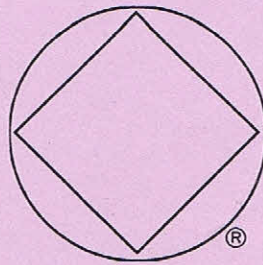


**A TEMPORARY
WORKING GUIDE**



**TO OUR
WORLD SERVICE STRUCTURE**

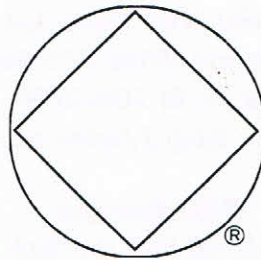
MAY 2000



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

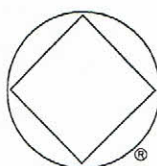
1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

**A TEMPORARY
WORKING GUIDE**



**TO OUR
WORLD SERVICE STRUCTURE**

MAY 2000



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Fellowship Intellectual Property Trust (FIPT). A set of documents describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.

Guide to Local Service in Narcotics Anonymous, A (GLS). This handbook was approved at WSC '97.

Twelve Concepts for NA Service. Fundamental NA principles guiding our groups, - boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.



NA WORLD SERVICES VISION STATEMENT

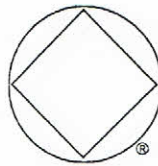
All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

1990-1991
NA World Services
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San Francisco, CA 94103
(415) 398-1100



WORLD SERVICE CONFERENCE MISSION STATEMENT

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA world services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA world services;
- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

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THE NARCOTICS ANONYMOUS SERVICE STRUCTURE

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level including groups, areas, metropolitan services, regions, etc., can be found in *A Guide to Local Services in Narcotics Anonymous*.

The NA group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions, and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The area service committee

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The metropolitan service committee

A metropolitan service committee administers a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message. With direct services consolidated citywide by the metro committee, the community's area committees are left free to facilitate group support.

The regional service committee

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the world conference is elected by the GSRs and RCMs at the regional assembly.

Zonal forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are invited to provide reports on the floor of the World Service Conference and, when requested by the conference, may also answer specific questions or address the body. In order to improve communications, they are provided with conference participant mailings and are requested to send their minutes to world services. World services typically attends zonal forum meetings, and

may provide funding for some participants' attendance at zonal forums. Maintaining effective communication between the zonal forums and world services is a high priority. In order to more effectively serve the fellowship, world services and zones should develop a partnership for the planning and conducting of the worldwide workshop system, and by assisting each other in the coordination of a variety of service efforts such as professional events and fellowship development activities.

NA WORLD SERVICES

World services are those services which deal with the problems and needs of NA as a whole, and which NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems that involve our entire fellowship.

NA WORLD SERVICES VISION STATEMENT*

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
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World Service Conference

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our fellowship. Our conference is the one time and place where all our world services come together. Unlike all other service bodies of NA service, the conference is not an entity, it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director(s) of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the World Service Conference is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.

* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report*.

among the most common. For reference, we've also included a sample meeting format at the end of this chapter.

Participation meetings

The leader opens the meeting up for members to share on any subject related to recovery.

Topic discussion meetings

The leader selects a particular recovery-related topic for discussion or asks someone else to provide a topic.

Study meetings

There are a number of different types of study meetings. Some read a portion of an NA-approved book or pamphlet each week and discuss it—for example, a Basic Text study. Others have discussions focusing on the Twelve Steps or the Twelve Traditions.

Speaker meetings

Some meetings ask a single speaker to share his or her recovery story or experience in a particular aspect of recovery in Narcotics Anonymous. Others ask two or three speakers to talk for shorter periods of time. Still others use a combination format with a speaker sharing first and a topic discussion afterward.

Newcomer meetings

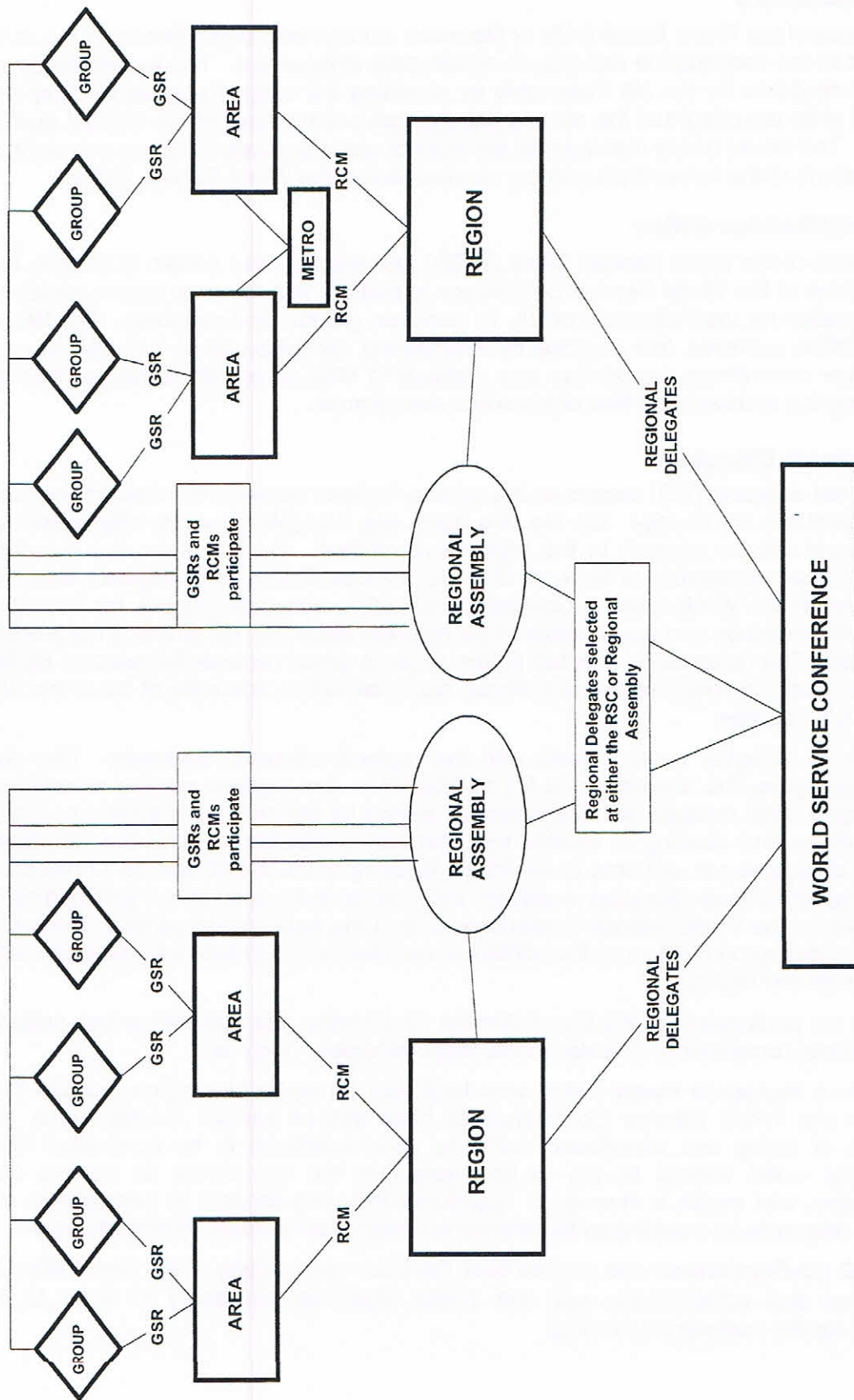
These meetings are often conducted by two or three of the group's more experienced members. These members share their experience with addiction and with recovery in Narcotics Anonymous. If time allows, the meeting is then opened for questions from the newer members.

Newcomer meetings are sometimes held a half hour before or after the group's regular meeting. Other groups conduct them as smaller sections of a large meeting. Still others hold a newcomer meeting one day of the week, their regular meeting another. Whatever the format, newcomer meetings provide a means for your group to give addicts new to NA an introduction to the basics of recovery.

Question-and-answer meetings

At Q&A meetings, people are asked to think of questions related to recovery and the fellowship, write those questions down, and place them in "the ask-it basket." The leader of the meeting pulls a slip of paper from the basket, reads the question, and asks for someone to share their experience related to it. After one or two members have shared, the leader selects another question from the basket, and so forth, until the meeting is over.

Narcotics Anonymous Service Structure



Narcotics Anonymous World Service System

REGION

REGION

REGION

REGION

REGION

REGION

ZONAL FORUM
(Delegates participate and
forum provides report to
WSC)

ZONAL FORUM
(Delegates participate and
forum provides report to
WSC)

WORLD SERVICE CONFERENCE

WSC Co-Facilitator

WSC Co-Facilitator

WORLD BOARD

Human Resource
Panel

World Pool

World Service Office

Guardians

Publications
Committee

Public
Relations
Committee

Executive
Committee

Events
Committee

Fellowship
Relations
Committee

Services administered by the World Board

WORLD SERVICE CONFERENCE MISSION STATEMENT *

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA world services vision;
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- NA groups have a mechanism to guide and direct the activities of NA world services;
- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

THE WORLD SERVICE CONFERENCE

"Our common welfare must come first. Personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help to carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life, and—more

* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report*.

importantly—to redouble our efforts to carry the NA message to the addict who still suffers.

The Meeting of the World Service Conference

The World Service Conference is held every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director(s) of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and the two WSC Co-Facilitators. All are fully funded to attend the week-long meeting.

For the purposes of decision-making, conference participants are defined as regional delegates and World Board members. Regional delegates vote and make motions in all business sessions at the conference. World Board members vote only in election and new business sessions but may make motions in all sessions. The executive director(s) of the World Service Office do not have a vote or the ability to make motions at the conference meeting.

