for all other forms of entertainment, which are to be provided in conjunction with the convention. There are many activities that the committee can put on besides dances. Some that have been done in the past are pool parties, comedy shows, a coffee shop with either professional or fellowship entertainers, tug of war, volleyball and many other games and contests.
6. It is also the responsibility of this Committee to set up the decoration at the convention dances and the banquet keeping within the budget.
7. Purchasing and setting up decorations, securing volunteers to collect money and sell raffle tickets.
8. Anyone handling money must have at least 3 years clean time.
9. Prior to distribution of all posters and flyers must be approved by the Board.
10. When designing flyers, remember that they are released into hospitals and institutions as well as other facilities, which relate to NA. Appropriate use of language and lithography is crucial because these flyers, in a sense, represent NA to the public. If a performer is performing, a promotional picture or logo should not appear on the flyer as this is promoting an outside enterprise; however, names of performers, hotels, golf courses are appropriate information on the flyer with a disclaimer. It should be noted on the flyer that NA is not affiliated with any outside enterprises listed on the flyer.
11. Posters and flyers must be distributed two (2) months prior to the fun raiser. Research should be done in the surrounding areas to insure that there are no other NA functions going on at the same time.
12. All actions of this Committee are subject to approval by the Board. All events should be planned, taking into consideration the Program and times for each event should be included in the Convention Program.

Marathon

The Marathon Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

Duties and Responsibilities:

1. Secure people to chair Marathon Meetings
2. Responsible for keeping the meeting running smoothly
3. Select the format for the marathon Meetings, although experience has shown that the best format seems to be opening the meeting at the beginning of the Convention with any necessary readings, and then having the Chairperson open the meeting up for discussion. Subsequent Chairperson will then only introduce them and carry on the discussion taking place at the time. This is in contrast to each Chairperson opening and closing separate meetings. If needed, they suggest topics. Typically most chair people bring their own topics.
4. Secure Chairpersons by distributing flyers or request letters at the FRSC and at ASC's. When you have enough names you can draw them from a hat or assign them to particular time slots. Replies are mailed out to all Chairpersons to inform them of their respective time and day to chair.
5. Post a list of the Chairpersons and their times to chair outside the Marathon room as a convenient reminder.
6. One way to get chair people is to go over the registration forms for people who had requested to chair a meeting, or get list from FRSO.

Registration

The Registration Committee is comprised of two (2) representatives elected from each area within the Florida Region along with the FRC Board member as the Chairperson.

1. The first task is to design a registration flyer, which must be done will in advance (at least 8 months prior to the Convention) and approved by the FRC Board.
2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cut off date or pre-registration should appear on all registration forms.
3. Once approved by the FRC Board, it is the responsibility of the Registration Chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The RSO should be used for production and distribution unless more cost effective measures are found.) The RSC shall also be used as a resource for distribution of flyers to the RCM's at the RSC. Other recipients are to include: All known fellowship Webistes, WSO News Line, NA Way and other Regional Delegates and any other known interested groups or members.
4. A minimum order of 10,000 flyers ~~shall~~ should be purchased for the first printing. (Motion 2007-05 1-21-07)
5. The procedures for handling registration money can be found in the CFO's guidelines.
6. The Committee shall select contents for the packet based on the approved budget line item

7. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.
8. Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Support Committee and the FRC Board approves the items, the items will then be ordered.
9. Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & Committee ribbons and having all records of pre-registrations up to date. A number of indigent packets must be made for NA members who cannot afford to register.
10. No person should be turned away.
11. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
12. The Registration Time Schedule in the Policy Package will be followed.
13. A member of the Registration Committee will attend all fun-raisers.
14. Attendance is required at the convention site the day prior to the Convention for set-up.

The following work is handled by the FRSO for the Registration Committee:

1. As each registration is received, a record shall be made indicating information about the registration and all money received. If free registrations are given out at fun raisers, the Committee must keep careful records of what is provided and to whom, and provide this information to the FRSO.
2. A record system must be established to record all pre-registrants. A record of registrations, banquets, clean time and area or state must be kept. A record of registrations of those individuals who are non-addicts must be kept also.
3. Once a month, and then weekly beginning six (5) weeks prior to the convention, the Registration Chair shall contact the RSO to be apprised of the registration status.

Registration Schedule FRCNA

Duties and Responsibilities:

1. Check returned check log before presenting registration packet
2. Check returned check log before accepting checks
3. If name of registration appears on list contact CFO or FRC President
4. Place all voided register slips in the register do not throw them away.
5. If you are managing a register, do not leave your station
6. If you are unable to complete your scheduled time, please contact the CFO – Do not allow anyone to substitute for you.
7. Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO ~~or Host Treasurer~~. (*No position of Host Treasurer exists with adoption of new FRC Policy, 2006.*)

Registration Hours and Days of Operation

(Changed by Motion 2007-19-P (3-18-07))

Thursday:

2:00p.m. until 11:30 p.m.

Friday:

8:00 a.m. until 11:30 p.m.

Saturday

8:00 a.m. until 11:30 p.m.

Sunday: Pre registration for FRCNA

9:00 a.m. until 10:00 a.m.

*at the conclusion of the pre-registration time all forms and materials will be packed up and delivered to the Merchandise Room, for transport to the FRSO.

Merchandise Schedule FRCNA

Duties and Responsibilities

1. Check returned check log before presenting Merchandise
2. Check returned check log before accepting checks
3. If name appears on list contact CFO or FRC President
4. Place all voided register slips in the register, do not throw them away.
5. If you are managing a register, do not leave your station.
6. If you are unable to complete your scheduled time, please contact CFO on radio – do not allow anyone to substitute for you.
7. Do not leave your register until the next person scheduled arrives. If that person fails to show within the 20 minutes please contact CFO

Hours and Days of Operation

Thursday

9:00 p.m. until 12:00 a.m.

Friday:

9:00 a.m. until 12:00 p.m.

1:00 p.m. until 5:00 p.m.

10:00 p.m. until 12:00 a.m.

Sunday:

9:00 a.m. until 12:00 p.m.

Two (2) Table Monitors needed per shift, please encourage your sponsee's to monitor tables in Merchandise during your shift.

Florida Regional Convention Committee
706 North Ingraham
Lakeland, FL 33801

TRANSFER OF RIGHTS AGREEMENT

Date:

Convention artwork for FRCNA___ on _____, 200__

FEE PAYMENT

As reimbursement for services, Designer will receive

ITEMIZED EXPENSES

Design Fee _____ Type Setting

Color Separations _____ Proofs & Copies

SubTotal

Total Designer Fee

Donation:

Rights Transferred: The Designer transfers to the client the following rights of usage.

Title or product

FRCNA: _____

Category of Use Non-profit organization.

Medium of Use: No restrictions or any reproduction prior to or after the convention by FRC
Geographic Area no restrictions. Through a mutually agreed method of compensation all usage
rights of artwork and or designs are transferred exclusively to FRC Inc without restriction of
use. Upon signing of the release the designer waives any further rights or claims to artwork,
design or monies associated with it's use.

Designer Signature:
Date

FRC BOD President Signature

Witness: _____

Notary: _____

Revision date: 11/4/2005

BY LAWS

This section reserved for the By Laws of the Florida Regional Convention, Inc.

Florida Regional Service Office Guidelines, Policies & By-Laws

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FLORIDA REGIONAL SERVICE OFFICE, INC.

GUIDELINES JUNE 1986

REVISED MARCH 2001

PURPOSE

The Florida Regional Service Office (FRSO) serves as the distribution center of NA literature and other material as deemed appropriate by the FRSO Board of Directors. The FRSO also offers general administrative services.

This Corporation shall be responsible to the Florida Regional Service Committee. It will comply with the Articles of Incorporation of the State of Florida and the By-Laws of the Florida Regional Service Office, Inc. (FRSO, Inc.) The Board of Directors shall exercise the powers of the corporation; control its property and conduct its affairs, except as otherwise provided by law and subject to the limitations contained in the Articles of Incorporation.

PRINCIPAL OFFICE

The principal office of the corporation shall be located at;
706 N. Ingraham Avenue
Lakeland, FL 33801

DIRECTORS

The FRSO Board shall have eleven (11) Directors. The Florida Regional Service Committee, along with amendment of the By-Laws can only change the number of Directors.

Qualifications

The qualifications for board members are;

- 1) Three (3) years abstinence from all drugs.
- 2) At least one (1) year prior experience in business, management, or prior Board involvement.
- 3) At least one (1) year prior experience in Narcotics Anonymous Regional Service Work.
- 4) Present membership, in good standing, in the Florida Region of N.A.

Elections

The Florida Regional Service Committee at the July meeting shall elect six (6) of eleven Directors. These Directors shall serve for a one (1) year term.

Five (5) of the Eleven Directors shall be elected by a majority vote of the FRSO Board members. These Directors shall serve for a two (2) year term. *Two (2) of the Board elect members to be elected in the even years and two (2) of the Board elect members to be elected in the odd years. (Note: Clarification required after adoption of Motion 2-P 1-16-05 Motion does not state whether the additional BOD elect member is elected in even or odd years)*

****Board membership shall not exceed ~~two (2)~~ three (3) members from any one (1) area; except when a Board member moves or changes Areas then they should serve out the duration of their time on the Board. (Motion #52 11-19-06)**

****Any Director can be reelected by the FRSC or by the Board for additional terms provided they continue to meet the qualifications.**

Vacancies

Vacancies may occur by:

1. Board members resigning in written notice to the Board President.
2. Relapse constitutes automatic impeachment.
3. Missing two (2) consecutive board meetings constitutes automatic removal.
4. A Director may also be impeached by a majority of the Board in compliance with sections 2.13 and 2.14 of the corporation By-Laws.
5. Vacancies shall be filled by election at the RSC provided they follow the election procedures as stated in these guidelines. Board elect members can be filled immediately by a majority vote of current Board members.
6. By missing three (3) regularly scheduled Board meetings in a twelve (12) month period a member can be removed.

DIRECTORS MEETINGS

Place of Meetings - Regular meetings of the FRSO Board of Directors shall be held at the Florida Regional Service Committee's Bimonthly meeting.

Annual Meeting - The Board shall meet each September for the purpose of organization, election of officers and transaction of other business.

