

# **POLICY**

## **Operations & Procedures**

**The Eastern New York Region Service Committee**

**of**

**Narcotics Anonymous**

### **Guidelines & Policies**

**The Guide To Local Services of Narcotics Anonymous**

**as supplemented by this document shall be**

**The Eastern New York Region Service Committee's policy.**

**Revised as of: 7/29/2017**

**Updated as of: 5/21/2022**

**Updated as of: 10/24/2023**

as of: 5/21/2022

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## **Name and Purpose**

1. The official name of this service body shall be The Eastern New York Regional Service Committee.
2. For the purpose of these guidelines a regional service committee is defined as a body made up of RCM's from member areas, within the geographic boundaries as set forth below, and the committee representatives which meet regularly for the expressed purpose of conducting business in serving the specific needs of its member areas, according to the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.

## **B. Function and Responsibilities**

1. The function and responsibilities of the ENYRSC is to promote unity and provide services to the Areas within the Region by creating a vehicle for central communication where all Areas within the Region receive information they need to guide and support our services. The purpose of which is to help our fellowship to fulfill our primary purpose to carry the message to the addict who still suffers in accordance with the twelve traditions of NA service.
2. To be a source of communication, information and cooperation with other Regions and Narcotics Anonymous World Service (NAWS) through representation of the collective conscience from the Areas of the ENYRSC.
3. To provide representation of the ENYRSC and to express the needs, desires and area conscience decisions of the Eastern New York Region
4. To contribute growth to NA by initiating some of the work to be finalized at the WSC and by helping support World Services. at the World level through elected trusted servant

## **C. Geographical Boundaries**

Geographical boundaries consist of Queens County, Nassau County, parts of Suffolk County, and Metro Area (which has no geographical boundaries). Within the above boundaries, any Area requesting admittance into the

ENYR must complete and submit the information requested in the attached forms (see attached forms in the Appendix).

## **D. Participants**

### **1. Participants**

All members listed below have a voice on the RSC floor.

- A) RCM and Alternate RCM
- B) All elected members of the Administrative Committee
- C) All elected members who chair standing subcommittees at the RSC
- D) All vice-chairpersons of the RSC
- E) Events and Activities Treasurer
- F) Any ad-hoc chairperson or vice-chairperson elected or delegated by the RSC

### **2. Non-voting Participants**

- A) All elected members who make up the Administrative Committee with the exception of the Chairperson and the Vice Chairperson, or Acting Chairperson and acting Vice Chairperson, one of whom may vote (preferably the Chair) in the event of a tie vote.
- B) All elected or appointed members who chair standing sub-committees or ad-hoc committees of the RSC.
- C) Events and Activities Treasurer

## **E. Committees Defined**

**1. Administrative Committee**: The Administrative Committee will consist of-

- A)** RSC Chairperson and RSC Vice Chairperson
- B)** Recording Secretary
- C)** RD and RD Alternate (revised 2-2006)
- D)** Treasurer and Assistant Treasurer

### **2. Standing Sub-Committees**:

All standing sub-committees shall create written policies for their assigned task and provide a copy to the ENYRSC Policy Chair.



- A) Events & Activities (E&A)- Responsible for providing the ENYR with recovery oriented entertainment, dances, workshops, fundraisers and learning days which promote unity and raise funds.
- B) Hospital & Institutions (H& I)- Responsible for carrying the message of Narcotics Anonymous to addicts in hospitals and institutions and jails.
- C) Outreach/Speaker Exchange/Homebound- Provides a direct line of communication and information to isolated members and groups.
- D) Literature Review (LR)- Reviews and develops proposed literature for our fellowship and encourages input from the areas. Brings ENYRSC input to the World Literature Committee.
- E) Public Relations- To inform others in the community of the availability of recovery in Narcotics Anonymous and maintain lines of communications between the public and NA so that the message of recovery is readily available.
- F) Help Line- Maintains telephone information service for NA that helps addicts and others in the community find us easily and quickly. Helpline is responsible for the operation of the Regional Helpline.
- G) Regional Policy Chair- Proposes practical procedures designed to further fill the primary purpose of NA more efficiently and reviews ENYRSC policies.
- H) Finance- Finance is responsible for proposing to the RSC, in writing, ways of managing our funds responsibly.
- I) Website Master/Meeting List Coordinator- Updates and maintains the Regional website including maintenance/updates to the Regional meeting list as necessary. Maintains and updates the ENYR meeting list/database information as necessary. Keeps an up-to-date list of each Area's contact person(s') (as possible) name, phone number and e-mail address.
- J) Convention- Hosts conventions on behalf of ENYR.

K) Literature Distribution – Maintains adequate literature and supplies inventory from the NAWS. Fills and records literature orders from member Areas. Works in tandem with the ENYR Treasurer, Web Servant and meeting list coordinator regarding all financial aspects of literature distribution.

L) Insurance Liaison – Handles/oversees insurance issues within the region including selection of insurer, standard price negotiations, special events price/negotiations and contract terms and conditions.

M) Board of Directors: **See BOD BYLAWS P. 9 Section 7.02**

### 3. Ad-hoc Committees:

Ad-hoc committees are subcommittees temporarily created by the ENYRSC to accomplish a specific purpose as directed by the ENYRSC. When the task is completed, the Committee is dissolved. The RSC will appoint a Chairperson, a Chairperson for the Ad-hoc Committee and set a time frame for the appointed task. The Chairperson must make a regular report to the RSC and is a nonvoting member of the RSC.

## **F. Requirements & Responsibilities for Elected Participants**

1. One year Regional experience suggested.
2. Working knowledge of the following: The Twelve Traditions, the Twelve Steps, and the Twelve Concepts of Narcotics Anonymous. In addition, be familiar with the ENYRSC Guidelines and Policies, Robert's Rules of Order, and The Guide to Local Services.
3. Trusted servants may hold a maximum of two (2) service positions at the ENYRSC (see exceptions) without restriction to service at Area or Group level.

## Exceptions:

- A. No trusted servant that: a) collects/dispenses funds, b) is a signatory or c) a Board member, may serve in any other such position during their term(s) of service.
  - B. Cannot serve at another Region during term(s) of service.
  - C. Other restrictions or temporary revisions may be employed based on group conscience as necessary on a when case by case basis.
4. Shall attend all ENYRSC Meetings except excused for Quarterly, MARLCNA and World Service Conference.
  5. If three meetings in a six month period are missed, the position is vacated by default.
  6. A vote of one third of the RCM's is required for reinstatement.
  7. Must abide by all RSC Policy Guidelines.

### **Chairperson Requirements**

- 1) Four years of Narcotics Anonymous Clean Time.
- 2) Has a Sponsor, Working Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, Robert's Rules of Order, The Guide to Local Services and ENYRSC Policy.
- 3) Chairperson serves a term of one year.

### **Chairperson Responsibilities**

- A) Chairs monthly ENYRSC meetings and special sessions of the ENYRSC, ie; Administrative Committee, etc.
- B) Maintains Decorum and Atmosphere according to the Twelve Concepts and Robert's Rules of Order.
- C) Acts as a representative of the Region to the rest of the Fellowship as directed by the ENYRSC.
- D) Co-signer of all letters and RSC Bank Accounts.

- E) Works as a team with the Vice Chairperson.
- F) Has a vote in the event of a tie.
- G) Must attend Finance Committee Meetings.
- H) If any member violates our 10<sup>th</sup> Concept or is disruptive they can be asked to be seated or leave the Meeting.
- I) Prepares an agenda for the monthly ENYRSC meeting and special sessions of the Administrative Committee and distributes copies of said agenda to all participants.
- J) Posses the web site passwords to the online meeting list database.

### **Vice Chairperson Requirements**

- 1) Four years of Narcotics Anonymous Clean Time.
- 2) Ability to assume responsibility of the Chairperson.
- 3) Has a Sponsor, Working Knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, Robert's Rules of Order, The Guide to Local Services and ENYRSC Policy.
- 4) Vice-Chair serves a term of one year.

### **Vice Chairperson Responsibilities**

- A) Attends all the RSC Meetings, Administrative Committee meetings, and Special sessions of ENYRSC.
- B) Attends all Sub-Committee Meetings on a rotating basis, having attended all sub-committee at least once over the course of one year.
- C) Works as a team with the Chairperson.
- D) Co-Signer of the RSC Bank Accounts.
- E) Assumes the responsibilities of the Chair Person in the absence of the Chairperson.

F) Maintains the Motion Log in the absence of the Secretary.

G) Assists in maintaining Decorum and atmosphere at the meeting.

### **Recording Secretary Requirements**

1) One Year Narcotics Anonymous clean time.

2) Good note taking skills.

3) Computer proficient with working knowledge of word processing and scanning software.

4) Access to computer and scanner.

### **Recording Secretary Responsibilities**

A) Records the minutes and updates the minutes to the ENYR Website.

B) Forwards draft of minutes to the Administrative Committee for review within one week of the Regional meeting..

C) Creates and maintains a Motion Log.

D) Responsible for maintaining an updated contact list of RSC members.

E) Emails Regional minutes to RSC members within 5 days after sending a draft to the Administrative Committee for review. This ensures that current motions, nominations and time sensitive information is received by member Areas and their groups in a timely manner.

F) Makes copies of the Region's bank account statements. Keeps one copy on file, gives one copy to the RSC Chairperson and gives the original to the RSC Treasurer.

G) Retrieves mail from P.O. Box every other week.

### **Treasurer Requirements**

1) Four years NA clean time.

2) Legal verifiable source of income.