The key to the effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting as the meeting is the culmination of a two-year process that begins at the prior conference. Months in advance the *Conference Agenda Report* is published and distributed, containing issues and proposals to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

The conference week begins with an orientation. One purpose of this orientation is to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide fellowship.

The opening session begins with the adoption of procedures and the minutes from the previous meeting. Regions newly seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. Brief reports are then heard from the different entities of world services providing information to assist participants in their discussions during the week.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services. Consensus-building requires hearing all points of view, mutual respect, and finding the common ground that every participant can support, even when the eventual decision is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand. Only after adequate discussion and consensus-building has occurred, does the conference enter a business session in order to formalize its decisions.

The old-business session of the meeting is to consider the issues and proposals contained in the *Conference Agenda Report*. Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for much

discussion, only brief discussion will take place in the conference as a whole. If the conference needs more discussion prior to making a decision, then these discussions may take place by dividing the conference into smaller groups. When the discussions are finished, the conference is brought back together as a whole.

Although the actual agenda may vary from conference to conference, there are certain sessions that occur at every conference. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. In this section of the week, the conference approves the budget for the next two years, provides ideas and direction to world services, approves service material that was not contained in the *CAR*, and considers the seating of new regions. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted form of *Robert's Rules of Order*. These rules are provided to conference participants prior to the WSC and may also be obtained by contacting the WSO.

The closing day of the conference is an opportunity for the conference to review its decisions of the week and their impact over the upcoming conference cycle. This session allows the conference participants to leave with a common understanding of the work ahead, the challenges of the next two years, and what may be expected at the next WSC meeting.

[To WSC 2000: This description of the conference meeting outlines many new ideas. They should be implemented on a trial basis and if ineffective they should be changed based on the experience over the next several years.]

The Work Cycle between Conferences

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world services components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as important, if not more so, than the time spent at each conference meeting. The cycle between conferences is when most of the work, approved at the previous conference meeting, is being accomplished by world services. Communication during the cycle takes three basic forms: reports, input into the process for new projects, and participation in the worldwide workshop system and other events.

The *Conference Report*, *NAWS News*, the *Conference Agenda Report*, the *NA World Services Annual Report*, and the *Quarterly Financial Report*, are all periodic service publications published by world services. These are designed to provide information about ongoing activities of world services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes numerous periodicals that are

* All bracketed items [] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

more fellowship-focused such as *The NA Way Magazine*, *Reaching Out*, and *Meeting by Mail*.)

What makes these publications successful is not only the information they convey, but also the feedback received from delegates and other members of the fellowship about the information. Ideas and suggestions—both positive and negative—are strongly encouraged and welcomed.

The World Board discusses, evaluates, and refines ideas suggested to it between conference meetings. The "Process for New Projects" described later in this manual, depends on ideas from individuals, groups, service committees, and the World Board throughout the two-year cycle. The World Board considers all submitted ideas, proposals, and suggestions and reports its recommendations to conference participants as soon as possible. Many ideas that are received that fall under routine services or don't require conference action may be acted on without developing a conference project; others may require the board to submit a proposal to the WSC before proceeding.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. This most likely will postpone full consideration of their idea as a project for at least two years.

In addition to the above-described written communication and process for projects, world services also plans and coordinates a worldwide workshop system in conjunction with delegates and zonal forums [up to six workshops between WSC 2000 and WSC 2002]*. These workshops will be rotated throughout the fellowship and are intended to help world services learn first-hand about fellowship issues and concerns and to create an opportunity for dialogue, service training and workshops, and exchanging experience with our principles. Members and trusted servants from all service levels are encouraged to participate. The actual agendas for the workshops will be developed with the delegates and zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

World services also participates in other events around the fellowship during the two-year cycle. World Service Meetings are scheduled for conference participants as necessary to provide progress reports and invite input on current projects and activities. World service also attends a number of zonal forum meetings, CAR workshops, and other fellowship events.

[To WSC 2000: This description of the conference cycle outlines many new ideas. They should be implemented on a trial basis, and, if ineffective, they should be changed based on the experience over the next several years.]*

* All bracketed items [] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

[illegible][illegible]

World Service Conference Publications

NA World Services produces several different publications in an effort to provide frequent and regular written communications. While each of these publications has a specific distribution list, copies are always available to any member by contacting the World Service Office and often also on the website, www.na.org.

NAWS News

NAWS News is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages.

NA World Services, Inc. Annual Report

The *NA World Services Annual Report* provides a summary of the activity of world services for the prior fiscal year and is released by the end of September. It is distributed to regions and conference participants.

Quarterly Report

This report is distributed to conference participants and contains financial and travel information.

The Conference Report

The *Conference Report* is a periodic publication of the World Service Conference that has evolved as a means of providing continuing information to conference participants about the activities of world services. These reports contain information on the status of major projects, suggestions for new work, and problems that have been encountered. Through the periodic publication of the *Conference Report*, the World Board may keep conference participants informed of the progress on items that may eventually be contained in the *Conference Agenda Report*. Regional delegates may also provide reports to be included, subject to editorial review by the World Board. The frequency of publication may change from year to year. The schedule for each year is provided to conference participants ahead of time. The report is distributed to all conference participants. Single and bulk subscriptions to the *Conference Report* may be purchased from the World Service Office by any NA member, group, service board, or committee.

The Conference Agenda Report

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into the languages possible. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowshipwide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RD alternate, and the mailing address of each region. NA members may purchase additional copies from the WSO. The price established for the report may vary depending on the cost of production. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes reports, proposals, and motions from the World Board and any submitted proposals or motions from regions. (Regional motions will be included in their own section and have the same number when presented on the conference floor.) Regional motions must be submitted two hundred and forty (240) days prior to the opening of the conference. All motions will include a written intent.

Regions are allowed up to 150 words to describe the reasoning behind, and consequences of, their regional motions in the *Conference Agenda Report*. The World Board also includes a recommendation in order to provide the fellowship with as much information as possible when considering the idea.

Statements of the financial impact of each motion appearing in the *CAR* will be included from the World Board. Reports may include a summary of events leading to the presentation of the proposals that are included. Material presented to the fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the fellowship in "approval form."

The World Service Conference will place issue discussion topics into the *Conference Agenda Report* and the final two topics will be selected by the fellowship.

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend, or delete WSC policies, shall include those policies, or sections of those policies, which each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

SERVICE UNITS OF THE WORLD SERVICE CONFERENCE

World Board External Guidelines

The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the board's internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

World Board's Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

Purpose of the World Board

The purpose of the World Board is to:

- Carry the message of recovery to addicts who still suffer from addiction.
- Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.

- Oversee all the activities of NA world services, including the fellowship's primary service center, the World Service Office.
- Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- Hold and manage in trust for the fellowship the income produced by any world service activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- Control and manage the exclusive production, printing, manufacture or reproduction of the properties, or the licensing for production, printing, manufacture of the properties of the Fellowship of Narcotics Anonymous and offer these properties for sale to the fellowship and the general public.

General Duties

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- Communicate all world service activity to our membership in accordance with the principles embodied in our Eighth Concept.
- Oversee the operations of the fellowship's primary service center, the World Service Office.
- Administer the activities necessary for the successful operation of the World Convention.
- Hold our fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- Provide support and administration for all world service meetings.
- Plan and budget for basic service provision and project development.
- Be accountable for all world service budget responsibilities.
- Select committee members for project development and completion.
- Oversee activities associated with how our fellowship and service structure interact with society.
- Oversee development of new literature, periodicals, and translations.
- Address philosophical issues and questions about our traditions and concepts, developing position papers when necessary.
- Make necessary decisions affecting NA world services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

Membership

The World Board will consist of twenty-four members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report*, or on any other items of Old Business at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- History of both completing work independently and working well within a group.
- Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- Familiarity with Narcotics Anonymous service structure.
- Administrative skills.
- Experience with plan development and financial forecasting.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitment of board membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Clean Time Requirement

All board members must have a minimum of ten (10) years clean.

Terms

The length of term for board members shall be six years. All members of the board are eligible for election for two consecutive terms.

[With regard to the initial election of World Board members, the World Board will be initially formed by an election at the conference. To establish one-third of board seats rotating every two years, the first board will have one-third serving a two-year term, one-third serving a four-year term, and one-third serving a six-year term. The length of term for the initial board members will be chosen by volunteers and then by lot at the first World Board meeting.]

* All bracketed items [] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

Quorum and Decision-Making, Internal Elections, and Removal of Members

Quorum and Decision-Making: The proposed quorum for regularly scheduled meetings of the World Board equals one half of all seated members plus one (e.g., were there twenty-four seated members, quorum would equal thirteen: one half the seated members—twelve—plus one). While the board should strive for consensus, its process requires a minimum of a majority of seated board members to vote in the affirmative (i.e., a minimum of thirteen “yes” votes) to represent a decision of the World Board.

Participation and Internal Elections: All board members shall have the right to full participation. All voting members of the Executive Committee of the board will be elected by the board. Election to any position on the board will require a simple majority vote.

Removal of Members: Members may be removed from the board by a two-thirds majority vote of the board. Further, the conference may, by a two-thirds majority vote, direct the board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member’s standard of conduct as defined by the law of the state of incorporation.

Once removed from the board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

Committees of the Board

The World Board accomplishes much of its work through its five committees: an executive committee; an events committee; a public relations committee; a fellowship relations committee; and a publications committee. There is also a group within the board known as the “guardians.” All members serving in a leadership capacity for each committee will be board members in order to provide for clear lines of communication.

Accountability

Committees are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all world service operations.

Role of the Committees

The committees provide a resource to the World Board and to the fellowship in specific areas of operations.