Special meetings may be called whenever and as often as deemed necessary by the President, Secretary or any two (2) Directors. Notice of special meeting time and place must be given to each Director by one of the following methods:

- A) First Class Mail
- B) Telephone or Personally
- C) Telegram or Fax
- D) E Mail

****Notice must be given seven (7) days in advance.****

Travel Expenses - Travel expenses per Board members to attend scheduled meetings will be established from time to time and will not exceed the RSC Travel Expense for their Sub Committee Chairs and Officers. This can be done at the prevailing IRS rate established for Non Profit Organizations (Motion #60 11-19-06) per mile, lodging or other forms of transportation. "The Office Manager shall be reimbursed in a like manner for his / her travel to / from the RSO at least once per month."

Quorum - a quorum shall consist of fifty-one percent (51%) of the voting members of the Board, but never lower than four voting members. Decisions shall be made by a majority of the quorum. Proxy votes will be accepted after a quorum of voting members is established.

Officers - The Officers of the Corporation shall be President, Vice President, Secretary and Treasurer. There may also be, at the discretion of the board, one or more additional vice presidents. No persons may hold multiple offices.

DUTIES OF BOARD OFFICERS

President - The President shall be the chief executive of the Corporation and shall, in general, be subject to the control of the Board, supervise and control the affairs of the Corporation. They shall perform all duties incident to their office and such other duties as may be required by law, the Articles, the By-Laws, these guidelines or which from time to time shall be prescribed by the Board. They shall preside at all meetings of the Board, except as otherwise expressly provide by law, by the Articles, by the Bylaws, or these guidelines. They shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks and other instruments, which may from time to time be authorized by the Board. Co-signer on FRSO bank accounts serves as liaison for the Regional Service Committee and the source of contact with attorney.

Vice President - In the absence of the President or in the event of their inability or refusal to act, the Vice President shall perform all the duties of the President and when so acting shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by the By-Laws, these guidelines or as may be prescribed by the Board of Directors. The Vice President shall oversee any necessary Ad-Hoc committees and shall act as parliamentarian at all Board meetings. In the President's absence, the Vice-President shall represent the FRSO, Inc. at the RSC meeting. Co-signer FRSO bank accounts.

Secretary The Secretary shall certify and keep at the principal office of the Corporation, or at such other place as the Board may authorize, a book of minutes of all the meetings of the Directors recording therein the time and place of holdings; whether regular or special, and, if special, how authorized; notice thereof given; the names of those present at the meetings of the Directors; and the proceedings thereof. They shall see that all notices are duly given in accordance with the provisions of the By-Laws or as required by law or by the Articles. They shall be custodian of the records of the Corporation, which be kept as herein above provided, along with a membership book containing the names and addresses of each Director, and in any case where a position was terminated, they shall record such fact in the book together with the date on which such termination occurred. They shall exhibit at all reasonable times to any Director, to his agent or attorney, on written demand thereof for a purpose reasonably related to the interest of such Director, the By-Laws and the minutes of the meetings of Directors and shall exhibit such records at any time when required by demand by thirty percent (30%) of the Directors. In general, the Secretary shall perform all the duties incident to the office and such other duties as may be required by law, by the Articles of Incorporation, or by the By-Laws, these guidelines or as may be designated to them from time to time by the Board of Directors. Shall be the holder of the Corporate Seal. Shall take minutes of all BOD meetings, a copy to be sent to the FRSO, where copies are made and sent to all BOD members within two days.

Treasurer

- 1) Five (5) years clean from all drugs
- 2) At least two (2) years prior experience in business, management, or Board involvement.
- 3) At least two (2) year's prior experience in Narcotics Anonymous Regional Service Work
- 4) Present membership, in good standing, in the Florida Region of Narcotics Anonymous.

Treasurers Duties;

Have charge and custody of, and be responsible for, all funds and securities of the Corporation in such banks, trusts companies, or other depositories as shall be selected by the Board of directors;

Keep and maintain adequate and correct accounts of the Corporations properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, and losses;

Exhibit at all reasonable times the books of accounts and financial records to a Director of the Corporation, or to his agent or attorney, or to any FRSC Admit. Committee member, on request thereof;

Render to the President and Directors, whenever they request it, an account of any or all of the transactions as Treasurer and of the financial condition of the Corporation;

Prepare, or cause to be prepared, and certify the financial statements to be included in the annual report;

If required by the Board of Directors, give a bond for the faithful discharge of their duties in such sum and with such sureties, as the Board of Directors shall determine;

In general, perform all of the duties incident to the office of Treasurer and any other duties as may be required by law, the Articles of Incorporation, the By-Laws, these guidelines or which may be assigned to them by the Board of Directors. Co-signer on FRSO bank accounts.

Works with the CPA firm that is employed by the FRSO.

****The Board of Directors selects an Office Manager in whom they vest certain duties, responsibilities and authorities. Generally the overall personnel management is entrusted to the Office Manager. The Office Manager is selected from one of the current Board members.****

Office Manager

- 1) Five (5) years clean from all drugs
- 2) At least two (2) years prior experience in business, management, or Board involvement.
- 3) At least two (2) year's prior experience in Narcotics Anonymous Regional Service Work
- 4) Present membership, in good standing, in the Florida Region of Narcotics Anonymous.

Duties of Office Manager:

- a) Manage all FRSO employees and oversee the day-to-day operations of the office.
- b) Act as liaison between the office and the FRSO Board of Directors.
- c) Familiar and knowledgeable with day-to-day operations, especially the software programs and the computer functions.
- d) Develop and provide training for employees.
- e) Perform inspections of the facility for organization and cleanliness.
- f) Perform inspections of inventory items for appropriate stock levels and to ensure theft and loss control.

- g) Check financial and bank statements to ensure proper bookkeeping procedures and that bills are being paid properly.
- h) Complete employee evaluations when due, per employee handbook.
- i) Conduct self in a professional manner in all dealings with employees, customers, office contacts and Board members.
- j) Maintain the fiduciary responsibility to the BOD and the fellowship as a whole.
- k) Co-signer on all bank accounts.
- l) Provide accurate and truthful reports to the Board of Directors.

BOARD MEETING PROCEDURES:

Format

- 1) Opening Prayer
- 2) Read 12 Traditions
- 3) Read 12 Concepts
- 4) Open Floor to any NA member
- 5) Roll Call
- 6) Secretary Report
- 7) Treasurer Report
- 8) Office Manager Report
- 9) President Report, if any
- 10) Vice President Report, if any
- 11) Other Reports, if any
- 12) Recess (Optional)
- 13) Old Business
- 14) Elections, if needed
- 15) New Business (pre-arranged agenda has priority)
- 16) Review of the Business of the Day
- 17) Plans for Next Meeting
- 18) Closing Prayer (Serenity Prayer)

Agenda

- 1. The President will arrange the agenda prior to each meeting.
- 2. All input, ideas and motions should include a written intent and should be submitted in writing.

Discussion Limits

- 1) The following have a voice on the floor;
 - a. All current Board members
 - b. Past Board members (at the discretion of the President)
 - c. NA members in attendance (at the discretion of the President)
- 2) Only the current Board members can make or second motions and only Board members can vote.
- 3) Participation on motions;
 - a. Main motion: 2-pro/2 con (3 minute limit)
 - b. Amendment: 2-pro/2 con (3 minute limit)

c. Reconsider a previous motion: 2 con (3 minute limit)

ADDITIONAL GUIDELINES

1. Yearly reports to the Regional Service Committee (Due at the January RSC) consisting of the past years activity, accomplishments, specific problems, financial records and plans for the coming year. Last year's budget, last year's actual and this year's proposed budget.
2. RCM's Regional Admin. Committees and Sub-Committees Chairs would be a conflict of interest to be a Board member.
3. FRSO Board of Directors has final word on distribution of materials by the FRSO, with input from the Florida Regional Service Committee.
4. All Board meetings are non-smoking with a five-minute break every hour.
5. The Fiscal year of the Corporation shall be from June 1st to May 31st.
6. FRSO is to carry Workman's Compensation Insurance for its special workers.
7. The name of the office shall remain the Florida Regional Service Office (FRSO).
8. The FRSO to retain a lawyer for review of by-law changes, maintenance of nonprofit status and any other questions that the board may encounter.
9. A 2/3 majority vote of the total membership of the board is required to terminate any special worker, unless unusual circumstances that would affect the operation of the office, then the office manager has the authority to terminate an employee.
10. The Office Manager has the authority to hire a temporary worker to keep the office open, if a situation happens where there is no special worker.
11. The RSO is to formulate and implement an annual budget. This budget should include projected revenue and expenses. This budget should be submitted to the Regional Service Committee in January for approval, and include actual expenses for the previous 12 months (Motion #19, 5-18-04).
12. All RSO customers, not including areas within Florida and South Florida Regions, will pay shipping and handling charges for literature orders (Motion #35-P 9-17-06)
13. Literature orders received within 3 weeks of area will be delivered by the following area. After 3 weeks they may or may not be filled on time.
14. Access to RSO, FRC, Inc., FRSC, Area & Group materials archives may be obtained by the following procedure; Access to area archives are available to any NA member with the prior authorization by the appropriate area chair. Regional archives will require Regional chair approval. RSO archives will require the RSO Board President. FRC, Inc. archives require the authorization of the FRC, Inc BOD President. Authorization must be in writing.
15. The RSO BOD is responsible to maintain Policies on "Conflict of Interest and Non Competition" that will apply to Special Workers, Contractors, Members of the Board of Directors and Volunteers that protects the interest of the FRSC and the Corporation. These policies will be made available to the FRSC on request.
16. RSO to scan Regional minutes and deliver to the Web Page Coordinator for posting on the web at the RSO billable rate. (Motion #31 7-21-02)

FINANCIAL GUIDELINES

1. The RSO has adopted WSO Bulletin #30 (see attached bulletin) regarding theft of NA funds.
2. All payments to RSO must be with check, money order or credit card. RSO will not accept cash.
3. Special Functions
 - a. Pre function inventory of items to be sold
 - b. Collection of payment - Payments may be made in cash
 - c. Post function inventory of items
 - d. Post function payment verification. Reconciliation of payment and inventory.
 - e. Financial reconciliation will be prepared & verified by 2 Board Appointees.
 - f. Physical inventory of all merchandise, literature and office equipment to be performed semi-annually by at least 2 board Members appointed by the President. FRSO attendance at any convention must be approved by majority vote of RSO Board of Directors.
 - g. Staffing at RSO merchandise table will require an RSO board member or special worker be present & accountable for funds during all hours of operation.
 - h. All persons handling funds must have at least 3 years clean.
 - i. A reconciliation of the cash register will be made daily.
 - j. Start up funds in cash register will be \$200.00 daily.
4. Office Manager to perform unscheduled inspections of inventory items for appropriate stock levels and to ensure theft and loss control.
5. Office Manager to check financial and bank statements to ensure proper book keeping procedures, and that all the bills are paid properly.
6. Office Manager to become and remain familiar and knowledgeable with office computer software and perform unscheduled inspections of same.
7. Any Financial commitments in excess of \$200 must have prior approval by the RSO BOD
8. The FRSO will maintain disbursement controls that require approval of at least 2 authorized signers before checks are executed. This may take the form of a check request from being approved and the holder of the checkbook (a non-signer on the account) issuing a check, which may then be signed with one or more signatures on the check itself. (Motion #2, 1-18-04)

NOTE: ITEMS 4,5,6 ARE ALSO INCLUDED UNDER OFFICE MANAGER DUTIES.