3) Financial and Accounting skills.

4) Computer Literate.

### **Treasurer's Responsibilities**

A) Deposits and disburses all monies with the approval of the RSC.

B) Keeps an organized record of all banking transactions and financial business.

C) Posts reports on the website and gives a written report at every RSC Meeting.

D) Co-signer of all RSC bank accounts.

E) Abides by all the financial policies within these guidelines.

F) Must attend Finance Committee meetings.

G) Maintains a separate bank account for the Regional prudent reserve in the amount of \$23,500.00.

H) Treasurer holds Regional checkbook. In the absence of the Treasurer the Chairperson shall hold the Regional checkbook.

### **Assistant Treasurer Requirements**

1) Four years NA clean time.

2) Legal verifiable source of income.

3) Financial and Accounting skills.

4) Computer literature.

### **Assistant Treasurer's Responsibilities**

A) Assist the Treasurer in all aspects of accountability.

B) A Co-signer of all RSC bank accounts.

C) Keeps an organized record of all transactions of financial business.

## **Regional Delegate Requirements**

- 1) Four years NA clean time and hasan NA Sponsor.
- 2) Serves a two year term.
- 3) Has working knowledge of Robert Rules of Order and the Guide to Local NA Service. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts of NA
- 4) Ability to sacrifice personal time and resources (including monetary as necessary) when traveling to quarterlies and The World Service Conference (WSC).
- 5) RD and RDA term begins in September and ends in September. 2 year cycle.

## **Regional Delegate Responsibilities**

- A) Bring back a written report within 30 days of attendance of all Conferences and Quarterlies attended.
- B) All receipts should state clearly (line item detail) how the money was spent, i.e. gas, tolls etc.
  - B1) All paid receipts must be submitted to the treasurer 7 days post event not to exceed 2 weeks.
  - B2) Receipts not submitted within the allotted time frame will resolve in all further distributions being halted
- C) Serves as a communication link between the ENYRSC and the WSC.
- D) Keeps the ENYR informed of all the Quarterly and WSC issues via workshops and presentations.
- E) Collects the member Areas conscience on CAR motions and carries them to WSC as the conscience of ENYR.
- F) Attends at least one Quarterly NEZF and the WSC.

- G) Presents a budget to the ENYRSC within sixty days of the new term.
- H) The RSC will fund the RD in the amount of \$450.00 for MARLCNA. Receipts are required.
- I) MARLCNA Funding is defined as the following: registration, transportation, and a two-night hotel stay, the total of which is not to exceed \$450.00.
- J) Once per WSC conference/cycle ie: 2023 & or every two or three years thereafter, or when the conference cycle continues to meet, if not ASAP after the CAR is released and as close after MARCLNA as possible. In order to fully inform our Members, Areas & RCM's of the CAR and CAT motions being voted on @ the WSC. The RD must provide all the Areas with a CAR Workshop.
- K) The RSC will provide funds to one Quarterly Zonal Conference in an amount not to exceed \$325.00. Not to exceed 3 events per cycle.
- L) The RD will hold a Regional workshop paid for by RSC after the WSC.
- M) The RD should contact the RSC chair at least a week prior to the Regional monthly meeting to add a presentation by the RDA (as appropriate) to the agenda.
- N) RD may serve as signatory to bank accounts when the standard 3<sup>rd</sup> signatories are unavailable.
- O) The trusted servant should not take funds from other Area or Regions for the same purpose, and must not hold any other subcommittee position in another ASC or Region, in keeping with our 8th Concept.

### **Regional Delegate Alternate Requirements**

- 1) Four years NA clean time and has an NA sponsor.
- 2) Serves a two year term.
- 3) Working knowledge of the Robert Rules of Order. A Guide to Local NA Service. A working knowledge of the 12 Steps, 12 Traditions & 12 Concepts.



4) Ability to sacrifice time and resources (including monetary as necessary) when traveling to quarterlies and the World Service Conference(WSC).

5) RD and RDA terms begins in September and ends in September 2 year cycle

### **Regional Delegate Alternate Responsibilities**

A) Bring back a written report in layman terms within 30 days of attendance of all Conferences and Quarterlies attended. (Subject to agreement with and/or in the absence of the RD).

B) All receipts should state clearly (line item detail) how the money was spent.

B1) All receipts must be submitted to the treasurer 7 days post event not to exceed 2 weeks.

B2) Receipts not submitted within the allotted time frame will resolve all further disbursements being halted.

C) In the absence of the RD, it serves as a communication link between the ENYRSC and the WSC.

D) Presents a budget to the ENYRSC within sixty days of the new term.

E) The RSC will fund the RD in the amount of \$450.00 for MARLCNA. Receipts are required.

F) MARLCNA funding is defined as the following: registration, transportation, and a two-night hotel stay, the total of which is not to exceed \$450.00.

G) Must attend at least one Quarterly, one MARLCNA, and one WSC within a two-year term.

H) Assists the RD in all the responsibilities and is responsible for composing an individual report within 30 days of attending any conference.

I) The trusted servant should not take funds from other Areas or Regions for the same purpose, and must not hold any other subcommittee position in ASC or Region, in keeping with our 8<sup>th</sup> Concept.

J) Once per WSC cycle/ ie: 2023 and every cycle thereafter as the conference continues to meet , if not ASAP after the CAR is released and as close after MARCLNA as possible. In order to fully inform our Members, Areas, and RCM's of the CAR & CAT motions being voted on at the WSC. RDA will assist in providing information to the Areas

### **G. General Responsibilities of the Standing Sub- Committee Chairpersons**

1. All sub-committee meetings must be held within the boundaries of the ENYR.
2. Must provide type written reports with copies for the ENYRSC and at all RSC meetings.
3. All sub-committees must make and submit to the chair a one year proposed policy, budget and calendar of events, within 60 days after elections.
4. All sub-committees must include a financial report of their revolving fund with their reports in January and July of every year.
5. Holds regular monthly sub- committee meetings within the boundaries of ENYR.
6. Chairperson of the standing sub-committee must attend the ENYRSC meetings monthly.
7. All standing sub-committee chairpersons must have 1 year prior service committee experience.
8. Each standing sub-committee chairperson is provided a Guide to Local NA Service manual funded by the ENYRSC.
9. All standing sub-committees shall create written policies for their assigned task and provide a copy to the ENYRSC Policy Chair.
10. Regional Trusted Servants to hold a maximum of two service positions at Region (see exceptions) without restriction to service position at Area or Group level.

Exceptions:

1. No trusted servant that: a) collects/dispenses funds, b) is a signatory or c) a Board member, may serve in any other such position during their term(s) of service.
2. Cannot serve at another Region during term(s) of service.
3. Other restrictions or temporary revisions may be employed based on group conscience as necessary on a case by case basis.

### **Convention Committee Chairperson Requirements**

- 1) Five years NA clean time.
- 2) Verifiable legal source of income.
- 3) Ability to organize, direct and generally oversee convention committee activities and personnel.

### **Convention Committee Chairperson Responsibilities**

- 1) Oversee the accuracy and thorough maintenance of financial records of each event.
- 2) Supervises the money handling process of all fundraising events.
- 3) Co-signs all bank account activity.
- 4) Ensures all financial reporting is orderly, clear and accurate.
- 5) Assumes all financial responsibility in the absence of the treasurer.
- 6) Meets regularly with sub-committee personnel to ensure adequate oversight of convention activities.
- 7) Is responsible for the general oversight, actions, activities and events handled by the convention committee.

### **Convention Committee Treasurer Requirements**

1. 5 years NA clean time
2. 1 year prior service in Eastern Region
3. Prior convention experience
4. Accounting and Bookkeeping skills
5. Access to a computer and e-mail

## **Convention Committee Treasurer Responsibilities**

They receive all funds, administer and keep accurate records of the Convention Committee's bank account and other properties. They report on the financial conditions of the Convention Committee at every meeting and monitor all subcommittee funds. They reimburse expenses with proper receipt, pay the rent for the Committee and subcommittee meetings. They are a signatory on the ENYR Convention checking account. They keep the financial records of the Convention and the Convention Committee. They manage funds at all ENYR Convention events. They coordinate financial responsibilities with the ENYRC Treasurer in order to properly make financial reports to the ENYRC accountant. They provide proper documentation including but not limited to balances; schedules; and substantive backup for all expenses. They track all ticket and registration sales and any other money related activities that the Convention Committee has. They meet with the ENYRC accountant and ENYRC Treasurer to adequately prepare and file annual tax returns. They make sure that all expenditures appropriately reflect the ENYRC purpose and comply with the IRS rules to maintain a 501 (c) (3) corporation. The Treasurer is elected by the ENYRC. They report on the status of convention and convention activities to ENYRC at the monthly Regional meeting.

## **Literature Distribution Chairperson Requirements**

- 1) Minimum three years clean time.
- 2) Prior literature distribution experience.
- 3) A verifiable source of income. Must be able to receive and distribute literature on a monthly basis.
- 4) Computer literate

## **Literature Distribution Chairperson Responsibilities**

- A) Works closely with the Treasurer or Finance Chair informing, ordering, purchasing, and maintaining literature inventory.
- B) In charge of purchasing, ordering and selecting all literature for the ENYRSC.
- C) Oversees all Regional distribution of literature.
- D) Keeps clear, legible updates of literature.

E) Works with Web Master to ensure the availability/distribution of up-dated meeting lists.

### **Events and Activities Chairperson Requirements**

1. Three years NA clean time.
2. Prior E&A experience.
3. Verifiable legal source of income.
4. Ability to organize, motivate and direct E&A subcommittee.