Committee Makeup

A minimum of four World Board members will be assigned by the full board to each committee. The number and experience of non-board committee members chosen by

the board from the World Pool depends upon the projects assigned and prioritized by the WSC. Thus, each committee's size in a given year can vary, though each will always continue to exist.

Responsibilities

The following will be the committees' and guardians' composition and responsibilities:

The Executive Committee

The Executive Committee will consist of the following members:

- The Chairperson of the World Board
- The Vice-chairperson of the World Board
- The Treasurer of the World Board
- The Secretary of the World Board
- The Executive Director(s) of the WSO—in a non-voting capacity

General Duties: The Executive Committee will uphold the duties of the corporation and its officers in accordance with all applicable laws; direct the activities and the annual performance review of the executive director(s) of the WSO; retain responsibility for interacting with the executive director(s) between board meetings; remain responsible for the general administrative duties of world services; and make necessary decisions affecting NA world services when the World Board is not in session, always mindful of the priorities previously established by the board.

Election and Removal: The Executive Committee, with the exception of the Executive Director(s) of the WSO, will be elected by a majority vote of the board. Officers of the board can be removed from office by the board with a two-thirds majority vote.

The Events Committee

The Events Committee will consist of four (4) board members, with any additional committee members being selected as necessary from the World Pool.

General Duties: The Events Committee will be responsible for the logistical planning for WSC meetings (agenda items are actually set by the full board), the World Convention, and other world service meetings, while serving as a resource for regional/area convention committees.

The Public Relations Committee

The Public Relations Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Public Relations Committee will be responsible for activities associated with how our fellowship and service structure interface with society. The committee will also guide the way we inform the public about NA, covering all public relations with the medical profession, the criminal justice system, governmental and non-governmental organizations, and the media. The Public Relations Committee will also serve as the H&I and PI contact for our fellowship and its local service committees.

The Fellowship Relations Committee

The Fellowship Relations Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Fellowship Relations Committee will be responsible for activities associated within our fellowship and service structure, conference policy and procedures, proposed changes to our service structure.

The Publications Committee

The Publications Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Publications Committee will be responsible for overseeing the development of our fellowship's new literature, while coordinating and prioritizing the translations of existing literature, mindful of the need for conceptual fidelity of translations and literature. The committee will also be responsible for the revisions of existing literature, while serving as a resource for area and regional literature committees and local translations committees.

The Guardians

The Guardians will consist of four (4) members appointed by the full board from the board's conference-elected membership.

General Duties: These members will serve as a resource to the fellowship, the World Board, and to the World Service Conference. Acting as a kind of "bellwether" for our fellowship and for the World Board, the guardians shall address principle-related issues confronting our membership. A group whose responsibilities involve the very core principles of our program, the guardians are charged with the responsibility of moving proactively on such fellowship issues by developing position papers, though they also may provide guidance to our membership on issues as identified by the fellowship as problematic, controversial, and/or topical. Remaining the "guardians" of NA's Traditions and Concepts, this group will also guide the World Board in philosophical discussions that affect the continuation and growth of NA.

The World Service Office

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly newsletter, *The NA Way*; and through the delegates within our service structure. The WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and World Board committees, etc.

The World Service Office publishes *The NA Way Magazine*: our fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. Produced in English, *The NA Way* is translated into the primary languages spoken in Narcotics Anonymous. The magazine is distributed four (4) times a year, at no cost to subscribers, to every trusted servant and NA group contact address in the WSO database, as well as any member who asks to be included in that mailing list. The magazine is edited by WSO staff and an editorial board consisting of members of the World Board.

* bellwether: Refers to the practice of "belling" a member of a flock: indicates "one who takes the lead or initiative."

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, and RDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions, and that this type of publicity can potentially cause grave problems that could threaten the survival of our fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is principles and people. Our relationship with those outside our fellowship is cooperative, and our traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc. provides direct oversight for all world service activities, including the World Service Office. Narcotics Anonymous World Services, Inc. is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the bylaws there are specific sections which state the purpose and relationship of Narcotics Anonymous World Services, Inc. to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

ANALYTICAL CHEMISTRY



Purpose of the Human Resource Panel (HRP)

The purpose of the Human Resource Panel is to:

- Facilitate an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience.
- Allow members to be nominated from around the world without having to be present at the conference to receive due consideration.
- Create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

Duties of the HRP

The Human Resource Panel provides a list of qualified candidates to serve the fellowship by:

1. Developing a description of the desired skills and experience necessary to complete the upcoming conference cycle's projects and services based upon the World Board's formal request.
2. Utilizing all available resources for the purpose of soliciting candidates' service resumes worldwide.
3. Screening applicants' resumes for the purpose of identifying qualifications and skills.
4. Informing potential candidates as to the qualifications necessary to serve on the World Board, the terms of office, as well as of the general duties of the World Board, its committees, and the World Service Office.
5. Informing potential candidates as to the qualifications necessary to serve as the WSC Co-Facilitator or as a member of the Human Resource Panel.
6. Providing the World Service Conference with a list of individual nominees best qualified for election to the World Board, the WSC Co-Facilitator, and Human Resource Panel positions. These lists, for the purposes of elections at the WSC, will not be governed by any minimum ratio, though the HRP should strive to always offer the conference a choice in candidates. Further, the maximum candidate-to-open-position ratio should also have a limit of no more than three (3) candidates for each open position up for election.
7. Providing the World Board with a list of individuals' resumes (addicts and non-addicts) for appointment to serve on committee projects. (Clean time requirements are not applicable for non-addicts.)
8. Maintaining a pool of individuals' resumes for committee appointment in the event of a vacancy.
9. Having a face-to-face meeting or conference calls (when necessary) prior to the World Service Conference to review candidates' resumes for World Board and committee needs, determining the need for interviews of prospective candidates.
10. Being available during the conference election process to answer participants' questions. However, all information about the panel's internal discussion about specific candidates will be kept strictly confidential by members of the Human Resource Panel.

Nominations

"Nominations" to the World Pool consist of submitting a service resume for consideration to the Human Resource Panel. All members who meet the minimum requirements will be included in the World Pool. While local service boards' and committees' nominations

of candidates to the World Pool are recommended, they are not required for nomination to the pool.

The Human Resource Panel will make nominations to the World Service Conference for election to the positions of World Board member, Conference Co-Facilitator, and Human Resource Panel. Nominations may also be made for each of these positions by conference participants, but it is recommended that all prospective candidates go through the World Pool/Human Resource process. The Human Resource Panel cannot nominate current HRP members to any World Service position.

Accountability

The Human Resource Panel is accountable to the World Service Conference.

Composition

The Human Resource Panel will consist of four (4) individuals elected by a simple majority of the World Service Conference.

Term

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms.

[With regard to the election of Human Resource Panel (HRP) members at WSC 2000, two HRP members elected at WSC 2000 would serve one conference cycle and the remaining two HRP members elected at WSC 2000 would serve two conference cycles. The length of terms for these HRP members will be chosen by volunteers and then by lot at the June 2000 HRP meeting.]

Membership Requirements

As well as holding no other world-level service commitment by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- Trustworthiness—possessing integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—possessing the ability to fulfill their responsibilities with the conference's confidence that service resumes' confidentiality will be protected.
- Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.
- Ability to read English.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time

Human Resource Panel members must have a minimum of eight (8) years clean.

Participation by WSO Staff

WSO staff will be responsible for ensuring that communication is forwarded through all available channels regarding the needs of the World Board. The communication will identify the types of skills and experience needed for participation on the board and its committees. The staff will also have administrative and clerical responsibilities for the HRP, as well as facilitate the meetings of the HRP.

* All bracketed items [] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

The WSC Co-Facilitators

The WSC Co-Facilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Co-Facilitators is to preside over the business meeting of the World Service Conference. WSC Co-Facilitators must have a minimum of eight (8) years clean time. The term for each position will be one conference cycle. The Co-Facilitators may be elected to two consecutive terms. WSC Co-Facilitators are accountable to the World Service Conference.

The duties of the WSC Co-Facilitators are to:

1. Preside over the business meeting of the World Service Conference.
2. Communicate with the World Board as necessary in order to be prepared for the conference meeting.

The qualifications for the WSC Co-Facilitators are:

1. A demonstrated ability to preside over business meetings.
2. A working knowledge of WSC conference policies and procedures.
3. A working knowledge of *Robert's Rules of Order* and general parliamentary procedure.
4. Demonstrated organizational skills.
5. Holding no other world service positions or responsibilities at the time of assuming the co-facilitator's duties.
6. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

representatives provide a "grass roots" perspective to the area decision-making process, helping ensure that the committee's feet are planted firmly on the ground. Administrative officers and subcommittee chairpersons also bear substantial responsibility for the fulfillment of area services. Their ongoing growth and experience in carrying out their duties is an invaluable resource to the area as it develops and expresses its group conscience. We ought never allow a base of valuable experience to be created without utilizing it to the fullest. Each area is responsible to create its own decision-making plan. In doing so, area committees should carefully consider the Seventh Concept.

GROUP SERVICE REPRESENTATIVES (GSRs)

Group service representatives link their groups to the rest of Narcotics Anonymous. Most groups also elect an alternate GSR who can fill in for the group representative when needed. GSRs serve a dual role. As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole. For more information on the GSR's job, see both the Twelve Concepts for NA Service and the chapter on the NA group appearing earlier in this guide.

Basic equipment for group service representatives usually includes copies of *A Guide to Local Services in Narcotics Anonymous*, area guidelines (if the area has them), and the log of area policy actions (available from the area secretary). Qualifications and terms of service for GSRs are determined by the groups which elect them.