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30

Theft of NA funds

Safeguarding funds

Selecting trusted servants

Responsible management

When safeguards fail

Resolution and recovery

The following paper was written by the Board of Trustees in response to a number of letters indicating that theft of NA funds is a recurring issue in our fellowship. In preparing this paper, we have relied on the experience of many groups, area and regional service committees, convention corporations, and service offices as shared with us in correspondence and at workshops on the issue. We encourage you to make use of this valuable and often painfully learned experience in your management of NA funds.

Substantial donations are contributed by the NA Fellowship every year. These funds are given by NA members who trust that it will somehow help other addicts get clean. While this money is precious, the member's trust is even more so. We need to keep the image of that one member and that one donation in mind whenever we make decisions about handling NA's money.

Most of NA's money gets where it is supposed to go. NA members serving in positions of financial responsibility for the fellowship volunteer countless hours to make sure everything adds up. Services such as local phone lines are paid for, literature is purchased and available to members at meetings; tens of thousands of meetings take place every week in rooms that NA pays rent for. Many individual trusted servants follow guidelines and pass on funds that are used to further our primary purpose. All of these things happen because NA communities utilize responsible accounting practices.

Safeguarding funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable—we believe that they are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more

uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

Selecting trusted servants Our Fourth Concept tells us how to select our trusted servants. *Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

So what exactly are these "leadership qualities" the Fourth Concept tells us to look for? Honesty, integrity, maturity, and stability, both in recovery and in personal finances, are but a few. We often avoid asking questions regarding the financial stability of those we are considering for these types of positions, because those questions may be uncomfortable for us, or we somehow feel they are inappropriate, given the spiritual nature of our program. We sometimes ignore evidence that a person is having a difficult time with his or her personal finances and should not have the additional burden of responsibility for NA's money. Not only is it okay to ask members standing for election about their qualifications in these areas, it is irresponsible not to.

Substantial clean time and financial stability should be required for positions where money is handled. Many NA communities have found it helpful to develop a list of questions regarding employment, service experience, experience with handling funds, and financial stability. These questions are then asked of all nominees as a matter of course, so that people do not feel singled out based on personalities.

Responsible management

"NA funds are to be used to further our primary purpose, and must be managed responsibly.' Our Eleventh Concept points out how very important NA funds are. In keeping with the spiritual principles of this concept, guidelines regarding the handling of funds should be developed and adhered to. The guidelines should include both recognized accounting practices and procedures that ensure the accountability of our trusted servants.

The Treasurers Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with NA money is in bad company. It is critically important that all processes are monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to

other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

Financial procedures need to be written into guidelines that require a review and signature of those responsible for handling funds before they are put into positions of responsibility. Members who know they will be held to standardized accounting and auditing procedures will most likely behave in a responsible manner. Include a statement that theft will not be tolerated, and outline the process that will be followed if a theft occurs. If you are unsure about how to write adequate financial guidelines, please contact the World Service Office for assistance.

When safeguards fail

If we develop and follow these procedures, we will make it almost impossible for anyone to misappropriate or steal NA funds. If someone does steal from us, the first question we should ask is one of ourselves: Did we adhere to all of our accounting procedures and safeguards? If the answer is no, we as a service committee also bear substantial responsibility for the theft. We will want to review our procedures to ensure that they are complete and resolve to adhere to them in the future.

But suppose the answer is yes, we followed our guidelines to the letter. We did everything in our power to prevent a theft, and someone stole from us anyway. When this happens, there is often a mixture of reactions, ranging from, "Let's forgive and forget; after all, we're addicts who are prone to acting out on our disease. We don't want to run the individual out of meetings and into a possible relapse," to "Let's throw the thief in jail!" But whatever it is, we don't want our initial emotional reaction to dictate the outcome of the situation.

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

If it becomes clear that money has indeed been taken, the group or service committee should then schedule a meeting, making absolutely sure the

individual(s) who took the money is informed of the meeting and given the opportunity to present his or her point of view. At this meeting, there should be a format that allows time for everyone involved to express their feelings and concerns. This allows everyone to give their input and may also allow a "defusing process" to occur. After all sides have been heard, a break in the meeting format is encouraged to allow all present time to get in touch with their own Higher Power and focus on spiritual principles, before coming back to decide the best course of action.

If the individual admits to the theft and agrees to pay back the missing funds, a restitution agreement can be developed. Such an agreement can include regular payments at any interval acceptable to all involved, though it is best to not drag out the process unnecessarily. Most agreements specify regular weekly or monthly payments until the full amount is repaid. We strongly suggest drafting a legally binding document, utilizing legal advice if possible, and having it signed and witnessed. Let the individual know that if the restitution agreement is not adhered to, you intend to take legal action based on the signed and witnessed restitution agreement.

A report about the situation should be published, and regular reports on the status of the restitution agreement should be published until the agreement is satisfied. Protecting the identity of the person involved is secondary to being accountable to the fellowship for its funds and ensuring that the person is not put in a position where he or she may do further harm.

Again balancing spirituality with responsibility, we have found that it is best to remove the individual from his or her service position, and not consider the person for another position until he or she has dealt with the issue through the process of the steps.

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest

that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, the WSO, and the WSO as resources.

Resolution and recovery

Even if a successful resolution is reached, many of us will still be angry and hurt, and may want to shun the person involved. Although this is understandable, we have to remind ourselves that NA's primary purpose is to carry the message to the addict who still suffers. We also need to remember that our disease will surface if we are not diligently working a program of recovery. As NA members practicing spiritual principles, we should all support the individual in continuing his or her recovery, utilizing meetings, a sponsor, and the Twelve Steps. We should offer the same love and support we would to someone who has relapsed by using drugs.

The misappropriation of NA funds affects groups, service committees, and world services in their efforts to carry the message to the still suffering addict. The process necessary to deal with such incidents typically has long-term effects---conflict between members, disunity, disillusioned members-on any NA community, directly affecting the newcomer. The safeguards recommended in this bulletin not only protect our funds, but also protect us from our disease. We implore NA communities worldwide to develop and follow procedures that protect NA funds; doing so will keep our future secure.

BY-LAWS, FLORIDA REGIONAL SERVICE OFFICE, INC.

The By-Laws of the Florida Regional Service Office, Inc. are in the process of being updated (January 2007) and have been omitted from this printing of the Policy Pack. For any reference needed, see Policy Pack, Florida RSC, January 2006

GENERAL EMPLOYMENT PHILOSOPHY AND PERSONNEL GUIDELINES

Purpose;

The Florida Regional Service Office (hereafter referred to as the FRSO) serves as the distribution center for Narcotics Anonymous literature and other material along with general administrative services. This task is accomplished with "special workers" as defined in Tradition 8. The Board of Directors for the FRSO supervises these special workers, through the Office Manager.

The FRSO BOD selects a special worker in whom they vest certain duties, responsibilities and authority. This personnel policy package outlines some of those duties, responsibilities and authorities as they pertain to the management of these special workers. Final authority in all personnel matters resides with the Board of Directors when acting as a Board- When the Board is not meeting, generally the overall personnel management is entrusted to the FRSO Office Manager.

There are important attitudes and values that special workers are to understand. These pertain to the philosophy of the BOD on matters of personnel policy. Some of these pertain to the relationship of the staff to the fellowship. Special workers are selected because of their abilities, capabilities, skills, knowledge and ability to work in a spiritual fellowship. It is the expressed desire of the BOD that all employees have or acquire an understanding and knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

The actions by an employee in the discharge of their work duties, tasks and responsibilities must be separated entirely from that member's participation in the fellowship. Conversely the activities, tasks and responsibilities a person takes on as a member of the fellowship should not interfere with the work assigned as a part of their employment and participation in the fellowship in such as to avoid using one avenue to influence the other. It is the expressed desire of the BOD that no employee seeks or accepts any elected or appointed position in the N.A service structure. As stated in Conditions of Employment, Item #G.

Requirements for Applicants;

All prospective applicants seeking employment with the FRSO must pass a drug test.

All prospective applicants must be free from felony convictions for the four (4) years prior to employment.

All applicants must be bondable

All applicants must be computer literate.

Application and interview process;

All applicants must submit a resume/application to the FRSO BOD. Applicants shall be required to attend at least one formal interview with the Administrative Committee of the FRSO BOD or the Office Manager. The Office Manager will submit recommendations to the BOD, for their approval, in hiring an employee.

Job description and duties:

The duties of an employee include, but-are not limited to the following;

- A) Answering the telephone
- B) Shipping and receiving orders (packing orders, filling out shipping logs and labels, checking in orders and maintaining accurate, adequate and rotation of inventory).
- C) Updating records and filing (maintain records as requested by regions, areas, groups and customers)
- D) Customer service
- E) Accounts payable
- F) Accounts receivable
- G) Copying
- H) Typing
- I) Maintaining a clean office environment
- J) Other duties as deemed necessary by the Office Manager or the BOD.