### **Events and Activities Chairperson Responsibilities**

- A) Keeps an accurate and detailed financial record of each event.
- B) Handles all monies for the committee and supervises all persons holding money.
- C) E&A Treasurer hands over money from an event immediately over to the Vice Chair of ENYR to be deposited into the Region account.
- D) E&A Treasurer holds all receipts.
- E) Ensures all accounts are satisfied.
- F) Will be one of 3 co-signers of the E&A checking account.
- G) Provides written financial statements with copies of receipts to the Finance Committee.
- H) Provides financial statements to the RSC.

### **Hospitals and Institutions Chairperson Requirements**

1. Three years NA clean time.
2. Prior H&I experience.
3. Previous H & I committee experience.

### **Hospitals and Institutions Chairperson Responsibilities**

- A) Acts a spokesperson for Regional H&I.
- B) Coordinates and is responsible for all the work done by the H&I Committee.
- C) Maintains communication with the WSC and H&I Committee.

### **Literature Review Chairperson Requirements**

- 1. Three years NA clean time.
- 2. Prior literature review experience.

### **Literature Review Chairperson Responsibilities**

- A) Coordinates all work done by the literature review committee.
- B) Maintains communications with the Area and WSC literature committee.

### **Finance Sub-Committee Chairperson Requirements**

- 1. Three years NA clean time.
- 2. One year regional or area experience.
- 3. Must be computer literate.
- 4. Must attend quarterly finance committee meetings.

### **Finance Sub-Committee Chairperson Responsibilities**

- A) Reviews budgets and finances of the ENYRSC.
- B) Helps committee prioritize the disbursement of available funds at the RSC once spending is approved by the RSC.

### **Helpline Chairperson Requirements**

- 1. Three years NA clean time.
- 2. Prior Helpline experience.
- 3. Knowledge of computers is helpful.

### **Helpline Chairperson Responsibilities**

- A) Responsible for the overall operation of the Regional Helpline.
- B) Must have a working knowledge of the Twelve Steps and Twelve Traditions.
- C) Must attend the ENYRSC monthly meetings.
- D) Must provide ENYRSC with a monthly written report.
- E) Must have working knowledge of Robert's Rules of Order.

F) Responsible for receiving notification about changes to the online meeting list from the ENYR Web servant and/or Meeting List Coordinator.

### **Policy Chairperson Requirements**

1. Three years NA clean time.
2. Working knowledge of Robert's Rules of Order.
3. Working Knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts.
4. Computer literate.
5. Must attend ENYRSC monthly meetings and Administrative Committee Meetings.

### **Policy Chairperson Responsibilities**

- A) Compiles and records all the ENYRSC Policies and Guidelines.
- B) Reviews & updates the motions that are related to policy changes on a yearly basis at the ENYRSC.
- C) The Policy Chairperson works with the RSC Chair and Vice Chairperson at the ENYRSC meeting, informing them of policy and procedure.

### **Public Relations Chairperson Requirements**

1. Three years NA clean time.
2. Prior PR experience.
3. Must be computer literate.
4. Must have customer service skills.
5. Working knowledge of Twelve Steps, Twelve Traditions and Twelve Concepts.
6. Must submit a yearly budget.
7. Must be willing to do PR Presentations and workshops.

### **Public Relations Chairperson Responsibilities**

- A) Acts as a spokesperson for the Regional PR Committee.
- B) Coordinates all work done by the PR Committee.
- C) Maintains communications with the WSC and other Regional PR Committees.

### **Speaker Exchange Chairperson Requirements**

1. Three years NA clean time.
2. Prior Speaker Exchange experience.
3. Willingness to sacrifice time and resources when it comes to traveling.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts.
5. Must be computer literate.

### **Speaker Exchange Chairperson Responsibilities**

- A) Holds monthly Speaker Exchange Meetings and Coordinates all work done by the Speaker Exchange Committee.
- B) Attends ENYRSC meetings and provides a written Monthly Report at the ENYRSC meetings.
- C) Must participate in Regional Learning Day.

### **Insurance Liaison Requirements**

1. Three years NA clean time.
2. Prior service experience at Area or Region
3. Must be computer literate.
4. Have knowledge of and/or experience in business or financial or legal or insurance documentation and negotiating skills.
5. Computer literate with an accessible e-mail address.

### **Insurance Liaison Chairperson Responsibilities**

- A) Selects insurance carrier(s) for all regional meeting/event activities.
- B) Negotiates standard pricing for meetings and special events.
- C) Negotiates contract terms and conditions.
- D) Maintains working relationship with insurer including (flexible as necessary) payment terms.
- E) Maintains record/log of Areas' payment status including the number of groups in each area covered by insurance.
- F) Schedules at least 1 visit per year to each Area to explain/update Areas' understanding of basic insurance requirements, terms, obligations and the



need to keep the liaison up-to-date on meeting openings, closings and events calendar of activities.

G) Notifies all Areas of:

1. pricing,
2. availability to obtain coverage for special events
3. contractual terms & conditions including meetings'/events' obligations
4. insurance payment due date(s).

### **Web Master Requirements**

1. Two years NA clean time
2. Prior experience with and working knowledge of web site development/management
3. Have access to and personalized security for computer used to manage the web site
4. Have a working knowledge of the twelve traditions and concepts

### **Web Master Responsibilities**

- A) Maintain the overall technical quality and format/appearance of the regional website
- B) Provide/maintain an operationally appropriate level of site security to avoid/minimize unauthorized technical intrusion/assault on the website
- C) Install appropriate updates as soon as possible. Updates include new/revised information about meetings, conventions, speaker jams, Area/Regional/World activity, H&I, Phone line, Insurance and other sub-committee activity as necessary. Also, responsible for notifying the Helpline Chairperson whenever there is a change to the online meeting list. As possible/appropriate, provide technical solutions such as drop down boxes and cross tabulation search capabilities that optimize the speed and ease of accessing site information
- D) Work with Insurance Liaison and meeting list trusted servants to obtain and post the most up-to-date significant cross related information
- E) Provide monthly reports to the ENYRSC on the state/activity of the website
  - i. Any issues inhibiting technical excellence
  - ii. Cooperation from sub-committees
  - iii. Financial issues prohibiting technical proficiency/requirements

- iv. Issues/ideas related to collaboration and/or consolidation with Areas, other Regions, Northeast Zone
- v. Provide for and report on meaningful reader feedback/ideas

**F)** Works with Literature Distribution Chair to ensure the viability/distribution of updated meeting lists

### **Meeting List Coordinator Requirements**

1. Two years NA clean time
2. Prior experience with simple information databases
3. Must be computer literate (Excel or Access type experience helpful)
4. Have a working knowledge of the 12 Traditions and 12 Concepts

### **Meeting List Coordinator Responsibilities**

- A. Maintain and as necessary, update listing of any meeting(s) in the ENYR region including meeting names, days, addresses, type of meeting and other meeting designations as reflected in the Regional meeting booklet. Also, responsible for notifying the Helpline Chairperson whenever there is a change to the online meeting list.
- B. Maintain an up-to-date list of contacts including names, phone numbers and e-mail addresses at Areas (including Area secretaries and GSRs as possible/necessary) to optimize effective sources of information.
- C. Coordinates with the Webmaster, Literature Chair and Helpline Chair to ensure that all available updates are posted in time for/prior to ordering new meeting lists from the printer and that the helpline has up-to-date meeting list information.
- D. Work with the Web Master to develop/maintain technical protocols to be used prior to/when posting and/or changing information to the Regional database(s).
- E. Develop a short announcement that Area Secretaries/Chair People can make at Area meetings that asks if there are any changes to meeting information that needs to be updated/changed in the Regional meeting list. Distribute to RCMs.

## **H. Terms of Office**

1. Administrative and Standing Sub-Committee members serve a one-year term beginning in January and ending in December. These members can serve only two consecutive terms. In the event that no one is nominated or is willing to take the Chairperson position, the Standing Chairperson may hold the commitment until a suitable replacement is available. The ENYRSC may appoint an interim trusted servant until someone is voted into the open position. The RCMs have the authority to waive the two-year rule and vote for a trusted servant to serve any additional term(s).
2. RD & RDA have a two-year term of commitment beginning in September and ending in September.
3. No member of the ENYR may serve more than two consecutive terms. At the end of the second term, if no one is nominated and confirmed, the trusted servant may continue to serve until a nominee is confirmed.

## **I. Voting Procedures**

### A) Quorum

- B) To conduct business at the RSC Meeting requires a Quorum, which is defined as one-third of the RCMs (2 of out of 6 RCMs) of the ENYRSC. The voting body consists of all the Areas of the Region.
- C) To conduct business at the RSC Meeting requires a Quorum. Quorum is defined as two (2) Areas. If there is a tie vote, per current policy, the Regional Chair will break the tie, thus, allowing the RSC to carry out its responsibilities to the entire Region.

### 1. Motions

- A) To pass a motion at the RSC requires a simple majority of the voting body. To change policy requires a two-thirds vote of the voting body.
- B) To pass a procedural motion at the RSC requires a two-thirds vote of the RSC participants present.
- C) For the purposes of elections, a one-third vote of voting members present is required.
- D) After a motion is made the Chairperson will entertain only two cons and two pros. If there is a lack of clarity after this process, a five minute question period will ensue. After 5 minutes discussion will be closed and no further discussion will be entertained. Only a vote will transpire.

