

Florida Regional Service Conference



Motion #60P: To approve the following as our interim policy package.

Intent: To provide the RSC with an interim policy package that applies to the new service structure.

Financial Impact: Since the revised budget remained essentially the same as the previous one, the only impact is the cost of printing the policy package.

Rationale: To adhere to the timeline requirements contained in Motion 41P by providing an interim package so the RSC may hold elections in July and begin to function under the new structure in September.

Reference:

Policy, Guidelines & By-Laws for Restructure, Motion 41p	2
Florida Regional Service Project Plan Form	116
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Policy, Guidelines & By-Laws

Revised JUNE, 2008

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TWELVE TRADITIONS

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

TWELVE CONCEPTS

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

NEW STRUCTURE

Motion #41P – Ad-hoc Committee for Proposed Restructure of RSC/River Coast
To change the current RSC structure from “Sub-Committee/Reporting/Motion based “to Project/Roundtable/Consensus Based” or To change the current RSC structure according to the attached format. (go to www.naflorida.org, click on Reports, then January, see pgs 57-70)

Intent: To better serve Areas, their member groups and individuals addicts; to allow more widespread participation by more individual member; and to more fully utilize available human resources. Outcome: *12 for, 4 against, 0 abstentions, 1 absent - (Passes by 2/3rd's)*

COMMON TERMS/DEFINITIONS

Conference – refers to the formal meeting of the Florida Regional Service Committee that occurs on the third Sunday of January, March, May, July, September and November each year.

Facilitator – Title formerly known as Chairperson (Florida RSC Regional Chairperson) – This is intended to better describe the task performed by the RSC Conference Leader.

Co-Facilitator – Title formerly known as Vice-Chairperson (Florida RSC Regional Chairperson) – This is intended to better describe the task performed by the RSC Conference Leader.

Human Resource Panel – describes the workgroup that collects Fellowship Development pool forms, maintains human resource records, assists in selection of project participants and maintain and update the regional policies and procedures as necessary.

Coordinators – Title describes individuals’ assigned specific tasks whereby the coordinate resources for a particular type of activity. Below is a list of approved resource coordinators:

- 1) H&I Resource Coordinator – coordinates resources & support for Hospitals & Institutions activities and events.
- 2) PR Resource Coordinator – coordinates resources & support for Public Relations activities and events.
- 3) Helpline Resource Coordinator – coordinates resources & support for Helpline related activities and events.
- 4) Technology Resource Coordinator – coordinates resources and support for all internet and related technologies.
- 5) Archive Resource Coordinator – maintains the regional records, archives, historical documents and materials.

Leader – describes the individual who leads the Human Resource Panel, individual projects and Fellowship Development Group. (ex: Human Resource Panel Leader is the equivalent of “chairperson,” same applies for Fellowship Development Group “Leader”)

Member – describes the individuals who are active participants of the Human Resource Panel, Individual Projects and Fellowship Development Group

Project – describes a select activity of the Fellowship Development Group whereby Leaders and Members complete a necessary task via a workgroup to a desired goal.

Fellowship Development Group – describes the group that meets on Saturday of the RSC weekend and discusses, selects, determines and prioritizes which activities need to be accomplished by a workgroup. This group is open to any member of the Florida fellowship.

Fellowship Development Pool Forms – describes a form used by the Florida RSC to gather current and accurate information about willing trusted servants who would like to participate in regional service in one form or another.

Workgroup – describes a group of trusted servants selected from the Fellowship Development Pool Forms to facilitate a select activity from initiation to completion.

Roundtable Discussion – describes one method used to arrive at a consensus decision during the Fellowship Development Group process.

Straw Polls – describes a simplified procedure used to arrive at a consensus based decision in business meetings.

Area Fellowship Support Group – meeting held each Saturday of the Florida RSC facilitated by the Resource Coordinators. All area and regional trusted servants are encouraged to participate and discuss issues and topics of interest to their areas.

Policy & Procedure Support Group – meeting held each Saturday of the Florida RSC facilitated by a member of the Human Resource Panel. All RCM’s and other regional trusted servants are participants. This group reviews pending motions to assess their viability as it relates to the traditions and concepts and may make recommendations.

Consensus Based Decision Making - is a method in which a group of likeminded individuals come to a decision facing the group. It eliminates the need for voting, but, when an individual has an opposition, they may bring it to the group, and they may discuss the issue to come to a decision.

SAMPLE REGIONAL WEEKEND SCHEDULE

SCHEDULE

Friday

10pm – 11pm (suggested) - Recovery Meeting

Saturday

7am – 8am (suggested) – Recovery Meeting (Just For Today)

8:30am – 9:45am – Area Support Group Meeting

10am – 12:30pm – Fellowship Development Group – Projects Disc./Prioritization Mtg.

10am – 2pm – FRCNA & FRSO Board Meetings

12:30pm – 2pm – Lunch on own

12:30pm – 2pm – Administrative Meeting

2pm – 4:30pm – Fellowship Development Group – Workgroup Meetings

2pm – 4:30pm – HRP Meeting

4:30pm – 5:30pm – Policy & Procedures Support Group Meeting

5:30pm-8:30pm – Dinner on own

8:30pm – 9:30pm – Recovery Meeting (Speaker)

9:30pm – 12am – Activity/Event TBD

Sunday

7am – 8am (suggested) – Recovery Meeting (Just For Today)

9am – ? – Florida Regional Service Conference

This schedule occurs in January, May, July, September and November. March in odd years is reserved for the Florida Service Symposium (Thursday, Friday and Saturday). March in even years is reserved for the GSR Assembly (Friday & Saturday)

PURPOSE

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

DEFINITION

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

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

PROCEDURES

The RSC Conferences are held on the third Sunday of the following months: January, March, May, July, September and November. The RSC Conferences are to be held to a two-day function. (No Friday workgroup or group meetings or board meetings.) The RSC meeting shall not be held at any Recovery Weekend, Mini-Convention, etc., or in the same area it is being held.

Attendance

1. Any area that meets the criteria established in the "Guide to Local Services", pgs. 47, 48 & 49, is automatically a voting member of the RSC.
2. Any new Area that comes to the RSC may start voting and be recognized that day.
3. Any RCM or other elected Trusted Servant leaving the RSC before its end should notify the Secretary upon leaving.
4. Any Facilitator, Co Facilitator, Resource Coordinator, or other elected trusted servant missing two regularly scheduled meetings will be asked to step down.

Meeting Format

Meeting should start at 9:00 a.m.

1. Opening Prayer.
2. Read Twelve Traditions
3. Read Twelve Concepts
4. Read Purpose and Definition of an RSC
5. Open Floor to any member of NA
6. Roll Call
7. Secretary's Report
8. Treasurer's Report

9. RCM Reports
10. Recess for said time period (optional)
11. RD/AD Report
12. Fellowship Development Group Reports
13. HRP Report
14. FRC & RSO Board Reports
15. Recess for said time period (optional)
16. Old Business
17. Elections of New Officers (if necessary)
18. New Business (pre-arranged agenda has priority)
19. Review of the Business of the Day
20. Plans for next meeting are discussed
21. Closing Prayer (Serenity Prayer.)

Agenda

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

Motions

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

Making Motions

The following can make or second motions:

1. RCM's or the duly elected member from an Area. (See Voting, below)
2. Fellowship Development Leader or Co Leader.

3. Co-facilitator, Human Resource Panel Leader, Resource Coordinators, Secretary, Alternate Secretary, Treasurer, Regional Delegate and Alternate Delegate. The RD and AD may not second each other's motions.

Discussion Limits

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

Voice

The following have a voice on the RSC floor:

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

Quorum

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

Voting

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

Majority

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

(2/3) Majority

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

HOTEL HOSTING CRITERIA

The Administrative Committee and FRC President will constitute the workgroup assigned to these duties and secure the RSC location sites. The AD will be the workgroup leader on an on-going basis.

The Alternate Delegate will send a Request for Proposal (RFP) (sample included in Addendum section) to potential hotel sites. The RFP should be submitted to proposed sites at least six months prior to the event, preferably one year. In the case of the GSR Assembly and the Florida Service Symposium, the RFP should be submitted to proposed sites at least one year in advance, preferably even sooner.

Space

Friday

One meeting room that can hold a minimum of thirty people.

Saturday

Two boardrooms or boardroom style meeting rooms with tables that hold a minimum of twelve people and one large meeting room with tables that hold a minimum of one hundred people for the RSC.

Sunday

One large meeting room with hollow square table configuration that holds a minimum of fifty people.

1. Location for a function, preferably at the facility, though, not required.
2. Goal would be to have coffee provided by the hotel, though, not required.
3. Other arrangements will be considered.

Room Block

1. Minimum of twenty rooms for Friday and twenty rooms for Saturday.
2. Objective is that the room block should provide free meeting spaces or relatively little additional expense related to meeting space.
3. Handicap accessibility needed in and around the hotel.

4. Be aware of advance registration requirements.
5. Make cut-off as late as possible.

Other

1. Copying to be available, though, not required.
2. Screen or wall capable of use for projection to be available, though, not required.
3. Flier must be available at the prior Regional Meeting. The RSO will mail the flier.
4. Some provisions for Friday night; late meeting, and Saturday and Sunday morning meetings.
5. All net proceeds from the RSC weekend will go to the RSC Treasurer. If a specific need arises, the Hosting Area may request funds to be returned to the Area, to be voted on by the RSC.
6. FRC Inc. President will review and sign the contract.
7. RSC location will be secured for up to 2 years in advance.
8. All bids for RSC weekends must be submitted to FRC for review of the contract before submitting to the RSC, and stay within the recommended/agreed to room rate (Motion #14-P, 3-21-04).

ADMINISTRATIVE COMMITTEE

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

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

This body serving as a Committee, per suggestions from the RSC as a whole, may appoint members to a workgroup for a specific need for a specified time period

DUTIES AND RESPONSIBILITIES

Facilitator

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

Co-Facilitator

1. Performs all duties and has all powers of the Facilitator in their absence. .
2. Member of the Fellowship Development Group.
3. Liaison between all elected Trusted Servants to assist in proper communication functioning between trusted servants, work groups and members, per RSC Guidelines.
4. Attends as many Area Service meetings as possible.
5. Co-signer on the Florida RSC bank account.

6. Facilitates Fellowship Development Group when Fellowship Development Leader is absent.
7. To keep track of motions requiring future action by the RSC, to make sure that these items come up at those future times and do not fall through the cracks.
8. Prepares agenda for Saturday's meetings and places room assignments outside meeting rooms.

Secretary

1. Responsible for a written record of RSC meetings.
2. Keeps a mailing list of all RSC trusted servants and RCM's.
3. Responsible for typing minutes so they can be mailed or emailed out at least two weeks following each RSC meeting. Minutes are to be delivered to Administrative Committee members, Regional Delegate, Alternate Delegate, RCM's from each area, Fellowship Development Group Leader and the FRC and RSO Presidents at the RSC's expense. Any others requesting minutes should purchase them from the RSO at cost or download them from naflorida.org, the FRSC's official website.
4. Co-signer on the Florida RSC bank account.
5. Shall maintain possession of the log in and passwords etc. for the RSC Web Page. In the absence of a Technology Resource Coordinator, will update the web page to include the RSC minutes (motion #35 7-18-04)

Alternate Secretary

1. Works closely with the RSC Secretary.
2. Has the same responsibility as RSC Secretary (see above).
3. Is not a co-signer on the Florida RSC bank account
4. Attends the RSC Policy & Procedures Group meeting.