ADMINISTRATIVE OFFICERS

Many area service committees have six administrative officers: a chairperson, a vice chairperson, a treasurer, a secretary, and two regional committee members (RCMs). Areas belonging to a metropolitan services committee also have one or more metropolitan committee members (MCMs). (See the chapter later in this guide for information on metro committees and the role of MCMs.) These individuals are responsible for administering the general affairs of the entire area committee. Because of that, it's important that great care be taken in their selection. A substantial amount of clean time and personal maturity should be the first consideration, along with experience in the steps, traditions, and concepts of service. Our trusted servants should demonstrate the stability and

same "member" as their respective RDs when acting as a participant. (WSC Rules of Order may be obtained from the WSO.)

Operational Guidelines of the WSC

1. Minutes of the conference meeting are distributed to conference participants within ninety (90) days of the close of the conference.
2. Motions submitted or committed to the World Board will include a written intent provided by the maker.
3. It is the policy of the WSC to make tapes of the conference available for sale.
4. The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC, which is held every two years. This funding includes travel, lodging, and meal expenses only. This policy would cover all previously seated regions that have attended one of the past three conferences.

World Service Conference Elections

- A. World Board members, WSC Co-Facilitators, and Human Resource Panel members are elected by the following procedures:
 1. Nominations for any elective World Service Conference position are accepted from conference participants.
 2. Nominations must be seconded.
 3. The nominee is entitled to decline the nomination.
- B. That, for the purpose of nomination and election of all world service positions, nominees are not required to be present at the meeting of the World Service Conference.

Note: The conference adopts specific election procedures at the beginning of each meeting. Please also refer to the section under Human Resource Panel.

Criteria for Recognition of New Conference Participants

1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.
2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the fellowship.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.
4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The board will inform the region of the type of information that should be submitted.

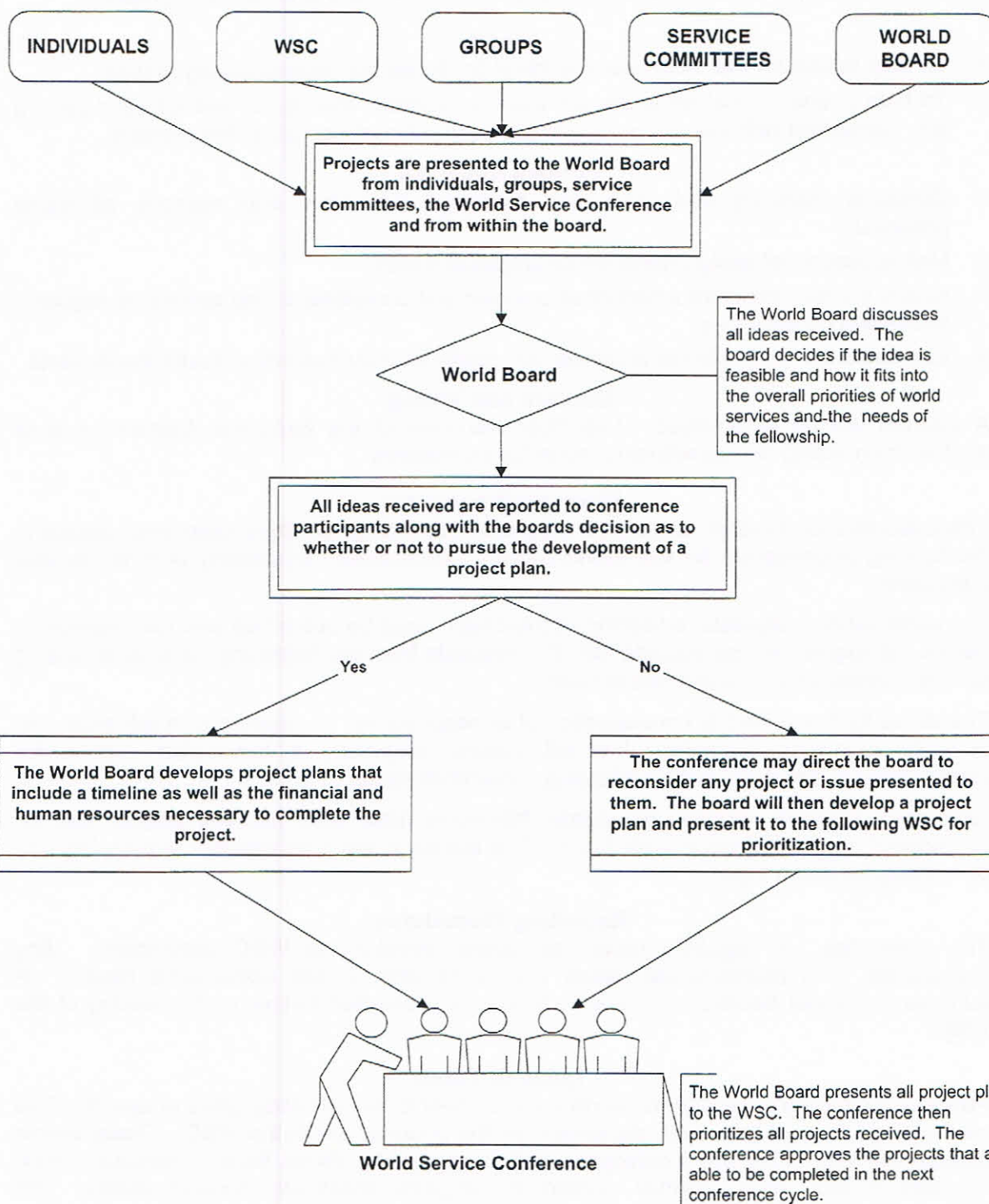
5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision-making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.
6. All regions will also be asked to answer questions such as:
 - Why do you want to become a conference participant?
 - Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?
 - Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the fellowship? If so, explain how.
 - Will participation at the conference affect your local NA community? If so, how?
 - Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?
7. The World Board reviews the information provided using a group of conference participants—World Board members and regional delegates—as a workgroup, who are involved throughout this process, while working directly with the region to obtain any further information. Interactions between the board, its workgroup, and the region may continue until the board is satisfied that it has collected all the information needed. The board, with the assistance of the workgroup involved, will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establishes minimum sizes and structure of regions in order to address local service issues.
8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a two-thirds vote of approval by the conference. There is no need for the region to be present at the conference at which their request is being considered and funding for attendance will not be provided.
9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically funded to the next WSC.

Guidelines for the Unified Budget for NA World Services

- Any new world service projects will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget.
- In order to reflect the realities of our service delivery system, all items submitted for budget consideration will be accompanied by an expense estimate that includes a staff-time component.

- In the unified budget, provisions will be made for the maintenance of a world services operational reserve fund.
- A four-tiered accounting process will be used in which funds shall be designated as:
 1. **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.
 2. **Variable Operational Funds**—funds allocated toward world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
 3. **Capital Funds**—funds allocated toward the planned use of cash to offset the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the FIPT, or to acquire any fixed asset that has a depreciable value.
 4. **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs.
- The fiscal year end for Narcotics Anonymous World Services, Inc. will be 30 June.
- Beginning with 1999, the world services annual report will include the decisions made at the conference, and will be issued within 90 days after the end of the fiscal year. In addition to the already established protocols for an annual report and an annual audit, the World Board will issue quarterly financial reports to all conference participants.
- New project proposals can be forwarded from the fellowship and from the board itself. One of the duties of the World Board is to develop project plans which include budgets and timelines for all prospective world service projects. The World Board will report to the conference on all ideas that they receive, and will choose to propose some of those ideas to the conference for further discussion and eventual prioritization. The board will decide which items they believe are desirable, practical, and achievable and develop project plans for these items. These will be forwarded to conference participants prior to the WSC for eventual prioritization at the conference. No project proposal would be considered for prioritization or action during the same WSC as it was originally proposed.
- All project ideas submitted to the board from the fellowship will be considered and all forwarded projects, along with the board's decisions as to which projects will be further developed, will be reported to conference participants. In the event that conference participants do not agree with the board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the next World Service Conference for prioritization.
- While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board will be responsible for determining basic services, which will appear under "Fixed Operational Funds" in the budget proposal. The conference will then prioritize projects based on available resources that will appear under "Variable Operational Funds" in the budget proposal and finally review and adopt the budget for the upcoming conference cycle. At the WSC, project plans are approved individually with the remainder of the budget (fixed operational, capital, and reserve funds) approved as a whole.

Process for New Projects



World Services Travel Guidelines

Purpose

The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals

1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Primary Activities

1. Conducts planning and evaluation meetings to review and approve all travel proposals.
2. Makes personnel assignments for all proposed travel.
3. Keeps the fellowship informed of all planned and completed travel activity by regularly publishing its decisions.
4. Evaluates completed travel activities, especially as they may affect future travel plans.

Quorum and Voting

A quorum will be established. Individual members of the Executive Committee shall abstain from voting on discretionary travel for themselves.

Planning Procedures

The Executive Committee reviews all requests based on where they have been placed in the funding priorities set by the World Service Conference. Availability of funds is also considered.

For world service requests, a funding request form must be submitted with full information before the request will be considered. For requests from the fellowship, a letter providing full information about the request is needed.

The dates for the quarterly consideration of all requests will be publicized in advance. To facilitate long-term planning, this will include preparing a travel-plan outline for presentation to the WSC for the following conference cycle.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-cycle basis. This assists in the effectiveness of planning and prioritizing for these trips.

Reporting Procedures

The committee will regularly report its routine decisions to WSC participants. Any discussions of a philosophical nature will be included in the *Conference Report*. A summary of travel decisions for the cycle will be presented before each meeting of the WSC.