- E) Any Area conscience motions not discussed during the course of the ENYSRC meeting will be discussed as old business at the next ENYRSC meeting. (rev. 2000)
- F) All motions must be seconded (by a voting member) prior to submission of motions, and all motions must include intent.
- G) All motions voted upon may not be reintroduced or revisited for ninety days.
- H) All objections to motions must be followed by a brief intent prior to being seconded and voted on.
- I) For procedural motions, all members of the ENYRSC are voting members. For all other motions, only RCMs are voting members.
- J) All motions other than time frame motions requiring Area input discussed in new business will go back to Areas for a minimum of three (3) months starting on the day the motion is made at Region to give group members an opportunity to bring questions back to Area.  
The definition of a time frame motion is a motion that must be voted on at the next RSC meeting.
- K) Any elected member may be removed during their office by a two-third vote of the total voting body at the RSC (Based on the Fifth Concept of Service).

## 2. Parliamentary Procedures

- A) The RSC conducts business in accordance with the twelve Traditions of Narcotics Anonymous, The Twelve Concepts of NA service, the NA service manuals, ENYRSC Policy and Robert's Rules of Order as defined herein:
  - ☐ Given the relative simplicity and limited requirements of NA, the entirety of Robert's Rules of Order is both unnecessary and cumbersome. Therefore, we need only use those select rules that apply most often to those procedural issues that arise from the business we do. Henceforth and until revised, the following shall be considered the entirety of Robert's Rules of Order:

### **RULES OF ORDER (From the Guide To Local Services (2002 version))**

See attached appendix

Robert's Rules of Order will only be used if procedural issues are not covered in the ENYRSC policy.

## **J. Election Procedure**

### **1. Nominations/Service**

A) Nominations for RSC participants come from the RSC members, RSC committees, Areas, and the NA fellowship. Prior service at the group or area level is necessary.

Service on the RSC has limitations:

- i. No one on the administrative committee may hold any other position at this or any other Regional body.
- ii. No trusted servant may hold more than two positions in the RSC.
- iii. Holding a second position will be determined on a case by case basis to be determined by the RSC/groups as appropriate.
- iv. Allowing trusted servants to hold a second position should only be considered when there is no viable candidate available. The Chair/Vice Chair may temporarily assign a willing trusted servant to an open position.
- v. No trusted servant may have more than one vote on any issue.

B) Nominations and elections for committee positions other than the Chairperson shall come from within the committees themselves. If the committee does not have support, they can ask the RSC to elect a Vice-Chairperson.

C) Each nominee fills out an NA service resume and must be present at the time of nomination.

D) Questions may be asked by RSC participants. They are directed to the nominee in the presence of the nominee.

E) A motion to close nominations must be seconded and voted on. A majority must pass it. All nominations must be closed before elections.

F) Nominations and qualifications go back to the Area's for 90 days whenever possible.

### **2. Election Voting Procedures**

A) Elections will be held after the nominations have been sent back to the Areas (for 90 days whenever possible). Nominations would be sent to Areas in September, voted on at the ENYRSC meeting in December, and elected members

would take office in January. For the RD and RDA positions, nominations would be sent to the Areas in June and be voted on at the ENYRSC meeting in September.

B) Elections take place as the first order of business at the RSC meeting for which they are scheduled.

C) Nominees must be present at the RSC in order to be voted in.

D) Nominees must leave the room before the vote.

E) Written Ballot (Vote tally will not be included in minutes).

F) Corresponding Secretary counts the votes.

G) Names of elected trusted servants are announced.

H) If the slate consists of (3) or more nominees and there is no clear majority the nominee that received the least support is excluded and subsequent votes are taken until there is a clear majority.

I) Chairperson will break a tie vote.

### **K. Meeting Formats/Order of Business**

1. All Regional meetings are held on the third Saturday of the month.

2. The Format is as follows:

A) Serenity Prayer, Twelve Traditions, Concepts, and Decorum Statement.

B) Roll call/minutes read by the Secretary.

C) Chairperson and Vice Chairperson remarks.

D) Secretary report.

E) Treasurer report.

F) RD report.

G) Area reports (rotated).

H) Standing Committee reports.

I) Ad-Hoc Committee Reports.

J) Old Business:

- i. Time frame motions discussed and voted upon.
- ii. Agenda motions.
- ii Elections

K) New Business

i Nominations

- ii. Reading of motions for the Agenda in the following order:
  - a. Finance
  - b. Standing Committees
  - c. Procedural policy and procedures.
  - d. Discussion of motions (pro's and con's).

L) Open forum for 30 minutes.

M) Closing Prayer.

**L. Financial Policies.**

Prudent Reserve

Revised 7/19/2018

The Prudent Reserve shall be \$23,500.00. The amount (\$23,500) shall be reviewed annually and recalculated as necessary based on the then prevailing/estimated ongoing financial needs and responsibilities of the ENYRSC including, but not limited to:

2 month's rent	\$450.00
2 month's NAWS literature purchase	\$12,000.00
Annual travel expenses for RD & RDA	\$3,000.00
RD/RDA Workshops	\$500.00

2 month's Regional Phone Bills	\$450.00
3 months Region Insurance payments	\$2,150.00
Committee expenses	\$500.00
Public Relations Presentations	\$500.00
Hospital & Institutions Presentations	\$500.00
Events & Activities Functions	\$500.00
2 printings of Regional Meeting Lists	\$3,000.00
Website host & Zoom expense	\$250.00
Prudent Reserve Breakdown Total	\$23,500.00

Determination of the Prudent Reserve is a detailed procedural issue that does not require groups input and/or authorization. The entire ENYRSC shall determine the amount set.

## 2. Revolving Funds

- A) The definition of a revolving fund is a fund that is continually replenished as withdrawals are made with original receipts or other proper documentation..
- B) All standing committees, Secretary, and the RD shall have a \$100 revolving fund.
- C) E&A shall have a \$600.00 revolving fund.

## 3. Committees

- A) All committees, the RD and the RDA must submit a one (1) year proposed budget by December 1<sup>st</sup>
- B) All committees (or individuals of committees for committee use only) must provide receipts for reimbursement of their revolving funds on a monthly basis.
- C) All committees must provide a financial statement with their report including receipts (original to the Treasurer and a copy in report).
- D) Following a Regional E&A fundraising event, all monies and receipts will be turned over to the RSC at the next RSC meeting.



- E) May give subcommittees, upon request and approval, their full revolving funds in advance.
- F) When planning an event a proposal must be submitted to the ENYRSC.
- G) No standing committee and/or subcommittee that is part of the RSC should schedule an event during Regional Service hours.

#### 4. Treasurer

- A) The RSC will not reimburse any spending without original receipts.
- B) The Treasurer/Assistant Treasurer is responsible for the RSC checkbook.
- C) The Treasurer's report must include a closing balance reconciled to the bank statement and a copy of the monthly bank statement.
- D) A third party, someone other than the Treasurer and Chair, shall receive and verify the bank statement balance with the treasurer's reported balance.

#### 5. Workshops

- A) The fiscal year for the travel funds for quarterlies and the WSC for the RD/RDA begin at the end of each WSC (usually in May). \*Note the WSC is now on a bi-yearly cycle.
- B) The RSC will fund the RDA to attend the World service conference and Quarterlies when financially feasible.
- C) The RSC will provide funding for the Regional committees to the WSC workshops or quarterlies, if deemed necessary and when financially feasible.
- D) The RD and RD alternate (there is a second RDA as of 2-2006) will hold Regional Workshops paid for by the RSC prior to the WSC to discuss the Conference Agenda Report.

#### 6. Helpline

- A) The phone bill for the helpline will be paid by the RSC.

#### 7. Emergency Funding

- A) The committee in need of the funding will contact a member of the administrative committee and state the nature of the emergency by way of phone and E-Mail address.
- B) Funding not to exceed \$1,000 per emergency, provided funds are available.

## 8. Financial Motions

A) Any motions that will spend RSC funds must have a projected cost submitted along with it or stated in the motion; a one time purchase for equipment, supplies, merchandise and/or annual service(s) not to exceed one year. Excluding reoccurring financial commitments previously approved by the regional body. If the cost exceeds \$250, the Region shall get (3) bids, if possible, for the equipment, supplies, merchandise and/or new annual service(s) that is more than one year, before final approval is made for the purchase.

B) All motions pertaining to funding for ENYRSC members for hotel stays, travel or registration fees for world conferences, Regional and Area Conventions, conferences, workshops, or learning days must be submitted (90) days prior to requiring any monies for approval by the groups of ENYR .

## 9. E&A/Convention Fundraising

While E&A and the Convention Committee (Con.Com.) may host events in tandem or separately, the flow of resulting income requires clarity.

- a. All funds resulting from any independent E&A event will be given to Region.
- b. All funds resulting from independent Con.Com events will be retained by Con.Com.
- c. All funds resulting from an event predetermined to be a convention fundraiser shall be retained by Con.Com.
- d. If Con.Com participates (equal funding and/or participation/planning etc. as determined by the two committees) in an E&A fundraiser, resulting funds shall be split 50%/50% between the Con.Com. and Region.
- e. As further clarity, if Con.Com hosts or participates in any event, the funds flowing to Con.Com. must be solely for the purpose of convention funding.
- f. The purpose of any event in which Con. Com. participates in must clearly be stated prior to Con.Com's. inclusion. Trusted servants who may serve on both committees will not be an excuse for lack of clarity of resulting fund flows.

- g. The Convention Committee must inform Areas of planned events at the earliest possible convenience (usually the next Regional meeting after date is set).
- h. E&A will receive a revolving fund of \$1,000.00.