Treasurer

1. Keeps an accurate record of all transactions, including receipts for income and disbursements.
2. Prepares a financial report due at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. Disburses money as per group conscience of the RSC.
4. Collects all donations from Groups, Areas, individuals or workgroups.
5. As part of the Administrative Committee, will make an annual projected budget with suggested prudent reserve at the end of term.
6. Presents actual expenditure reports with expenses *for the past 12 months* (motion #19-P 5-18-04) of the RSC Administrative Committee, Fellowship Development Group and the RD/AD Team each November, that will be reported in the November RSC minutes (Motion # 23, 5-18-04)
7. May not be allowed to serve as RSO BOD Treasurer or FRC CFO simultaneously with this position. (Motion #32: 7-15-2007)

Alternate Treasurer

1. Works closely with the RSC Treasurer.

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

Regional Delegate (RD)

1. The primary purpose of the RD is to link the Region with the World.
2. Presents minutes of the World Service Conference, information from the World Service Office, Inc., or other Regional news or information available (Conventions, Conferences, etc.) or from *The NA News* or *The NA Way*.
3. Attends all Regional Service Committee meetings.
4. Attends as many Area Service Committee meetings as possible.
5. Attends as many Southeastern Zonal Forum meetings as possible
6. Attends World Service Conference
7. Attends Worldwide Workshops as possible.
8. Attends as many Regional functions as possible.
9. Member of the Regional Administrative Committee
10. Member of the Fellowship Development Group
11. Able to accept nominations to become a member of Human Resource Panel, Co-Facilitator, World Board or invitation as a member of WSC Project workgroup..

Alternate Delegate (AD)

1. Works closely with the RD.
2. Have the same responsibilities as RD (see above).
3. Will not accept any nominations on the World level upon election.
4. Develops, coordinates and facilitates the Florida GSR Assembly and the Florida Service Symposium. Weekends.
5. Plans the Southeast Zonal Forum Weekends (when hosted by the Florida Region).

QUALIFICATIONS

Requirements

- a. As well as holding no other regional-level service commitments by the time they assume their duties, the Administrative Committee member should demonstrate the following:
 - a. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
 - b. Ability to organize, direct and motivate.
 - c. Discretion—the ability to fulfill their responsibilities with the Region’s confidence that confidential information will be protected.
 - d. Experience—members should possess previous regional service experience.

- Regional Delegate and Alternate Delegate should have two years regional experience and all other administrative committee positions have a minimum of one year regional experience
- e. Ability to read English.
- f. Ability to communicate electronically
- g. History of commitment – Facilitator, Secretary and Treasurer is a one year commitment. Co-Facilitator, Alternate Secretary and Alternate Treasurer are two year commitments. The Regional Delegate and Alternate Delegate are four year commitments.
- h. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time

- i. Facilitator, Co-Facilitator, Treasurer and Alternate Treasurer. will have four years clean.
- j. Secretary and Alternate Secretary will have three years clean.
- k. Regional Delegate and Alternate Delegates will have five years clean

NOMINATIONS

1. Nominations should be solicited from the RCM's and the Human Resource Panel
2. An explanation from *the approved service manual* is needed to establish responsibilities for each position, per office.
3. The position is announced, and nominations are taken.
4. Each nomination must be seconded.
5. In case of only one nomination, a priority vote of confidence requiring two thirds majority is taken; if not two thirds, the position goes back to the RCM's for further nominations.
6. After accepting nominations from RCM's, the Facilitator will ask the floor if there are further nominations.
7. A motion is made to close nominations and must be seconded.
8. Each nominee must be present and must have completed a Fellowship Development Pool Form verbal qualifications will be given at this time to the RSC body.

ELECTIONS

1. Voting is done by paper ballot
2. The election of Co-facilitator to Facilitator, Alternate Secretary to Secretary, Alternate Treasurer to Treasurer and Fellowship Development Co Leader to Leader (votes of acclimation) is held in May. Officers assume the duties of the office at the end of business at the July RSC, except when filling a vacant position.
 - a. The nominations for positions above get a priority vote of confidence requiring a two thirds (2/3) majority; if not received, those persons become nominees for their respective positions.
3. The election of Co-Facilitator, Alternate Secretary, Alternate Treasurer, and Fellowship Development Co-Leader is held in July. Nominations solicited

- throughout the year and will be brought to the RSC in July and elections are held the same day.
4. Elections of Resource Coordinators and positions within Boards are held in September.
 5. The elections of Delegate and Alternate Delegate will be held on odd years. Elections will be held in May. Officers assume duties at the end of business at the July RSC.
 6. When there are more than two nominations and no candidate gets clear majorities, the succeeding procedure will be followed: A vote will be taken. The nominee with the least amounts of votes will be eliminated. The process is continued until there are two nominees. The one with the most votes is elected.
 7. Upon election, all RSC elect positions must resign any other position which would give them another voice on the Regional Floor.
 8. Elected RSC positions assume the duties of office at the end of business day, with the exception of votes of acclimation, item 2, above.
 9. When someone runs uncontested for a Region Elect Board election and loses that election, they cannot be elected to that board by a board election that same year.

REMOVAL OF OFFICERS

Voluntary

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

Involuntary

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

Impeachment and Removal by Vote

This is needed in case non-compliance with Traditions, or failure to perform duties and responsibilities.

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

REPORTS

RSC

All reports are limited to ten minutes per report; all reports are to be written or typed. RCM's written reports may include information on Area Sub-Committees and other information about the Areas. It is the option of the RCM to give their report written or verbally. RCM's will be expected to turn in updated meeting lists with their bi-monthly

reports. All RSC requested reports submitted on the RSC floor will be included in the RSC Minutes/reports for that month. (Motion #48 11-16-03)

Yearly

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

ADDITIONAL RSC GUIDELINES

FINANCIAL

1. Two signatures are required on all checks issued by the Florida RSC.
2. The RSC will maintain a bi-monthly prudent reserve in the amount of \$8,000.00
3. After paying our bills and establishing a prudent reserve, any money left over will be forwarded to the next level of service.
4. The RSC shall hold excess Conventions funds until the November RSC.
5. Each member of the RSC Administrative Committee, Human Resource Panel, Fellowship Development Group Leader and Resource Coordinators shall be reimbursed one hundred fifty (\$150.00) (Motion #20P 7-15-07) per RSC for travel expenses.
6. No person shall receive more than one travel expense per RSC, even though such person might serve as Leader for more than one workgroup.
7. The RSC will pay for airfare and per diem for the Alternate Delegate to attend the World Service Conference. Other RD/AD travel will be consistent with expense procedures contained in the NA Guide to World Services, which will include; travel to and from airports, parking, air fare, tolls, per diem (\$45.00 per day), mileage reimbursement at the prevailing IRS rate for Non Profit Organizations (Motion #60P 11-19-06) if privately owned vehicles are driven out of state. Service travel, which is travel other than the RSC weekend attendance, shall be approved by the Florida RSC as deemed necessary. NA World Services will pay for airfare, hotel and per diem for the Regional Delegates to attend the World Service Conference.
8. The Florida RSC shall be financially accountable for any donations of literature.
9. The Florida RSC will subsidize up to \$300.00 per RSC for the Bahamas Area RCM to attend the RSC.

10. All Regional trusted servants will be reimbursed for travel, mileage @ the prevailing IRS rate for Non Profit Organizations (Motion #60P 11-19-06) if privately owned vehicle is required to be driven to any activity that the trusted servant is required to attend by the Florida Region, with the exception of RSC weekends. (Motion #11, 1-18-04)
11. All proposed budgets referred to Areas for approval must include the current budget and the actual expense for the past 12 months. (Motion # 19 5-18-04)

MISCELLANEOUS

1. A project may be created at the discretion of the RSC Administrative Committee. Members of the workgroup(s) may be appointed by the RSC Facilitator and/or Human Resource Panel.
2. Refrain from writing or editing of the History Book for a period of not less than 5 years, ending in July, 2009 (Motion #28, 5-18-04).
3. RSO to scan regional minutes and to deliver to the Technology Resource Coordinator for posting on the web page at the RSO billable rate. (Motion 31, 7-21-02)

Zonal Forum, GSR Assembly and Service Symposium Guidelines

SOUTHEASTERN ZONAL FORUM

PURPOSE

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

ATTENDANCE

1. Regional Delegate
2. Alternate Delegate
3. For the Bi-Annual CAR Workshop, any interested Regional Resource Coordinator, or RCM. Notification at the November (Motion #35P 1-20-08) RSC of intentions to attend is required, in order to facilitate room reservations.
4. The SEZF CAR Workshop will be held in Georgia, and rotate all other SEZF meetings. The agenda for the CAR workshop will be set by the hosting region (Motion #12, 1-20-02)
5. For all Zonal's other than the CAR Workshop, Regional funded attendees will be approved by the Region, prior to each Zonal. Potential attendees will be recommended by the Regional Delegate based on the upcoming SEZF agenda.
6. The SEZF will meet on the first weekend in January and June. Informal meetings may happen as needed (Motion #28, 7-21-02)

RESPONSIBILITIES

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

BUDGET

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

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

GSR ASSEMBLY

PURPOSE

The annual GSR Assembly is a meeting of all the GSR's and RCM's in the Florida Region. We come together to meet, grow in unity, and arrive at a regional conscience on a variety of issues locally and globally in NA. It is a key ingredient in the maintenance of the NA groups' final responsibility and authority for our fellowship's services, spoken of in our Second Concept.

Objectives

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

STRUCTURE

Panel Discussion

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

1. The panels are broken down by topic so that only issues and motions in that topic are discussed in the small group.
2. The panel discussions are led by a qualified participant. For instance, discussion on motions related to Public Relations would be led by a PR Resource Coordinator or equivalent
3. Prepares participants for the more formal General Assembly open forum.
4. All members of Narcotics Anonymous are invited to attend.

General Assembly Open Forum

1. The large meeting of all members of the Florida Region.
2. Facilitated by the Regional Facilitator with the assistance of the Co-Facilitator. Formal discussion and voting takes place on all issues on the agenda.

3. RSC Rules of Order are used to provide an orderly way to conduct business, to protect each member's rights, to protect the Florida RSC rights, and to promote free discussion.

GENERAL ASSEMBLY PROCEDURES

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

Administrative Committee Responsibilities

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

Regional Delegate

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

Alternate Delegate

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

Regional Facilitator

1. Sets the meeting agenda

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

Co-facilitator

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

Secretary

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

Treasurer

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

RCM's

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

Resource Coordinators

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

Panel Leader Responsibilities

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

Registration Packet

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

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

SERVICE SYMPOSIUM GUIDELINES

Vision Statement

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

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

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

Mission Statement

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

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

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

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

Guidelines

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

Roles and Responsibilities

RD/AD Team

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

RSC Facilitator

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

RSC Co-facilitator

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

Secretary Team

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

Treasurer Team

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

RSO Representative

1. Member of the Service Symposium Planning Project and the Special Worker
 - a. RSO will be utilized to print the announcements and brochure
 - b. RSO will receive the registrations and payments for lunch, buffet and Saturday entertainment

RCM’s from the Hosting Area

1. Work closely with the Secretary Team
 - a. Provide local area meeting lists for Registration/Information Table

- b. Provide guide to local restaurants and amenities (utilize local Chamber of Commerce)
 - c. Recruit local area members to assist at Registration
2. Willingness to participate as a Facilitator

All Other Regional Trusted Servants:

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

HUMAN RESOURCE PANEL

The primary purpose of the *Human Resource Panel* (HRP) is to facilitate a trusted servant selection process that will allow the Florida Regional Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members from around the state to be suggested/nominated for participation in regional projects without having to be present to receive due consideration, and create a more open opportunity for regional services to benefit from our collective resources by providing an established and recognized process by which to do so.