Types of Travel

Funding is typically approved for world service travel to the following types of events. This may change from year to year, depending on the priorities set at the WSC. These events include the World Service Conference, WSC workshops, World Board meetings, World Convention site visits, special conference projects meetings, non-NA events, and fellowship requests.

Note: Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for

assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.

Guidelines for Travel Plans

Two Travel Together

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for world services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

Choose from Current Participants

Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip, former participants may be asked to travel.

Combine Trips

To maximize the benefits received from world service travel expenditures, trips will be planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

Prepare Carefully

Informed, prepared travelers taking well-planned trips produce the benefits our fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

Lodging only in commercial facilities

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective.

Personal Expense Allowance and Reimbursement for World Service Travel

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published will be used to administer this policy.

At each WSC, newly elected and continuing trusted servants will be given a written description explaining all processes and procedures to be followed by world services travelers. Included in the package will be the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation will be reserved and ticketed through the WSO or its agent, whenever possible. Travelers should make air travel arrangements as far in advance as possible.

Travelers are responsible for their tickets once they have been received. The use of other modes of transportation is permitted, but only the most economical mode of transportation will be reimbursed.

It is the policy of NA world services to use reasonably priced facilities. Reimbursement for lodging commonly will be for double occupancy. NA world services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

Credit Cards

In recent years we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in world services. NAWS, Inc. maintains a policy on the use of credit cards for employee responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies will ensure that credit card use conforms to a standard set of guidelines.

Distribution of Cards

- A. The issuance of credit cards *for WSC responsibilities* is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.
- B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee of the World Board.
- C. Board and committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criteria will be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation shall be returned at the time of card surrender.
- D. All cards shall be returned within thirty days of the closure of the term of office of the card holder. All invoices or other accompanying documentation shall be returned at the time of card surrender.
- E. WSO executive staff shall have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

Credit Card Expenditures

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards will submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts will be attached to the permanent record of the trip or function. World service credit cards shall not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board shall conduct quarterly audits and/or reviews of WSC credit card activity by all trusted servants and report such findings to the fellowship in the *Conference Report*.

Credit Card Misuse

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

Theft

Those traveling with NA world services equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA world services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA world services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

Accident, Injury, and Liability

Nonemployees who may from time to time travel at the expense of NA world services do so voluntarily. It is mutually understood that NA world services does not assume any liability for personal injury or loss of personal property to nonemployees traveling at the expense of NA world services. Furthermore, NA world services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of nonemployee travel.

Health Insurance

World services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, she or he should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a world services trip.

World Services Translations Policy**Purpose**

The purpose of this policy is to assure the development and production of quality translations of NA Fellowship-approved literature.

Objectives

1. Provide assistance for translation of NA Fellowship-approved literature.
2. Ensure that translations of NA Fellowship-approved literature maintain the spirit of the NA message, as well as the integrity of the Twelve Steps and Twelve Traditions.

3. Assure that all legal documentation, copyright releases, etc., needed to protect the translation of NA material, is collected.
4. Provide for an annual translation priority schedule.
5. Facilitate the approval of the Basic Text personal stories.
6. Ensure that the final approval of the translations be done by the local communities.

Approval of Translations

The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording, "This is a translation of NA Fellowship-approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship-approved literature.

Service Material

The approval procedure for translated versions of existing service manuals may differ from that outlined for fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

Basic Text and Little White Booklet Personal Stories

The original English-language Narcotics Anonymous Basic Text and Little White Booklet were developed with two distinct sections. The first section, Book One in the text, describes recovery in a very general manner and imparts the experiences common to most, if not all, members. The purpose of these sections is to reveal to the reader the common threads of identification from the many diverse backgrounds of our members. The personal stories contained in Book Two and the Little White Booklet, on the other hand, are meant to give readers a very personal identification with the specific experiences and circumstances shared in story form by individual author(s).

The NA Basic Text is translated from English into other languages, including the Queen's English, in such a way as to achieve the same purposes. In order to fulfill the purpose of Book Two, new, original personal stories may be developed. Personal stories will be approved by each language group and evaluated by the World Board. When new stories are approved for printing, notification will be sent to the World Service Conference.

Book Two of the Basic Text can be composed of either:

- A. All new indigenous stories;
- B. A combination of indigenous and original English-language stories; or
- C. All the original English-language stories.

Guidelines for the creation and development of new personal stories are available through the World Service Office.

Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

Approval Process for Recovery Literature

Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT).

A. Review-form Literature

1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the fellowship and the piece in development.
2. Review-form literature is not for use or display in NA meetings.

B. Approval-form Literature

1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than one hundred fifty (150) days. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval.
2. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

C. WSC Approval

1. The conference shall not vote on any proposals to change existing fellowship-approved NA recovery-literature unless such changes have appeared in the *Conference Agenda Report*.
2. All literature submitted to the conference for approval requires a 2/3 majority vote of regional delegates, and it also takes a 2/3 majority vote to withdraw current NA literature from the category of approved literature.

Changes to NA's Twelve Steps, Twelve Traditions, Twelve Concepts or NA's Name, Nature or Purpose

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non-English speaking fellowships to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.
- At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.
- At the WSC, the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.
- Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.
- In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.
- For each decision to pass, 75% of the groups who respond must vote in the affirmative.

- Ballot results will be reported to the fellowship.
- If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for RD affirmation per the FIPT.

Approval Process for Service Material

Material produced by Narcotics Anonymous World Services that is intended to assist members, groups, service boards, or committees of NA in performing NA service will be categorized as follows for purposes of approval:

- A. Fellowship-approved materials are those items approved by the World Service Conference that are intended primarily for use by groups and members. This type of service material will be distributed to conference participants in the *Conference Agenda Report*, to be considered at the World Service Conference meeting during an old-business session.
- B. Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material will be sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new-business session.
- C. Service material to be Conference-approved can be released for distribution to the fellowship prior to approval by the conference if conditions 1 and 2, along with either 3 or 4, below are satisfied:
 1. The item is clearly distinguished as "Pending Conference Approval," and identified with a unique header and color, and;
 2. Work is completed, and the draft item is approved by the World Board, and;
 3. The service material is authorized for such early release by conference participants when the project plan for that item is approved, or;
 4. The service material is identified by the World Board as resource material to be a relevant insert or update for an existing service material item, and meets a need expressed by the fellowship. This type of service material could also possibly stand on its own if later approved by the conference.
- D. Once approved, early-release items will be repackaged accordingly. If not approved by the World Service Conference, distribution will cease.
- E. Board-approved materials are those items that the World Board is authorized to approve and publish. This category includes articles concerning such issues as service work, NA-related philosophical issues, NA's Twelve Traditions, and NA's Twelve Concepts for Service. Papers for presentation at professional events, when they are published for broad distribution to the fellowship or the general public, are included in this category. A two-thirds majority of the board is required to publish any type of Board-approved service material.

PUBLIC RELATIONS STATEMENT OF PURPOSE

Narcotics Anonymous is a worldwide organization based on a twelve-step approach to recovery whose primary purpose is to help any individual stop using drugs. Our message is "that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live." Through our group meetings, members learn how to live drug-free and recover from the effects of addiction in their lives. For the purpose of our public relations, NA services cooperate with the public by providing information about recovery from drug addiction. Furthermore, we seek to increase the awareness of NA's existence through

presentations, media exposure, and telephone services. These cooperative efforts enhance our relationships with those outside our fellowship. As a result, we further our primary purpose. This statement of purpose will provide the base from which to develop the following objectives for a long-range public relations plan:

1. Help the still suffering addict find the NA program.
2. Help clarify the role of NA in the community.
3. Develop and communicate a positive image of the NA program to society at large.
4. Increase the awareness of individual NA members about their role in NA's public image.
5. Develop cooperative relationships with professionals.

WORLD CONVENTION GUIDELINES

World Convention Zone Rotation Plan

Historically, the world convention has usually been held the first weekend in September, which is the Labor Day holiday weekend in the USA. However, the World Board retains the right to set the date of the world convention as appropriate. The World Convention for Narcotics Anonymous will be held every two years.

1998	Zone One	Western North America
2000	Zone Two	Latin America (Central and South America)
2002	Zone Three	Caribbean and Eastern North America
2003	Southern California	Special Fiftieth Anniversary Convention
2005	Zone Four	Asia Pacific
2007	Zone Five	Central North America
2009	Zone One	Western North America
2011	Zone Six	Europe, Africa, and Middle East
2013	Zone Three	Caribbean and Eastern North America
2015	Zone Five	Central North America

While we expect that these zones may need to be adjusted at the end of the proposed cycle, if no adjustment is needed, the rotation will begin again.

Bidding to Host a World Convention

During the initial phase of the site selection process for a particular zone, the board will notify the fellowship through world service publications. The regions in the zone will be contacted by letter and asked whether they are interested in hosting a world convention should a city in their region be selected. The board may request specific information about regional convention history and the number of meetings and groups. Any region also has the ability to request that a specific city be considered by the board. All such cities will be subject to the site selection process as described in these guidelines.

For the purposes of bidding to host a world convention, the requesting region understands that they are agreeing to provide the necessary people for a local host committee with the purpose, composition, and responsibilities set out in these guidelines.

Site Selection Process

The World Board considers many factors during the site selection process. The potential affect of a world convention on the local NA community, the desire and ability of the local community to host a world convention, and sites of previous world conventions are all important considerations. Other factors which are considered during the site selection process are the availability of facilities for convention activities, aspects of the city which add a unique local flavor to the convention, and anything else which would make the overall package more attractive to our members.