Conditions of employment;

The following are conditions of employment with FRSO. While some may seem obvious, we feel it is important that all employees fully understand them.

- a) All employees must be free of any chemical substances during the hours of employment, with the exception of medication that is prescribed by a physician
- b) An employee shall not release or discuss any information concerning any N.A- Member or potential N.A. member in accordance with the 12 Traditions of N.A
- c) All employees have a right to be free of undue harassment and abuse from other employees, supervisors and the BOD.
- d) All employees shall report to work in neat, clean and appropriate apparel.
- e) All employees should have or acquire an understanding of the 12 Steps, 12 Traditions and 12 Concepts of Narcotics Anonymous.
- f) No relative and/or roommate of an employee, supervisor or BOD member may be employed by the FRSO.
- g) No employee shall serve in any service position where a direct conflict of interest exists; (Example; Any FRSO BOD position, RD/Alt.RD, RCM, Regional Sub-committee chair/vice chair, Regional administrative committee position, any position in service that includes responsibilities of inventory, purchasing, distribution of merchandise or moneys.
- h) Employees may not be employed with any outside enterprise that engages in business with the FRSO. This includes being a consultant for any enterprise that engages in business with the FRSO.

Wages, compensation and evaluations;

- A. Employees shall be paid weekly at an hourly or salary rate determined by the FRSO Board of Directors. Payroll shall run from Monday-Sunday.
- B. All new employees will serve a ninety- (90) day probationary period. Raises may be given and shall be based upon an employee's performance evaluation after the first ninety- (90) days and annually thereafter. In no case shall an employee be paid less than the Federal minimum wage. **There will be**

no overtime pay unless this time is pre-approved by the Office Manager

Holiday pay;

The following holidays are observed by the FRSO, for which employees shall be paid;

New Years Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Personal leave;

After completing the ninety- (90) day probationary period employees will be granted two (2) days of leave with pay, per year from date of hire.

Leave of absence/absences/vacation;

Leave of absence without pay will be granted at the discretion of the Office Manager for special purposes or unusual circumstances. Absences and leave shall be charged against the employees' sick time and/or vacation time. Employees must notify the Office Manager at least one hour before their regular starting time in case of absence. Vacation will be granted to an employee after completing one (1) year of employment. After one year an employee is eligible for one week of vacation, after two years an employee is eligible for two weeks of vacation. The maximum allotted vacation time will be two weeks. This time must be taken in the year that it is due and is non-accruable. A vacation request must be filled out and approved by the Office Manager.

Sick leave;

Employees are allotted six (6) paid, non-accruable sick days per year after the first ninety days of employment. The FRSO follows the Family Leave Act guidelines set forth by the Federal Government regarding this issue.

Job related injuries

Upon injury on the job, immediate verbal notification to the Office Manager is required along with written documentation of the incident, which shall be investigated (to include a drug test), verified and signed by the Office Manager. When an employee is injured on the job, there shall be no loss in pay for the remainder of that day. Additional time off will be charged against the employees' sick leave time. A medical release shall be required to return to work.

Probationary period;

A ninety (90) day probationary period is mandatory. This time will permit an employee to become acquainted with the position. It will also allow the Office Manager to determine the employee's ability to accomplish the assigned work. During this time an employee can be terminated without cause or the Office Manager/BOD can extend this probationary period if they deem this necessary.

Disciplinary measures;

After the completion of the ninety-day probationary period there are certain procedures that must be followed before an employee can be disciplined and/or terminated. The FRSO views disciplinary action as an opportunity to correct a performance deficiency. For all disciplinary problems that do not warrant immediate termination, the following process shall be followed;

First occurrence, verbal warning with a written statement to be placed in the employees personnel file.

Second occurrence, formal written warning, stating the corrective action that must be taken and placed in the employees' personnel file.

Third occurrence, suspension without pay or termination. However, certain cases could warrant immediate termination such cases include, but are not limited to:

Gross insubordination (includes, but is not limited to, refusal to perform work assignments).

Breach of confidence

Falsification of records

Theft (regardless of value)

Intoxication or illegal substance use on the job

Failure of a drug test

Conviction of a felony while employed by the FRSO

Abusive treatment of co-workers, staff, FRSO BOD or customers

Repeated unexcused absences

Gross incompetence

Abuse of sick time

The above list is not all-inclusive and an employee may be terminated for any conduct not listed, if in the opinion of the Office Manager or the BOD, such conduct warrants termination.

Grievance procedure;

The FRSO/BOD encourages mutual understanding and amicable cooperation among all employees. Occasionally, however, differences and complaints may arise within a working environment. Day to day contacts should ordinarily provide many opportunities for discussion and resolution of such matters. When these normal contacts fall, an employee may seek relief under the grievance procedures. It is the right of each and every employee to receive full and serious consideration of a grievance, opportunity to take the grievance through all the steps of the procedure without prejudice, and a prompt reply to a grievance at each step. Preliminary step; The Office Manager or member of the FRSO Administrative Committee shall meet with the employee to discuss and resolve the complaint as soon as possible after the matter is brought to the Office Managers attention- The Office Manager shall make every effort to resolve the complaint at this stage. Formal grievance procedure step; if the reply to the complaint does not satisfy the employee, the employee may submit a written report to the Board of Directors. The BOD shall make the final decision in the case and shall deliver a final written reply to the employee as soon as possible.

Termination of employment;

It is expected that an employee who resigns, give a fifteen (15) days notice before leaving their position. It is expected that the FRSO give fifteen (15) days notice of intent to layoff.

Employee evaluations-

All employees will receive annual evaluations. These evaluations are to be used for improving the performance of the employee and not to be taken as criticism.

Personal items;

Items such as clocks, radios and other personal effects may be brought into the FRSO to make the environment more comfortable. However the FRSO, will not be held responsible for any items lost, stolen or damaged.

Dress code;

All employees while on the FRSO premises or on duty outside the FRSO must adhere to the following dress code;

Must be neat and clean

No clothing may be worn that would be a conflict with the Sixth Tradition of N.A. such as shirts, buttons, which affiliate the FRSO with treatment centers or other 12 Step programs or businesses engaged in the treatment of addiction or the recovery field.

No clothing which contains profanity, obscenities or endorsement of alcohol or other drugs. No flip-flops or sandals.

Telephone use;

We expect employees to limit the use of the telephone to official company business. If personal calls, (both incoming and outgoing) are necessary, they should be kept to a minimum. No personal long distance calls or to be made.

Discrimination;

The FRSO, Inc. is an equal opportunity employer. We adhere to Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination Act of 1967, The American Disability Act and all regulations imposed pursuant thereto as well as religion, age, national origin or disability.

Statement of understanding and compliance;

I _____ the undersigned employee of the FRSO, INC. have read this employment policy package in full and I fully understand its implications. Furthermore, I agree to comply with these policies so long as the FRSO, Inc. gainfully employs me.

Employee signature _____

Date _____

Office Manager signature _____

Date _____

Florida RSC Rules of Order

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RSC RULES OF ORDER

The Florida Regional Service Committee, (herein referred to as “RSC”) utilizes the following short form version, entitled “RSC RULES OF ORDER”, adapted from the “WSC Rules of Order”. WSC rules of order have been adapted from the latest edition of Robert’s Rules of Order, which have been found to meet the general needs of the WSC, when such rules are not in conflict with the ~~Temporary Working Guide to our Service Structure~~ Guide to Local Services, (Motion 2007-06-P 1-21-07) the 12 Steps, 12 Traditions, 12 Concepts or the Spiritual Principles of NA, (herein referred to as “policies.”) The RSC Rules of Order will be used in conducting business on the floor of the RSC meeting.

In cases where the RSC Rules of Order are not comprehensive enough, the RSC will utilize the latest edition of Robert’s Rules of Order, (herein referred to as “Robert’s”). The utilization of Robert’s is based on the need for rules of procedure in cases where we have not written our own rules of order. In any case, if there is a conflict or discrepancy, RSC Rules take precedence over Roberts.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member’s rights, to protect the RSC’s rights, and to protect the free exercise of debate. If we understand the principles of NA and use these procedures appropriately, the use of parliamentary procedure will enhance, not hinder the accomplishment of the business of the RSC.

The RSC Rules of Order clarify common procedures used in the conduct of business at the RSC weekend. Within the RSC Rules of Order, “RSC” shall mean all the participating members of the Florida Regional Service Committee, including those members from the South Florida Region elected to represent them, and “RSC Meeting” shall mean the meeting which typically takes place the third Sunday of the following months: January, March, May, July, September, and November. These rules reflect procedures used by the RSC at the RSC Meeting and may only be changed by a 2/3 majority of the voting membership of the RSC.

STANDING RULES

1. No member may make two motions at the same time.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
3. There shall be a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the Chairperson to speak. However, the Chairperson may exercise discretion to extend the time limit when in the Chairperson’s opinion, such action is warranted. To otherwise extend debate, a Motion to Extend or Limit debate with a time limit must be made and seconded. This motion can only be adopted by a 2/3 majority.
4. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than two members speak in favor (pro) of any motion, and no more than two

members speak in opposition (con) of any motion. However, the Chairperson may exercise discretion to extend the number of speakers when in the Chairperson's opinion, such action is warranted. To otherwise extend debate, a Motion to Extend or Limit Debate with the number of speakers must be made and seconded. This motion can only be adopted by a 2/3 majority.

5. Every Main Motion must be presented in writing on the appropriate form and contain the name of the member proposing the motion and the name of the member seconding the motion. All Main Motions to be considered on the day of business must be given to the Vice-Chairperson before the start of new business. All Main Motions received after the start of new business will be on the agenda under new business at the next RSC.
6. Adoption
 - a. On matters of procedure, such as Lay on the Table, Recess, Amend, Commit, etc., The number voting in the affirmative required for adoption: The majority of 2/3 majority for voting will be calculated based on the number of votes less all abstentions. That number must equal quorum or the motion is tabled until quorum is reached on that motion.
 - b. On matters of Policy, such as Policy of the RSC, Subcommittee Guidelines, By-Laws of Incorporated Boards, or any other RSC policies, for approval, removal, or changes, a 2/3 majority of the registered participants present at the most recent roll call are required to vote in the affirmative for adoption to occur. A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.
7. A quorum (the number of voting participants who must be present in order to conduct business) for RSC meeting shall be a majority of all eligible voting members.
8. An Adopted Motion shall take effect at the close of the RSC meeting, unless otherwise stated in the motion.

