



Central Atlantic Region

Regional Service Committee

Guidelines & Rules of Order

2019 Edition Presented at the 195th Regional Service Conference



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Purpose

On March 10, 1985, our Region was formed in the spirit of love. We would like to continue our spiritual direction, asking that each member act with respect and love to every other member of this Conference. From our inception, we have worked in the spirit of unanimity. This process allows all members to have their questions, answers and all input heard before votes are taken. This course of action takes time and allows a loving God to express Himself through an informed Group Conscience. We hope to, in all our endeavors, strive to better carry the message in a loving way to the addict who still suffers. With everyone's help we can still do this, just for today, the NA way.

We are dedicated to be supportive to our Members, our Groups, Areas and Service Committees and their primary purpose so that no addict seeking recovery need die without having the chance to find a better way of life. We are committed to the linking together, within our Region, by helping each other deal with our basic needs and situations and by encouraging the growth of our Fellowship. This Conference is here to serve the basic functions of unifying the Fellowship within our Region, to contribute to carrying the message of recovery through subcommittee actions and to contribute to the growth of NA by initiating work to be finalized at the World Service Conference. We must always remember, as individual Members, Groups and Service Committees, we are not in competition with each other and never should be. We work separately and together to help the newcomer and for our common good. Internal strife cripples our Fellowship and prevents us from providing the services necessary for our growth.

Serenity Prayer

God, Grant me the serenity,
To accept the things I cannot change, the
courage to change the things I can, and the
wisdom to know the difference.

The 12 Traditions

We keep what we have only with vigilance; and just as freedom for the individual comes from the TWELVE STEPS, so freedom for the group springs from our TRADITIONS. As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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 the 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. NA 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.

The 12 Concepts for NA Service

1. To fulfill our fellowships 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 rest 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 in 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 process.
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 view points in the decision making process.
10. Any member of a service body can petition that body for 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 service structure should always be one of service never of government.

Section I: REGION NAME (136th)

The region will be called the Central Atlantic Region of Narcotics Anonymous.

Section II: QUORUM

Quorum shall be five RCMs (does not include new areas)

Section III: RECOGNITION OF NEW AREAS

1. The Central Atlantic Region recommends all Areas planning to divide and/or create a new ASC follow Narcotics Anonymous Guide to Local Service's chapter on dividing of ASCs.
2. New Areas must show evidence (ASC minutes) of having held three current, consecutive ASC meetings in order to be a recognized area in the Central Atlantic Region. (134th)
3. Areas absent from RSC for one or more years shall no longer be considered "recognized," shall be removed from the roll call and shall be required to re-qualify per Item 2 above. (134th)

Section IV: VOTING / MOTIONS

1. Any attending RCM or RCM Alternate (in the RCM absence) of a recognized area may vote.
2. The Chair can vote in the case of a tie; only in RSC Procedural Matters.
3. Voting will be done by unanimous voice vote or a show of hands; or a Roll Call vote when requested by an RCM/RCM-Alternate or an RSC officer. All Group Conscience votes will be Roll Call.
4. Motions amending the Guidelines and Rules of Order must be passed by 2/3 majority vote. All other motions require a simple majority. (121st)
5. Any member of NA can make a motion. The motion then must be seconded by an RCM (or RCM-Alternate in the RCM's Absence).
6. All Main Motions and Amendments must be written.
 - A. Motion is submitted to and read by the Secretary.
 - B. Chair asks for 2 pros and 2 cons.
 - C. Chair asks if there are any questions that are to be directed to the Chair or motion maker only.
 - D. Chair asks for secondary motions or amendments:
 - i. If there are any, go back to (A).
 - ii. If there are none, go on to (E).
 - E. Chair asks if RCMs are ready to vote. If 2/3 is ready to vote, a vote is taken. If 2/3 are not ready to vote, go back to (C).
7. Minutes shall include a tally of votes on all motions, reserving a section for Roll Call votes.
8. No member may make two motions at the same time.
9. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity.
10. 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. However, the Chair may exercise discretion to extend the time limit when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.

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11. There shall be a limit on debate of the number of speakers on any motion. There shall be no more than two members to speak in favor (pro) on any motion, and no more than two members to speak in opposition (con) on any motion. However, the Chair may exercise discretion to extend the number of speakers when in the Chair's opinion such action is warranted. To otherwise extend debate, a motion (Extend or Limit Debate) must be adopted.
12. Every main motion must be presented in writing on the appropriate form and contain the name of the member or Area making the motion and the name and Area of the RCM seconding the motion. Every amendment to a main motion must be presented in writing and contain the name of the member or Area making the motion and the name and Area of the RCM seconding. A proposed main motion or its amendment must be presented in writing at the time the main motion or its amendment is recognized by the Chair.
13. On matters of procedure, such as Lay on the Table, Recess, Amended, Commit, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or 2/3), shall be determined by the number of RCMs present and voting yes or no. (Abstentions have no effect).
14. No changes other than clerical can be made to the Central Atlantic Region Regional Policy handbook and Rules of Order without those changes first being sent back to areas group conscience.
15. All motions regarding policy change require a 2/3 vote to pass and the following procedures apply. All other motions, whether sent to home groups or not, require a simple majority.(143rd)
16. On motions that change the guidelines, the following procedures apply:
 - (A) Establish total number of members participating in vote.
 - (B) Two-thirds (2/3) of the members voting must have a yea or nay vote.
 - (C) Of the 2/3 voting yea or nay, there must be a 2/3 majority in order to carry the motion.
 - (D) Abstentions shall be taken prior to the yea or nay vote to determine if 2/3 of the members have a definite yea or nay vote. On motions where 1/3 of the voters abstain, abstentions will be polled. The motion will be table one time to Old Business at the next RSC where abstentions will have no effect on the motion.

Example: (based on 10 voting RCMs):

 - i. During first vote:
 1. If there are 4 or more abstentions, the motion goes back to home groups.
 2. If there are 3 or fewer abstentions, the vote proceeds.
 - ii. During second vote:
 1. Abstentions are ignored.
 2. If 2/3 of those voting cast a yea vote, the motion passes.
 3. Anything less than 2/3 yea votes, the motion fails.
 - (E) Other motions
 - i. Yes means that the RCM (or RCM Alternate in the RCM's absence) has decided to vote for the motion.