Duties of the Human Resources Panel

The Human Resource Panel collects a list of qualified candidates to serve the fellowship on any number of designated projects requiring human resources. The Fellowship Development Group will request the number of members and the desired skills and attributes candidates should possess.

1. Developing a description of the desired skills and experience necessary to complete the upcoming projects and services based upon the needs of the Fellowship Development Group.
2. Utilizing all available resources to solicit candidates' service information statewide. Those resources may include wide distribution of the Fellowship Development Pool Form.
3. The panel will make the form available to any member of the Florida fellowship electronically via the Florida Regional Service Committee (websites, bulletin boards, discussion boards and electronic means). The panel will make the form available to any member of the Florida Region for their use in soliciting candidates to serve the fellowship.
4. Screening applicants' information to identify qualifications and skills.
5. Providing the Florida Regional Service Committee with individual nominee's best qualified for regional nomination to the World Board, the WSC Co-facilitator, and Human Resource Panel positions.

Accountability

- b. The Human Resource Panel is accountable to the Florida Regional Service Committee.

Composition

- c. The Human Resource Panel consists of five (5) individuals elected by a simple majority of the Florida Regional Service Committee.

Term

- d. The term of office for the Human Resource Panel member will be two years. Panel members cannot serve more than two consecutive terms. In order to maintain the ideal of the seats rotating, two members will be elected in even years and three members will be elected in odd years.

Note: In order to develop this process, those with the greatest number of votes in the initial election shall serve only a one year term. This term will not count against their maximum of two consecutive terms.

Membership Requirements

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

- a. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- b. Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
- c. Experience—members should possess previous service experience and should demonstrate some personnel/human resources experience.
- d. Ability to read English.
- e. Ability to communicate electronically
- f. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time

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

Additional responsibilities

The Human Resource Panel is charged with maintaining and updating the policy & procedures of the Florida Region.

The Human Resource Panel is charged with managing the selection process for regional nominees to the World Service Conference.

Prepares a budget for approval of the RSC for the upcoming year that includes actual expenses for the past 12 months (Motion # 19, (5-18-04)) for the Human Resource Panel activities.

Policy & Procedures Meeting

The Human Resource Panel is charged with maintaining and updating the policy & procedures of the Florida Region. A designee of the Human Resource Panel will facilitate a Policy & Procedures meeting at each regional weekend.

The purpose of the Policy & Procedures Group is to consider pending motions that affect the policies of the Florida Region, and to consider whether or not the motion facilitates, inhibits or has no affect on the RSC's ability to serve its member areas.

The participants in the Policy & Procedures Group meeting may include the Human Resource Panel members, RSC Administrative Committee members, Resource Coordinators, FRC and RSO Board Presidents and any RCM in the Florida Region.

Anyone may participate in discussion at the Policy & Procedures Group meetings. However, voting is limited to the Human Resource Panel members, RSC Administrative Committee members, Resource Coordinators, Fellowship Development Leader, FRC and RSO Board Presidents and any RCM in the Florida Region.

The scope of the group responsibilities is limited to reviewing and making recommendations on pending motions based upon the following criteria:

1. Does the motion conflict with any of the Steps, Traditions or Concepts?
2. Does this motion change the intent of Policy, establish policy, or is it housekeeping motion? If the motion is determined by the Policy & Procedures Group to be housekeeping, the Regional Service Committee has the authority to vote on those changes without sending the motions back to the areas.
3. What impact the motion may have on the Florida RSC, (i.e. financial, spiritual, time, etc)

The HRP will provide addendums to the RSC Policy Package at the March and November RSC, and submit a current updated Policy Package annually at the July RSC. (Changed by Motion #41-P 7-16-06) The Policy Package includes: RSC Policy and the Board Guidelines. Policy & Procedure Group will hold a meeting only on RSC weekends.

The Policy & Procedures Group is facilitated by a designee of the Human Resource Panel. The HRP designee will.....

1. Facilitate the meeting based on a one year commitment
2. Compile a pre-arranged agenda prior to each meeting
3. Carries the voice of the group to the Florida RSC floor
4. Enforces rules of decorum and discipline (RSC's Rules of Order.)
5. Refrains from discussing a motion when presiding
6. Is absolutely fair and impartial
7. Is available to answer any questions concerning matters of Policy on the RSC floor.
8. Submits a complete updated policy package in July January (Motion # 41-P 7-16-06) to include RSC Policy, by-laws of Incorporated Boards and any other written Policies of the Florida RSC.
9. To provide policy addendum's at the November and March May and September RSC. (Motion 41-P 7-16-06)
10. Parliamentarian for the Florida RSC meeting.

Regional Nominations to the World Service Conference

The Human Resource Panel will also administer the bi-annual regional nomination process. Regional nominations to the World Service Conference must be submitted on a pre-determined date in August in each odd year. Therefore, the Florida Human Resource Panel will solicit potential regional nominees' beginning at the March RSC meeting (each odd year).

If any Florida members would like to receive a regional nomination for a World position (World Board, Human Resource Panel or Co-facilitator) they will first contact the Human Resource Panel.

The HRP will inform the potential candidates as to the qualifications necessary to serve on the World Board, WSC Co-facilitator or as a member of the Human Resource Panel including the terms of office, and the general duties of the World Board, its committees, and the World Service Office.

The HRP will provide the candidate with all the applicable forms to be completed and submitted to the panel. All the forms must be completed and submitted to the Florida Human Resource Panel by May of each odd year.

The HRP will select up to three potential regional nominees for the World Board, Human Resource Panel and Co-facilitator prior to the July RSC weekend. On the on Saturday prior to the RSC meeting the HRP will provide each RCM with the candidates resumes package. RCM's are prohibited from duplicating or otherwise copying these resumes/packages and they must be returned to the Human Resource Panel with their completed ballot during the roll call on the July RSC meeting. .

The Florida Region shall only put forth up to one nomination per conference cycle for World Board, Human Resource Panel and Co-facilitator. Each RCM may vote for each candidate. The candidate with the most votes is considered the nominee as long as they receive at least votes from 4/5ths of those present and voting.

The Florida Human Resource Panel would submit their nomination(s) (if any) to the World Human Resource Panel prior to the required submission date with a regional letter of recommendation.

FELLOWSHIP DEVELOPMENT POOL GUIDELINES

Purpose of the Fellowship Development Pool

The purpose of the Fellowship Development Pool is to constitute a pool of trusted servants willing and qualified to serve on the Florida Regional Service Committee and the workgroup projects. The pool consists of a compilation of information about members, demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of assignments.

Clean Time Requirement for the Regional Pool

All prospective pool candidates must have a minimum of one (1) year clean.

Guidelines for General Eligibility and Implementation

1. Pool Eligibility Requirements: FD pool members must have a minimum of one year clean.
2. Criteria for selection: HRP members will note the requirements and needs for the position and then evaluate the individuals being considered. The following circumstances and qualities will be considered in the discussion:
 - a. The need for balance between rotation (new people and fresh experience) and continuity (service experience) in regional services.
 - b. Recovery experience.
 - c. Service interests.
 - d. Skills and talents applicable to the task/position.
 - e. Maturity level, character, integrity, stability.
 - f. History of commitment.
 - g. Geographical diversity is an important factor only if all other considerations are equal.
3. Administrative Policy for the Fellowship Development Pool:
 - a. The HRP administers the Fellowship Development Pool.
 - b. All information in the Fellowship Development Pool is kept in strictest confidence.
 - c. Increasing the membership of the Fellowship Development Pool is a high priority.
 - d. In order to maintain accurate information, each member of the Fellowship Development Pool whose information is two years old will be sent a request to renew their interest and update their information.
 - e. Any Fellowship Development pool member who does not respond to the renewal request within 60 days will be deemed inactive. The HRP is responsible for creating and maintaining the information forms for the Fellowship Development Pool.
 - f. The HRP provides a current list of all pool members and current area of residence to the Administrative Committee, Fellowship Development Leader and Resource Coordinators twice annually (January and July).

AREA SUPPORT GROUP

The Area Support Group is the opening service meeting and is the first meeting Saturday morning of the RSC weekend. It is a meeting that any RCM, area subcommittee chairperson or other area trusted servants, regional trusted servants or any NA member residing in the Florida Region are encouraged to attend. This meeting is facilitated by a panel consisting of Resource Coordinators (Helpline, Hospitals & Institution, Technology and Public Relations) with the assistance of members of the RSC Administrative Committee.

Purpose

The primary purpose of this group is to provide a forum that is supportive in order to assist them with basic situations and needs. Anyone may bring forward for discussion an issue that is affecting their area as well as gain support or insight on an issue of interest. They may also use this forum to bring an idea for possible inclusion as a project/workgroup.

Format

1. Opening Prayer

2. Reading of the Traditions
3. Reading of the Concepts
4. Reading Purpose of Area Support Group
5. Attendance Sheet Completed
6. Old Business
7. Open Forum & Discussion
8. Closing Prayer

Additional Guidelines

The Area Support Group should, when necessary, propose projects that will assist our member areas and groups to help overcome the isolation that hinders the growth and survival of Narcotics Anonymous. While the main emphasis of these projects will be outreach efforts that are aimed at bringing geographically isolated NA areas or groups into the larger community, assisting local development is not limited to those activities. A project's function may also include assistance to areas and groups isolated by such things as personal choice, language, or cultural differences. What project does should depend on local needs.

The Area Support Group should maintain a single discussion board (Yahoo or Google) for use by the Resource Coordinators, Area Trusted Servants and general members in order to maintain communication between the member areas and regional services. This will allow area trusted servants to seek and ask questions about issues occurring in their area and have an abundance of experience available to address their needs.

FELLOWSHIP DEVELOPMENT GROUP -

The Fellowship Development Group meets twice each RSC weekend. The morning session is a large group discussion meeting that any RCM, area subcommittee chairperson or other area trusted servants, regional trusted servants or any NA member residing in the Florida Region are encouraged to attend. The afternoon session is a meeting of all the small workgroups assigned particular projects decided upon in the morning or in previous sessions. Both of these meetings are facilitated by the Fellowship Development Leader and/or Co Leader with the assistance of members of the administrative committee.

Duties of the Fellowship Development Leader (and Co-Leader)

1. Facilitates both the Morning and Afternoon Sessions of the Fellowship Development Group at each RSC Weekend.
2. Attends the Florida Regional Service Conference
3. Reports to Florida Regional Service Conference as to the status of all current projects.
4. Presents to the FRSC body the proposed Project Plans for each suggested workgroup.
5. Presents to the Human Resource Panel suggestions for workgroup membership.
6. Prepares a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19 5-18-04)

Accountability

The Fellowship Development Leader is accountable to the Florida Regional Service Committee.

Term

The term of office for the Fellowship Development Leader will be one year. The Fellowship Development Leader cannot serve more than two consecutive terms.

Requirements

As well as holding no other regional-level service commitments by the time they assume their duties, the Leader should demonstrate the following:

- a. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- b. Large Group Facilitation experience including knowledge of the Rules of Order.
- c. Ability to organize, direct and motivate.
- d. Discretion—the ability to fulfill their responsibilities with the Region’s confidence that confidential information will be protected.
- e. Experience—members should possess previous regional service experience.
- f. Ability to read English.
- g. Ability to communicate electronically
- h. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time

Fellowship Development Group Leader(s) must have a minimum of six (6) years clean.