RULES DIFFERENT FROM ROBERT'S

1. RSC limits debate to 3 minutes per speaker. (Robert's = 10 minutes)
2. RSC limits the number of speakers on each pending motion to two pros and two cons. (Robert's = unlimited)
3. RSC limits debate on the motion to appeal to one pro and one con with the Chairperson always the con. (Robert's = unlimited)
4. RSC does not limit the number of times the same speaker may speak on a motion, except no speaker may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If a motion pending is brought up the next day, rights of the debate begin over again.)
5. RSC requires a 2/3 majority to adopt the motions Lay on the Table and Reconsider. (Robert's = majority.)
6. RSC will allow no amendments on the motions to Limit or Extend Debate. (Roberts = allows)
7. RSC requires 2/3 majority to adopt Main Motions that: change RSC policies, Subcommittee Guidelines, Incorporated Boards By-laws or Guidelines. (Robert's = majority on Main Motions.)

THE PROCESS

The Making and disposing of Motions.

- a. **A motion is made.** This is the beginning of the process of bringing a matter before the RSC. Avoid wording the motion in the negative because of the possible confusion as to the effect of the motion. A motion should be clear, concise and comprehensive so that the RSC is not voting on the perceived intent, but on the actual wording as it will be officially recorded.
- b. **A motion is seconded.** A second merely indicates that another member wishes the matter to come before the RSC; it does not necessarily mean that the seconder is in favor of the motion.
- c. **The Chairperson states the motion.** This makes the motion pending and before the RSC; it is only at this point that the motion belongs to the RSC and must be disposed of in some manner.
- d. **Debate follows** (if the motion is debatable), and/or the making of a subsidiary or incidental motion (if the motion is amendable or if other incidental motions are in order).
- e. When ready, the RSC votes to adopt, (carry, pass) or reject, (fail, defeat) the motion. This is also known as the Chairperson putting the question.
- f. **Voting** generally takes place by show of hands, unless a motion is made for a roll call or paper ballot vote.
- g. In cases where there seems to be little or not opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The Chairperson calls for any objections; if there are none; the matter/action is adopted. In the case of an Amendment or a pending motion, this is known as a “Friendly Amendment.” It must be “Friendly” to the entire RSC, not just to the maker of the motion.
- h. A majority vote (simple majority) is one more than half of the voting members present at the time that the vote is called.
- i. Two-thirds vote ($2/3$ majority) means at least two-thirds of the voting members present at the time that a vote is called.

The RSC has chosen that:

1. In matters of procedure, the set of members to be used to determine the number of votes required for adoptions shall be the number present and voting.
2. In matters of Policy, the set of members to be used to determine the number of votes required for adoption shall be “those members on the most current roll call”.
3. In determining a Quorum, the set of members used to determine the number of participants needed to be in attendance shall be “all those eligible to vote”.
4. The Chairperson announces the results of the vote, and its adoption or rejection.

Class (type), Precedence and Order of Motions

Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class and the order of precedence within a class of a motion determine when it is in or out of order, and what it

takes precedence over. A motion that brings a question before the RSC generally can only be made when no other business is pending.

1. **M - Main Motion** – Brings business before the RSC. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
 - a. No main motion is in order if it conflicts with national, state, local laws or ordinances, or with the rules, principles, or policies of the RSC.
 - b. No main motion is in order which presents substantially the same question as a motion previously rejected during the same business day.
 - c. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the RSC. (Example: Committed, Tabled, Postponed.) If a question has been Laid on the Table and the same motion is brought before the RSC in the same business day, it would be more appropriate to take up the original motion from the table and dispose of it rather than to address the new motion.
2. **S - Subsidiary Motion** – Assists the RSC in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence and several may be pending at one time.
3. **P - Privileged Motion** – Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence and there may be several pending at the same time.
4. **I - Incidental Motion** – Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it does not generally alter the pending motion, but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since it depends on the particular set of circumstances each time.

Following is an example of the order of precedence of privileged and subsidiary motions, listed with the highest ranking at the top. Each motion takes precedence and therefore is in order (even if the others below are pending) over the ones listed below it.

Adjourn		Not Debatable
	Recess	
Privileged	Raise a Question of Privilege	
	Call of the Order of the Day	
	Lay on the Table	
	Previous Question	
	Limit or Extend Debate	
Subsidiary	Postpone to Definite Time	Debatable
	Commit (or refer as to committee)	
	Amend	
	Postpone indefinitely	
	Main Motion	

Redress

If a member believes that a motion is not being handled well, or has not been handled correctly, (whether Adopted, Rejected, Temporarily Disposed of, etc.) or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available:

Matters left undone at adjournment die. However, they may be brought up at the next RSC as a new question.

Matters left tabled at adjournment remain on the table until a motion to remove from the table is made and seconded. Motions remain on the table until a motion to remove from the table is made and seconded. Motions remaining on the table for more than two consecutive RSC's die. However, they may be brought up at the next RSC as a new question.

Matter adopted During the same business day, the motion to Reconsider or Amend something previously adopted would be in order. The motion to Reconsider is in order if the original motion was voted on at the last RSC or current business day. The Motion to Reconsider must be made by a member who voted on the prevailing (winning) side of the original vote. If the reconsider time limit has passed, the appropriate motion would be to Amend Something Previously Adopted. During the same business day, Reconsider is the preferred motion; however, Amend Something Previously Adopted is in order at any time before or after it is too late to reconsider. At a later RSC, the appropriate motion would be to Amend Something Previously Adopted. Any member may make that motion. The motion must be seconded, and there is no time limit.

Matters Temporarily Disposed of Suspend the Rules, Discharge a Committee, or Take from the Table would be appropriate depending on the circumstances, or to Reconsider a Motion (if reconsider able) that temporarily disposed of a motion, e.g. Commit or Postpone.

To Remove A Pending Motion from the Floor

There are several options, some of which are:

1. **Lay on the Table:** If the intent is to set aside a pending motion temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is In order. If the intent is to refer to groups the motion would automatically become old business at the next RSC. If the intent is to give time to gather more information, the motion to Commit or Postpone would be more appropriate.
2. **Postpone Definitely:** If the intent is to put off consideration to a more convenient time or pending more information.
3. **Postpone Indefinitely:** If the intent is to kill the motion for that day's business.
4. **Objection to Consideration:** If the intent is to avoid consideration of the motion for that business day.
5. **Commit to Committee:** If the intent is refer the matter to a specific group to collect input, search, and/or to make recommendations.
6. **Extend or Limit Debate:** If the intent is to limit the number of speakers, the amount of time each speaker may speak, or the total time of debate, or to set the time that debate will close.
7. **Call the question:** (previous question) If the intent is to stop debate immediately and put the matter to a vote.
8. **Vote against the motion.** If the intent is to defeat the pending motion
9. **Vote for the motion:** If the intent is to adopt the pending motion.
10. **Recess:** If the intent is for the RSC to take a brief time out before continuing, (smoke break, lunch, checkout time.)
11. **Adjourn:** If the intent is to end business for the day. No other business will be taken up until the next RSC.

Description of Motions

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions further describing their use and characteristics.

1. **Adjourn** means to close the RSC meeting immediately until the next regularly scheduled meeting.
2. **Amend** (a pending motion) means to modify the wording of a pending motion and considered a primary amendment, that is, it applies directly to the main motion in question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is then pending in its amended form; if the amendment is not adopted, the main motion is then pending in its original form.
 - a. An amendment is generally amendable. The amendment is considered a secondary amendment because it applies to the amendment and not to the main motion. The secondary amendment is disposed of by itself, before the primary

amendment. If the secondary amendment is adopted, then the primary amendment is pending in its amended form. If the secondary amendment is not adopted, then the primary amendment is pending in its original form.

- b. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.
 - c. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments, but vote in favor of the main motion, or vice versa.
 - d. The Motion to Substitute, a form of the Motion Amend, proposes that a substitution shall come before the assembly in place of the pending motion. During consideration of the motion to substitute, debate may consider the merits of the pending motion and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending motion will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the body for vote. If the motion to substitute fails, the original motion comes to the body for vote. If the substitute motion is adopted, the original motion dies.
3. ***Amend Something Previously Adopted*** means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original motion. There is also no time limit as to when the motion can be made.
 - a. Rescind, Repeal, And Annul: (A form of the motion to Amend Something Previously Adopted) means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original motion. There is no time limit on when this motion can be made.
 4. ***Appeal the Chairperson*** means that the ruling is taken from the Chairperson and decided by the RSC body. By electing a Chairperson, the RSC delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Chairperson unless they appeal the decision.
 5. ***Commit or Refer to Committee*** means to send the pending question or other issue to a committee so that the question or issue may be carefully investigated and put into better condition for the RSC to consider. The motion should specify which committee or board. If a special or Ad Hoc committee is needed, the committee can be formed in the same or amending motion or appointed by the Chairperson.
 6. ***Discharge a Committee*** means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the RSC desires for some urgent reason to proceed without the aid from the committee, or when the RSC wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges the committee. So long as the question is in the hands of a committee, the RSC cannot consider another motion involving the same question.

7. ***Division of the Question*** means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is/are to take place.
8. ***Lay on the Table*** means to set the pending motion aside temporarily when something of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.
 - a. If the mover's intent is anything other than to temporarily lay aside the matter until an emergency situation is taken care of, then the proper motion/actions are: Postpone Definitely; Postpone Indefinitely; Objection to Consideration; or vote against the motion. The motion Lay on the Table should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chairperson to ask for the reason to Lay on the Table.
 - b. Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would be in order. To consider a conflicting motion or a substitute, the tabled motion would first need to be taken from the table and disposed of.
9. ***Limit or Extend Debate*** means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be Previous question.
10. ***Main Motion*** is the introduction of new business, or in some cases, the reconsideration to amendment of previously adopted business.
11. ***Objection to Consideration of the Question*** means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chairperson is phrased so that the members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion. If the objection is sustained, the main motion cannot be renewed during the same session except by unanimous consent or by reconsideration of the vote on the objection; however, the same motion can be introduced at any succeeding session.
12. ***Order of the Day*** (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then Suspends the Rules or Changes the Order of the Day.
13. ***Parliamentary Inquiry*** is a question to the Chairperson to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the Chairperson to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chairperson is not obligated to answer hypothetical questions.