- ii. No means that the RCM (or RCM Alternate in the RCM's absence) has decided to vote against the motion.
 - iii. Abstention means that the RCM (or RCM Alternate in the RCM's absence) has decided that more information is required.
17. An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion. (133rd)

Section V: REPORTS

1. Only reports read on the floor and e-filed, typed, handwritten or emailed no later than one day following the RSC will be included in the minutes. (157th)
2. All reports will be limited to ten (10) minutes each. Any items needing to be addressed will be placed under Old or New Business as appropriate.
3. The following suggested format should be used in all RCM reports:
 - (A) Total number of groups and meetings in your area
 - (B) How many GSRs attending ASC
 - (C) Area trusted service positions open
 - (D) Area trusted servants elected
 - (E) Group news
 - (F) Area news
 - (G) Subcommittee news
 - (H) Area concerns
 - (I) Area special events calendar
 - (J) Brief summary
 - (K) Next ASC meeting
 - (L) Total number of H&I commitments and facilities being served by your Area's Subcommittee (190th)
4. RCMs are asked to turn in an updated meeting list, Area Contact Information and written reports to the Secretary at every Conference.
5. RSC Minutes shall include the nominee's qualifications (including clean-time and area) for anyone accepting a Regional nomination.
6. RSC Minutes shall include all motions in their full context and the agenda with no abbreviations or reference to past minutes.
7. To include in the Central Atlantic Region minutes...the topics discussed during Open Forum.

Section VI: NOMINATIONS OF OFFICERS

1. Positions coming open will be announced and nominations will be opened and accepted two conferences prior to the elections. All nominees must be present. RCM's will go back to the Areas for nominations. (139th)
2. In the event of an unexpected/early resignation of an RSC trusted servant, the Chair will send a letter to the Areas requesting that nominations be presented at the next Conference.

3. One RSC prior to the position coming open, all nominees must be present. The Chair shall read Duties and Qualifications. If one or more persons are nominated, nominations will be closed. Verbal and written qualifications will be given. Pros and cons will be accepted. (139th)
4. Nominees may leave the room during 2 Pros and 2 Cons. On return of nominee to floor, nominee will be given opportunity to provide any rebuttal to cons (Pros and cons and rebuttal will be included in minutes.) or withdraw nominations (pros and cons restricted from minutes.) (138th)
5. Current service positions held will be discussed to determine if a conflict exists.

Section VII: ELECTIONS

1. Each nominee must be present. (139th)
2. When there is a lone nominee, that nominee may be acclimated or elected in the event of one or more dissention. If lone nominee is not elected, nominations are re-opened and will remain open until at least one nomination is received. Cycle will then revert to Section VI, Item 3. The position may be filled pro-temp. (139th)

Example:

RSC # A (December)	RSC # B (February)	RSC # 3 (April)
1) Announce Open Positions RSCs before election 2) Open Nominations 3) Accept Nominations=	1) Accept Nominations 2) Accept Qualifications 3) Accept Pros/Cons 4) If one or more nominations 5) Close Nominations	1) Elect Trusted Servants 2) Acclimate or vote on lone nominee 3) If nominee is not elected, nominations are opened and remain open until at least one nominee is received. 4) Cycle restarts at RSC #B

3. The Chair will ask for a moment of silence before voting.
4. Voting by RCMs is done by paper ballot.
5. Trusted servants' term of office shall begin, and outgoing trusted servants shall turn over all relevant materials and property of the RSC at the adjournment of the RSC when the election is held.
6. Nominations should return to Areas for Transparency. (188th)

Section VIII: ADDITIONAL GUIDELINES

1. RSC will pay for transportation, lodging and per diem for the RDA and RDA2 to attend the bi-annual WSC, and for per diem for the RD to attend. RSC will pay for transportation, lodging and per diem for the RD, RDA and RDA2 to attend Zonal forums and pre-approved workshops.
2. The Conference shall have a smoking and a non-smoking section on the Conference floor if permitted. Smoking is prohibited except during open forum and breaks.
3. The Region shall have a post office box where all Regional correspondences shall be sent. All bills that are paid 100% automatically may be sent directly to the Treasurer.
4. In the event that both the RD, RD-Alternate cannot attend the WSC, the Chair will arrange a phone conference for the RCM's to select by phone conference an assistant for the RD-Alt. 2. This guideline is to be used only as an emergency measure when the CAR cannot meet.

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5. Any unbudgeted expenditures over \$300 must be sent to the groups for approval.
6. Receipts are required for all reimbursements by RSC.
7. The RSC will meet as a single-day event in the months of February, June, August, and December. (160th)
8. The RSC will meet as an overnight event in April and October. (160th)
 - (A) CARNA will provide lodging for those required by the CARNA G&RO or those requested to attend the April or October overnight event. (174th)
 - (B) The RSC may utilize any remaining funds budgeted for lodging to furnish rooms following the RSC for GSRs and other CARNA members interested in attending the April or October overnight event.
 - (C) Lodging requests must be submitted thirty days in advance by email to rooms@car-na.org13
 - (D) Preference is given to GSR's and other CARNA members who travel the greatest distance, measured from their home address to the lodging address. The RSC Chair or its designee will determine the distance using a previously selected website.
9. All Regional events to be held at handicap accessible facilities. (133rd)
10. To require all fliers for events funded by the region to include the full name of the region. (133rd)

Section IX: OFFICERS DUTIES/QUALIFICATIONS

1A. CHAIR DUTIES

1. Compiles a pre-arranged Agenda. The pre-arranged agenda contains the Virginia Regional Convention Corporation Chair on the roll call and reports. (126th)
2. Presides over all Conferences.
3. Maintains the rules of decorum and discipline.
4. Is fair and impartial.
5. Refrains from discussing or expressing a personal opinion of a motion when presiding.
6. Co-signer on all bank accounts of the Central Atlantic Region.
7. Submits written reports to each RSC Conference and an annual written report at the GSR Assembly. (125th)
8. Is ultimately responsible to see that all duties and responsibilities of RSC officers are carried out to completion. In the absence of any officer or officer's action, the Chair sees that the duties and responsibilities are carried out.
9. Responsible with Vice-Chair to be custodians of the RSC computer equipment during the time between Conferences. The Chair and the Vice-Chair are specifically empowered to delegate this responsibility to any RSC or committee officer needing the computer to complete RSC-related projects.
10. Contacts Officer after one unexplained absence from RSC or other assigned responsibility for statement of their willingness to serve.
11. Insures that a person is informed of their removal from office.

12. Attends all Regional Service Committee meetings.
13. Responsible for arranging and conducting emergency phone conference calls as needed.
14. Responsible to establish an Ad Hoc Committee to fulfill any duties not covered by standing subcommittee purposes. (138th)
15. Chair will notify [VRCC] Corporation in the event of non-compliance of duties by Corporation Chair (146th)
16. Schedules and plans RSC conferences and annual budget meeting up to one year in advance, including meals and lodging as needed. (156th)

1B. CHAIR QUALIFICATIONS

1. 5 years clean time.
2. 3 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. 2 year term
5. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
6. Time and resources needed to be an active participant.