The World Board has the responsibility to research, negotiate, and approve all potential sites for the world convention. The planning period for the world convention will vary from zone to zone. The first step in the selection process is to identify and list all cities in the zone which meet the following ideal standardized criteria:

For USA, Canadian Cities

- One million population in the metropolitan area.
- One hundred groups/meetings in the region.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

For All Other Cities

- A half-million population in the metropolitan area.
- Fifty groups/meetings in the region/NA community.
- Twenty-five groups/meetings in the city itself.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

The initial list of eligible cities is then reviewed by the board in light of achieving the objectives of the corporation. A feasibility study of the remaining cities is then conducted. Based on this study, cities will be identified for negotiations, and reports on these negotiations will be developed for review by the World Board. The board then makes its final decision or conducts further negotiations until a final decision is made and reported to the fellowship.

Local Host Committee**Purpose**

Although the World Board has the responsibility for the world convention, the local host committee plays an important role its success. The purpose of the host committee is to support the Events Committee in specific areas of convention planning and implementation by providing input, event volunteers, and assistance.

Composition

- The host committee shall consist of:
- Chairperson
- Vice chairperson
- Treasurer
- Secretary
- Chairs and vice chairs of all support committees.

The clean time requirements for these positions shall be five years. While this is the goal, we understand that in some NA communities this may not always be possible. These positions are all elected by the hosting region.

The types of support committees of a host committee will vary from convention to convention. These committees are directly accountable to the World Board through the host committee. Their direction and focus is set by the World Board. The World Board will provide each host committee with a list of the support committee responsibilities. With this in mind, members of the World Board may be appointed to act as liaisons with each support committee.

WORLD CONVENTION ZONES AND MAP

Zone One (Western North America)

Canada: Yukon Territory, Saskatchewan, Alberta, British Columbia.

USA: Alaska, Washington, Montana, Wyoming, Idaho, Oregon, California, Nevada, Utah, and Arizona.

Mexico: Baja California Norte y Sur.

Zone Two (Latin America [Central and South America])

Central America: Belize, Honduras, Guatemala, Nicaragua, El Salvador, Costa Rica, and Panama.

South America: Colombia, Venezuela, Peru, Bolivia, Ecuador, Chile, Argentina, Paraguay, Uruguay, Brazil, French Guiana, Suriname, and Guyana.

Zone Three (Caribbean and Eastern North America)

Canada: Quebec, Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland.

Mainland USA: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Alabama, and Florida.

Caribbean: Bahamas, Turks and Caicos Islands, Cuba, Haiti, Dominican Republic, Jamaica, Puerto Rico (USA), Virgin Islands (British and USA), Trinidad and Tobago, Grenada, Dominica, Saint Lucia, Saint Vincent and the Grenadines, Antigua and Barbuda, Saint Christopher-Nevis, Netherlands Antilles, Barbados, Guadeloupe, and Martinique.

Zone Four (Asia Pacific)

Baltic States: Estonia, Latvia, and Lithuania.

CIS: Belarus, Ukraine, Moldova, Russian Federation, Georgia, Armenia, Azerbaijan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, and Kyrgyzstan.

Central, East Asia: Mongolia, Peoples Republic of China, Democratic Peoples Republic of Korea, Republic of Korea, Hong Kong, Macau, Vietnam, Laos, Cambodia, Thailand, Malaysia, Singapore, and Myanmar.

Indian Subcontinent: Bangladesh, Bhutan, Nepal, India, Sri Lanka, Maldives, Pakistan, and Afghanistan.

Pacific: Hawaii, Republic of China, Japan, Philippines, Indonesia, Papua New Guinea, Brunei, Australia, New Zealand, Melanesia, Micronesia, and Polynesia.

Zone Five (Central North America)

Canada: Ontario, Manitoba, and Northwest Territories.

USA: Michigan, Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Illinois, Indiana, Ohio, Kentucky, Tennessee, Missouri, Nebraska, Colorado, Kansas, Oklahoma, Arkansas, Mississippi, Louisiana, Texas, and New Mexico.

Mexico: Sonora, Chihuahua, Coahuila, Nuevo León, Tamaulipas, Sinaloa, Durango, Zacatecas, San Luis Potosí, Nayarit, Aguascalientes, Veracruz, Guanajuato, Jalisco, Colima, Michoacán, México, Distrito Federal, Tlaxcala, Hidalgo, Querétaro, Puebla, Morelos, Guerrero, Oaxaca, Tabasco, Chiapas, Campeche, Yucatán, and Quintana Roo.

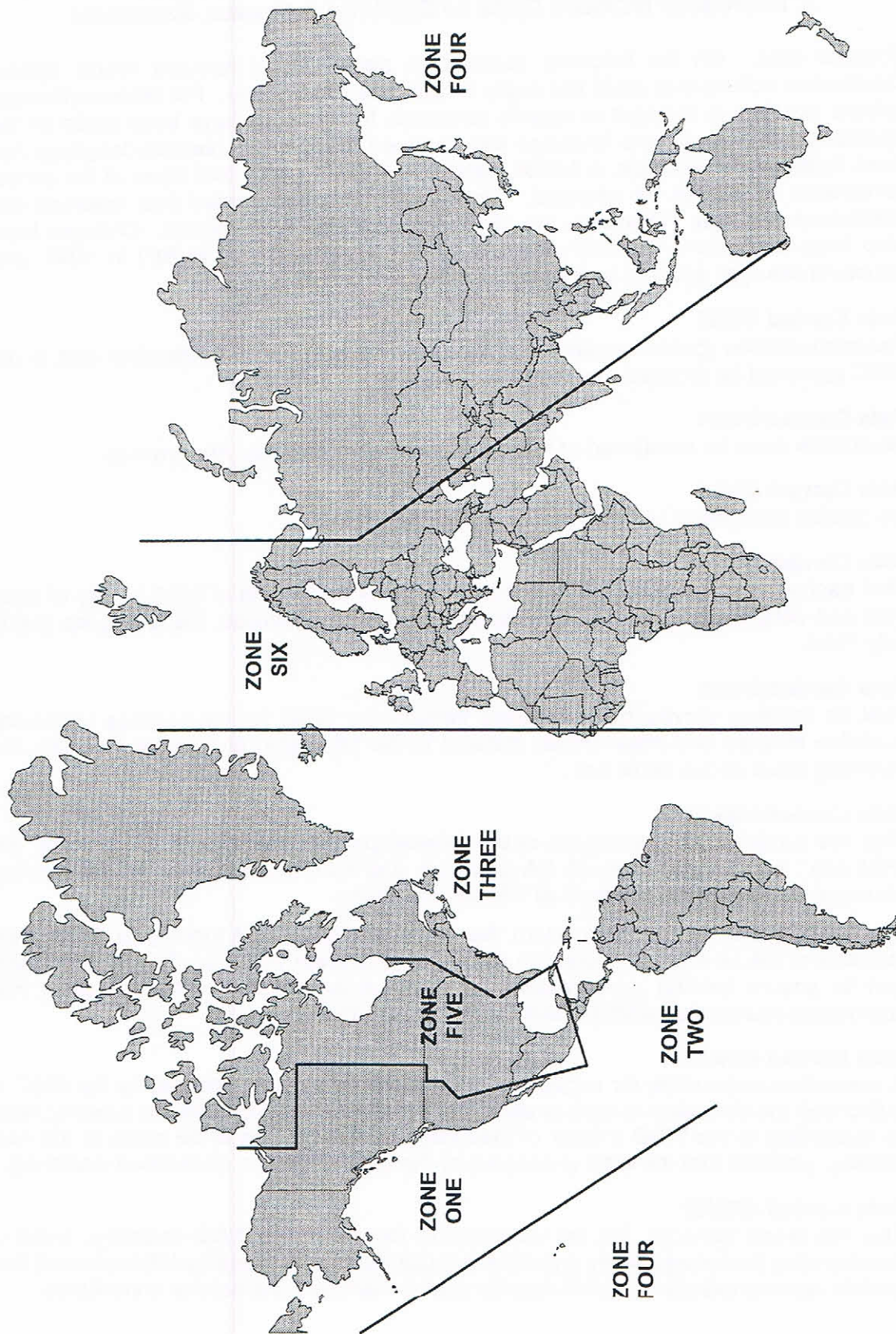
Zone Six (Europe, Africa, and the Middle East)

Europe: Finland, Sweden, Norway, Denmark, Poland, Czech Republic, Slovakia, Hungary, Romania, Bulgaria, Turkey, Greece, Albania, Macedonia, Yugoslavia, Bosnia-Herzegovina, Croatia, Slovenia, Austria, Germany, Switzerland, Liechtenstein, Italy, Monaco, France, Spain, Portugal, Belgium, Netherlands, Luxembourg, United Kingdom, Irish Republic, and Iceland.

Middle East: Lebanon, Syria, Iraq, Iran, Jordan, Israel, Kuwait, Saudi Arabia, Bahrain, Qatar, United Arab Emirates, Oman, and Yemen.

Africa: Egypt, Libya, Algeria, Morocco (and Western Sahara), Mauritania, Mali, Niger, Chad, Sudan, Eritrea, Djibouti, Ethiopia, Somalia, Kenya, Tanzania, Uganda, Zaire, Central African Republic, Congo, Gabon, Equatorial Guinea, Cameroon, Nigeria, Benin, Togo, Ghana, Côte D'Ivoire, Cape Verde, Burkina Faso, Liberia, Sierra Leone, Guinea, Guinea Bissau, Senegal, São Tomé and Príncipe, Angola, Zambia, Malawi, Mozambique, Madagascar, Zimbabwe, Botswana, Lesotho, South Africa, Swaziland, and Namibia.