- a. The Chairperson's reply is not subject to appeal, since it is an option, not a ruling. However, a member has the right to act contrary to this opinion, and, if ruled out of order, to appeal such a ruling.
14. **Point of Information** is a request directed to the Chairperson, or through the Chairperson to another member, for information relevant to business being considered, but is not a matter relegated to a parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.
- a. A point of information is a question to a member who is speaking. The Chairperson will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.
15. **Point of Order** means a member believes the rules of the assembly are being violated, and is asking the Chairperson to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.
- a. This point needs to be made immediately when the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise points of order on minor irregularities, if it is clear that no one's rights are being infringed upon.
16. **Postpone to a Definite Time** (Definitely) means to put off action on a pending motion until a definite day, meeting, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.
- a. When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.
 - b. When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if the question had never been debated.
17. **Postpone Indefinitely** means that the assembly declines to take a position on the main question. Its adoption kills the motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

18. **Previous Question** means to immediately close the debate and the making of any subsidiary motions, except Lay on the Table of a pending motion. If Previous Question is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.
19. **Question (Point) of Privilege** (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.
 - a. The Chairperson rules (subject to an appeal) on whether this matter should interrupt pending business. If the Chairperson rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question requires a second, is debatable, amendable, etc., and is handled by the assembly.
 - b. If there is no urgency, a question of privilege can be brought to the assembly as a regular motion and handled in the normal course of business.
20. **Recess** means a short intermission in the assembly's proceedings, which does not close the meeting, and after which business will be resumed immediately, at exactly the point at which it was interrupted.
 - a. If a recess is provided for in the agenda, the Chairperson simply declares the assembly in recess. If the Chairperson does not announce a pre-scheduled recess at the scheduled time, a member can call for the order of the day. If the assembly wishes to postpone a prescheduled recess, it can move to suspend the rules.
21. **Reconsider** enables a motion or amendment to be reconsidered if a member believes it was hasty or ill-advised action, or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same day or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it has never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.
 - a. If the reconsider motion is debatable, a member has the right to debate the reconsider motion regardless of whether his rights were exhausted on the original motion. If the Reconsider is adopted the same day as the original vote, a member's rights to debate the original motion were exhausted are still exhausted; if the Reconsider is adopted the next day, a member's rights to debate the original motion begin over again.
22. **Suspend the Rules** enable the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The Chairperson cannot move this, but can entertain another member to do so.
 - a. To change the order of the day is an application of Suspend the Rules, and means to take a question out of its proper order, or to consider one before the item to which it was postponed.
23. **Take from the Table** enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same

session as the Motion to Lay on the Table, the matter dies, although the matter can be re-introduced later as a new question.

- a. If the motion to Take from the Table is adopted, the original motion becomes pending in exactly the same form, including all adhering motions, as when it was laid down. If a matter is taken from the table the same day as laid down, members who had exhausted their right to debate cannot speak again; if taken from the table on another day, debate rights start over again.
24. **Voting** (motions about) enables the assembly to obtain a vote on a question in some other than by voice or other than as described in the assembly's standing rules, or to close or re-open the polls.
25. **Withdraw/Modify a Motion** (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the Chairperson. After the question is stated by the Chairperson, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker accepts the amendment.
- a. Before a question is stated by the Chairperson, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second. If a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggested has in effect seconded the modified motion, so no other second is necessary.

***The RSC has chosen to require a 2/3 majority of the registered participants to vote in the affirmative for adoption to occur on Policy issues such as: Amending, Deleting, Adopting, or in any way changing the Policies, Guidelines or By-Laws of the RSC, Standing Sub Committees, Ad-Hoc Committees, or Incorporated Boards.

Florida RSC ADDENDUMS

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ADDENDUMS

2007 MOTIONS AFFECTING POLICY

MOTION #2007-05P – FRC Inc./RD (01-21-07) (Deemed Housekeeping by the RSC Chair) To change Policy (FRC Inc Policy Revision Adopted by vote (addendum) Page 26 of 31, #4 top of page from “a minimum order of 10,000 **shall** be purchased for the first printing.” *to:*

“a minimum order of 10,000 **should** be purchased for the first printing.”

INTENT: To remove the mandatory printing of 10,000 flyers, and leave the quantity of printing up to the discretion of the FRC BOD and CFO

MOTION CARRIES 17-0-0 (1-21-07)

MOTION #2007-06P – Policy/Vice Chair (1-21-07) (Deemed Housekeeping by the Chair) To incorporate the attached line items into FRSC Policy:

In the FRSC Policy, Revised January 1, 2006.

1. Secretary’s Duties & Responsibilities, Pg. 10, continuation of line item 3 from page 9: Delete “One Regional Delegate from each zonal Region.” Secretary does not, and has not mailed our Florida RSC minutes to any other RD, other than our own.
2. Policy Sub Committee, Duties and Responsibilities for Vice Chair, item 1 (middle of the page) Change one year commitment to: “Is a grooming position for Policy Sub Committee Chair, and a two year commitment” – to be consistent with other Vice Chair commitments within the current policy of the RSC.
3. Web page online guidelines, Pg 44 – Online Guidelines (third paragraph) Remove the line “Our online information will contain only a link to the NAWS website” in it’s entirety. (The next paragraph, Florida Regional Web Page Link Guidelines refers to links that are acceptable, and the conditions of how those links exist on the Regional Web Page.
4. Rules of Order – Page 109, First paragraph. Remove reference of “Temporary Working Guide to our Service Structure.” And replace with “The Guide to Local Services.
5. Public Relations Purpose, Page 40. Remove reference to a “Regional Meeting List.” This no longer exists, and has been replaced by a link to the NAWS database/meeting list on na.org.

INTENT: Housekeeping. To provide consistency.

MOTION CARRIES 17-0-0 (1-21-07)

MOTION #2007-19 – FRSC President/RSO President (03/18/07) Change in FRSC Policy page 28 under Registration schedule/FRCNA hours and days of operation from...

Thursday:	Friday:	10-12	Sunday
2-4	9-12	Saturday:	9-10
5-7	1-5	9-12	
10-12	6-7:30	1-5	
to...			
Thursday:	Friday:	Saturday:	Sunday:
2-11:30 p.m.	8-11:30 p.m.	8-11:30 p.m.	9-10 a.m.

INTENT: To align our hours of operation with the requirements we have mandated for all participants to be registered

MOTION CARRIES: 15-0-2

2006 MOTIONS AFFECTING POLICY

MOTION #7-P Literature/PI (1-15-06) To remove the following from the FLRSC Literature Sub-Committee Guidelines. Election and Removal of Officers, Section I “Elections” “Item C.” “and no member shall be eligible to serve more than two consecutive terms in the same office.”

INTENT: To create continuity among all FLRSC Sub Committee policies

MOTION CARRIES (3-19-06) 15-0-1

MOTION #21-P Bay/Tampa Funcoast (3-19-06) To change policy, under GSR Assembly, Administrative Committee Responsibilities of the Secretary, page 21 item 1 remove completely, and add new item #1 to read: Sends out two mailings to the GSR's via their respected Areas, informing them of the Assembly. Change item #2a to read: The first mailing will be in time for the January ASC meetings, announcing the date and general information about the GSR Assembly, i.e.; what it is, why it is important, etc. Change item #2b to read: The second mailing will be in time for the March ASC meetings, providing specific information about the agenda, lodging and maps if appropriate, etc.

INTENT: To clarify policy, housekeeping and ensure feasibility of the tasks

MOTION CARRIES (5-21-06) 13-0-1

MOTION #25-P AD/PI (3-19-06) (amended to read) To remove all references to any specific public relations event from the RSC Policy. Annually, the FRSC P.I. Committee will research which public relation events would best serve the Florida Fellowship and plan their attendance accordingly, *for a minimum of two per year.*

INTENT: To simplify the current policy, make prudent use of our funds and manpower.

Amendment Carries 9-4-0

MOTION AS AMENDED CARRIES (5-21-06) 12-1-1

Motion #29-P – Outreach/AD (5-21-06) to change the name of the Outreach Subcommittee to “Fellowship Development” Sub Committee.

INTENT: To better reflect the mission of the Sub Committee and the terms used in the new Service Literature adopted at the 2006 WSC.

POLICY MOTION, CONSIDERED HOUSEKEEPING.

MOTION CARRIES, UNANIMOUS 14-0-0 (5-21-06)

MOTION #35P – RSO President/Treasurer (07-16-06) Motion to delete the following P83 under “Additional Guidelines, #12”

“All RSO customers, not including areas within the Florida and South Florida Regions, will pay shipping and handling charges for literature orders.

INTENT: This Policy was established at the founding of the RSO in 1982 and has remained until this day. A sharp recent increase in UPS (and other shipper) rates has necessitated the RSO to recapture some or all of this cost or incur losses in its literature sales.

MOTION CARRIES 12-1-3 (9-17-2006)

MOTION #36P – FRC BOD Pres/RSC Vice Chair (07-16-06) Remove from FRC Policy page 20 under Duties of Committees, Item 5.

MOTION CARRIES 10-0-7 (11-19-06)

MOTION #37P – Secretary/RD (07-16-06) To remove the last two (2) sentences in the 1st paragraph of the Web Page Subcommittee Online Guidelines pertaining to NA member’s personal information

INTENT: Concept 8 – effective communication

MOTION CARRIES 17-0-0

MOTION #39P – AD/RSC Vice Chair (07-16-06) To eliminate the Literature Committee as a standing committee:

INTENT: To eliminate an underutilized standing committee which has had very limited participation and in its place (as needed basis) establish an ad-hoc committee focused on a singular objective.