2A. VICE-CHAIR DUTIES

1. Performs all duties and has all the responsibilities of the Chair in the absence of the Chair.
2. Liaison between all committees to assure coordinated functioning of said committees per RSC Guidelines.
3. Attends Area Service Committee meetings when requested.
4. Submits written reports to each RSC Conference and an annual written report at the GSR Assembly. (125th)
5. Co-signer on all bank accounts of the Central Atlantic Region.
6. Responsible with the Chair to be custodians of the RSC computer equipment during the time between Conferences. The Chair and the Vice-Chair are specifically empowered to delegate this responsibility to any RSC or committee officer needing the computer to complete RSC-related projects.
7. Is an automatic nominee for the Chair position when it becomes open.
8. Attends all Regional Service Committee meetings.
9. Audits the Treasurer's reconciliation of bank statement and records.

2B. VICE-CHAIR QUALIFICATIONS

1. 5 years clean time.
2. 3 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. 2 year term, 4 year commitment.

5. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
6. Time and resources needed to be an active participant.

3A. SECRETARY DUTIES

1. Is responsible for a written report of RSC meetings.
2. Keeps a mailing list of all RSC trusted servants, RCMs, ASC mailing addresses and sends update to WSO.
3. Is responsible for typing minutes so they can be distributed within **ten days** following each RSC meeting to area {ASC} mailing addresses.
4. Co-signer on all bank accounts of the Central Atlantic Region.
5. Requires that all motions are written on motion forms before the motion is put on the floor.
6. Keeps records, correspondence, files and archives of the Region.
7. Compiles a list of motions from annually.
8. Attends all Regional Service Committee meetings.
9. Minutes shall be emailed to all RCM's, RCM Alternates, RSC Officers, Area Chairs and RSC Attendees unless otherwise requested to have hard copies mailed to a physical address.(138th)
10. Submits written reports to each RSC Conference and an annual written report at the GSR Assembly. (142nd)

3B. SECRETARY QUALIFICATIONS

1. 4 years clean time.
2. 3 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. Two year term.
5. Clerical skills and access to equipment necessary to perform duties and responsibilities.
6. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
7. Time and resource needed to be an active participant.

4A. TREASURER DUTIES

1. Keeps an accurate record of all financial transactions and reconciles bank statements.
2. Prepares simplified and comprehensibly written financial reports for each RSC and annually at the GSR Assembly. (142nd)
3. Disburses monies as per previously-approved expenditures.
4. Deposits all donations from Areas and Committees within 10 working days of receipt.
5. Chairs an annual budget meeting consisting of RSC Officers and interested persons.(156th)

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6. Will submit a yearly projected budget, running from January 1 and ending on December 31 regardless of the Treasurers term of office, with a line item bi-monthly funding and maximum account levels at the October RSC (142nd) to go back to areas and/or groups for approval. (156th)
7. After the budget is approved, the Treasurer will establish a prudent reserve equal to 25% of the combined total of the newly approved budget and the previous year's budget. (158th)
8. After expenses are paid and prudent reserve is met, all remaining money will be donated to NAWS (158th)
9. Co-signer on all bank accounts of the Central Atlantic Region.
10. Takes care of all Regional bills promptly.
11. Attends all Regional Service Committee meetings.
12. Makes available financial records and bank statements for the previous 24 months at each RSC.
13. Treasurer will have sole access to debit/visa card.
 - (A) Debit/Visa card is used for:
 - i. Bill payments:
 1. Web services for Region (e.g. Networks Solutions)
 2. Phone line answering services
(e.g. Professional Communications Messaging Service, Inc.)
 3. Toll free phone line
(e.g. Primus)
PO Box (e.g. Postmaster)
 - ii. Pre-approved Travel
 1. Air and Rail travel expenses including shuttles
 2. Lodging/Hotel, B&B, Motel
 - (B) Any misuse of Debit/Visa by Treasurer is grounds for immediate termination of Treasurer Position and cancellation/forfeiture of Debit/Visa card. Recovery of misappropriated funds shall be handled per World Service bulletin #30. (135th)

4B. TREASURER QUALIFICATIONS

1. 7 years clean time.
2. 2 years Area and/or Regional Treasurer experience.
3. Willingness and desire to serve.
4. 2 year term.
5. Skills in bookkeeping or accounting.
6. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
7. Time and resources needed to be an active participant.

5A. VICE TREASURER DUTIES

1. Attends all Regional Service Committee meetings.

2. Verifies for accuracy all financial transactions and the reconciliation of the bank statements of the previous two months activity following the RSC.
3. Submits written report to each RSC detailing the findings of all activities following the last RSC.
4. Co-facilitates the annual August budget meeting.
5. Assists with the audit of the accounts at the end of the Treasurers term.
6. Becomes automatic nominee for Treasurer position when it becomes open and does not need to be nominated

5B. VICE TREASURER QUALIFICATIONS

1. 5 years clean time.
2. 1 years Area and/or Regional experience. (188th)
3. Willingness and desire to serve and transition to Treasurer position at the end of the Treasurer's term.
4. 2 year term, 4 year commitment.
5. Knowledge and/or willingness to develop skills in bookkeeping or accounting.
6. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
7. Time and resources needed to be an active participant.

6A. REGIONAL DELEGATE DUTIES

1. Serves as the communication link of the Regions, Zones and World Service.
2. Presents the minutes from report on all World Services, Zonal forums and other regional information (i.e. conventions, conferences, etc.).
3. Attends all Regional Service Committee meetings.
4. Attends biennial World Service Conference (WSC) Meeting, California, usually end of April; attends annual Mid-Atlantic Regional Conference of NA (MARLCNA) Lancaster, PA, on conference year. Attends Zonal Forum Meetings (twice per year), locations vary from throughout the Autonomy Zone geographic range (also organizes and chairs Zonal Forum when it is hosted by Central Atlantic Region); organize, schedule, coordinates and attends WSC Conference Agenda Report (CAR) Workshops throughout CARNA geographical area. (119th) To allow the delegate team to attend in non-conference year the nearest World Wide Workshop. (142nd)
5. Attends as many Area Service Committee meetings as requested.
6. Can be a member of one or more World Service Conference Committees (as elected, with approval of RSC); will not accept a nomination to any Chair, Vice-Chair, Board or Administrative Committee position until two months before the end of their term.
7. Submits written report to each RSC Conference.
8. Submits annual written report at the GSR Assembly. (125th)
9. Provides a written complete tally of the vote from the GSR assembly
10. Provides a written complete tally at the first RSC following the WSC on the votes on the WSC floor on CAR motions.