World Convention Zones



SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO A TEMPORARY WORKING GUIDE TO OUR WORLD SERVICE STRUCTURE

Editorial note: On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text. For other conference actions resulting in changes to specific language, the changes have been made on the appropriate pages. Where language was changed or replaced, obsolete language has been deleted. For example, a motion carried on 4/25/89 stated that tapes of the annual conference would not be released. On 4/27/92 a motion carried that reversed this conference decision. Therefore, the 1989 language has been deleted. Changes have also been made as a result of changes to nomenclature (RSR to RD) in 1997, and structural changes adopted by the WSC in 1998.

Date Carried 5/4/80

Recommendation (carried motion) that any meeting using outside literature that is not WSC approved be dropped from any NA directories.

Date Carried 5/3/81

No outside issue be mentioned or listed in context with Narcotics Anonymous.

Date Carried 5/3/81

No outside enterprises be listed in the meeting directories.

Date Carried 4/27/84

That each area be requested to hold a fundraiser for the benefit of WSC in July of each year and send the proceeds of such fundraiser to world services; the first to be during July 1984.

Date Carried 5/2/85

That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form.

Date Carried 4/29/87

That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions and that the NA service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

Date Carried 4/26/88

A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.

Date Carried 4/26/89

That NA World Services, Inc. be instructed to include in the WSO inventory, items of merchandise (including jewelry and other popular items purchased by NA members) that contain representations of the NA logo for sale to members and service committees.

Date Carried 4/23/91

To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.

Date Carried 4/23/91

To reaffirm that Narcotics Anonymous World Services, Inc. is the exclusive publisher and distributor of all World Service Conference-approved and Fellowship-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

Date Carried 4/25/91

That the World Board retain responsibility to coordinate and report on efforts to address the isolated groups/meetings issue. Concerning the "What Is an NA Group?" issue, the conference accepted the following resolution: "That these isolated groups, whether they are currently groups or merely striving to be groups, that in either instance, they deserve the service of the WSO, and we would request the WSO to respond to their needs."

Date Carried 4/25/91

The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:

"The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of directors' discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

Date Carried 4/29/92

That the World Board coordinate a world unity day.

Date Carried 5/2/92

Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:

1. For both the general purposes of NA world services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither "foreign" languages nor "foreign" countries.
2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

Date Carried 5/2/92

That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

Date Carried 4/26/93

That the World Service Conference solicit oral or written histories from members with substantial clean time, regarding history of NA, to be held at the World Service Office in the archives, until a history project is approved.

Date Carried 05/28/96

Resolution A: To approve *in principle* a change in participation at a new WSC to achieve the following objectives:

1. To reduce the total number of representatives;
2. To provide for equal representation from all geographic entities; and,
3. To encourage a consensus-based decision-making process.

Date Carried 05/01/00

That the fellowship proceed with a comprehensive evaluation of revisions and additions to the entire Basic Text and The Little White Booklet with the World Board to offer a detailed project plan to begin this evaluation in 2004.

Date Carried 05/01/00

That the World Board encourage area and regional committees to develop source material about sponsorship in 2000, with the board starting a preliminary evaluation of the issues relating to the sponsorship material in 2001.

Date Carried 05/02/00

That the two issue discussion topics for the 2000-2002 conference cycle are:

- How can we continue to provide services to our fellowship and at the same time decrease our reliance on funds from events and conventions?
- How can we create a bridge that builds and maintains a connection to service for home group members?

Date Carried 05/05/00

That the "NA World Services Vision Statement" and "The World Service Conference Mission Statement" be included regularly as a component of the *Conference Agenda Report*.

Date Carried 05/05/00

To request the criteria for site selection of Narcotics Anonymous World Services events (i.e., worldwide workshops, world services meetings, world conventions, etc.) include strong preference for non-smoking facilities, so that all members of NA be able to attend the functions.

SAMPLE RULES OF ORDER

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

DECORUM STATEMENT

Meetings will be conducted according to these rules of order, adapted from *Robert's Rules of Order*. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time and no other discussion is in order. Please respect the chairperson's right to be in control of the process of this meeting so that you can have maximum benefit of its content.

DEBATE, LIMITS

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

MOTIONS

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

MAIN MOTIONS

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

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

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

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

PARLIAMENTARY MOTIONS

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

1. Motion to AMEND.

SIMPLE majority required.

Is DEBATABLE.

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say, "*I move to amend the motion...*" and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if

the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion had been formally amended. This is called making a *friendly amendment*.

2. Motion to call the PREVIOUS QUESTION.

TWO-THIRDS majority required.

Is NOT DEBATABLE.

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

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

3. Motion to TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

4. Motion to REMOVE FROM THE TABLE.

SIMPLE majority required.

Is NOT DEBATABLE.

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

5. Motion to REFER.
SIMPLE majority required.
Is DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a main motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, "*I move to refer the motion to the such-and-such subcommittee.*" If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The subcommittee to which a motion is referred will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND.
MAJORITY required varies.
Is DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. That member can move to either *reconsider* (reopen for debate and voting) or *rescind* (void the effect of) the original motion.

There are a few conditions on motions to reconsider or rescind:

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

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

The motion to reconsider requires a simple majority.

The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority.

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

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

8. Offering a SUBSTITUTE MOTION.**SIMPLE majority required.****Is DEBATABLE.**

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

9. Motion to ADJOURN.**SIMPLE majority required.****Is NOT DEBATABLE.**

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

OTHER PROCEDURES

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

Order of the day

If a committee member feels that business is going too far astray from the original agenda, that member can help get things back on track. The member says, "*I call for the order of the day.*" This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even *require* a vote--the chairperson is obligated to enforce the request unless two-thirds of the body tell the chair otherwise.

Point of information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "*Point of information.*" This means, "I have a question to ask," *not* "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body.

Point of order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "*Point of order.*" The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chair agrees that the rules are not being followed, the chair says "Your point is well taken" and

restates the appropriate rule. If the chair does not agree, the chair says, "Overruled." This decision, as all others, can be appealed.

Point of appeal

Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "*I appeal the decision of the chair.*" If the appeal is seconded, the chair then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken, requiring a simple majority to overrule the original decision of the chair.

Parliamentary inquiry

If a committee member wants to do something but doesn't know how it fits in with the rules of order, all that member has to do is ask. At any time, a member may simply say out loud, "*Point of parliamentary inquiry.*" The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of personal privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "*Point of personal privilege;*" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chair must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chair will accommodate you.

VOTING PROCEDURES

There are several ways that votes can be taken. The most commonly used method is the *show of hands*. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

These are only brief notes on rules of order for business meetings. For further information, see *Robert's Rules of Order--Newly Revised*.

MOTION TABLE

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion.	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made re. rules of order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed—not to offer info.	Yes	No	No	None
Main motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets distracted onto another track.	Yes	No	No	None
Order, point of	To request clarification of rules of order when it may appear they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order.	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand.	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee.	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To send motion to subcommittee or ad hoc committee before further discussion or vote.	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Parliamentary Procedures At A Glance

To Do This: (1)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is Required?
Adjourn the meeting (before all business is complete)	"I move that we adjourn."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
Recess the meeting	"I move that we recess until..."	May not interrupt speaker	Must be seconded	Not debatable	Amendable	Majority vote required
Complain about noise, room temperature, etc.	"Point of privilege."	May interrupt speaker	No second needed	Not debatable (2)	Not amendable	No vote required (3)
Suspend further consideration of something	"I move we table it."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority vote required
End debate	"I move the previous question."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds vote required
Postpone consideration of something	"I move we postpone this matter until..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Two-thirds vote required
Have something studied further	"I move we refer this matter to a committee."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Amend a motion	"I move that this motion be amended by..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required
Introduce business (a primary motion)	"I move that..."	May not interrupt speaker	Must be seconded	Debatable	Amendable	Majority vote required

1. These motions or points are listed in established order of precedence.
When any one of them is pending, you may not introduce another that's listed below it.
But you may introduce another that's listed above it.

2. In this case, any resulting motion is debatable.
3. Chair decides.

Parliamentary Procedures (continued)

To Do This: (4)	You Say This:	May You Interrupt Speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote Is Required?
Object to procedure or to a personal affront	"Point of order."	May interrupt the speaker	No second needed	Not debatable	Not amendable	No vote needed, chair decides
Request information	"Point of information."	If urgent, may interrupt speaker	No second needed	Not debatable	Not amendable	No vote required
Ask for a vote by actual count to verify a voice count	"I call for a division of the house."	May not interrupt speaker (5)	No second needed	Not debatable	Not amendable	No vote required unless someone objects (6)
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	May interrupt speaker	No second needed	Not debatable	Not amendable	Two-thirds vote required
Take up a matter previously tabled	"I move we take from the table..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Majority required
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	May interrupt speaker	Must be seconded	Debatable if original motion is debatable	Not amendable	Majority required
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	May not interrupt speaker	Must be seconded	Not debatable	Not amendable	Two-thirds vote required
Vote on a ruling by the chair	"I appeal the chair's decision."	May interrupt speaker	Must be seconded	Debatable	Not amendable	Majority in the negative required to reverse chair's decision

4. The motions, points and proposals have no established order of precedence.

Any of them may be introduced at any time except when the meeting is considering one of the top three matters listed in the chart (motion to adjourn, motion to recess, point of privilege).

5. But division must be called for before another motion is started.

6. Then majority vote is required.

Article 9 Funds

Section 1 All monies accumulated from the group collections and other Narcotics Anonymous sources donated to the area shall be put into a bank account general fund to pay the ASC's debts.
Re-written as: *All funds collected from the Groups and other Narcotics Anonymous sources shall be deposited into the ASC bank account and used to pay the ASC's debts.*

Section 2 All area expenditures made by the ASC shall be paid by check.

Section 3 All area checks shall be required to have two (2) signatures; that of the Treasurer, and the Chairperson or Vice-Chairperson.