## 10. Literature

Any funds submitted to Region for the purpose of purchasing literature (checks, money order, etc.), any amount exceeding the cost of the literature requested will become a donation to Region and will not be held or returned.

## 11. Insurance Payments

For the purposes of paying the ENYR Insurance Policy, the formula will be as follows: Each Area is responsible to Pay for the insurance of all of the meetings that meet in their Area. [Example only, the annual cost is subject to annual revision]The total cost of our insurance policy is \$5,919.06 and the ENYR has a total of 192 meetings; this amounts to a total of \$30.82 per meeting. So, for example, if an Area has 55 meetings, then they are responsible to pay a total of \$1,695.10.

## **M. General Policies**

### 1. Convention/Events

A) When the RSC is planning a Regional event in a participating Area, the RSC must inform the member Area (either the RCM or Alternate RCM of said area) during the planning stages, in writing, on Regional letterhead.

B) Any flyers for a fundraiser which is not backed by the respective Area or service committee may not be distributed at the regional meeting.

### 2. Committees

A) That all committees be able to change policy and submit these changes at the next RSC meeting to be sent to Areas for approval before being implemented.

B) All Area representatives elected by their Area to a specific committee have a vote on that specific committee in accordance with the committee's policy and guidelines.

C) To allow any Region to participate in the ENYR Speaker Exchange.

- D) When planning any event or activity for NA, a proposal should be submitted to ENYRSC.
- E) All standing committees and subcommittees **should not** put on any Event on the Day that the Region meets.
- F) Any clean time requirement that exceeds ENYR policy is acceptable, subject to ENYR objection.

### 3. Procedures

- A) The Region will adopt everything that is passed at the WSC.
- B) All main and procedural matters will go to the Areas for (90) ninety days, except timeframe motions, whenever possible.
- C) The RSC will accept forms (questionnaires) pertaining to the Area splits including an introductory letter.
- D) The regional service process of tallying votes of the WSC agenda: Each Area tallies the group votes on the WSC Agenda report and brings that vote (one vote per motion) to the Region. The RD/RDA (s) collects the Area conscience and counts each Area as one vote on each motion and brings that vote to the World Service Conference.
- E) All ENYR members shall send their reports to the Chair no later than the Monday prior to the Regional meeting unless an exception is made by the ENYRSC.
- F) Meeting minutes will follow the format shown in Exhibit 1 (pgs. 53 – 56).

### 3. Convention Committee

- A) To adapt the following policies for the ENYR Convention Committee:
  - i. Clean time requirement for the executive committee of 5 years.
  - ii. Clean time requirement for sub-committee chairs of 3 years.
  - iii. Voting requires attendance at 2 out of 3 consecutive business meetings.
  - iv. The Convention Treasurer Nominee should be brought back to the Regional meeting to be elected by the RCM's.

## **APPENDIX**

## **ENYR Area Admittance Criteria**

- A. The prospective Area should be contiguous with or near the geographic boundaries of the ENYR. Exceptions such as language or other criteria may be made by group conscience.
- B. While there may be no precondition about the number of groups in the Area, the ENYRSC will consider size on a case by case basis.
- C. The prospective Area must:
  - 1) Complete the Area Request To Join Region form (see appendix) stating:
    - i. Groups' addresses/location
    - ii. Previous Area and/or Regional affiliation
    - iii. Number of groups
    - iv. Intend to send Area Representative to Regional meeting
    - v. Intend to pay insurance
    - vi. Briefly explain why the Area wants to join the ENYR
    - vii. How long has this Area been in existence
  - 2) Have Area personnel / representative(s) at a Regional meeting to submit the request form. The prospective Area's representative must be present (at a date to be specified by Region) when the Groups'/Areas' decision is read at Region.
- D. Admittance requires a majority of quorum votes. This will be a time frame motion to be voted on 2 months from date of submission of Admittance Criteria Form.

### **NEW AREA REQUEST TO JOIN REGION FORM**

Date Submitted To ENYRSC: \_\_\_\_\_

Submitted By (Name): \_\_\_\_\_

(Phone Number): \_\_\_\_\_

(Email Address): \_\_\_\_\_

1. Area

Name: \_\_\_\_\_

2. Name of previous Area and/or Region: Area: \_\_\_\_\_

Region \_\_\_\_\_

3. Number of groups in Area: \_\_\_\_\_
4. Will send Area Representative to Regional meetings: \_\_\_\_\_
5. Intend to pay annual Insurance amount  
(approximately \$32/group annually): \_\_\_\_\_
6. Length of time Area has existed: \_\_\_\_\_
7. Provide brief explanation of why the Area wants to join the Eastern New York Region:

## **EASTERN NEW YORK REGION CONVENTION POLICY**

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*October s'h 2006      APPROVED*

The Eastern NY Convention Committee is a standing sub-committee of the Eastern New York Regional Committee of Narcotics Anonymous. The purpose of the committee is to host a convention on behalf of the Eastern NY Region.

A commitment on the Convention Committee is service to the Eastern NY Region. The purpose and objective of the Eastern NY Region convention is to encourage unity and celebrate recovery. It should always be remembered that we gain strength through the diversity of the many members we serve. The committee shall sponsor and conduct conventions and other events to promote and raise funds for the upcoming convention. The committee and the convention shall carry the NA message to recovering addicts; carry the NA message to addicts who still suffer, provide support for others who are still afflicted by the disease of addiction, and to effectuate the guidance and direction of ENYRC:·

The committee shall carry the message of the Twelve Steps of NA and the Twelve Traditions of NA to the still-suffering addict; follow the guidelines and abide by the spiritual principles of the Twelve Steps of NA and the Twelve Traditions of NA, and follow the guiding principles of the Twelve Concepts of NA.

The properties and assets of the Committee are irrevocably dedicated to the promotion of social welfare for NA. No part of the net earnings, properties, or assets of this Committee on dissolution or otherwise, shall insure to the benefit of any private person or individual, or any committee member. All properties, assets

and obligations of the Corporation shall be that of Eastern NY Region, for the objectives and purposes stated herein.

1. No committee member may use any of the assets, property of the committee or ENYRC and/or its tax-exempt ID # for any use or purpose other than the exempt purposes as specified in Internal Revenue Code Section 501(c)(3). No committee member may use said assets, property or tax ID # for their own individual purpose benefiting themselves or others. Any use of the same will be grounds for automatic dismissal from the committee.

2. The Committee shall follow the guidance of the Narcotics Convention Guidelines (and any revision thereof). When conducting business, the committee shall use the NA guide to Local Service Sample Rules of Order, when not otherwise in conflict with Eastern NY Region Convention Committee Policy and Eastern NY Region Policy.

**“Whenever there is a conflict:**

**ENYR policy supersedes Convention Committee policy.**

**ENYR Policy supersedes Convention Policy, moreover, Con.Com. Policy should always be in sync with or revised to reflect ENYR Policy.**

" 3. The Eastern NY Region Convention Committee is no longer an ENYR Committee.

4. All committee members are required to attend all meetings unless otherwise excused.

Any member failing to attend two consecutive meetings without legitimate excuse may attend the third meeting to show cause as to why they should not be removed or otherwise they shall be removed. All Committees are required to follow the guidelines and use the methodology and forms prepared by the Treasurer when dealing with money. It is necessary to follow the accounting methods provided in order to effectuate an accounting in accordance with the needs of the Treasurer; Regional Treasurer; and the Regional accountant; and further, to ensure the accountability of all subcommittees.

### III. Meeting Format

1. Opening with the Serenity Prayer
2. Reading of the Service Prayer, 12 Traditions & 12 Concepts of NA Service
3. Secretary Reads last month's minutes, and motion to accept the minutes. If any information contained in the previous minutes is objected to or missing, it must be addressed at this time. The minutes will be accepted by a

- majority of all voting committee members.
4. Attendance and quorum call.
  5. Chairperson's Remarks and Agenda for meeting
  6. Vice Chairperson's Remarks
  7. Treasurer's Report
  8. Sub-Committee reports
  9. Old Business
  10. New Business
  11. Scheduling and assignments of pending events
  12. Motion to Close & Closing

A motion sheet will be made available at the start of each meeting, and will be closed by the Chairperson before the start of old business. No new motions may be submitted afterwards unless in line with previously agenda items and recognized by the Chairperson.

During new business, the motion maker is given the opportunity to read and speak to the intent of the motion and may be asked questions. After the motion is seconded by a different committee member, discussion will take place. Discussion, under the direction of the Chair, is limited to five (5) minutes, including points of information and personal privilege, unless extended at the discretion of the Chairperson. The chairperson will then entertain up to two (2) cons and two (2) pros to the motion, beginning with a con. If there are no cons the debate is closed. The motion is then voted on by eligible committee members (or their vice-chairs in their absence). Only Convention Committee members may make a motion. Interested parties can request a voice prior to the meeting by speaking to the Chairperson or Vice Chairperson.

At the beginning of each meeting, the secretary will determine if a quorum is present. A quorum is one-half the voting members plus one. A quorum is necessary to start any meeting wherein anything is voted upon. A majority vote is necessary to pass a motion. A number of the majority is set by the secretary at the time of the attendance and quorum call. When determining a majority or 2/3 majority number for voting, the chair is not counted in the determination. The chair is counted to determine the presence of a quorum. If any member leaves before the end of the meeting, it does not affect the quorum, and the majority number shall remain the same as at the time of the quorum call. A 2/3 majority is necessary for a change in policy. A 2/3 majority is necessary to revisit a motion previously passed within sixty (60) days unless the Chairperson declares at his/her sole discretion that said issue is of concern to the Area or new information develops making said revisit necessary in the interest of an efficient and/or spiritual convention. The Chairperson will only vote to break a tie. The Vice-Chairperson may vote unless he/she then occupies the Chair.