11. Researches and secures most economical and appropriate travel plans and lodging (to include air (or rail) itinerary; shuttle, parking, hotel and anticipated tolls and taxes) no later than four months (two RSC's) from pre-approved event unless elected or appointed within that time frame. Itinerary research included in report. (119th)
12. Submits a written proposed agenda for the upcoming GSR Assembly at the December RSC. (125th)
13. Facilitates the GSR Assembly. (125th)
14. Schedules and plans the annual April GSR Assembly (152nd)
15. Schedules and plans the CAR Workshop every two years (mid-February to mid- April. (152nd)
16. Schedules and plans the Autonomy Zonal Forum as required. (152nd)

6B. REGIONAL DELEGATE QUALIFICATIONS

1. 7 years clean time.
2. 3 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. 2 year term
5. Has previously attended a minimum of one World Service Conference.
6. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
7. Time and resources needed to be an active participant.
8. Weekly access to Internet and email. (119th)

7A. REGIONAL DELEGATE-ALTERNATE DUTIES

1. Works closely with the RD.
2. Has all the same responsibilities as the RD.
3. Will not accept any nominations on the world level upon election.
4. Submits written reports to each RSC Conference and an annual written report at the GSR Assembly. (125th)
5. Becomes automatic nominee for RD position when it becomes open and does not need to be nominated.

7B. REGIONAL DELEGATE-ALTERNATE QUALIFICATIONS

1. 5 years clean time.
2. 3 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. 2 year term, 4 year commitment.
5. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
6. Time and resources needed to be an active participant.

7. Weekly access to Internet and email. (119th)

8A. REGIONAL DELEGATE-ALTERNATE 2 DUTIES

1. Works closely with the RD and RDA.
2. Has all the same responsibilities as the RDA.
3. Will not accept any nominations on the world level upon election.
4. Submits written reports to each RSC Conference and an annual written report at the GSR Assembly. (125th)
5. Becomes automatic nominee for RDA position when it becomes open and does not need to be nominated.

8B. REGIONAL DELEGATE-ALTERNATE 2 QUALIFICATIONS

1. 4 years clean time.
2. 2 years Area and/or Regional service experience.
3. Willingness and desire to serve.
4. 2 year term, 6 year commitment.
5. A solid foundation of experience with the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous and willingness to answer questions asked by the body of the Conference concerning this.
6. Time and resources needed to be an active participant.
7. Weekly access to Internet and email. (119th)

9A. POLICY CHAIR DUTIES

1. Compiles a report consisting of activities since the last RSC:
 - (A) Activities since last conference
 - (B) Recommendations
 - (C) Report on motions submitted to committee
 - (D) Expenses
 - (E) Plans
 - (F) Approved policy changes from previous RSC
2. Compiles a report of previous year's policy changes for the April GSR Assembly. (125th)
3. Submits line item budget for upcoming year to the Treasurer at or before the August RSC. (142nd)
Instruct all subcommittees to include in their yearly budgets all estimated expenses including possible workshops and events. (139th)
4. Attends all RSCs.
5. Maintains updated CARNA Guidelines and Rules of Order for referencing as needed at RSC.
6. Produces updated Guidelines as requested for February RSC. (118th)
7. Has available CARNA Guidelines and Rules of Order as requested.
8. Is accountable for clarifying policy issues at the RSC as needed.
9. Hold at least one subcommittee meeting on odd numbered months.(154th)

9B. POLICY CHAIR QUALIFICATIONS

1. 5 years clean time.
2. 2 years regional and/or area Policy experience. (142nd)
3. Willingness and desire to serve.
4. 2 year commitment.
5. A solid foundation of the Twelve Steps, Twelve Traditions and Twelve Concepts and willingness to answer questions ask by the body concerning this.
6. Knowledgeable of Regional Guidelines and Rules of Order.
7. Time and Resources needed to be an active participate.

10A. STANDING AND ADHOC SUBCOMMITTEE CHAIR DUTIES (other than Policy Chair) (117th)

1. Compiles a report for every RSC consisting of:
 - (A) Activities since last conference.
 - (B) Recommendations.
 - (C) Reports on motion committed to subcommittee.
 - (D) Itemized expenses.
 - (E) Plans including itemized projected expenses of upcoming events.
2. Submits annual written report of previous year's activities at the GSR Assembly.
3. Submits line item budget for upcoming year to the Treasurer at or before the August RSC. (142nd)
Instruct all subcommittees to include in their yearly budgets all estimated expenses including possible workshops and events. (139th)
4. Attends all RSCs.
5. Is accountable for clarifying subcommittee issues at the RSC as needed.
6. Hold at least one subcommittee meeting on odd numbered months. (154th)

10B. STANDING AND ADHOC SUBCOMMITTEE CHAIR QUALIFICATIONS (other than Policy Chair) (117th)

1. 3 years of clean time.
2. 2 years regional and/or area experience.
3. Willingness and desire to serve.
4. 2 year commitment (standing Subcommittee's only)
5. A solid foundation of the Twelve Steps, Twelve Traditions, and Twelve Concepts and willingness to answer questions asked by the body concerning this.
6. Knowledgeable of Regional Guidelines and Rules of Order.

Section X: REMOVAL OF OFFICERS

1. Voluntary: given in writing or verbal communication to the Chair prior to the next RSC Conference.
2. Involuntary:

- (A) At the end of the 2nd consecutive conference missed.
- (B) Immediate upon relapse during term of office.
- (C) A 2/3 majority paper ballot vote after a reasonable discussion period and a motion made and seconded by RCMs.

Section XI: CREATION and DISSOLUTION of OFFICERS POSITIONS and/or SUBCOMMITTEES

1. Officer Positions

- (A) A motion to go back to the Home Groups to create or dissolve an officer position needs to be presented at one RSC referred to Policy for impact statement and be considered at the next RSC.
- (B) The motion should have a detailed intent which should contain at least
 - i. Duties and Qualifications of the office proposed to be created or dissolved.
 - ii. What is the need to create or dissolve the Officer Position?
- (C) The motion will be voted on according to Section III of the CARNA Guidelines and rules of order.