Fellowship Development Group Purpose

The aim of the group is to further our primary purpose by developing and creating specific projects that will enable the region, its member areas and groups to better carry the NA message of recovery as well as enhance the growth and development of our fellowship.

Morning Session

The primary function of this meeting is to discuss issues and input submitted to the Fellowship Development Group in regards to potential new projects/workgroups. The group may use roundtable discussions, open mike project suggestions as well as distribute and review copies of the Project Suggestion Forms to arrive at consensus of those projects most pertinent to the needs of the fellowship.

Morning Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Reading Purpose of Fellowship Development Group
5. Attendance Sheet Completed/Distribute FD report from previous RSC meeting.
6. Presentation of potential projects via the Fellowship Development Leader & Open Mike
7. Questions & Answers

8. Roundtable Discussions
9. Prioritization of Projects
10. Complete Project Plan Forms (submitted to HRP and Administrative Committee)
11. Closing Prayer

Overview of the “Process”

Q - What is a Project?

A – The term “Project” in this structure refers to a pre-determined activity assigned to a workgroup. Potential projects are discussed in the Fellowship Development Group morning session at each RSC weekend.

Q - Who may suggest Projects?

A - Suggestions may come from the Area Support Group, Regional Committee Members (RCM's) or an Area Service Committee via their RCM's, FRC or RSO Boards, Administrative Committee, Resource Coordinators and the Human Resource Panel.

Q - What is a Project Suggestion Form?

A – A Project Suggestion Form is used for generating ideas for current or future projects that the RSC considers. It is submitted to the Fellowship Development Group Leader. Trusted servants may fill out the form. It includes the source of the request, the nature of the project to be discussed, what are the potential issues that the Area, Group or Committee is having and how the suggested project will solve it and the timeline in which it needs to be solved. (See enclosed *Project Suggestion Form*)

Q – How are the suggested Projects present to the Fellowship Development Group?

A - Open Mike Presentation – The Fellowship Development Group Leader may bring the proposals directly to the floor of the morning session for consideration by the group as a whole. Other trusted servants may present the proposed projects; this is left to the discretion of the FDG Leader. If further information is requested, they may be addressed in the allotted time for Questions & Answers.

Q – How are projects discussed by the Fellowship Development Group?

A - Roundtable Discussion - This is one method used to bring people together to brainstorm, coming to a decision, and the ability to tackle many elements of an issue in shorter amount of time, and coming to a consensus solution. Done in a table format, each table discusses an assigned area of an issue. Each roundtable would be given each component of the issue and determine the best approach and identify the issues surrounding it. Then each table presents it's finding to whole group, where, as a group they identify and prioritize thus focusing on the real solutions. As result of the roundtable discussions, the table spokesperson will present their project proposals to the group.

Q - How are projects prioritized?

A – After each is presented to the group and discussed in roundtables as to their purpose, need, goals, costs and importance, then the group will decide based upon a consensus of the group.

Once the group has arrived at an adequate number of potential projects, they must then prioritize them by consensus of the group according to which they believe are of high, medium and low priority. A point system is assigned (3 for high, 2 for medium and 1 for low priority). This will determine where each project ranks among the selections. This will assist the Fellowship

Development Group Leader to prioritize the proposed project for submission to the RSC body for their approval.

Q - How is a Project Approved?

A – After the projects are prioritized, a Project Plan Form is completed and turned over to the Human Resource Panel so they may assign the members that comprise the proposed workgroup. Once that is complete, the Project Suggestion Form, the Project Plan Form and the Proposed Workgroup members are copied and distributed to the body. Based upon the prioritization and number of new workgroups recommended by the HR panel and the Administrative Committee, the selected projects are put in the form of a motion for approval by the body.

Q – What is a Workgroup?

A – A workgroup is the body consisting of members selected from the Human Resource Panel assigned to complete a task or set of tasks which we call Projects.

Q. What about reoccurring projects?

A – As this process develops, it will become clear that certain projects are what would be considered reoccurring. A list of these reoccurring projects will be developed and added to the policy in the form of task list to allow the human resource panel to have adequate time to select and arrange for appropriate workgroup members.

One example is the Florida Service Symposium Planning Project. The event occurs every two years in March and needs about 6 to 8 months to properly plan for the event. So this workgroup should be formed each July of the even years. There is also another reoccurring trait, whereby the general participants remain the same the delegate team, secretary and treasurer should be selected for this project among others.

Q – Who qualifies to be a member of a workgroup?

A – Any member of the Florida Region may attend and participate in the Fellowship Development Group, but, to be considered as a member for a workgroup, there is a one year clean time requirement. Secondly, each individual will need to complete a Fellowship Development Pool Form and submit it to the HRP. The more complete a form is, the more likely the HRP can access an individual's appropriateness for a project.

Afternoon Session

This session functions as a time for each of the workgroups to meet individually. These consist on-going workgroups formed as a result of prior action. This gives the workgroups an opportunity to meet and complete their assigned task.

Suggested Workgroup Format

1. Opening Prayer
2. Reading of the Traditions
3. Reading of the Concepts
4. Report of Project Status
5. Business of the day
6. Closing Prayer

Each workgroup leader will write a written report for the Fellowship Development Group Leader prior to 8am Sunday of the RSC meeting.

RESOURCE COORDINATOR

A Resource Coordinator is a leader who coordinates regional activities in a specialized area of NA service. They act as their title states a resource as they are available to assist member areas with their sub-committee needs or activities.

The Florida Regional Service Committee has determined there is a need for five (5) resource coordinators:

- A) Archivist
- B) Helpline
- C) Hospital & Institution
- D) Public Relations
- E) Technology

Duties of the Resource Coordinator(s)

1. The Resource Coordinators serve the fellowship on any number of designated projects requiring their area of specialization.
2. The Resource Coordinators serve on a panel that acts as facilitators of the Area Support Group.
3. The Resource Coordinators participate in the Policy & Procedures Support Group and speak to policies and procedures in their area of specialization.
4. The Resource Coordinators perform task applicable for their area of specialization as listed in their particular section in this policy.
5. The Resource Coordinators assist the Human Resource Panel by soliciting from member areas who also participate in a sub-committee in their specialized area. They will solicit potential Fellowship Development Pool members to serve the fellowship.

Accountability

- e. The Resource Coordinators are accountable to the Florida Regional Service Committee.

Term

- f. The term of office for a Resource Coordinator will be one year. Resource Coordinators cannot serve more than two consecutive terms.

Requirements

As well as holding no other regional-level service commitments by the time they assume their duties as a Resource Coordinator, all prospective Resource Coordinators should demonstrate the following:

- a. Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- b. Discretion—the ability to fulfill their responsibilities with the regions confidence that confidential information will be protected.
- c. Experience — should possess previous regional service experience.

- d. Experience – should possess previous experience in their area of specialization on an area level for a minimum of one year.
- e. Ability to read English.
- f. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- g. Ability to organize, direct and motivate.
- h. Able to upload, download files, email and have word processing skills.
- i. Prepare a budget for approval at the January RSC that includes actual expenses for the past 12 months. (Motion # 19 5-18-04)

Clean Time

- b. Resource Coordinators must have a minimum of three (3) years clean.
- c. Technology Resource Coordinator is four (4) years clean.

ARCHIVIST

Purpose

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

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

Functions

1. The Archivist shall receive, classify and index all relevant material, including but not limited to, administrative files and records, correspondence, and literary and factual works considered to have historical importance to groups, areas and regions in the State of Florida.
2. The Archivist shall create and maintain a mobile history display(s) available for Conventions and special events in the State of Florida and beyond as long as the funding and/or reimbursement for such related costs such as transportation and room and board are funded by either the region or requesting service committee.
3. The Archivist shall therefore function in a two-fold manner: primarily, a custodial responsibility for assuring the physical integrity of the collection, storage of artifacts and its availability to persons with a valid reason. Secondly, a parallel and critical role of data gatherer.
4. The Florida Regional Service Office (RSO) was designated as the primary repository for archives since its inception; therefore, the RSO provides adequate space for the collection, cataloging and preservation of historical materials.

5. Letters, books, booklets, pamphlets, world directories, area and regional meeting lists, (Motion 2007-06-P 1-21-07), event and conventions flyers and memorabilia for groups, areas and regions in the State of Florida along with documents and memorabilia from WSC/WSO/WCNA, area and regional newsletters, area and regional service committee minutes, written histories, photographs, audio and videotapes and digital records serve as the foundation of the archival library.

6. The Archivist shall develop and maintain a detailed inventory of all items in the regional archives.

7. The Archivist shall develop ways and means to enhance the archival inventory by creating a method for donors to have some assurance that their gift will be treated and handled with care for generations to come.

8. The Archivist may recruit other volunteers to act as Assistant Archivists (these assistants shall meet the same qualifications and requirements as the archivist).

9. The Archivist shall not remove any material from the RSO unless the material is to be used as part of the mobile history display or to be repaired by a professional. The special worker will cross-reference and inventory those items removed from the RSO via a checklist to insure all the materials that were taken and returned can be attested too.

10. The Archivist is responsible for the physical integrity of the collection, documents and artifactual items; therefore, the archivist maintains proper methods of storage for such items.

11. The Archivist is responsible for ensuring the protection of the anonymity of members, and the confidentiality of the records.

12. In keeping with the Tradition seven, the archives ought to be fully self-supporting, declining outside contributions. It is better that funding for the archives are derived from an overall budget within the service structure.

13. Maintains regular communication with the World Service Office, and other regional Archivist

The position of Archivist (elected) and Assistant Archivist (volunteer) are resource coordinator positions. They may meet with the special worker(s), RSO Board members or other committee members as deemed necessary from time to time in regards to the archive collection.

Voting

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

Additional Qualifications and Responsibilities

1. Attends the Florida RSO Board Meetings (only when required by the board)
2. Attends the March and September RSC meetings each year and provide written report in regards to the status of the collection.
3. Lives within the Florida Region (amended with Motion #47-P as amended, 1-15-06)

4. Have the time and resources necessary to spend at least 50 hours annually fulfilling the functions of the archivist.
5. Have a reasonable level of knowledge of and experience with N.A. archives memorabilia and the like ... *and* ... attend at least an introductory course in archival science or library science, and (if deemed necessary) membership in a local archivists organization.
6. Insurable and if required by other parties; bondable.

HELPLINE RESOURCE COORDINATOR

Purpose

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

1. The Resource Coordinator acts as a clearinghouse and assists Areas and its members in their efforts, by providing information and materials necessary to better carry the message of NA recovery as well as to try and help solve any problems.
2. As a Resource Coordinator and panel member of the Area Support Group, provides a forum for Area Helpline Sub-Committees to share their issues and experience, strength and hope.
3. Maintains an updated list of all area helplines within the State of Florida and the type of services each one uses to fulfill their responsibilities.
4. Become aware of any and all available phone line technologies as well as all the methods and procedures used by member area Helpline Sub-Committees.
5. Participates in projects that conduct workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of Helpline work.
6. Performs any other activities that benefit the Helpline efforts in the Florida Region.

HOSPITAL & INSTITUTION RESOURCE COORDINATOR

Purpose

To carry the message of recovery to those who attend our Area Hospital & Institution meetings. An Area Hospital & Institution meeting attempts to make NA available to any addict seeking recovery, by informing those who reach out from behind the walls where they can find an NA meeting or to put them in contact with another recovering addict.