Members to the Convention committee are simultaneously elected to the committee as a whole and additionally as either Chairperson; Vice Chairperson; secretary; Treasurer; Asst Treasurer; and subcommittee chairs of the committee. All members will be required to act as a trusted servant and participate in all Eastern NY Regional Convention Committee activities and the convention. It is understood that all committee members will be assigned roles in all activities and at the convention even where their specific committee has no other function. This service includes participating to carry out the purposes and the functions of the committee as a whole.

### **SPECIFIC POSITIONS OF THE COMMITTEE:**

**Note: Below are clean time requirements that are not in sync with Regional Policy. However, the Region agrees that any clean time requirement that exceeds ENYR policy is acceptable, subject to ENYR objection.**

**Chairperson:** The Chairperson is elected by the ENYRC. They are responsible for conducting Convention committee meetings, preparing the agenda, and various administrative duties. They are a signatory on the ENYR Convention checking account. They shall present a report on the status of convention and convention activities to ENYRC at the monthly area meeting.

*Requirements: 5 year NA street clean time;-Prior convention experience and access to a computer and e-mail.*

**Vice Chairperson:** The coordinates all subcommittees; assists the Chairperson in conducting the Convention Committee meeting, conducts the Convention Committee meeting in the Chairperson's absence.

*Requirements: 5 year NA street clean time-Prior convention experience and access to a computer and e-mail.*

**Secretary:** They take clear, concise minutes of the Convention Committee and prepare copies of the minutes for distribution at the next meeting. Maintains and stores all subcommittee reports and bids. The Secretary shall record all motions and votes including pros, cons, and abstentions.

*Requirements: 3 years NA street clean time; access to a computer and e-mail.*

**Treasurer:** They receive all funds, administer and keep accurate records of the Convention Committee's bank account and other properties. They report on the financial conditions of the Convention Committee at every meeting and monitor all subcommittee funds. They reimburse expenses with proper receipt, pay the rent for the Committee and subcommittee meetings. They are a signatory on the ENYR Convention checking account. They keep the financial records of the

Convention and the Convention Committee. They manage funds at all ENYRC Convention events. They coordinate financial responsibilities with the ENYRC Treasurer in order to properly make financial reports to the ENYRC accountant. They provide proper documentation including but not limited to balances; schedules; and substantive backup for all expenses. They track all ticket and registration sales and any other money related activities that the Convention Committee has. They meet with the ENYRC accountant and ENYRC Treasurer to adequately prepare and file annual tax returns. They make sure that all expenditures appropriately reflect the ENYRC purpose and comply with the IRS rules to maintain a 501 (c) (3) corporation. The Treasurer is elected by the ENYRC. They report on the status of convention and convention activities to ENYRC at the monthly area meeting.

*Requirements: 5 years NA street clean time; 1 year prior service to Eastern New York Region and prior convention experience. Accounting and Bookkeeping skills; access to a computer and e-mail.*

Assistant Treasurer: They assist the treasurer in his/her duties. In addition, they are responsible for the annual drawing.

*Requirements: 5 year NA street clean time and one year prior service to Eastern NY Region. Accounting and Bookkeeping skills; access to a computer and e-mail.*

#### SUBCOMMITTEE CHAIRPERSONS:

All Committee members elected as a subcommittee chairperson shall be responsible to hold regular subcommittee meetings and conduct the day-to-day operations of their Subcommittee, attend all Convention Committee meetings; regularly communicate with the Convention Committee Chairperson and Vice Chairperson, and provide the Committee with regular written reports. Each Subcommittee Chair is responsible to develop and submit their subcommittee's policy and budget. All subcommittee policy must reflect clean time requirements of its members, subject to guidelines below and approval of the Convention Committee. Note: all subcommittee members responsible for money or property belonging to ENYRC must have a minimum of five (5) years clean time. The subcommittee descriptions and requirements are listed below.

Arts & Graphics: This committee is responsible for designing all logos; convention flyers, programs; tickets; convention posters; convention banners; and designs for merchandise. Designs must all be presented to the Convention Committee for approval.

*Requirements: 3 years NA street clean time; access to a computer and e-mail.*

**Fundraising:** This committee coordinates all fundraisers for the convention. All subcommittee members handling money must have at least 5 years NA clean time and have a legal source of income. The committee is responsible for helping coordinate with Events and Merchandise to raise the appropriate needed funds to conduct the convention. They plan events and activities in coordination with other committees. They arrange for convention event site locations. They plan and provide entertainment at events for convention and other committee events in conjunction with the Convention Committee.

In Keeping with ENYR Financial Policy regarding E&A/Convention Committee fundraising:

**E&A/Convention Committee Fundraising**

While E&A and the Convention Committee (Con.Com.) may host events in tandem or separately, the flow of resulting income requires clarity.

- a. All funds resulting from any independent E&A event will be given to Region.
- b. All funds resulting from independent Con.Com events will be retained by Con.Com.
- c. All funds resulting from an event predetermined to be a convention fundraiser shall be retained by Con.Com.
- d. If Con.Com participates (equal funding and/or participation/planning etc. as determined by the two committees) in an E&A fundraiser, resulting funds shall be split 50%/50% between the Con.Com. and Region.
- e. As further clarity, if Con.Com hosts or participates in any event, the funds flowing to Con.Com. must be solely for the purpose of convention funding.
- f. The purpose of any event in which Con.Com. participants must be clearly stated prior to Con.Com's inclusion. Trusted servants who may serve on both committees will not be an excuse for lack of clarity of resulting fund flows.
- g. The Convention Committee must inform all areas within the Region of any prospective event during the initial planning stages. Areas must be notified of the specific event date at the next Regional meeting after the date is set.

They coordinate with all other committees to develop themes for the convention and other committee events and activities.

*Requirements: 5 years NA street clean time; 1 year prior service to NA; and prior convention experience. Access to a computer and e-mail.*

**Merchandise:** Committee is responsible to propose and after Convention Committee approval facilitates production of all merchandise offered for sale at the convention; events, and activities. They assist in selecting items needed as part of theme for events or entertainment; and those required by the fund-raising committee. The committee shall coordinate with the Registration committees to develop and acquire the registration packet within the budget and requirements of the Convention Committee.

The merchandise committee shall also assist in promoting the convention by selling merchandise at other events outside the areas. At the convention, the committee shall coordinate with the Convention Vice-Chair a schedule of persons to sell the merchandise during the times the merchandise room is open. The Merchandise Chair is also responsible for maintaining an accurate inventory in the format the Treasurer requests.

All sub-committee members handling money must have 5 years NA clean time and a verifiable source of income.

*Requirements: 5 years NA street clean time; 1 year prior service to NA, and prior convention Experience. Access to computer and e-mail.*

**Registration:** The subcommittee drafts the convention flyers and registration form in coordination with Arts & Graphics. Once approved by the Convention Committee, they assist in the production and distribution of the flyers. They provide sub committee members at events promoting convention and collecting pre-registrations. They arrange for sales of tickets for the banquet, dance and other events at convention. They work with Merchandise to develop a registration package and present it to the Convention Committee for approval. They are responsible for preparing/stuffing the registration packages. The Treasurer will assist in providing the tickets for pre-registered packages. At the convention, they distribute pre-registration packets, collect onsite registration and distribute registration packets. The committee works closely with Convention Treasurer to ensure accountability of all tickets sales, registration sales, and Treasurer requested procedures. All sub-committee members handling money must have 5 years NA clean time and a verifiable source of income.

*Requirements: 5 years NA street clean time; 1 year prior service to NA, and prior Convention Experience. Access to a computer and e-mail.*

**Convention Information:** The committee provides information to NA members and certain non-NA members. Due to their contact with the public, they should choose subcommittee members who have a working knowledge of the 12 Traditions, and some Public Information background. Convention Information may contact treatment and recovery facilities; treatment centers; and detoxes. Information may be provided for Committee events and the convention. Convention information shall prepare a plan allocating a number of free or discounted registration "HIPIC " packages for attendees who are participating in treatment and recovery facilities; treatment centers; detoxes; and other institutions catering to addicts. At the convention, the Convention Information committee shall handle dissemination of said HIPIC packages in accordance with their plan and Convention Committee's prior approval of plan. Convention Information shall be in charge of all press contact at any Committee event or the convention. Convention Information shall coordinate with Eastern NY Region Public Information to establish a Public Information presentation at the convention.

*Requirements: 5 years NA street clean time; 1 year prior service to NA; Prior Convention Experience. Access to a computer and e-mail.*

**Hospitality:** They provide and coordinate sale of all food and beverage at Convention Event and Activities. Hospitality is responsible to provide refreshments at Committee events and activities following what the Convention Committee approves. When possible, coordinate with the convention site to provide a hospitality room and other amenities. All sub-committee members handling money must have 5 years NA clean time and a verifiable source of income.

*Requirements: 5 years NA street clean time.*

**Set-up and Clean-up:** Provide assistance at every event and at the convention to set-up and clean-up sites where applicable. Make sure the convention banners are appropriately displayed and retrieved at the convention and any other event. It is important that sites of events be returned to prior event condition in accordance with instructions from the site owner or hotel.