2. Subcommittees

- (A) A motion to go back to the Home Groups to create or dissolve a subcommittee needs to be presented at one RSC, referred to Policy for impact statement and be considered at the next RSC.
- (B) The motion should have a detailed intent which should contain at least
 - i. Duties of the subcommittee proposed to be created or dissolved.
 - ii. What is the need to create or dissolve the Subcommittee?
- (C) The motion will be voted on according to Section III of the CARNA Guidelines and rules of order. (127th)

Section XII: STANDING SUBCOMMITTEES ¹

- 1. Hospitals and Institutions (H&I) (115th)
- 2. Policy (107th)
- 3. Public Relations (PR) (118th) (135th)
- 4. Speaker Jam (118th)

¹ Regional Outreach (Project Driven) (142nd)
Activities (Project Driven) (152nd)

Section XIII: CONVENTION CORPORATION

Relation between the Corporation and Region

The Virginia Regional Convention Corporation (VRCC) was created to achieve efficiency, continuity, accountability, and unity in connection with putting on our Region's convention while maintaining our corporation's autonomy. This allows our corporation to function as a business and to provide protection to the fellowship from legal liability and to help maintain the fellowships policies on anonymity and non-involvement in issues outside of recovery. Neither the Region nor any other service body of Narcotics Anonymous can be held responsible for debts or law suits against the Corporation. The Corporation also maintains autonomy over distribution of all funds.

1. Corporation Chair Duties (per Corporation policy)
 - (A) Compiles a report for every RSC consisting of:
 - i. Activities since last conference
 - ii. Recommendations
 - iii. Reports on motions committed to the VRCC
 - iv. Upcoming events
 - (B) Compiles a report of previous years' activities for GSR assembly in April.
 - (C) Attends all Regional Service Conferences
 - (D) Is accountable for clarifying convention/host committee issues at the RSC as needed.
2. Regional Service Conference Chair to notify Corporation in case of non-compliance of Duties (146th)

Section XIV: (146th): CONFERENCE PROCEDURE

The Regional Service Committee utilizes the "A Guide to Local Services" and Roberts Rules of Order for further clarification.

Section XV: (146th): GSR ASSEMBLY (125th)

1. The CARNA shall hold a GSR Assembly every April.
2. The GSR Assembly shall be planned and facilitated by the Regional Delegate.
3. Votes on Conference Agenda Report motions shall be taken and tallied at the GSR Assembly.
4. All Annual Reports by CARNA trusted servants shall be given at the GSR Assembly. All reports are to be written and are limited to a maximum of ten minutes.

Section XVI: (146th): SERVICE DISTRICTS (121st)

1. The Region is divided into four quadrants so that services can be provided to the whole region.
2. The quadrants of the Region
 - (A) Quadrant 1 consists of New Dominion Area, Piedmont Area, Rappahannock Area, Richmond Area, and Tri-Cities Area. (154th)
 - (B) Quadrant 2 consists of Almost Heaven Area, Blue Ridge Area, Gateway to Freedom and Shenandoah Valley Area. (154th)
 - (C) Quadrant 3 consists of Appalachian Area, New River Valley Area, Roanoke Valley Area, and Southside Area.

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(D) Quadrant 4 consists of Outer Limits Area, Peninsula Area and Tidewater Area and Beach Area.

3. Sub-committees held in January will be schedule so as to not conflict with the Central Atlantic Regional Convention (AVCNA)(145th)
4. CARNA RSC meetings will be held in Charlottesville or the surrounding suburbs except the October and April two day events which will rotate throughout the four quadrants in the region. (152nd)
5. Subcommittees, except for the Speaker Jam Subcommittee, will rotate their meetings throughout the four quadrants. (138th)

Central Atlantic Region of Narcotics Anonymous

Addendum 1

Subcommittee's Creation and Purposes

2019

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1. Regional Policy:

Motion Made by Laura S. and Seconded by Greg F. (Tri-cities)
To form a standing Policy Committee.

Intent: To create a single point of accountability for the ongoing maintenance and update of the CARNA guidelines/policy.

Passed at the 107th RSC

Passed at the 123rd RSC

Purpose of Subcommittee:

Discuss motions and proposals that amend the Guidelines and Rules of Order. Advise the RSC officers about the Guidelines and Rules of Order.

Activities of Subcommittee

- A. The RSC Chair may commit any motion that amends the Central Atlantic Region Regional Service Committee Guidelines and Rules of Order to the Policy Subcommittee for its report and recommendations before permitting discussion or debate of such a motion on the RSC floor. Policy Subcommittee will review a motion committed to it to determine which parts of the Guidelines and Rules of Order will need to be amended to conform to the intent of the motion. Policy Subcommittee will report on the motion to recommend adoption or rejection of the motion, and to recommend amendments to the motion, if any.
- B. Each February, Policy Subcommittee will issue its annual report, including a revised version of the Guidelines and Rules of Order as amended by the RSC minutes approved by the RSC. Guideline Motions included in RSC minutes, which the RSC has not approved, will be attached separately in an Addendum for reference, pending approval of the correlated minutes.
- C. Copies of the annual report will be provided to new RSC officers, RCMs and RCM Alternates upon request during the year.

2. Regional Hospitals and Institutions

Motion 113-1 made by Daniel P. and 2ed by Almost Heaven.
For the CARNA to establish a standing H&I Subcommittee.

Intent: To pull together out Areas H&I committees to help provide resources for our Entire Region.

Passed at the 115th RSC

Purpose of Subcommittee:

RSC H&I Subcommittee serves the needs of all the areas within the Central Atlantic Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the Region and the fellowship.

Functions of the Subcommittee

- A. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary

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- to better carry the message.
- B. Provides bi-monthly subcommittee meeting rotated throughout the four quadrants for area H&I subcommittees to share their experience, strength, and hope.
 - C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
 - D. Conducts and/or coordinates panel presentations that carry the message into facilities that cannot be served by an area subcommittee.
 - E. Conducts workshops upon request throughout the region.
 - F. Maintains communication with the WSC H&I Committee so that member areas may inform of it activities. Communication flows both ways between the area and world level through the regional subcommittee.
 - G. Conducts and/or coordinates panel presentations to institutions to utilize NA as a resource in their facility.
 - H. Performs any other H&I activities that support the purpose of CARNA.

Passed at the 123rd RSC

3. Regional Outreach (Project Driven):

Motion 140-9 To make Outreach Subcommittee project driven.

Passed at the 142 RSC: 9-for; 1-against, and 2-abstain

Motion 115-6 Made by Erin C and 2nd by Vanessa Roanoke Valley
To create an outreach committee on the Regional level, to fulfill the regions purpose of better carrying the message.

Intent: To delegate authority so that the Region can better serve the Areas.

Passed at the 116th RSC

Purpose of Subcommittee:

Outreach Subcommittee serves as the outstretched hand of an established NA community to isolated groups and addicts and to new and struggling areas. The subcommittee helps deep geographically isolated groups and addicts in touch with the mainstream of the NA fellowship.