The Resource Coordinator acts as a clearinghouse and assists Areas and its members in their efforts, by providing information and materials necessary to better carry the message of NA recover, as well as to try and help solve any problems for Area Committees.

Function

1. Act as a resource for members, Groups and Areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message
2. As a Resource Coordinator and panel member of the Area Support Group, provides a forum for Area H&I Sub-Committees to share their issues and experience, strength and hope.
3. Maintains an updated list of all facilities within the Florida Region and records which ones are serviced by which Area Committees and the type of services that are being performed, as well as which facilities are not being serviced at all.
4. Participates in projects that carry the message into facilities that cannot be serviced by an Area Committee.
5. Participates in projects that conduct workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of H&I work.
6. Performs any other activities that benefit the H&I efforts in the Florida Region.

Additional Guidelines

1. Requests for donated literature are received by the H&I Resource Coordinator who will place an order at the Florida RSO. The requests will be prioritized on need by the H&I Resource Coordinator.
2. Working with others, men with men and women with women. Some facilities house only men or only women, other facilities house both men and women, but keep them separate. In these facilities, where meetings will consist of only women, we feel strongly that only same sex NA members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meeting more popular with the addicts we are trying to help. Problems that arise in this are have the potential to seriously damage the credibility of NA. Experience has taught us that we can avoid these problems if we follow this simple guideline.

PUBLIC RELATIONS RESOURCE COORDINATOR

Purpose

To carry the message of recovery through Public Relations efforts in the Florida Region to insure the NA message is available to any addict seeking recovery.

The Resource Coordinator acts as a clearinghouse and assists Areas and its members in their efforts, by providing information and materials necessary to better carry the message of NA recover, as well as to try and help solve any problems for Area Committees.

Function

1. Act as a resource for members, Groups and Areas in their Public Relations efforts by providing supplies, literature, information and other materials necessary to better carry the message

2. As a Resource Coordinator and panel member of the Area Support Group, provides a forum for Area Public Relations/Public Information Sub-Committees to share their issues and experience, strength and hope.

3. In order to act as a clearinghouse, the Public Relations Resource Coordinator shall serve as a source of information by keeping records, guidelines, samples, etc., making these items available to those Areas needing them.

2. The Public Relations Resource Coordinator shall promote active participation in Public Relations throughout the Region and may assist in fulfilling the needs and requirements of any Area that does not have a Public Relations Sub-Committee.

3. The Public Relations Resource Coordinator shall serve as a link between the Florida Region and NA World Services/World Service Office Public Relations staff and shall assume responsibility for any Region wide Public Relations function or event.

4. Annually, the Public Relations Resource Coordinator will research which public relation events would best serve the Florida fellowship and plan their attendance accordingly, for a minimum of two per year.

5. Participates in projects that conduct workshops to address and/or work on problems the member Areas are experiencing or discuss new methods of Public Relations work.

6. Performs any other activities that benefit the Public Relations efforts in the Florida Region.

Additional Guidelines

1. The Public Relations Resource Coordinator will be responsible for responding to all Internet based information requests.

TECHNOLOGY RESOURCE COORDINATOR

Purpose

The purpose of the Technology Coordinator is to leverage emerging technologies for the communications and operations of the Florida Region of Narcotics Anonymous, the corporations it operates, and the areas served. Implementations and changes should:

- Reduce communication cost or increase efficiency
- Facilitate an area or an area's RCM's participation in the Florida Region.
- Optimize communication in a helpful, spiritual, productive and professional manor to fellow members, people and organizations outside the fellowship.

Function

The function of the Technology Coordinator is to:

- a. Develop information delivery strategies and problem resolutions as presented by the Florida Region.
- b. Assist areas in developing communication with the NA World Service to maintain local meeting list information.
- c. Keep up to date documentation on security, passwords and configurations of technologies implemented by the Florida Region with the Florida Regional Secretary.
- d. Maintain current knowledge on new methods of communication and message delivery to keep the Florida Region cost effective.
- e. Submit and maintain a financially responsible budget to the FRSC each January that includes actual expenses for the past 12 months.
- f. Fostering unity and participation and disseminating information throughout the intended Area/Region and the Fellowship at large.
- g. Carry the Narcotics Anonymous message of hope “that no addict need die from the disease of addiction, but can lose the desire to use and find a new way to live. “ Both within and outside the fellowship.
- h. Maintain a close working relationship with al other Resource Coordinators, Boards, Human Resource Panel and Fellowship Development Group.

Additional Qualifications and Responsibilities:

- A. 4 years clean
- b. Recommendation of the standing Technology Coordinator
- c. Working knowledge of the Fellowship Intellectual Property Trust, Copyright laws, InterNIC Domain Registration, and Dynamic Name Registration Services.
- d. Maintain accountability to the FRSC.
 - Via communications outside of regional conferences
 - Maintaining detailed documentation with the Regional Secretary
 - Develop a successor to this position
- e. Basic understanding of:
 - Various web programming languages
 - Tools used to manage websites and internet presence
 - People skills

f. Consistent and unobstructed access to a computer, internet connection and e-mail.

- Maintain and update the pages on a bi-monthly basis.
- The ability to respond to e-mail within 2 days

Additional Guidelines

Florida Regional Presence Guidelines

A. Two weeks after the RSC, the Technology Coordinator will update the webpage with information provided at the RSC and minutes provided by the secretary.

b. A NA member's personal contact information will not be posted in any format with any technology. This includes phone numbers, postal and individual e-mail address, and where possible last names shall be omitted.

- E-mail to domain names that are linked to the Florida Region will be permitted.
- Helpline Phone numbers are permitted

c. The knowledge of an implemented technology should **NOT** have a single point of reliance upon a single NA member in service at the Florida Region. All authentication information of an implemented technology will **NOT** be operated under the name of an individual member person.

d. Alternatives include engaging an established, reliable professional organization to perform technology services on behalf of the Florida Region or authentication information

e. Contact information should be kept up to date with the Florida Regional Secretary.

- Detailed documentation will be approved by the FRSC for an acceptable alternative.

Florida Regional Newsgroup Guidelines

a. The newsgroup will allow membership to all who request access but only current members of the Florida RSC roll call will be able to post messages to the newsgroup.

b. The Internet Technologies Coordinator will moderate the newsgroup.

- Includes updating permissions,
- Managing posting privileges,
- Review posts as necessary to assist new and existing members
- Moderating members as necessary to pre-approve posts.

- Post should be related to Regional Business only

Florida Regional Link Guidelines

The Florida Regional Website will link to the following: NA World Services, Florida RSO, member Areas of the Florida Region, and Southeastern Zonal Forum Members.

Links will require that websites do no: link to non-NA sites, publish copyrighted materials without permission or link to sites that do the same.

Sites that do not meet this requirement will be immediately removed and notified to comply with the Florida Regional Guidelines.

Florida Regional Calendar Events Guidelines

Areas may link to the Florida Regional Calendar.

RCMs need to e-mail the designated contact information for the local calendar administrator to webservant@naflorida.org. The designated contact can then request calendar link information to integrate into their website.

A The designated calendar contact for an area:

Is designed to post:

1. Area subcommittee meetings
2. The title of the event should start with the area name
3. Sanctioned area NA events

Should not post:

1. Regularly scheduled NA meetings
2. Area service committee meetings
3. Events that are not sanctioned by their area
4. Links that affiliate NA with any outside organization in the calendar.

Security

Maintain current documentation on security, permissions and contact information for implemented technologies with the Regional Secretary. (i.e. the Florida Regional Business Newsgroup and the Florida Regional Shared Calendar.)

When a position changes at Region where a person has access to security documentation all passwords will be updated within 48 hours. Updated documentation will be sent to the Regional Secretary within 1 week.

Engaging an Outside Organization for Service

Requirements:

- Professional Services Company with 3 or more employee's.
- Experienced Staff and Expertise
- Established for 4 or more years.
- References for handling service for larger organizations.
- Reputation for reliability and quality of service
- Adequate support options and availability
- The proposed solution should be in place for a similar organization of our size.
- Reference will be available upon request.

Florida Regional Convention Guidelines and Policies

Florida Regional Convention, Inc.

Guidelines

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

Purpose

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

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

Principal Office

The principal office of the Corporation shall be the Florida Regional Service Office, located at:

706 North Ingraham Avenue - Lakeland, FL 33801

Directors

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

Convention experience may be categorized as:

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

Elections

The Florida Regional Service Committee, at the July meeting, shall elect six (6) of the eleven Directors. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in even numbered years. These Directors shall serve a two (2) year term. **Three** of the Directors shall be elected by a majority vote of the Board at the July meeting in odd numbered years. These Directors shall serve a two (2) year term. There can be no more than ~~two~~ three people from any Area within the Florida Region, on the Board at the same time. (Motion #50 11-19-06) All persons wishing to be considered for any position must be present at time of elections.

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

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

VACANCIES

Resignation

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

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

Directors Meetings

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

Place of Meetings

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

Annual Meeting

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

Travel Expenses

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

Special Meetings

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

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

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

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

Quorum

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

Officers

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

Election of Officers

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

DUTIES OF BOARD OFFICERS

1 President

Presides at all board and support committee administrative meetings

- a. Prior to meetings, prepares the agenda
- b. Follows Robert’s Rules of Order to conduct Board Meetings
- c. Only votes in Case of a tie.
- d. Serves as Hotel Liaison

- e. Provides a report to the Recording Secretary to be included in the FRC BOD minutes.
- f. Following FRSC emails the FRC Report to the Technology Resource Coordinator for posting and the FRSC Secretary for the Regional minutes.
- g. Point of accountability for receiving and responding to e-mail questions, conflict or discussion pertaining to FRC in accordance with FRC and FRSC policy.

1.2 Co-signer on FRC bank account:

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

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

- a. Works with the Site Selection Committee to secure FRC sites for a 3 year period per FRSC Policy.
- b. Appoints each Board Member to facilitate and oversight a specific Support Committee for the planning, hosting and conduction of the Convention.

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

- a. Attends all FRSC meetings
- b. Attends all FRSC Policy & Procedures Group meeting.

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

2 Vice-President

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

2.2 Cosigner on FRC checking account.

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

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

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

3 Corporate Secretary

3.1 Holder of the Corporate Seal

3.1 Co-Signer on Corporate checking account

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

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

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

4 Chief *Financial Officer*

4.1 Shall maintain the corporate bank accounts.

4.2 Co-signer on the FRC bank account

4.3 Shall prepare and distribute bi-monthly financial statements.

4.4 Prepares budgets for each Support Committee and its assigned Board Director.

4.5 Maintains the files of all receipts made for expenditures of Corporate funds and works.

4.6 CFO collects, and oversees all Convention funds.

4.7 CFO will work with the FRSO and Support Committee Board Director assigned to Registration in maintaining and receiving pre-registration records and funds.

4.8 Secure volunteers to work the cash registers in the Merchandise Room and Registration during the Convention. (Volunteers must have at least three (3) years clean)

4.9 CFO is required to be present at the convention site the day prior to convention for setting, training and organization of cash registers.

