

Regional Service Committee

Guidelines & Rules of Order

2025 Edition Presented at the 236th 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
The 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.

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):

    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.

    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.

    Other motions

    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.) (138 th)
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 dissension. If a 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 o 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.

Motion 233-1 CARNA will cover the cost of transportation, lodging, and per diem for the RD, RDA, and RDA2 to attend the World Service Conference(WSC).

(A) RSC approved driving expenses may be paid in advance or reimbursed to the vehicle owner based on the IRS Standard Mileage Rate distances calculated with GPS mapping software. (14 cents per mile driven in service of charitable organizations.)

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.
5. Any unbudgeted expenditures over $300 must be sent to the groups for approval.
6. Receipts are required for all reimbursements by RSC except driving expenses for preapproved travel.
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)
11. For any Regional Event/Workshop being held in all four quadrants of the Region (i.e. CAR, CAT, strategic planning) that the RCMs of the particular quadrant be included in the decisions making as to which area will host the event. If more than one area is interested in hosting the event and has a location that meets the required criteria for meeting space, i.e. Wi-Fi, etc, that a ballot be performed at the Regional Service Conference. (200th)
12. Motion 230-1 All in person regional meetings(RSC, GSR Assembly, Ad Hoc, or other meetings) will offer a virtual option via zoom or other readily accessible web meeting platform.

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. Contact Officer after one unexplained absence from RSC or other assigned responsibility for statement of their willingness to serve.
11. Ensures 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 for establishing 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 meetings up to one year in advance, including meals and lodging as needed. (156th)
17. In April create an Ad-hoc responsible for Scheduling and Planning the Oct-2 day

A. Prepare tentative agenda by June prior to October Event

B. Holds virtual meetings and announces date on website and/or email

C. Reports updates at RSC. (212th)

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. (125^{th})
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 statements 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)
11. Prints and maintains a stock of RCM Orientation packets.

3B. SECRETARY QUALIFICATIONS

1. 4 years of 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 resources 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)
6. Will submit a yearly projected budget, running from January 1 and ending on December 31 regardless of the Treasurer's 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 to order and distribute debit cards to the RD Team only and transfer approved budgeted item request (221st)
14. Treasurer will have sole access to a debivisa 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 a 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 Treasurer's 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 year 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 reports 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, usually in California, usually the end of April. •Attends service event in the eastern US area focused on the CAR/CAT on conference year.

   •Attends our member Zonal Forum Meetings (twice per year) locations vary from throughout the affiliated Zone's geographic range

   •Organizes and chairs Zonal Forum when it is hosted by the Central Atlantic Region.

   •Organizes, schedules, coordinates and facilitates Conference Agenda Report (CAR)/ Conference Approval Track (CAT Workshops throughout the four quadrants in the Central Atlantic Region's geographical area.

   •Attends one service event in the non-conference year. Ex. MZSS, FSS etc. (119th) To allow the delegate team to attend in non-conference year to the nearest Service Event TBD. (142nd)

   •Delegates can determine whether the whole team attends the same Service events or splits the events between them for the con year and non-conference year. (214th)
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 nomination to any Chair, Vice-Chair, Board or Administrative Committee position until two months before the end of their term.
7. Submits a written report to each RSC Conference.
8. Submits annual written report at the GSR Assembly. (125th)
9. Provides a complete written tally of the vote from the GSR assembly
10. Provides a complete written tally at the first RSC following the WSC of 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 the report. (119th)
12. Submits a written proposed agenda for the upcoming GSR Assembly at the December RSC. (125 th)
13. Facilitates the GSR Assembly. (125th)
14. Schedules and plans the annual April GSR Assembly (152nd)

15. Coordinates the scheduling with the RCMs in the hosting quadrants as much as possible and plans the CAR Workshop every two years (mid-February to mid-April. (185th)Schedules and plans our member 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 the 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 the 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 of 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 the Internet and email. (119th)

9A. POLICY CHAIR DUTIES

1. Compiles a report:
   (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 the previous year's policy changes for the April GSR Assembly. (125 th)
3. Submits line item budget for the upcoming year to the Treasurer at or before August RSC. (142 nd) 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 reference 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 asked by the body concerning this.
6. Knowledgeable of Regional Guidelines and Rules of Order.
7. Time and Resources needed to be an active participant.

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 the subcommittee.
   (D) Itemized expenses.
   (E) Plans including itemized projected expenses for upcoming events.
2. Submits an annual written report of the previous year's activities at the GSR Assembly.
3. Submits line item budget for the upcoming year to the Treasurer at or before 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)
7. Schedules subcommittee meeting locations at least 3 months in advance. Such locations must have Wi-Fi or similar technology for the use at the subcommittee meeting. (185th)

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. (127^{th})

Section XII: STANDING SUBCOMMITTEES [1]

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

Section XIII: CONVENTION CORPORATION

Relations 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 lawsuits 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. 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.
   (D)Quadrant 4 consists of Outer Limits Area, Peninsula Area and Tidewater Area and Beach Area.
3. Sub-committees held in January will be scheduled 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)

MOTION: 234-1 Motion by Dana R. Piedmont Area; Seconded by Heather R. Shenandoah Valley Area These are working minutes from the August 16th RSC. They have not been approved. To set the bi-monthly meeting location to the Louisa Public Library, 881 Davis Highway, Mineral, VA 23117 for one calendar year, beginning December 2025. The exceptions would be October 2025, April 2026 and October 2026 for the two-day GSR Assembly/RSC, as per policy, those events rotate between quadrants. We will revisit the location at the August 2026 RSC, to reassess current needs of RSC and either continue with this location or

change locations.

5. Subcommittees, except for the Speaker Jam Subcommittee, will rotate their meetings throughout the four quadrants. (138th)