Activities of Subcommittee

- A. Outreach Subcommittee contacts nonparticipating areas to determine if help is needed. A nonparticipating area would be any area that has missed two consecutive RSCs. A contact could range from communications to a visit to their ASC. Outreach subcommittee coordinates services to assist new or struggling areas specific to the needs of the area. **Passed** at 126th RSC
- B. Outreach contacts isolated groups yearly to provide information on services available to them such as nearby areas, registration with NAWS, and GSR Assembly.

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- C. Outreach assists Public Information Subcommittee with obtaining information to update the phone line and website and other areas of mutual concern.
- D. Outreach refers isolated members to local services where available, such as
- E. Starting new meetings.

Passed at the 123rd RSC

4. Regional Activities: (Project Driven)

Motion 150-7 To make Outreach Subcommittee project driven.

Passed at the 152 RSC: 13-for; 0-against, and 0-abstain

Motion 115-7 Made by Erin C and 2nd by Vanessa Roanoke Valley
To create an activities subcommittee on the Regional level, to fulfill the regions purpose of better carrying the message.

Intent: To delegate authority so that the Region can better serve the Areas.

Passed at the 117th RSC

Purpose of Subcommittee:

The purpose of the subcommittee was defined as follows: to schedule and plan RSC Conferences, GSR Assembly, CAR Workshop, and Autonomy Zonal Forum.

Activities of Subcommittee

- A. Schedule and plan RSC Conferences up to one year in advance, including meals and lodging as needed.
- B. Schedule and plan the GSR Assembly annually in April.
- C. Schedule and plan the CAR Workshop every two years, (mid-February to mid-April).
- D. Schedule and plan the Autonomy Zonal Forum approximately every three years (last was Jan 2005).

Passed at the 123rd RSC

5. Regional Literature Review (Disbanded):

Motion 137-7, To disband Literature Review Subcommittee due to lack of fulfillment of Chair position and the lack of consistent need for literature review

Passed at the 138th RSC

Motion passes with 10 in favor and 0 against and 2 areas abstaining.

Motion 115-8 Made by Erin C and 2nd by Vanessa Roanoke Valley
To create a literature review subcommittee on the Regional level, to fulfill the regions purpose of better carrying the message.

Intent: To delegate authority so that the Region can better serve the Areas.

Central Atlantic Region of Narcotics Anonymous
Addendum 1
Subcommittee's Creation and Purposes
Revised 2019

Passed at the 118th RSC

Purpose of Subcommittee

- A. To stock and make available review and approval form literature.
- B. To serve as a communication link in all matters of literature between the group and literature committee on all levels- Area, Region, and World.
- C. To provide the forum and atmosphere where members may contribute to the development and creation of NA literature.
- D. Providing a forum and an atmosphere where our members may contribute to the process of creating and developing our literature is extremely important. This responsibility can best be fulfilled by having regularly scheduled meetings for the purpose of reviewing and preparing input to our review-form literature. Members of the local fellowship should be informed regularly of meeting times and locations, and of the pieces of literature on which the committee is currently working. It is the literature chairperson's responsibility to organize a work agenda for each piece of NA literature that is out for review and input. Creative writing is an important aspect of working on review-form literature. Although the WSC Literature Committee welcomes all types of comments and input, creative writing is particularly helpful. If a piece is weak or needs additional writing on a topic, write it. Critical analysis is important, and yet creative input is equally important. Our literature is written by addicts for addicts. The unique quality of our literature can occur only when members participate by providing creative writing. Input sheets developed by area literature committees should be turned in to the regional literature committee. The regional literature committee will then either compile the input with the input for other areas, or forward the input directly to the WSC Literature Committee. If the regional literature committee is not reviewing the piece, the input can be sent directly to the WSC Literature Committee.

Passed at the 123rd RSC

6. Regional Public Relations:

Motion 115-9

Made by Erin C and 2nd by Vanessa Roanoke Valley

To create a PI subcommittee on the Regional level, to fulfill the regions purpose of better carrying the message.

Intent: To delegate authority so that the Region can better serve the Areas.

Passed at the 118th RSC

Purpose of Subcommittee

The purpose of the Public Information Subcommittee is to inform the public that NA exists. It offers recovery from addiction and information about how and where to find it. To coordinate and channel PI requests that overlap area/region to proper service committee within their geographical location.

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All activities directed to that end shall be carried out in accordance with the Twelve Traditions of Narcotics Anonymous.

Activities of Subcommittee

- A. Selects a member to maintain and update the website.
- B. Selects a member to be the phone line contact person.
- C. Holds workshops on related PI issues concerning area/world.
- D. Coordinates and plans activities in conjunction with:
 - i) Virginia State Fair
 - ii) National Recovery Month
 - iii) National Drug and Drunk Driving Month
 - iv) iv. Etc.
- E. Is the communication link between the world and area service.
 - i) Means the CARNA PI Subcommittee must provide information and material developed at world level to the Areas.
- F. Holds the position of Web servant to NAWS. (134th)

Passed at the 123rd RSC

7. Regional Speaker Jam:

Motion 117-18 made by: George B. 2nd: Anthony H. Richmond
To create a standing subcommittee that is responsible for Speaker Jams.

Intent: To create a Speaker Jam Subcommittee.

Passed at the 118th RSC

Purpose of Subcommittee

To help bring unity to section of areas who don't get support from the their areas and region

Bid Requirements:

- A. Dates are to be the second Saturday of March and September (138th RSC)
 - i) (Dates may have to be change due to other Regional events or conflict in dates)
- B. To have a location adequate to host event
- C. A letter of need from your Area or Institution
- D. A letter of support from an adjoining Area
- E. Bids are to be turned in at the speaker jam. The Area will be selected by the subcommittee and announced by the second RSC after the speaker jam.
- F. If no bids submitted, Speaker Jam should be held in conjunction with March & Sept. subcommittee meetings. (176th)

Suggestions for Host Area

- A. Provide lunch

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- B. B. Provide coffee pots
- C. C. Invite Treatment Centers