MOTION CARRIES 12-1-3 (9-17-06)

MOTION #41P – Policy Chair/RSC Vice-Chair (07-16-06) 10 housekeeping motions, 9 of which were developed in the meeting of the Policy admin Committee, Mark B., Billy H. and BJ A. on June 24th in Oviedo Fl

Motion – To remove from policy the requirement for all sub-committees to submit minutes from respective meetings to RSO for archive purposes.

Intent: To remove redundancy in the current policy. Sub committees report to the Regional Secretary and those reports are included in the RSC minutes.

Motion: - To remove from Web Page Online Guidelines, page 44, :The web page sub committee will not publish NA member's personal contact information on the FL Regional Web Page. This is to include phone numbers, postal and e-mail addresses, and where possible last names shall be omitted.

Motion – To change the Maker of Motion #40P from Admin to Vice Chair

Intent- Housekeeping. Administrative Committee does not make motions. Page 6 of our Policy names the positions of the Admin Committee that are allowed to make motions.

Motion – To Change the Maker of Motion 27 and 28 (2004) from Ad-hoc History to Alternate Delegate

Intent Housekeeping – To adhere to parliamentary procedure and RSC Policy that a person makes a motion not a committee (2006 Policy page 6)

Motion – Move to remove from page 18 2006 Policy Zonal Forum Item # 1 under “Requirements” “One year involvement on the Florida Regional Service Committee”

Intent –to follow what is actually being done and in the section above on Attendance which states that any interested Reg. Sub Com. Chair or Vice Chair or RCM. Could be Concept 7 also which calls for full participation.

Motion – To change Item #4, Budget, Page 18 2006 Policy, “for qualified members” to “if necessary” and Item #5 delete “qualified”

Intent- To make Policy less ambiguous. How does one qualify to be female? Qualifications are not defined other than willingness, time and resources to attend.

Motion – Move to change in FRSC 2006 Policy page 13, Subtitle “Impeachment” to Subtitle “Impeachment and Removal by Vote”

Intent –To make Policy more clear. The definition of Impeach is to accuse before a tribunal. Impeachment by itself is not accurate for what is described in this section.

Motion – To distribute FRSC updated Policy at the July RSC and an addendum update at the November and March RSC

Intent- To better serve incoming Trusted Servants

Note – This change s current Policy. Page 37 which just states annually and quarterly updates. Quarterly does not apply because we do not meet in June and October

Motion - To add \$XX.00 to the current Policy Budget for one additional distribution of FRSC Policy in January 2007

Intent- Facilitate previous motion regarding Distribution because the January 2007 Policy will have numerous updates dating back to 2000.

INTENT: Remove discrepancies from our Policy and to clarify our updated RRSC 2006 Policy

PI/Greater Orlando: to replace all references to the (PI) Public information Sub committee with (PR) Public Relations.

INTENT: To coincide with the direction of the WSC and to use the terms used in the new service literature at the 2006 WSC.

Discussion: Deemed Housekeeping

MOTION CARRIES 17-0-0 (7-16-06)

MOTION #43P Policy Chair/AD (07-16-06) Make the Policy Vice Chair a member of the Admin Committee of the FRSC

INTENT: To be consistent with the rest of the positions of the Admin Committee and to provide for a Parliamentarian in the absence of the Policy Chair

MOTION CARRIES: 12-1-3 (9-17-06)

MOTION #45-P FRC Inc/Secretary (11-20-05) To accept the revised FRC Inc. Policy packet for adoption, effective July 2006. This policy would replace the current FRC Inc. Policy.

INTENT: Compliance w/ FRSC mandate to supply an updated FRC policy.

MOTION CARRIES (1-15-06) 11-3-1

MOTION #47-P (as amended) Bay/AD (11-20-05) To accept the policy guidelines for Regional Archivist position.

INTENT: To allow the archivist to function properly.

MOTION CARRIES (1-15-06) 13-0-2

AMENDMENT TO # 47-P_ Bay/Recovery Coast (1-15-06) To amend Policy Guidelines, item # 8 under the qualifications & responsibilities for the Archivist to state: "8. Lives within the Florida Region" (by removing 8. "Lives within 90 minutes drive of the Florida RSO."

INTENT: To insure that all Areas and members within the Florida Region are able to participate in their own Region.

MOTION CARRIES as amended (1-15-06) 13-0-2

MOTION #50-P FRC BOD Pres/RSO BOD Pres (09-17-06) In FRC Inc. policy page 2 section Elections line 6, midline, and change. "There can be no more than 2 people from any area within the Florida Region on the Board at the same time". To "There can be no more than 3 people from any area within the Florida Region on the Board at the same time."

INTENT: The percentage of 'control' with the policy of 2 from each area and 9 BOC members is 25% in light of the President only voting in cases of a tie, while the percentage with 3 from each area and 11 BOD Directors is 30%. In either case the 2 or 3 voting members from a given area would not carry a majority of a vote, once again upholding the spirit of the original intent of the policy.

MOTION CARRIES 8-3-6 (11-19-06)

MOTION #52-P RSO BOD Pres/FRC BOD Pres (09-17-06) In Florida Regional Service Office Guidelines, page 79, section Elections Board membership shall not exceed two (2) members from any one (1) area...." To "Board membership shall not exceed three (3) members from any one (1) area...."

INTENT: The percentage of 'control' with the policy of 2 from each area and 9 BOD members is 25% in light of the President only voting in cases of a tie, while the percentage with 3 from each area and 11 BOD Directors is 30%. In either case the 2 or 3 voting members from a given area would not carry a majority of a vote, once again upholding the spirit of the original intent of the policy.

MOTION CARRIES: 10-1-6 (11-19-06)

MOTION #58-P AD/Treasurer (11-19-06) To establish a bi-annual "Service Symposium", to be held every odd year (non-GSR Assembly year) of the March RSC weekend and to adopt the attached guidelines into the FRSC Policy. (See Secretary's Report 2006 for reported guidelines which have been adapted to the July 2007 Policy Pack.)

INTENT: To create an environment for service work training within the service structure.

MOTION #59-P AD/Secretary (11-19-06) To approve motion 2004-48 for another three year cycle.
INTENT: To continue the success of past cycle
MOTION CARRIES 17-0-0 (11-19-06)

MOTION 2004-48 READS:

Motion #48: AD/Heartland (9-19-04) The RSC Administrative Committee contract the next 12 RSC weekends (2 years) per RSC policy on page 11 of the FRSC policy package. per 2006 RSC policy, on page 8 This plan would consist of a full rotation to all 18 member areas over the course of 3 years beginning with the previous 6 RSC Weekends (2004) and continuing with the 12 upcoming RSC Weekends.

MOTION #60-P Treasurer/RD (11-19-06) (Deemed Housekeeping per RSC Chair) To change mileage reimbursement rate from \$.36 to prevailing IRS rate for nonprofit organizations.
INTENT: To conform to IRS regulations which is currently \$.18 per mile.
MOTION CARRIES 17-0-0 (11-19-06)

MOTION #62-P FRC BOD PRES/RSO BOD PRES (11-19-06) (Deemed Housekeeping per RSC Chair)
The FRC Board policy item E page 21 currently reads "the Florida Regional speaker must live in the Florida Region." Change to: "The Florida Regional speaker considers themselves to be a member of the Florida Region."
INTENT: To bring clarity to our policy and clearer representation of where we draw our recourses.
MOTION CARRIES 17-0-0 (11-19-06)

MOTION #63-P FRC BOD PRES/RSO BOD PRES (11-19-06) Create the position of ALT CFO on the FRC Board. If created during the absence or disability of the CFO, the ATL CFO shall have all the powers and functions of the CFO. This addition to the FRC BOD policy will be placed on page 7 of the FRC Inc. Policy and designated as item 4.14 (a) Alternate CFO.
INTENT: To diminish the probability of a breakdown in the FRC BOD'S financial accounting and reporting. This position would also lend itself to a smoother transition when the CFO's term expires.
MOTION CARRIES 15-1-1 (1-21-07)

MOTION #64-P PR/Forest (11-19-06) To create an Alternate Secretary position on the PR Subcommittee, with the same qualifications as the current secretary's position on page 41 of the FRC Subcommittee Policy.
INTENT: To provide continuity for a smoother transition.
MOTION CARRIES 16-0-1 (1-21-07)

MOTION # 66-P AD/Web Page (11-19-06) Change the name of Web Page committee to Internet Technologies Coordinator.
INTENT: To more clearly define the actual position served
MOTION CARRIES 14-0-3 (3-18-07)

2005 MOTIONS AFFECTING POLICY

Motion #1 P: Treasurer/Outreach(1-16-05) To insert between paragraph 2 and 3 under Administrative Committee page 7 “ The Committee conduct an internal audit of the accounts of the FRSC when the Treasurer completes or leaves office. In addition the Administrative Committee will audit the treasury accounts on a quarterly basis.

Intent: financial Accountability.

Tables to Areas

Motion to Waive Policy Tampa/Uncoast 11-2-0 Passed

Passed 13-0-0

Motion #2 P: RSO/Heartland (1-16-05) to amend the Policy and FRSO Bylaws to allow for a maximum of 11 Directors from the current maximum of 9. The two new BOD seats would be evenly divided between RSC elect (1 year term) and RSO BOD elect (2 year term). There would be six RSC elect Directors (1 year term) and Five BOD Elect (2 year term). This will not change the restriction of a maximum of 2 Directors from any area.

Intent: To allow for representation from more areas in the region and to allow for a broader base of experience. Additional seats will allow for a broader skill set of directors.

Tabled to Areas

Motion to waive policy Tampa/RSO Failed 6-6-1

Tabled to Areas

Passed 13-0-1(3-20-05)

Motion # 19P: RSO/Daytona (1-16-05) Annual Budgets will be tabled to Areas and approved at the RSC but will not be considered a part of the RSC Policy Package.

Intent: Budgets will no longer be considered a policy

Tabled to Policy

Passed 14-0-0(3-20-05)

Motion #20P: RSO/Policy (3-20-05) The FRSO BOD is responsible to maintain Policies on “Conflict of Interest and Non-Competition” that will apply to Special Workers, Contractors, members of the Board of Directors and volunteers that protects the interest of the FRSC and the Corporation. These policies will be made available to the FRSC on request.