*Requirements: 2 year NA street clean time.*

**Programming:** The Programming Subcommittee selects appropriate speakers for all fund-raising events and the convention. All voting members of the Programming Committee shall have a minimum of One (1) year street clean time. The Programming Subcommittee plans all the workshops and meetings at the convention and other Convention Committee activities, and is responsible to work in conjunction with Arts & Graphics and Registration to produce the actual program to be distributed at the convention. At the convention, the Committee coordinates the speakers and ensures that all events are on time and set-up.

*Requirements: 5 years NA street clean time; 1 year prior service to NA; and prior Convention Experience. Access to a computer and e-mail.*

**Serenity Keepers:** The Committee utilizes serenity keepers at events and at the convention. The Committee directs attendees to events and informs them of site rules. They assist in coordinating a safe and healthy environment for the convention and other committee events. Members of the Serenity Keepers who serve as Serenity Keepers shall have a minimum of One (1) year street clean time. Members of the Serenity Keepers, who serve as Greeters, shall have a minimum of ninety (90) days street clean time and/or prior approval by the Serenity Keepers Chairperson. All Serenity keepers and Greeters are responsible to act in a loving and spiritual fashion and refrain from any violence or anger. In the case of difficulty, they will be informed of the appropriate authority to contact.

*Requirements: 5 years NA street clean time; 1 year prior service to NA; Prior Convention Experience.*

**Site planning** (when necessary): When necessary a committee shall be formed to gather bids for future convention sites.

*Requirements: 5 years NA street clean time; 1 year prior service to NA; Prior*

*Convention Experience. Access to a computer and e-mail.*

**In keeping with ENYR and Convention Committee Policy, all members of the executive who deal with money must have 5 years clean time.**

*NOTE: While the CC elects all subcommittee chairs, each subcommittee may elect their own Vice-Chair, Secretary, etc. Requirements: Vice chair must have minimal requirements to fulfill Chair. All other requirements including clean time should be presented to the Convention Committee for approval prior to first meeting of the subcommittee.*

Convention Committee terms are up at the organizational and nomination meeting after the convention. The meeting shall be called and run by the Chairperson elected by ENYRC. Chairperson shall determine the date of the organizational and nomination meeting. The meeting shall be announced in the ENYRC minutes. At that meeting, the Chairperson shall present an agenda and entertain nominations for subcommittee chairs. The Chairperson will designate a date for elections and further nominations. All persons must attend both meetings to have a vote in elections. All unfilled positions will be filled by elections at subsequent meetings with the Convention Committee voting only, in accordance with rules established by the Chairperson.

There will be three (3) signatories on the ENYR Convention checking account: Convention Committee Chairperson; Convention Committee Treasurer; and the Eastern NY Region Treasurer. All checks must be signed by two signatories.

After the convention, the Convention Committee Treasurer shall account to the Regional Treasurer and the accountant and prepare a complete written accounting to be presented at the next Eastern NY Regional meeting. ~~(To be reported within 60 days)~~. 90 days after the 3 day convention, all funds in the convention account shall be distributed as follows: seed money for the next convention shall be equal to the entire cost of the host hotel (room rental, catering & incidentals) as determined in the activity report presented by the convention treasurer, the balance of the account split 50/50 with the ENYR.”

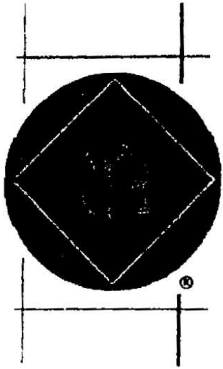
In accordance with Regional policy, no raffle or donation drawing may contain a cash reward such as a 50/50 split at any Convention Committee event.

The Programming Committee shall attempt to obtain Regional participation of at least 50% group suggested speakers, 50% chairpersons from group suggestions, and 50% of the workshop speakers. The Convention Committee and Programming Committee shall not be speakers at the convention or committee events. Friday night main speakers must be from the Region. Speakers for the main meeting Friday (2), Saturday (1) and Sunday (1) shall be chosen by the Programming Committee. The Programming Committee shall present its list of main speakers at the first convention committee meeting subsequent to their choice for approval. The Regional service body will also be invited to vote. A copy of tapes used for selection shall be made available to any Convention Committee members for listening, one week in advance. In the event a selection is rejected, the Programming Committee will then select an alternative and submit their selection at the next regular meeting or at a meeting called for said approval. Time will be of Essence to assure that Programming Committee has sufficient time to arrange for speaker selection

Any committee or Subcommittee expenditures over \$200.00 shall be submitted to the Convention Committee for prior approval and have three bids.

All monies collected at any function should be accounted for by any two standing committee members under the supervision of the Treasurer or Assistant Treasurer.

Outside vendors and other areas merchandise sales are all subject to prior approval of the full committee. Issues in regard to integrity, world service authorization, clean time of salespersons and prior approval are all relevant in the discussion and approval process. All vendors are required to follow any accounting rules and/or procedure and submit any documentation as may be requested to the Treasurer or Asst Treasurer and/or Regional Treasurer.



Eastern New York Region of Narcotics Anonymous

**PO Box 95**

Franklin Square, New York 11010 [www.nanewyork.org](http://www.nanewyork.org)

August 25, 2007

To: Administration of Commerce Bank From: James Buttonow,  
Chairperson, *ENYR*

I, James Buttonow, on behalf of the Eastern New York Region Service Committee of Narcotics Anonymous, authorize the opening of an unincorporated business checking account for the Convention Committee.

The account is to be named Convention Committee of ENYR RSC. It will have 2 signatories out of a choice of 4 members. The 4 members are:

John Schmidt  
Shelley Bracin  
Anthony Bailey  
James Buttonow

This account is to be used for business purposes only. The EIN number associated with this account is 11-3377259.



Thank you for your cooperation in this matter and we look forward to establishing this business relationship.

ENYR

In loving service to the



James Buttonow, ENYR

Chairperson

**EASTERN NEW YORK REGION SERVICE COMMITTEE**  
**(ENYRSC)**

**HELPLINE SUBCOMMITTEE**

**POLICY AND PROCEDURES**

This ENYR subcommittee is guided by A Guide to Local Services in Narcotics Anonymous, the Twelve Traditions of Narcotics Anonymous, the Twelve Concepts of NA service, and this policy.

1. **Requirements**

- A. All NA members who wish to become involved in the Helpline must have TWELVE months of NA street clean time in order to be a call forwarding volunteer.
- B. All NA members must receive Helpline Orientation before performing any of the above- mentioned volunteer work for the Helpline.
- C. Helpline volunteers may not, under any circumstances, turn over their

assigned phone duty to anyone who is not currently an active member of the Helpline Committee.

- D. All members must attend the monthly Helpline subcommittee meeting at least once every three months. If you do not attend the subcommittee meeting at least once every three months you will receive an email asking whether or not you still want your commitment. If you do not respond to the email or do not attend the next scheduled business meeting you will be asked to step down.
- E. Helpline is a one year commitment.

## **2. Trusted Servants Positions and Requirements**

A. **ENYR Helpline Chair** – Four years or more NA street clean time, 1 year of service on the ENYR Helpline and one year or more experience with Area Service. Responsible for coordinating with all Helpline Liaison’s in the ENYR and administering the functions of the ENYR Helpline. Duties include, but are not limited to: attending ENYR monthly meetings; giving an ENYR Helpline report regarding costs associated with the Helpline, problems occurred with the Helpline, and other important information that the ENYR needs to know; updating Call Forwarding Volunteer time slots; conducting orientations; and coordinating events and activities. Also serves as the single point of responsibility under the Fifth Concept and the single point of the accountability of the ENYR Helpline.

**Chair will serve a one year term.**

- B. **ENYR Helpline Vice-Chair** – Must meet the same requirements as the Chairperson. Will assist the Chair in the duties necessary to operate the ENYR Helpline, and be able to stand in for the Chair whenever necessary. Responsible for attending all ENYR Helpline meetings along with the Chair.

**Vice-Chair will serve a one year term.**

- C. **Secretary-** Must have a one year clean time requirement. Must own a computer. Must attend all ENYR Helpline business meetings and compose minutes. Responsible for keeping archives of all minutes. Must send the minutes to the Chairperson within one week of the last subcommittee meeting for review. Must be an active participant of the Helpline subcommittee.

**Secretary will serve a one year term.**

- D. **Information Line Coordinator-** Responsible for updating and uploading accurate and up-to-date meeting lists onto our phone system for the counties of Nassau, Suffolk, Brooklyn, Queens, Manhattan, and Staten Island on a monthly basis.

**Information Line Coordinator will serve a one year term.**

- E. **Call Forwarding Volunteer-** Answers the Helpline calls during their assigned shift; follows the Helpline flow chart and manual when answering calls; fills out a caller log form on a monthly basis and submits it to the Chair; fills out a referral form on an as- needed basis

and submits it to the Chair; and must take a minimum shift of 3 hours per time slot.

- F. **24/7 Call Forwarding Volunteer**- Answers the Helpline calls during unassigned time slots; 6 months prior ENYR Helpline experience.

## **24/7 Call Forwarding Volunteer will serve a one year term.**

### **3. Standard Operating Procedures**

- A. If a Helpline volunteer is unable to answer his or her time slot they will call the ENYR Helpline Chair or Vice Chair in advance and inform them that they are unable to answer their time slot.
- B. B. If a Helpline volunteer discovers that there is a problem with the system or any other problems with the Helpline telephone they must immediately call the ENYR Helpline Chair or Vice Chair to report i
- C. If any Helpline volunteer is having a problem with a caller he or she should get the caller's phone number and notify the Chair of the date and time of the call so the Chair can respond appropriately.
- D. If a facility calls to get information about Narcotics Anonymous, get the caller's name, name of facility, caller's job title, phone number and **best time to call back**. Then call the Helpline Chair and give them all the information. **Never make any promises or commitment to anyone**. If anyone calls to notify the Helpline of a new meeting or changes to the meeting, take all the information and contact the Helpline Chair. Get the person's name, group position, phone number, name of group, day, time and place of meeting.
- E. Return your binder to the Chair upon completion of your Helpline commitment.