Passed at the 123rd RSC5

Central Atlantic Region
Proposed January 1 to December 31, 2019 Budget

Category	Expense	For	Approved 2018 budget	Bi Monthly Funding	Proposed 2019 budget	Bi Monthly Funding
A Automatic, approved 100% on receipt	Phoneline	800 & Answering Services	\$5,000.00	\$833.33	\$3,500.00	\$583.33
	Mailbox	PO Box	\$90.00	\$15.00	\$140.00	\$23.33
	Website	Host & Domain Expenses	\$250.00	\$41.67	\$150.00	\$25.00
	Teleconferencing	ZOOM Teleconferencing Service - Annual Fee	\$0.00	\$0.00	\$150.00	\$25.00
	Service Charges	Bank Service Charges	\$40.00	\$6.67	\$40.00	\$6.67
B RSC primary operations	Conferences	RSC Meeting Expenses: rent, food & beverage, AV equipment rental, & office supplies	\$600.00	\$100.00	\$600.00	\$100.00
	Executive	Correspondence & report preparation & distribution expenses for RSC Chair and Vice Chair	\$100.00	\$16.67	\$100.00	\$16.67
	RD Team	Correspondence & report preparation & distribution expenses for RD Team	\$100.00	\$16.67	\$100.00	\$16.67
	Secretary	Secretary expenses associated with preparation & distribution of RSC minutes, reports, correspondence, and related office supplies	\$150.00	\$25.00	\$150.00	\$25.00
	Treasurer	Treasurer expenses associated with preparation & distribution of reports, correspondence, and related office supplies	\$120.00	\$20.00	\$120.00	\$20.00
	GSR Assembly	Expenses associated with refreshments, food & beverage, & office supplies	\$1,500.00	\$250.00	\$1,000.00	\$166.67
	****RD Workshops	RSC pre-approved line item expenses associated with holding 4 multi-area workshops	\$1,200.00	\$200.00	\$1,200.00	\$200.00
	***Zonal Forum	Expenses associated with holding Zonal Forum approximately	\$0.00	\$0.00	\$200.00	\$33.33
	Zonal Support	CARNA's portion of zonal expenses	\$7.50	\$1.25	\$257.50	\$42.92
C Travel, including up to \$35.00/day per diem	*WSC/RDA	Expenses associated with RDA attendance of bi-yearly WSC with \$55 per diem	\$2,000.00	\$333.33	\$0.00	\$0.00
	*WSC/RDA-2	Expenses associated with RDA-2 attendance of bi-yearly WSC with \$55 per diem	\$2,000.00	\$333.33	\$0.00	\$0.00
	MARLCNA/RD	Expenses associated with RD attendance of yearly MARLCNA	\$400.00	\$66.67	\$400.00	\$66.67
	MARLCNA/RDA	Expenses associated with RDA attendance of yearly MARLCNA	\$400.00	\$66.67	\$400.00	\$66.67
	MARLCNA/RDA-2	Expenses associated with RDA-2 attendance of yearly MARLCNA	\$400.00	\$66.67	\$400.00	\$66.67
	AZF/RD	Expenses associated with RD attendance of Autonomy Zonal Forum	\$760.00	\$126.67	\$760.00	\$126.67
	AZF/RDA	Expenses associated with RDA attendance of Autonomy Zonal Forum	\$760.00	\$126.67	\$760.00	\$126.67
	AZF/RDA-2	Expenses associated with RDA-2 attendance of Autonomy Zonal Forum	\$760.00	\$126.67	\$760.00	\$126.67
	RD Service Events	Expenses associated with RD attendance of approved World Service Workshops or multi-regional service events (i.e., learning days, conferences)	\$0.00	\$0.00	\$800.00	\$133.33
	RDA Service Events	Expenses associated with RDA attendance of approved World Service Workshops or multi-regional service events (i.e., learning days, conferences)	\$0.00	\$0.00	\$800.00	\$133.33
	RDA2 Service Events	Expenses associated with RDA-2 attendance of approved World Service Workshops or multi-regional service events (i.e., learning days, conferences)	\$0.00	\$0.00	\$800.00	\$133.33
D Subcommittee operations	Policy	Expenses associated with subcommittee meeting , preparation & distribution of reports & correspondence, service related material, literature, and guideline printing (not to include refreshments)	\$300.00	\$50.00	\$300.00	\$50.00
	Project Driven	Expenses associated with subcommittee meeting , preparation & distribution of reports & correspondence, service related material, & literature (not to include refreshments)	\$300.00	\$50.00	\$300.00	\$50.00
	Speakerjam	Expenses associated with subcommittee meeting , preparation & distribution of reports & correspondence, service related material, & literature (not to include refreshments)	\$120.00	\$20.00	\$120.00	\$20.00

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	Public Relations	Expenses associated with subcommittee meeting , preparation & distribution of reports & correspondence, service related material, & literature (not to include refreshments)	\$300.00	\$50.00	\$300.00	\$50.00	
	Hospitals & Institutions	Expenses associated with subcommittee meeting , preparation & distribution of reports & correspondence, service related material, & literature (not to include refreshments)	\$300.00	\$50.00	\$300.00	\$50.00	
E	Hospitals & Institutions	Expenses associated with inmate literature purchases, correction facility library literature purchases, and H&I presentations, and events or workshops.	\$1,000.00	\$166.67	\$1,000.00	\$166.67	
RSC secondary operations	Speakerjams	RSC line-item approved expenses associated holding speakerjams in March & September each year including travel (\$500.00/jam)	\$1,200.00	\$200.00	\$1,200.00	\$200.00	
	Overnight RSC	Overnight RSC expenses including overnight lodging, and meeting space rent (\$3,000.00/overnight))	\$4,000.00	\$666.67	\$6,000.00	\$1,000.00	
	RD Team**	Travel expenses associated with RSC approved RD team attendance at Area events when requested by the Areas	\$600.00	\$100.00	\$600.00	\$100.00	
	Project Driven**	RSC approved expenses associated with communicating and/or visiting with isolated groups & interested ASC's including gas and long distance phone calls	\$0.00	\$0.00	\$0.00	\$0.00	
	Equipment repair/maintenance /replacement	Repair, replacement, and maintenance of RSC laptop, projector, etc.	\$500.00	\$83.33	\$500.00	\$83.33	
	Public Relations	Expenses associated with Professional conference & community event registrations, paid radio spots, professional contact data base production, annual PR mailing, printed materials for reports, training, presentations, and travel	\$1,500.00	\$250.00	\$1,500.00	\$250.00	
	F	Subcommittee Travel	Policy	Expenses associated with travel in the performance of duties outlined in policy	\$600.00	\$100.00	\$600.00
		Hospitals & Institutions	Expenses associated with travel in the performance of duties outlined in policy	\$800.00	\$133.33	\$800.00	\$133.33
		Public Relations	Expenses associated with travel in the performance of duties outlined in policy	\$800.00	\$133.33	\$800.00	\$133.33
		Speaker Jam	Expenses associated with travel in the performance of duties outlined in policy	\$0.00	\$0.00	\$0.00	\$0.00
		Ad Hoc	Expenses associated with travel in the performance of duties as defined by RSC when ad hoc is created	\$0.00	\$0.00	\$0.00	\$0.00
G	Discretionary, expenses not included in budget	\$300 maximum per item	\$0.00	\$0.00	\$1,200.00	\$200.00	
			\$28,957.50		\$29,107.50		