Section 4 After completing of a term of office the former officer, at that moment, surrenders his or her check signing privileges.
Re-written as: *Upon completing a term of office, that officer's check signing privileges are surrendered.*

Section 5 In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check and another signature is required.
Re-written as: *In the event that a check is made payable to one of the authorized signers of the bank account, the payee shall not be authorized to sign said check. Such checks require of the other remaining authorized signer of the bank account.*

Section 6 No regular expenditures shall be made from the ASC treasury without proof of payment.

Section 7 The ASC treasurer shall maintain a prudent reserve equivalent to one (1) month of the ASC's expenses.

Section 8 All motions requesting new monetary expenditures require a simple majority of all voting members.

a. To prioritize the expenses by importance and value as a guide for future spending. This is for actual costs only; prioritize the following: Helpline/PhoneLine, Pl, H & L, Newsletter, Activities, Literature, Regional donation (expenses prioritized as listed), (no count given, ? 5/28/95)
Re-written as: *Primary expenses are to be paid as follows, in order of priority:*

- 1 - PhoneLine
- 2 - Pl
- 3 - H&L
- 4 - Newsletter
- 5 - Special Events
- 6 - Literature
- 7 - Regional Donation

Re-written as: Section 6 *Each subcommittee shall submit a written report to the ASC which will be included in the minutes. This report shall be factual in nature, excluding personal opinion.*

**** To delete the "one position on the area floor" from policy i.e. subcommittee chairs and GSRS, to exclude the Chair and Vice-Chair of ASC. Intent: none given. (6-0-0-0; passed 7/31/94)
Re-written as: *? Policy subcommittee needs to research this. Problems could arise if the Chair and Vice-Chair are not present and the ASR is acting as a voting member for a group.*

Section 7 Hospital and Institutions

Section 8 Literature **** To delete the amendment to policy with respect to literature having their own account. Intent: To relieve the burden of one person responsible for \$500.00 cash. (5-0-1-0; passed 9/25/94)

Re-written as: *The Literature subcommittee shall not be responsible for maintaining a separate bank account. Literature funds will be made available from the ASC account.*

Section 9 Newsletter

Section 10 Outreach

Section 11 PhoneLine **** To make the PhoneLine separate from P.L. Intent: to differentiate between subcommittees. Amendment: Chris M. Pro-tem Chair (8-0-1-0; passed 7/26/95)
Re-written as: *On February 26th, 1995, the PhoneLine subcommittee was formed from the Public information subcommittee and is now considered a standing subcommittee*

Section 12 Policy

Section 13 Public Information

Section 14 Special Events

Article 8 Spiritual Guidance

Section 1 The ASC shall not make any motion nor take any action conflicting with the Twelve Traditions of Narcotics Anonymous.

Section 2 The ASC shall comply in all of its actions as follows:

- a. Twelve Traditions of Narcotics Anonymous
- b. Any special rules the ASC may adopt
- c. Passed D.C.A.N.A. policy motions
- d. The current publication of bylaws
- e. Current Narcotics Anonymous TWGSS
- f. Current Robert's Rules of Order (newly revised)

Re-written: Present a written and oral report to the ASC at each ASC meeting to cover the business minutes from these reports should be made available at the ASC.

- e. Serve as the communication link of the ASC with all other areas of the region.
- f. Attend as many ASC meetings as possible in conjunction with the ASR alternate.
- g. Attend as many ASC functions as possible.
- h. Serve as a member of one or more regional subcommittees.
- i. Reconciles the ASC bank account with the Treasurer.
- j. Submit an annual written report to the ASC.

Section 6 It is the duty of the Area Service Representative Alternate of this ASC to:

- a. In the absence of the ASR, to serve as ASR.
- b. Attend each C&P RSC meeting.
- c. Attend all ASC meetings.
- d. Submit an annual written report to the ASC.

P That all reports be factual in nature and personal opinion not be printed as official records. Intent: To set an example and not send opinions of one person to our groups.

Re-written as: Present an annual report at the ASC meeting. This report shall be factual in nature, excluding personal opinion.

Article 7 Subcommittees

Section 1 The area may establish subcommittees from time to time to carry out their work of the committee. These subcommittees shall perform the duties prescribed by their Area approved guidelines.

Re-written as: The area may from time to time establish subcommittees to carry out the work of the ASC. These subcommittees shall perform the duties prescribed by their Area approved guidelines.

Section 2 Standing subcommittees shall be formed upon approval by voting members.

Section 3 Special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval from the voting members.

Section 4 Special subcommittee members shall be appointed by the Chairperson unless otherwise specified in the motion to commit.

P To allow GSRs to also have the ability to serve as subcommittee chair. Intent: to fill active subcommittee slots that have been left unfilled month after month.

Re-written as: Section 5 GSRs have the ability to serve as subcommittee chair.

P That each subcommittee submit a written report to the ASC to be included in the minutes. Intent: To keep the group informed. (6-0-0; passed 6/28/92)

October 1991; NB# 4)

Amendment: and distributed. (6-0-0/6-0-0; passed 7/28/91 NB#2)

Re-written as: Make enough copies of minutes for attendees at ASC and have five (5) copies available at the ASC.

m. Keep the area attendance list anonymous. The secretary shall not give out addresses without area approval. Intent: To follow the 12th Tradition and preserve anonymity.

Re-written as: Refrain from providing addresses of the ASC attendees without area approval forward (in the margin). Intent: for ease of reference. (10-0-0; passed 1/26/92 NB#11)

Re-written as: Ensure that approved policy motions are marked with a "P" in the margin of the minutes.

Section 4 It is the duty of the Treasurer of this ASC to:

- a. Be the custodian of the committee's funds.
- b. Be a co-signer of the committee's bank account.
- c. Make a report of the receipts and disbursement at each regular meeting.

P That all reports be factual in nature and personal opinion not be printed as official records. Intent: To set an example and not send opinions of one person to our groups.

Re-written as: Make a report of the receipts and disbursements at each ASC meeting. This report shall be factual in nature, excluding personal opinion.

d. Deposit all donations from Groups and committees.

Re-written as: Deposit all donations from Groups and committees into the ASC's bank account.

e. Follow procedures described in the Treasurer's Handbook.

f. When the funds are available, disburse funds as directed in accordance with committee decisions.

Re-written as: When the funds are available, disburse funds as directed in accordance with ASC decisions.

g. Reconcile the bank account with the ASR.

h. ***P*** To make policy state that the P.O. box key holders be the Treasurer and the Chair of the area. Intent: to make getting mail easier. (5-0-1-1; passed 10/30/94)

Re-written as: Serve as one of the key holders to the ASC P.O. box. The other key holder to the ASC P.O. box will be the Chairperson.

Section 5 It is the duty of the Area Service Representative of this ASC to:

- a. In the absence of the Chairperson, and the Vice-Chairperson, serve as Chairperson.
- b. Represent the committee at each Regional Service Committee meeting.
- c. Provide the RSC chairperson with additional agenda items if appropriate, for the next regular meeting of the Chesapeake and Potomac (C&P) RSC days prior to that meeting.

Re-written as: Provide the RSC chairperson with additional agenda items for the next regular meeting of the Chesapeake and Potomac (C&P) RSC days prior to that meeting.

d. Make a written and oral report to the ASC at each regular meeting to cover the business of the previous C&P RSC meeting, and make those minutes available.

P That all reports be factual in nature and personal opinion not be printed as official records. Intent: To set an example and not send opinions of one person to our groups.

Article 10
Voting

Section 1 Voting on all D.C.A.N.A. motions and elections on a one (1) GSR/one (1) vote system. (As a voting member, you shall not be allowed to become a designed voter for any other additional group.)
p That voting quorum be established as GSRs only. Intent: to properly hear and serve the groups. (7-0-0; passed 5/26/91 OB#1)

Re-written as: *Voting on all DCANA motions shall be limited to GSRs or designees. A voting member will not be allowed to serve as a designee for another Group.*

Section 2 The order of succession for voting members shall be:

- a. Group Service Representative (GSR)
- b. Alternate Group Service Representative
- c. Member specifically designated by their GSR or group.

Section 3 Any member shall make a motion or participate in discussions; seconds must be made by a voting member.

p To limit discussion of motions to 3 pros and 3 cons each. Intent: to facilitate the process at ASC and reduce redundancy. (9-0-0; passed; 4/27/91 OB#8)

p To keep discussion to 20 minutes on each motion. Intent: to expedite business. (8-0-0-1; passed October 1991; NB#1)

Re-written as: *Any member of the ASC may initiate or participate in discussion. Seconds to a motion must be made by a voting member. Discussion on motions shall be limited to three (3) pros and three (3) cons and shall not exceed twenty(20) minutes.*

Section 4 Motions may be amended at any time prior to voting.

Section 5 If a group in quorum is not represented at two (2) consecutive ASC meetings, then the following ASC they will be removed from quorum.

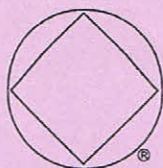
p1. To make the choice between Robert's Rules of order and simple majority, by simple majority. Intent: to simplify things. (7-1-1; passed; 4/27/91 OB#6)

Re-written as: *Section 6 A simple majority of quorum is required to pass a motion.*

Article 11
Amendments of Bylaws

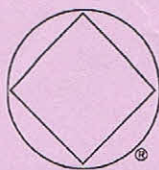
Section 1 Any member may propose an amendment to these bylaws at a regular meeting of the ASC. The proposal must be seconded and submitted in writing at such regular ASC meetings for approval. A simple majority of the D.C.A.N.A. voting members is necessary to amend.

Section 2 The amendment will go into affect immediately upon its' adoption unless the motion to adopt specifies otherwise.



THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

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



TWELVE CONCEPTS FOR NA SERVICE

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