4.10 CFO is required onsite the day after the convention to conclude business with the hotel.

4.11 In November, the CFO must have an annual budget of Convention and Board expenses for approval by the Board

4.12 Each May the CFO shall renew the business license of the Corporation with the State of Florida.

4.13 The CFO shall work with the Accounting firm to ensure that Corporate taxes are filed by December 15th, annually.

a. Keeps records of all income and expenditures.

b. Is responsible for the payment of Committee expenses.

c. Coordinates with the Entertainment Committee Chair for the collection of funds at Fun-raisers held prior to and during the convention.

d. Coordinates with the Merchandise Chairperson to collect funds from the sale of pre-con merchandise at Fun-raisers within 7 days of receipt.

e. Provides the Board a financial statement of Support Committee operational.

4.14 (a) Alternate CFO: The Alt CFO shall have all the powers and functions of the CFO during the absence or disability of the CFO. (Motion #63 1-21-07)

5 Accounting Firm

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

6 Annual Report

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

6.1 The assets and liabilities, including the trust funds of the Corporation as of the end of the fiscal year.

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

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

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

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

Miscellaneous Guidelines

Recording Secretary

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

Special Worker

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

FRC, Inc. Site Selection Guidelines

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

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

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

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

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

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

SUPPORT COMMITTEE GUIDELINES

Florida Regional Convention of Narcotics Anonymous, Support Committee Guidelines.

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

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

Support Committee

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

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

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

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

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

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

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

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

Support Committee Positions

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

Duties of FRC BOD Support Committee Chairs

FRC President/Chairperson

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

FRC Vice Chairperson

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

FRC Recording Secretary

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

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

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

Requirements for Committee Chairpersons

1. Must be a FRC Board Member

Duties of Committees

Program Committee

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

1. The selection of topics, Chairperson & times of all meetings held at the convention except for Marathon.
2. The Program Committee should have a pool of members available from which to select replacements.
3. Will submit two (2) choices of speakers for each of the three main meetings, in the order of preference of the Program Committee. These choices will be submitted to the FRC Board for approval at the March Board Meeting.
4. The final program will be submitted to the FRC Board at the May Board meeting for approval.

Speaker Guidelines:

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

Hospitality

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

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

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

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

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

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

Additional Hospitality Duties & Responsibilities.

Chair forms 3 teams:

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

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

The Greeters responsibility:

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

The Hospitality Suite Monitors responsibilities;

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

The Serenity Keepers responsibilities:

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

Merchandise

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

Duties and Responsibilities:

1. Three (3) different bids are submitted for consideration.
2. All items selected by the Committee must be presented to the entire Board for final approval.

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

Fun-Raising/Entertainment

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

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

Duties and Responsibilities:

1. The fun-raising Chairperson should stay in touch with Area Activities Chairpersons and provide any support that they feel they may need.
2. Someone from this Committee will attend all fun-raisers for support and collect any funds generated and then immediately turn them over to the CFO within 7 days of receipt.
3. Preview and recommend DJ's or a band for the fun raiser

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

Marathon

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

Duties and Responsibilities:

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

5. Post a list of the Chairpersons and their times to chair outside the Marathon room as a convenient reminder.
6. One way to get chair people is to go over the registration forms for people who had requested to chair a meeting, or get list from FRSO.

Registration

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

1. The first task is to design a registration flyer, which must be done will in advance (at least 8 months prior to the Convention) and approved by the FRC Board.
2. The registration form should be written with clarity, organization, and ease of understanding in mind. All information that could possibly be needed must be considered and included on the registration form. The cut off date or pre-registration should appear on all registration forms.
3. Once approved by the FRC Board, it is the responsibility of the Registration Chair to ensure that the flyers are produced and distributed throughout the fellowship as soon as possible. (The RSO should be used for production and distribution unless more cost effective measures are found.) The RSC shall also be used as a resource for distribution of flyers to the RCM's at the RSC. Other recipients are to include: All known fellowship Websites, WSO News Line, NA Way and other Regional Delegates and any other known interested groups or members.
4. A minimum order of 10,000 flyers should be purchased for the first printing. (Motion 2007-05 1-21-07)
5. The procedures for handling registration money can be found in the CFO's guidelines.
6. The Committee shall select contents for the packet based on the approved budget line item
7. The budget set for the registration packet shall include any and all items that are associated with the packet; including envelopes, badges, tickets, small trinkets, ribbons and anything else the Committee wishes to put in the packets. After this is done, prices for items to be included in the packet should be obtained.
8. Bids for prices should be solicited from at least three (3) different vendors; one of the 3 vendors must be the RSO. After this is done and the Support Committee and the FRC Board approves the items, the times will then be ordered.
9. Final preparation for the Convention includes buying all supplies for the Registration table, assembling packets, ordering banquet & Committee ribbons and having all records of pre-registrations up to date. A number of indigent packets must be made for NA members who cannot afford to register.
10. No person should be turned away.
11. Volunteers are required to sit at the registration table. A suggested shift for a team to work is two (2) hours.
12. The Registration Time Schedule in the Policy Package will be followed.
13. A member of the Registration Committee will attend all fun-raisers.

14. Attendance is required at the convention site the day prior to the Convention for set-up.

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

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

Registration Schedule FRCNA

Duties and Responsibilities:

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

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

Thursday:

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

Friday:

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

Saturday

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

Sunday: Pre registration for FRCNA

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

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

Merchandise Schedule FRCNA

Duties and Responsibilities

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

Hours and Days of Operation

Thursday

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

Friday:

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

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

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

Sunday:

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

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

Florida Regional Convention Committee
706 North Ingraham
Lakeland, FL 33801

TRANSFER OF RIGHTS AGREEMENT

Date:

Convention artwork for FRCNA___ on _____, 200___

FEE PAYMENT

As reimbursement for services, Designer will receive

ITEMIZED EXPENSES

Design Fee _____ Type Setting

Color Separations _____ Proofs &

Copies

Subtotal

Total Designer Fee

Donation:

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

Title or product

FRCNA: _____

Category of Use Non-profit organization.

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

Designer Signature:

Date

FRC BOD President Signature

Witness: _____

Notary: _____

Revision date: 11/4/2005

BY LAWS

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

Florida Regional Service Office Guidelines, Policies & By-Laws

Table of Contents

PURPOSE

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

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

PRINCIPAL OFFICE

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

DIRECTORS

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

Qualifications

The qualifications for board members are;

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

Elections

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

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

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

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

Vacancies

Vacancies may occur by:

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

DIRECTORS MEETINGS

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

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

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

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

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

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

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

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

DUTIES OF BOARD OFFICERS

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

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

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

Treasurer

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

Treasurers Duties;

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

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

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

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

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

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

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

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

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

Office Manager

- 1) Five (5) years clean from all drugs
- 2) At least two (2) years prior experience in business, management, or Board involvement.

- 3) At least two (2) year's prior experience in Narcotics Anonymous Regional Service Work
- 4) Present membership, in good standing, in the Florida Region of Narcotics Anonymous.

Duties of Office Manager:

- a) Manage all FRSO employees and oversee the day-to-day operations of the office.
- b) Act as liaison between the office and the FRSO Board of Directors.
- c) Familiar and knowledgeable with day-to-day operations, especially the software programs and the computer functions.
- d) Develop and provide training for employees.
- e) Perform inspections of the facility for organization and cleanliness.
- f) Perform inspections of inventory items for appropriate stock levels and to ensure theft and loss control.
- g) Check financial and bank statements to ensure proper bookkeeping procedures and that bills are being paid properly.
- h) Complete employee evaluations when due, per employee handbook.
- i) Conduct self in a professional manner in all dealings with employees, customers, office contacts and Board members.
- j) Maintain the fiduciary responsibility to the BOD and the fellowship as a whole.
- k) Co-signer on all bank accounts.
- l) Provide accurate and truthful reports to the Board of Directors.

BOARD MEETING PROCEDURES:

Format

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

Agenda

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

Discussion Limits

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

ADDITIONAL GUIDELINES

1. Yearly reports to the Regional Service Committee (Due at the January RSC) consisting of the past years activity, accomplishments, specific problems, financial records and plans for the coming year. Last year's budget, last year's actual and this year's proposed budget.
2. RCM's Regional Admin. Committee, Resource Coordinators, Human Resource Panel members and Fellowship Development Group Leader would be a conflict of interest to be a Board member.
3. FRSO Board of Directors has final word on distribution of materials by the FRSO, with input from the Florida Regional Service Committee.
4. All Board meetings are non-smoking with a five-minute break every hour.
5. The Fiscal year of the Corporation shall be from June 1st to May 31st.
6. FRSO is to carry Workman's Compensation Insurance for its special workers.
7. The name of the office shall remain the Florida Regional Service Office (FRSO).
8. The FRSO to retain a lawyer for review of by-law changes, maintenance of nonprofit status and any other questions that the board may encounter.
9. A 2/3 majority vote of the total membership of the board is required to terminate any special worker, unless unusual circumstances that would affect the operation of the office, then the office manager has the authority to terminate an employee.
10. The Office Manager has the authority to hire a temporary worker to keep the office open, if a situation happens where there is no special worker.
11. The RSO is to formulate and implement an annual budget. This budget should include projected revenue and expenses. This budget should be submitted to the Regional Service Committee in January for approval, and include actual expenses for the previous 12 months (Motion #19, 5-18-04).
12. Literature orders received within 3 weeks of area will be delivered by the following area. After 3 weeks they may or may not be filled on time.
13. Access to RSO, FRC, Inc., FRSC, Area & Group materials archives may be obtained by the following procedure; Access to area archives are available to any

- NA member with the prior authorization by the appropriate area chair. Regional archives will require Regional Facilitator approval. RSO archives will require the RSO Board President. FRC, Inc. archives require the authorization of the FRC, Inc BOD President. Authorization must be in writing.
14. The RSO BOD is responsible to maintain Policies on “Conflict of Interest and Non Competition” that will apply to Special Workers, Contractors, Members of the Board of Directors and Volunteers that protects the interest of the FRSC and the Corporation. These policies will be made available to the FRSC on request.
 15. RSO to scan Regional minutes and deliver to the Technology Resource Coordinator for posting on the web at the RSO billable rate. (Motion #31 7-21-02)

FINANCIAL GUIDELINES

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

account) issuing a check, which may then be signed with one or more signatures on the check itself. (Motion #2, 1-18-04)

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

WORLD SERVICE BOARD OF TRUSTEES BULLETIN #30

Theft of NA funds

Safeguarding funds

Selecting trusted servants

Responsible management

When safeguards fail

Resolution and recovery

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

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

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

Safeguarding funds

Theft can be avoided by consistently and diligently following responsible financial principles and practices. The pain and conflict caused when one of our members steals from us, as well as the loss of funds that might have gone to help the still-suffering addict, points to our responsibility to prevent theft from happening in the first place. Most theft of fellowship funds occurs when precautionary measures are not in place, or are in place, but not used. Some of us have hesitated to either institute or use these measures because it makes us uncomfortable-we believe that they

are somehow insulting to the people we ask to serve or they seem too troublesome to follow. However, the very best safeguard against theft is to remove the opportunity to steal. It is far more uncomfortable and troublesome to deal with a theft after it has taken place than to take measures to prevent it from happening in the first place.

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

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

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

Responsible management

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

The Treasurers Handbook is an excellent resource for groups and service committees to use in instituting accounting procedures. All guidelines should include such safeguards as monthly reporting, regular audits, two-signature checking accounts, and monthly reconciliation of original bank statements. To paraphrase one of our sayings, an addict alone with

NA money is in bad company. It is critically important that all processes are monitored by another person: two people count receipts; two people make the bank deposit (and this should be done immediately, not the following day); two people reconcile the original bank statements; and most importantly, two people are always present when any funds are disbursed. Financial records should be readily available to other trusted servants. It is important to note that other assets, such as convention merchandise, literature, and office equipment, should be treated as carefully as money.