* bi-annual expense

** these lines were created for 2013 budget

*** this line item is once every three years and 2020 is our year to host

**** CAR workshop in conference years; other topics in non-conference years

line B9 was added to help support the Zone

Acronymy List (Abbreviations)

Acronym	DEFINITION
ASC	Area Service Committee
AVCNA	Central Atlantic Regional Convention
ASR	Area Service Representative
BOD	Board of Directors
CAR	Conference Agenda Report
CAT	Conference Approval Track
GSR	Group Service Representative
GSR Alt.	Group Service Representative Alternate
H&I	Hospitals and Institutions
IP	Informational Pamplet
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PI	Public Information
RCM	Regional Committee Member
RD	Regional Delegate
RDA	Regional Delegate Alternate
RSC	Regional Service Committee
RSO	Regional Service Office
RSR	Regional Service Representative
SR	Regional Spiritual Retreat
STL	Start to Live Convention
TSRSCNA	Tri-State Regional Service Committee of Narcotics Anonymous
TSRSO, Inc.	Tri-State Regional Service Office of Narcotics Anonymous, Incorporated
WB	World Board
WSC	World Service Conference
WSO	World Service Office

GLOSSARY

TERM	DEFINITION
Additional needs, addicts with	Additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitation imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.
Area Service Committee (ASC)	A committee created to provide common services for NA groups in a specific locale. Composed of GSRs (Trusted Servants of the Group), ASC officers (Trusted Servants of the ASC) and Subcommittee Chairpersons (Trusted Servants of the ASC). Usually part of a region, to which it sends RCMs.
Closed Meetings	NA recovery meetings that are closed to nonaddicts.
Common Needs (Special Interests)	A tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common – for example, men’s or women’s groups or gay or lesbian groups.
Conference-approved service material	Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee.
Cooperative council (co-op)	Usually in rural settings, an arrangement whereby a number of groups in nearby towns agree to cooperatively maintain certain services affecting them but not their entire ASC.
CPC panel	A specialized subunit of the PR subcommittee in some areas, focusing on cooperation with the professional community.
Fellowship approved literature	See NA-approved literature
Group Service Representative (GSR)	Elected by an NA group to participate on the group’s behalf in the ASC
Home Group	The group an NA member calls “home”. Home group membership calls for regular attendance of its recovery meeting, financial and voluntary service support and participation in conscience-building and decision-making processes.
Hospitals and Institutions (H&I)	A field of service usually covered by one ASC subcommittee devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.
Metro committee member (MCM)	Elected by an ASC to participate on the area’s behalf on the metropolitan services committee
Metropolitan services committee (MSC)	A committee formed to administer an array of subcommittees providing direct AN services (PR, H&I, phonelines, etc.) in major metropolitan district on behalf of a number of ASC’s.
NA Way Magazine	The NA Fellowship’s quarterly journal, published in various languages.
NA-approved literature	Literature officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference. Also referred to as “fellowship-approved literature”. Formerly known as “conference-approved literature” at a time when the entire WSC voted on the approval of new NA literature.
Narcotics Anonymous World Services (NAWS)	Refers to Narcotics Anonymous World Services, Inc., the legal name for the World Board. (See World Board description)
Open Meetings	NA recovery meetings that allow attendance of nonaddicts.
Phoneline	An NA telephone contact service providing means by which an addict or a general community member can get information about Narcotics Anonymous, especially NA meeting schedules. Usually administered by an ASC subcommittee.
Policy log	A chronological listing of ASC policy decisions made concerning various responsibilities and fields of service. Maintained by the ASC secretary.
PR	See Public Relations
RCM	See regional committee member
Regional Assembly	A gathering of RCMs, conducted by the RSC, to discuss issues affecting NA worldwide, usually in preparation for the annual WSC meeting. The regional delegate is elected at the assembly.
Regional Committee Member (RCM)	Elected by an ASC to participate on the area’s behalf on the regional service committee.
Regional Delegate (RD)	A World Service Conference participant elected by a region’s GSRs and RCMs.
Regional Service Committee (RSC)	A body that draws together the combined service experience of a number of adjoining areas for those areas’ mutual support. Composed of RCMs, the regional delegate and alternate delegate, and others as needed.
Resource assignment	Rather than create RSC subcommittees to focus regional attention and gather regional

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	experience in the various fields of service, most RSCs give their RCMs resource assignments. For example, one or two RCMs will be designated as the people responsible to provide information to and facilitate communication between area H&I subcommittee throughout the region.
Service Bulletins	Articles, position papers, and food for thought on a variety of NA service-related topics. A number of such bulletins are available from our World Service Office.
Shared Service Committee	A committee created by two or more area or regional committees to fulfill one or two needs both territories have in common. In a state, province, or nation with more than one region, such a committee would interact on those regions' behalf with state, provincial, or national government, professional, religious, and civic organizations. Funded by and accountable to those who created it.
Sharing Session	A nonbusiness portion of the agenda of most NA service board or committee meetings. Somewhat more informal than the rest of the meeting because of the suspension of the ordinary rules of order. Facilitates wide-ranging, open discussion on committee issues and group problems. Allows for development of group conscience necessary before spiritually sound decisions can be made in ordinary business session.
Special Interest (Common Needs)	
Trusted Servant	An NA euphemism for "leader", "official", or "officer". Derived from NA's Second Tradition, in which NA leaders are characterized as "trusted servants" as opposed to governors.
Twelve Concepts for NA Service	One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.
Twelve Steps	One of three bodies of basic NA principle, the steps describe NA's regimen leading to personal recovery and a spiritual awakening.
Twelve Traditions	One of three bodies of basic NA principle, the traditions provides guidance for the behavior of NA groups, helping the groups maintain their independence while nurturing their unity.
World Board	The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which includes literature, logos, trademarks and copyrights) in accordance with the will of the WSC.
World Service Conference (WSC)	A deliberative body composed of regional delegates and world-level trusted servants, the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.
World Service Conference Report	The full reports of the World Service Conference and its boards and committees. Formerly known as the Fellowship Report
World Service Office (WSO)	World Service Board headquarters (Los Angeles) and branch facilities (Canada, Europe)
WSC	See World Service Conference
WSO	See World Service Office