- F. Call forwarding volunteers must take a minimum shift of 3 hours per time slot.

## \*\*\*\*\*APPENDIX\*\*\*\*\*

### ENYRSC RULES OF ORDER

(as adopted from A Guide To Local Services - 2002 version)

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.

#### 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 second person 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 been 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 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 chairperson.

#### 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 chairperson 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 chairperson 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*.

<b>EXHIBIT 1 – Minutes Format</b>
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### **Eastern NY Region - Minutes of October 15, 2022**

#### **REGIONAL PURPOSE**

The purpose of a Regional Service Committee is defined as a body made up of Members from member areas (Metro, Nassau, Queens, Simply Spiritual, Suffolk & Western Queens Areas). The region was formed simply to pool and develop local service resources that can be used both by groups & area's in better fulfilling their primary responsibilities and purpose.

Meeting was held virtually on the Zoom Platform Meeting ID: 526 320 642  
Password : ENYR at 12:00 pm. Meeting was opened with a moment of silence followed by the serenity prayer.

The previous month's Minutes were accepted. Total RCM's 5 [Nassau, Queens, Suffolk & Western Queens & Simply Spiritual] - Quorum met.

The next ENYRSC meeting will be held on November 19, 2022 at 12PM.  
**ALL ENYRSC POSITIONS ARE OPEN for 2022. Vote to be held in December.**

<b>Position Name</b>	<b>Attendance</b>	
Regional Chair	Joan P.	Present
Regional Vice Chair (Acting)	Hugh O.	Present
Secretary	OPEN	
Literature Chair	Anthony B .	Present
Speaker Exchange	.	Present
Public Relation Chair	Vin V.	Present
Treasurer	Kimma.	Absent
Assistant Treasurer	OPEN	
Finance Committee Chair	OPEN	
Events and Activities Chair	OPEN.	Present
Regional H&I Chair:	.	Present
Regional Delegate	Tommy G.	Present

Regional Delegate Alt.	OPEN.	Present
Literature Review	OPEN	
Convention Chair	OPEN	
Convention Treasurer	OPEN	
Helpline Chair (Acting)	John E.	Present
Insurance Liaison (Acting)	Victor.	Absent
Website Servant	Mike O.	Present
Meeting List Coordinator	Mike O.	Present
Policy Chair	Sonya B	Present
Metro RCM	Carlos J	
Metro RCM Alternate	OPEN	
Nassau RCM	Eric.	Present
Nassau RCM Alternate		
Queens RCM	Erol P.	Present
Queens RCM Alternate	OPEN	
Simply Spiritual RCM	Bret Z.	Present
Simply Spiritual RCM Alternate	Lisa T	
Suffolk RCM	Emillio S	
Suffolk RCM Alternate	OPEN	
Suffolk Vice Chair	Rich W..	
Western Queens RCM	Brownie B	Present
Western Queens RCM Alt	OPEN	

The E.N.Y.R.S.C meets the third Saturday of each month at 12:00pm on the Zoom Virtual Platform Meeting ID 526 320 642 Password ENYR.  
For all Regional documents, minutes and information please visit:  
<http://nanewyork.org/enyr-minutes/> Password: namember.

### **AREA AND REGIONAL ANNOUNCEMENTS:**

- Reminder: Every ENYRC commitments will be open as of October 15, 2022 Except for RD and RDA commitments.
- Reminder: Literature order procedures: Fill out order form on web-site and send to Dropbox on website.

### **Old Business:**

## **New Business:**

The nominations listed below are open for the 2022 ENYR positions:  
Nominees please submit updated service resume.

Nominees are:

Chairperson: Hugh O. Vice Chair: Vin V. Treasurer: Kimma Meeting  
List/Web Servant: Mike O. Policy Chair Sonya B. Helpline John E.  
Literature Anthony B.

Vote due back in 90 days at the December's Business Meeting.

## **ADMIN BODY AND SUBCOMMITTEE REPORTS**

**Chairperson Remarks: Joan P.**

**Vice Chairperson Remarks: Hugh O**

**Treasury Opening Report: Kimma. [See Report]**

**Regional Delegate: Tommy G. [See Report]**

**Regional Delegate Alternate: Vacant**

**Policy Chair: Sonya B. (See Report)**

**Literature Chair: Anthony B. [See Report]**

**Secretary: Vacant**

**Helpline: John E. (see report)**

**Public Relations: Vin V. (See Report)**

**Website Servant: Mike O. (See Report)**

**Speaker Exchange: Vacant**

**Hospitals & Institutions: Vacant**

**Events & Activities: Vacant**

**Insurance Liaison: Victor.** (No Report)

**RCM Reports:**

**Metro: Carlos J** (No Report}

**Nassau: Eric** (See Report)

**Queens: Erol P.** (See Report)

**Simply Spiritual: Bret Z** (See Report)

**Suffolk: Emillio S.** (See Report)

**Western Queens: Brownie B** (See Report)

**Closing Treasury Report:**

OPENING BALANCE: \$18,918.12

CREDITS: \$2,621.47

DEBITS: (\$2,2241.38)

NAWS DONATION: No NAWS donation this month because the closing balance is below the \$23,500 donation threshold.

CLOSING BALANCE: \$19,298.21

**EXHIBIT 2 – Collective Voting Procedures**

❖ **ENYRSC Non-Voting Participants Pg. 7**

Non-voting Participants

- A. All elected members who make up the Administrative Committee with the exception of the Chairperson and the Vice Chairperson, or Acting Chairperson and acting Vice Chairperson, one of whom may vote (preferably the Chair) in the event of a tie vote.
  
- B. All elected or appointed members who chair standing sub-committees or ad-hoc committees of the RSC.
  
- C. Events and Activities Treasurer

❖ **Voting Procedures – Pg.25**

- D) Quorum
- E) To conduct business at the RSC Meeting requires a Quorum, which is defined as one third of the RCMs (2) of the ENYRSC. The voting body consists of all the Areas of the Region.



F) To conduct business at the RSC Meeting requires a Quorum. Quorum is two (2) Areas. If there is a tie vote, per current policy, the Regional Chair will break the tie, thus, allowing the RSC to carry out its responsibilities to the entire Region.

## 2. Motions

A) To pass a motion at the RSC requires a majority of the voting body.

To change policy requires a two-thirds vote of the voting body.

B) To pass a procedural motion at the RSC requires a two-thirds vote of the RSC participants present.

C) For the purposes of elections, a simple majority vote of voting members present is required.

D) After a motion is made the Chairperson will entertain only two cons and two pros. If there is a lack of clarity after this process, a five minute question period will ensue. After 5 minutes discussion will be closed and no further discussion will be entertained. Only a vote will transpire.

E) Any Area conscience motions not discussed during the course of the ENYSRC meeting will be discussed as old business at the next ENYRSC meeting. (rev. 2000)

F) All motions must be seconded (by a voting member) prior to submission of motions, and all motions must include intent.

G) All motions voted upon may not be reintroduced or revisited for ninety days.

H) All objections to motions must be followed by a brief intent prior to being seconded and voted on.

I) For procedural motions, all members of the ENYRSC are voting members. For all other motions, only RCMs are voting members.

J) All motions other than time frame motions requiring Area input discussed in new business will go back to Areas for a minimum of three (3) months starting on the day the motion is made at Region to give group members an opportunity to bring questions back to Area.

The definition of a time frame motion is a motion that must be voted on at the next RSC meeting.

K) Any elected member may be removed during their office by a two-third vote of the total voting body at the RSC (Based on the Fifth Concept of Service).

## 2. Parliamentary Procedures

B) The RSC conducts business in accordance with the twelve Traditions of Narcotics Anonymous, The Twelve Concepts of NA service, the NA service manuals, ENYRSC Policy and Robert's Rules of Order as defined herein:

- ☒ Given the relative simplicity and limited requirements of NA, the entirety of Robert's Rules of Order is both unnecessary and cumbersome. Therefore, we need only use those select rules that apply most often to those procedural issues that arise from the business we do. Henceforth and until revised, the following shall be considered the entirety of Robert's Rules of Order:

### **RULES OF ORDER (From the Guide To Local Services (2002 version)**

See attached appendix

Robert's Rules of Order will only be used if procedural issues are not covered in the ENYRSC policy.

- A) Elections will be held after the nominations have been sent back to the Areas (for 90 days whenever possible). Nominations would be sent to Areas in September, voted on at the ENYRSC meeting in December, and elected members would take office in January. For the RD and RDA positions, nominations would be sent to the Areas in June and be voted on at the ENYRSC meeting in September.
- B) Elections take place as the first order of business at the RSC meeting for which they are scheduled.
- C) Nominees must be present at the RSC in order to be voted in.
- D) Nominees must leave the room before the vote.
- E) Written Ballot (Vote tally will not be included in minutes).
- F) Corresponding Secretary counts the votes.
- G) Names of elected trusted servants are announced.
- H) If the slate consists of (3) or more nominees and there is no clear majority the nominee that received the least support is excluded and subsequent votes are taken until there is a clear majority.
- I) Chairperson will break a tie vote.