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

When safeguards fail

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

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

Our program of recovery provides every member with an opportunity to behave responsibly in difficult situations and make amends. We are closest to the spiritual principles of our program when we begin to deal with a theft by encouraging the member who has stolen funds to make amends, which can then provide healing for all involved. This is not to say that the disappearance of NA funds should be taken lightly or that a service committee should sit and passively wait for a member who has stolen funds to be moved to make amends. We instead encourage a process that is both responsible and spiritual, taking steps of increasing severity

should they prove necessary. First of all, a thorough review of all books and financial records should be conducted to make sure the funds were actually misappropriated. How much? By whom? What failing in the accounting procedures and safeguards allowed this to happen?

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

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

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

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

If the individual does not appear at the special meeting, you will need to ensure that every effort to contact the person has been made. Use registered mail and send a letter explaining that an audit of financial records has been performed, that facts show the individual is responsible for missing money, that repayment is expected, and what the consequences will be if the individual does not respond to the letter. Copies of the letter should be put in a safe place for further reference. This

may seem severe, but if the previous steps have been taken without result, sometimes something this harsh is the impetus that encourages the individual to make restitution.

If the individual refuses to repay the money, or agrees to a plan but does not follow through with the agreement, or if the person has disappeared, it may be appropriate to take legal action. The decision to take legal action is an option that does not compromise traditions or spiritual principles, but it should be our last resort, opted for only when everything else has been tried. We strongly suggest that the decision to prosecute be thoroughly explored before going ahead, using area and regional service committees, the WSO, and the WSO as resources.

Resolution and recovery

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

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

BY-LAWS, FLORIDA REGIONAL SERVICE OFFICE, INC.

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

GENERAL EMPLOYMENT PHILOSOPHY AND PERSONNEL GUIDELINES

Purpose;

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

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

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

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

Requirements for Applicants;

All prospective applicants seeking employment with the FRSO must pass a drug test.
All prospective applicants must be free from felony convictions for the four (4) years prior to employment.
All applicants must be bondable

All applicants must be computer literate.

Application and interview process;

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

Job description and duties:

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

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

Conditions of employment;

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

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

Wages, compensation and evaluations;

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

Holiday pay;

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

New Years Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

Personal leave;

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

Leave of absence/absences/vacation;

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

Sick leave;

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

Job related injuries

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

Probationary period;

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

Disciplinary measures;

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

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

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

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

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

Breach of confidence

Falsification of records

Theft (regardless of value)

Intoxication or illegal substance use on the job

Failure of a drug test

Conviction of a felony while employed by the FRSO

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

Repeated unexcused absences

Gross incompetence

Abuse of sick time

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

Grievance procedure;

The FRSO/BOD encourages mutual understanding and amicable cooperation among all employees. Occasionally, however, differences and complaints may arise within a working environment. Day to day contacts should ordinarily provide many opportunities for discussion and resolution of such matters. When these normal contacts fall, an employee may seek relief under the grievance procedures. It is the right of each and every employee to receive full and serious consideration of a grievance, opportunity to take the

grievance through all the steps of the procedure without prejudice, and a prompt reply to a grievance at each step. Preliminary step; The Office Manager or member of the FRSO Administrative Committee shall meet with the employee to discuss and resolve the complaint as soon as possible after the matter is brought to the Office Managers attention- The Office Manager shall make every effort to resolve the complaint at this stage. Formal grievance procedure step; if the reply to the complaint does not satisfy the employee, the employee may submit a written report to the Board of Directors. The BOD shall make the final decision in the case and shall deliver a final written reply to the employee as soon as possible.

Termination of employment;

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

Employee evaluations-

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

Personal items;

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

Dress code;

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

Must be neat and clean

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

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

Telephone use;

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

Discrimination;

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

Statement of understanding and compliance;

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

Employee signature _____

Date _____

Office Manager signature _____

Date _____

Florida RSC Rules of Order Table of Contents

RSC RULES OF ORDER

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

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

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

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

STANDING RULES

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

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

RULES DIFFERENT FROM ROBERT'S

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

THE PROCESS

The Making and disposing of Motions.

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

The RSC has chosen that:

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

Class (type), Precedence and Order of Motions

Since there may be several motions pending at any given time, the highest ranking motion is disposed of first. Motions of higher rank than the pending motion are in order.

The class and the order of precedence within a class of a motion determine when it is in or out of order, and what it takes precedence over. A motion that brings a question before the RSC generally can only be made when no other business is pending.

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

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

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

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

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

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

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

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

To Remove A Pending Motion from the Floor

There are several options, some of which are:

1. ***Lay on the Table***: If the intent is to set aside a pending motion temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to Take from the Table is In order. If the intent is to

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

Description of Motions

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

1. **Adjourn** means to close the RSC meeting immediately until the next regularly scheduled meeting.
2. **Amend** (a pending motion) means to modify the wording of a pending motion and considered a primary amendment, that is, it applies directly to the main motion in question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is then pending in its amended form; if the amendment is not adopted, the main motion is then pending in its original form.
 - a. An amendment is generally amendable. The amendment is considered a secondary amendment because it applies to the amendment and not to the main motion. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, then the primary amendment is pending in its amended form. If the secondary amendment is not adopted, then the primary amendment is pending in its original form.
 - b. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.
 - c. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments,

secondary amendments and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments, but vote in favor of the main motion, or vice versa.

- d. The Motion to Substitute, a form of the Motion Amend, proposes that a substitution shall come before the assembly in place of the pending motion. During consideration of the motion to substitute, debate may consider the merits of the pending motion and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending motion will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the body for vote. If the motion to substitute fails, the original motion comes to the body for vote. If the substitute motion is adopted, the original motion dies.
3. ***Amend Something Previously Adopted*** means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original motion. There is also no time limit as to when the motion can be made.
 - a. Rescind, Repeal, and Annul: (A form of the motion to Amend Something Previously Adopted) means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original motion. There is no time limit on when this motion can be made.
4. ***Appeal the Facilitator*** means that the ruling is taken from the Facilitator and decided by the RSC body. By electing a Facilitator, the RSC delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the Facilitator unless they appeal the decision.
5. ***Commit or Refer to Administrative Committee, Human Resource Panel, Group or Workgroup*** means to send the pending question or other issue to a group so that the question or issue may be carefully investigated and put into better condition for the RSC to consider. The motion should specify which group or board. If a project is needed, the workgroup can be formed in the same or amending motion or appointed by the Facilitator.
6. ***Discharge a Workgroup*** means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the RSC desires for some urgent reason to proceed without the aid from the committee, or when the RSC wishes to drop the matter. There is no need for this motion when the workgroup has made its final report, since that in effect discharges the committee. So long as the question is in the hands of a workgroup the RSC cannot consider another motion involving the same question.
7. ***Division of the Question*** means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is/are to take place.
8. ***Lay on the Table*** means to set the pending motion aside temporarily when something of immediate urgency has arisen. The proper form of the motion does

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

14. ***Point of Information*** is a request directed to the Facilitator, or through the Facilitator to another member, for information relevant to business being considered, but is not a matter relegated to a parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.
- a. A point of information is a question to a member who is speaking. The Facilitator will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member does yield, the member raising the point is required to raise the issue in the form of a question to the Facilitator, but the Facilitator usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.
15. ***Point of Order*** means a member believes the rules of the assembly are being violated, and is asking the Facilitator to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.
- a. This point needs to be made immediately when the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a Parliamentary Inquiry. Also, it is undesirable to raise points of order on minor irregularities, if it is clear that no one's rights are being infringed upon.
16. ***Postpone to a Definite Time*** (Definitely) means to put off action on a pending motion until a definite day, meeting, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.
- a. When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.
 - b. When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if the question had never been debated.
17. ***Postpone Indefinitely*** means that the assembly declines to take a position on the main question. Its adoption kills the motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen

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

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

***The RSC has chosen to require a 2/3 majority of the registered participants to vote in the affirmative for adoption to occur on Policy issues such as: Amending, Deleting, Adopting, or in any way changing the Policies, Guidelines or By-Laws of the RSC, Resource Coordinators, Human Resource Panel, Fellowship Development Group, Area Support Group, Policy & Procedures Group or Incorporated Boards.

Florida RSC ADDENDUMS

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ADDENDUMS

2007 MOTIONS AFFECTING POLICY

MOTION #2007-05P – FRC Inc./RD (01-21-07) (Deemed Housekeeping by the RSC Chair) To change Policy (FRC Inc Policy Revision Adopted by vote (addendum) Page 26 of 31, #4 top of page from

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

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

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

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

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

In the FRSC Policy, Revised January 1, 2006.

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

INTENT: Housekeeping. To provide consistency.

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

MOTION #2007-20P - Bay/H&I (05/20/07)To change in Policy Page #19 Financial Item #5. Each member of the RSC Administrative Committee and Sub-Committee Chairperson shall be reimbursed (from \$125 to) \$150 per RSC for travel expenses. The Sub-committee Vice Chairperson shall be reimbursed (from \$125 to) \$150 per RSC in the absence of their respective Chairpersons.

INTENT: To reflect the rise in cost of Stay and Travel. Financial Responsibility. Concept 7 and 11

POLICY: Change to Policy, Negative Financial Impact, Positive Spiritual Impact

MOTION CARRIES: 12-1-4 (07/15/07)

MOTION #2007-23P - Tampa FunCoast/Palm Coast (07/15/07) That no standing RSO BOD Treasurer or FRC CFO be allowed to serve as RSC Treasurer or Alt Treasurer simultaneously. Although this is a Policy change, the urgent nature of this issue deems the need for an immediate decision

INTENT: Checks and balances. Financial responsibility. To eliminate any conflict of interest.

MOTION CARRIES: 17-0-0 (07/15/07)

MOTION #2007-25P - Policy/Daytona (07/15/07) To change Page 38, Secretary, Item 4, to add the word “Area” to Secretary experience accepted as experience

INTENT: Deemed Housekeeping

MOTION CARRIES: 17-0-0 (07/15/07)

MOTION #2007-26P - Policy/Daytona (07/15/07) To change all references to Outreach Committee to Fellowship Development

INTENT: Deemed Housekeeping

MOTION CARRIES: 17-0-0 (07/15/07)

MOTION #2007-27P - Policy/RD (07/15/07) To delete “Macon” form Page 27, SEZF guidelines, as per current AD report.

INTENT: Deemed Housekeeping. The SEZF will not necessarily be meeting in Macon, but will be meeting in Georgia.

MOTION CARRIES: 17-0-0 (07/15/07)

MOTION 2007 30P – FRC/Policy (11/17/07) – To remove the FRC Sound guidelines, pages 60-65 within the FRC policy, and any other reference to FRC Sound.

INTENT: To maintain an accurate FRC policy. FRC sound is no longer a function provided.

TABLED TO POLICY

MOTION 2007 31P – Heartland/GOASCNA (11/17/07) add to policy on page 18 item #2 after Alt. Treasurer to Treasurer: “AD to RD” page 18 item 3 after Alt. Treasurer; “AD” Remove on Page 18 under item 5 “elections will be held in May

INTENT: Make policy consistent with other Alt/Vice Positions

RULED OUT OF ORDER (Addresses two issues, motion is not clear.)

MOTION 2007 35P Heartland/Big Bend (11/17/07) Resvise Policy pg 27, attendance, item 3 change “January RSC” to “November”

INTENT: Notification in January is after Zonal fourm, too late.