Intent: To establish a Policy that is useful but still provides the flexibility for the FRSO operations

Passed 14-0-0

Motion #28P: RSC Secretary/RD (5-15-05) to change policy

Delete:

pg 15 Additional Guidelines # 6 – Each member of the RSC Administrative Committee and Sub-Committee Chairperson shall be reimbursed one hundred(\$100.00) per RSC travel expenses. The Sub-Committee Vice-Chair shall be reimbursed one hundred dollars (\$100.00) per RSC in the absence of their respective chairperson.

Replace with:

pg 15 Additional Guidelines # 6 – Each member of the RSC Administrative Committee and Sub-Committee Chairperson shall be reimbursed one hundred twenty five(\$125.00) per RSC travel expenses. The Sub-Committee Vice-Chair shall be reimbursed one hundred twenty five dollars (\$125.00) per RSC in the absence of their respective chairperson.

Intent: Concept # 2

Tabled To Areas, Passed 10-1-3 (7-17-05)

Motion #29 P: Ad-hoc Policy/Recovery Coast (5-15-05) Under Policy Committee Guidelines. Pg 33, Delete: the first 2 lines. **This says (To consider any input that affects the policies of the RSC and upon deliberation, provide clarity to the Region. This clarity will consist of the following)**

Replace with the following:

To consider motions that affect the policies of the Florida Region and to consider whether or not the motion considered

- 1) facilitates
- 2) Inhibits, or
- 3) Has no affect on the FRSC's ability to serve it s member areas.

Intent: To give the Policy Committee a more meaningful purpose, facilitate the FRSC fulfilling its purpose and provide a more effective use of NA member's time at the RSC.

Tabled to Areas, Passed 11-0-3 (7-17-05)

Motion #38P: Outreach/AD (7-17-05) Hold a "Service Symposium" every odd year on the Friday and Saturday preceding the March RSC Meeting (weekend of the 3rd Sunday). This Symposium would focus on providing training for trusted servants, which may include outside professional trainers, NAWS personal, World Board members and others.

- a.) to establish this "one-time" event as a permanent event sponsored by the Florida RSC
- b.) To create a place for service work training to take place within the service structure
- c.) An Ad-hoc Committee would be appointed to write policy and procedures for such event, subject to approval by the Florida RSC.

Tabled to Policy, Passed 14-0-1 (9-18-05)

MOTION #40-P: Admin/Orlando (9-18-05) That the Policy Chair is included in the Administrative Committee of the Florida RSC, and shall serve as parliamentarian.

INTENT: So that someone with Policy experience is available to the Administrative Committee on a regular basis.

MOTION CARRIES, UNANIMOUS – THIS VOTE CHANGES POLICY

MOTION #43-P: RSO/FRC Inc. (9-18-05) RSO may establish from time to time reimbursement for RSO & FRC travel expense that shall not exceed the RSC Travel Expense established for their Sub Committee Chairs and Officers.

INTENT: Allow RSO & FRC to establish travel expense that reflects RSC

Page 36 of 42

MOTION CARRIES, UNANIMOUS – THIS VOTE CHANGES POLICY

2004 MOTIONS AFFECTING POLICY

Motion # 2 RSO/Heartland (1-18-04) Amend 5.03 of the RSO By-Laws (page 97 of the FRSC Revised Policy, issue January 1, 2006) to read :Except as otherwise specifically determined by the Board, as provided in Section 5.01, or as otherwise required by law, checks, drafts, indebtedness of the Corporation shall be approved by 2 authorized signatures of the Corporation.

MOTION CARRIES 12-0-2

Motion #11 PI/Webpage (1-18-04) That all regional trusted servants be reimbursed for travel, mileage @ .365/mi if privately owned vehicle is required to be driven to any activity that the trusted servant is required to attend by the Florida Region, with the exception of RSC weekends.

INTENT: 12 traditions, Concept 2, so that anyone with average financial resources can serve as a trusted servant. Also, to standardize with other trusted servants in the region.

MOTION CARRIES, 11-2-1 (3-21-04)

MOTION # 14 Recovery Coast/Palm Coast (3-21-04) “Bidding Criteria to Host the RSC, to include “and stay within the recommended/agreed to room rate.

MOTION CARRIES, 14-0-0

MOTION # 19 Tampa Funcoast/ H & I (5-18-04) All proposed budgets referred to Areas for approval must include the current budget and the actual expense for the past 12 months.

INTENT: To provide the Areas with adequate information to make a knowledgeable decision.

MOTION CARRIES 14-0-1 (7-18-04)

MOTION #22 Literature/Suncoast (5-18-04) to initiate a change that will have the FLRSC Literature Committee meet at all FLRSC meetings rather than twice a year.

INTENT: To allow the committee to serve the Florida Region to its fullest ability based on the Literature initiatives at the 2004 WSC

MOTION CARRIES 14-0-1 (7-18-04)

In the January 2006 revision, Page 31 under the Literature Sub Committee Purpose: “and will meet at all FRSC meetings.”

MOTION 23 RD/PI (5-18-04) Each November the RSC Treasurer will present actual expenditures reports of the RSC Administrative Committee, Sub Committee Chairs and the RD/AD team. These reports will be included in the November RSC minutes.

INTENT: make available to the RSC, accurate information for Budget Preparations. Budgets are due at the January RSC.

Motion # 27 Adhoc NA History/RSC Secretary (5-18-04) to establish a non-voting position of Regional Archivist. This individual will be given the task of creating a reliable method of maintaining, cataloging and storage of regional archives as well as developing the mobile history display.

INTENT: To further the aims of the History Ad-Hoc committee to include ongoing storage of archives and further development of a portable history display for conventions in Florida. This position would require attendance for reporting and participation purposes only twice annually at the Florida RSC

MOTION CARRIES, 11-0-4 (7-18-04)

MOTION # 28 as amended Ad-hoc NA History/ RSC Secretary (5-18-04) to refrain from writing or editing of the history book for a period of no less than (5) years, ending July 2009.

INTENT: To not change the current content and material for a period of five (5) years, ending July 2009 thus avoiding an on-going use of resources which has occurred in other literature oriented projects.

MOTION CARRIES 13-0-2 (7-18-04)

MOTION # 35 Webpage/RD (7-18-04) to have the RSC Secretary have possession of the log in information, passwords, etc. for the regional webpage. To add to Duties & Responsibilities of the RSC Secretary, pg. 8, new section #5 in the absence of a webpage subcommittee chair, update the webpage to include the RSC minutes.

INTENT: to keep webpage updated in the absence of the webpage chair, concept # 5

MOTION CARRIES (16-0-0)

2003 MOTIONS AFFECTING POLICY

MOTION # 36 RD/Policy (7-20-03) All Regional Delegate and Alt Delegate travel (except World Service Conference for RD) outside the Florida Region, be consistent in principle with Conference Participant expense procedures contained in the NA Guide to World Services. Items to be approved include; travel to and from airports, parking, air fare, tolls, per diem (\$45.00 per day) during out of state travel, mileage (.365) if private owned vehicles are driven out of state and lodging.

INTENT: This motion is proposed in the spirit of the 12 traditions. Tradition #12 and Concept 2 (page 5.) The Guide to World Services is the foundation of other delegates in their travel outside their respective regions future and existing delegates petition the RSC Treasurer each time they travel outside the Florida Region for reimbursement. The travel is already budgeted. There is no consistent procedure to determine "what is" and "what is not" allowed for reimbursement. So that anyone with average financial resources can serve as delegate, the times above should be included in our policy.

MOTION CARRIES 13-1-1 (11-16-03)

MOTION # 37 RD/Policy (7-20-03) (Georgia/South Florida Region) as amended: when the SEZF meets within the zone, the hosting region will provide *and finance* a facilitator (Chairperson) and secretary other than the RD and AD, to facilitate the business meeting help on Sunday.

INTENT: receive a conscience from the Florida Region.

MOTION CARRIES 14-0-1 (11-16-03)

2002 MOTIONS AFFECTING POLICY

MOTION #12 RD/Bay Area (1-20-02) From the Southeast Zonal Forum to 5 regions including Florida. Motion reads: To add to the guidelines, section 2, #1: "The agenda for the conference agenda report workshop will be set by the hosting region."

INTENT: To establish a single point of accountability.

MOTION CARRIES, no vote count recorded

MOTION #28 RD/Uncoast (7-21-02) To amend the Southeast Zonal Forum Guidelines, section 1, item 6 to read: "The Southeast zonal Forum will meet on the first weekend in January and June." Informal meeting may happen as needed.

INTENT: efficient use of the fellowships resources, 11th concept and 5th tradition.

MOTION CARRIES 13-0-0

MOTION #29 RD/Uncoast (7-21-02) To amend the Southeast Zonal Forum Guidelines, Section 2, item 3 "The cost associated with holding the Zonal, CAR Workshop weekend shall be split evenly among the member regions of the zone." The change to read section (to delete the words CAR/Zonal workshop weekend) 3, Item 3. "The cost associated with the Zonal Weekends shall be split among the member regions of the zone."

INTENT: To clarify a practice of the 5 member regions since the early 90's. This motion eliminates the probability of misinterpretation

MOTION CARRIES 13-0-0

MOTION # 31 Palm Coast/Orlando (7-21-02) RSO scan regional minutes and deliver to web page coordinator for posting on web page at the RSO billable rate. To ad to PG 15, misc # 10

INTENT: To make it possible for reports to be available on web page. Approximately \$30-40 pre RSC

MOTION CARRIES 9-15-02

2002, 2001 MOTIONS AFFECTING POLICY

MOTION #57 Heartland/Orlando In regional policy on pg 51 under purpose, add “Does this motion change the intent of Policy, or is the motion housekeeping?” (re-letter present D to E.)

INTENT: Concepts 1,3 and 5

MOTION CARRIES

MOTION 58 Heartland/Orlando To allow the Regional Service Committee the authority to vote on policy changes deemed house keeping, without sending those motions back to the areas. The Regional Policy subcommittee will make the determination of what is deemed housekeeping.

INTENT: To allow the service structure the authority necessary to fulfill the responsibilities assigned to it as defined in concepts 1,3,4 and 5

MOTION CARRIES.