2006 MOTIONS AFFECTING POLICY

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

INTENT: To create continuity among all FLRSC Sub Committee policies

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

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

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

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

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

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

Amendment Carries 9-4-0

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

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

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

POLICY MOTION, CONSIDERED HOUSEKEEPING.

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

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

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

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

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

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

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

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

INTENT: Concept 8 – effective communication

MOTION CARRIES 17-0-0

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

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

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

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

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

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

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

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

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

Motion – To Change the Maker of Motion 27 & 28 (2004) from Ad-hoc History to Alt.Delegate

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

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

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

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

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

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

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

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

Intent- To better serve incoming Trusted Servants

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

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

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

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

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

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

Discussion: Deemed Housekeeping

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

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

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

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

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

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

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

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

INTENT: To allow the archivist to function properly.

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

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

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

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

MOTION #50-P FRC BOD Pres/RSO BOD Pres (09-17-06) In FRC Inc. policy page 2 section Elections line 6, midline, and change. "There can be nor more than 2 people from any area within the Florida Region on the Board at the same time". To "There can be no more than 3 people from any area within the Florida Region on the Board at the same time."

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

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

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

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

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

MOTION #58-P AD/Treasurer (11-19-06) To establish a bi-annual "Service Symposium", to be held every odd year (non-GSR Assembly year) of the March RSC weekend and to adopt the

attached guidelines into the FRSC Policy. (See Secretary's Report 2006 for reported guidelines which have been adapted to the July 2007 Policy Pack.)

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

MOTION #59-P AD/Secretary (11-19-06) To approve motion 2004-48 for another three year cycle.

INTENT: To continue the success of past cycle

MOTION CARRIES 17-0-0 (11-19-06)

MOTION 2004-48 READS:

MOTION #60-P Treasurer/RD (11-19-06) (*Deemed Housekeeping per RSC Chair*) To change mileage reimbursement rate from \$.36 to prevailing IRS rate for nonprofit organizations.

INTENT: To conform to IRS regulations which is currently \$.18 per mile.

MOTION CARRIES 17-0-0 (11-19-06)

MOTION #62-P FRC BOD PRES/RSO BOD PRES (11-19-06) (*Deemed Housekeeping per RSC Chair*) The FRC Board policy item E page 21 currently reads "the Florida Regional speaker must live in the Florida Region." Change to: "The Florida Regional speaker considers themselves to be a member of the Florida Region.

INTENT: To bring clarity to our policy and clearer representation of where we draw our recourses.

MOTION CARRIES 17-0-0 (11-19-06)

MOTION #63-P FRC BOD PRES/RSO BOD PRES (11-19-06) Create the position of ALT CFO on the FRC Board. If created during the absence or disability of the CFO, the ALT CFO shall have all the powers and functions of the CFO. This addition to the FRC BOD policy will be placed on page 7 of the FRC Inc. Policy and designated as item 4.14 (a) Alternate CFO.

INTENT: To diminish the probability of a breakdown in the FRC BOD'S financial accounting and reporting. This position would also lend itself to a smoother transition when the CFO's term expires.

MOTION CARRIES 15-1-1 (1-21-07)

MOTION #64-P PR/Forest (11-19-06) To create an Alternate Secretary position on the PR Subcommittee, with the same qualifications as the current secretary's position on page 41 of the FRC Subcommittee Policy.

INTENT: To provide continuity for a smoother transition.

MOTION CARRIES 16-0-1 (1-21-07)

MOTION # 66-P AD/Web Page (11-19-06) Change the name of Web Page committee to Internet Technologies Coordinator.

INTENT: To more clearly define the actual position served

MOTION CARRIES 14-0-3 (3-18-07)

2005 MOTIONS AFFECTING POLICY

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

Intent: financial Accountability.

Tables to Areas

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

Passed 13-0-0

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

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

Tabled to Areas

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

Tabled to Areas

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

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

Intent: Budgets will no longer be considered a policy

Tabled to Policy

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

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

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

Passed 14-0-0

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

Delete:

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

Replace with:

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

Intent: Concept # 2

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

Motion #29 P: Ad-hoc Policy/Recovery Coast (5-15-05) Under Policy Committee Guidelines. Pg 33,

Delete: the first 2 lines. **This says (To consider any input that affects the policies of the RSC**

and upon deliberation, provide clarity to the Region. This clarity will consist of the following) Replace with the following:

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

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

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

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

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

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

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

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

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

MOTION CARRIES, UNANIMOUS – THIS VOTE CHANGES POLICY

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

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

Page 36 of 42

MOTION CARRIES, UNANIMOUS – THIS VOTE CHANGES POLICY

2004 MOTIONS AFFECTING POLICY

Motion # 2 RSO/Heartland (1-18-04) Amend 5.03 of the RSO By-Laws (page 97 of the FRSC Revised Policy, issue January 1, 2006) to read :Except as otherwise specifically determined by the Board, as provided in Section 5.01, or as otherwise required by law, checks, drafts, indebtedness of the Corporation shall be approved by 2 authorized signatures of the Corporation.
MOTION CARRIES 12-0-2

Motion #11 PI/Webpage (1-18-04) That all regional trusted servants be reimbursed for travel, mileage @ .365/mi if privately owned vehicle is required to be driven to any activity that the trusted servant is required to attend by the Florida Region, with the exception of RSC weekends.
INTENT: 12 traditions, Concept 2, so that anyone with average financial resources can serve as a trusted servant. Also, to standardize with other trusted servants in the region.
MOTION CARRIES, 11-2-1 (3-21-04)

MOTION # 14 Recovery Coast/Palm Coast (3-21-04) “Bidding Criteria to Host the RSC, to include “and stay within the recommended/agreed to room rate.
MOTION CARRIES, 14-0-0

MOTION # 19 Tampa Funcoast/ H & I (5-18-04) All proposed budgets referred to Areas for approval must include the current budget and the actual expense for the past 12 months.
INTENT: To provide the Areas with adequate information to make a knowledgeable decision.
MOTION CARRIES 14-0-1 (7-18-04)

MOTION #22 Literature/Suncoast (5-18-04) to initiate a change that will have the FLRSC Literature Committee meet at all FLRSC meetings rather than twice a year.
INTENT: To allow the committee to serve the Florida Region to its fullest ability based on the Literature initiatives at the 2004 WSC
MOTION CARRIES 14-0-1 (7-18-04)

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

MOTION 23 RD/PI (5-18-04) Each November the RSC Treasurer will present actual expenditures reports of the RSC Administrative Committee, Sub Committee Chairs and the RD/AD team. These reports will be included in the November RSC minutes.
INTENT: make available to the RSC, accurate information for Budget Preparations. Budgets are due at the January RSC.

Motion # 27 Adhoc NA History/RSC Secretary (5-18-04) to establish a non-voting position of Regional Archivist. This individual will be given the task of creating a reliable method of maintaining, cataloging and storage of regional archives as well as developing the mobile history display.
INTENT: To further the aims of the History Ad-Hoc committee to include ongoing storage of archives and further development of a portable history display for conventions in Florida. This position would require attendance for reporting and participation purposes only twice annually at the Florida RSC
MOTION CARRIES, 11-0-4 (7-18-04)

MOTION # 28 as amended Ad-hoc NA History/ RSC Secretary (5-18-04) to refrain from writing or editing of the history book for a period of no less than (5) years, *ending July 2009*.
INTENT: To not change the current content and material for a period of five (5) years, ending July 2009 thus avoiding an on-going use of resources which has occurred in other literature oriented projects.

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

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

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

MOTION CARRIES (16-0-0)

2003 MOTIONS AFFECTING POLICY

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

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

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

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

INTENT: receive a conscience from the Florida Region.

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

2002 MOTIONS AFFECTING POLICY

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

INTENT: To establish a single point of accountability.

MOTION CARRIES, no vote count recorded

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

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

MOTION CARRIES 13-0-0

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

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

MOTION CARRIES 13-0-0

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

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

MOTION CARRIES 9-15-02

2002, 2001 MOTIONS AFFECTING POLICY

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

INTENT: Concepts 1,3 and 5

MOTION CARRIES

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

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

MOTION CARRIES.

FLORIDA REGIONAL SERVICE PROJECT PLAN

For use by Fellowship Development Group – then submitted to the Human Resource Panel.

DATE: _____ SUBMITTED BY: _____

PROJECT NAME: _____

START DATE: _____ EXPECTED LENGTH OF PROJECT: _____

WHY IS THIS PROJECT NEEDED: _____

WHAT IS THIS MEANT TO ACCOMPLISH: _____

DESCRIBE PROJECT: _____

PROJECT GOAL: _____

WORKGROUP REQUIREMENTS: _____

PROJECTED PROJECT FINANCIAL REQUIREMENTS: _____

Provide details on reverse side of this page (if applicable)

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? __ 1-3 __ 4-6 __ 7-9 __ 10-12

EXPLAIN SUGGESTED NUMBER OF MEMBERS: _____

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: _____

FLORIDA REGIONAL HUMAN RESOURCES PLAN

For use by Human Resource Panel – then submitted to the
Fellowship Development Group Leader & Administrative Committee

DATE: _____ SUBMITTED BY: _____

PROJECT NAME: _____

START DATE: _____ EXPECTED LENGTH OF PROJECT: _____

WORKGROUP REQUIREMENTS:

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? __ 1-3 __ 4-6 __ 7-9 __ 10-12

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: _____

Leader _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

Member _____ Area _____

IDEAS FOR FLORIDA REGIONAL SERVICE PROJECTS

SUBMISSION FORM

For use by any member, group, board, or service committee

DATE: _____ SUBMITTED BY: _____

CONTACT NAME: _____

CONTACT INFO: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

PROJECT OR IDEA IS (check one):

Printed Material Audio/Visual _____

New Revision to existing material _____

PROJECT IS FOR USE BY (check one):

Members Groups Service Committees Outside the Fellowship

NAME OF PROJECT OR IDEA: _____

DESCRIPTION OF PROJECT OR IDEA: _____

WHY IS THIS PROPOSAL NEEDED: _____

PROJECTED PROJECT FINANCIAL REQUIREMENTS: _____

Provide details on reverse side of this page (if applicable)

WHAT IS THIS MEANT TO ACCOMPLISH: _____

Please attach any background information that would assist the Fellowship Development Group in their consideration of this idea.

FLORIDA REGIONAL SERVICE PROJECT PLAN

For use by Fellowship Development Group – then submitted to the Human Resource Panel.

DATE: _____ SUBMITTED BY: _____

PROJECT NAME: _____

START DATE: _____ EXPECTED LENGTH OF PROJECT: _____

WHY IS THIS PROJECT NEEDED: _____

WHAT IS THIS MEANT TO ACCOMPLISH: _____

DESCRIBE PROJECT: _____

PROJECT GOAL: _____

PROJECTED PROJECT FINANCIAL REQUIREMENTS: _____

Provide details on reverse side of this page (if applicable)

WORKGROUP REQUIREMENTS:

WILL THE WORKGROUP NEED TO MEET ON THE RSC WEEKENDS? YES NO INFORMALLY

HOW MANY MEMBERS ARE NEEDED FOR THE WORKGROUP? __ 1-3 __ 4-6 __ 7-9 __ 10-12

EXPLAIN SUGGESTED NUMBER OF MEMBERS: _____

SUGGESTED QUALIFICATIONS AND/OR BACKGROUND OF WORKGROUP MEMBERS: _____

Fellowship Development Pool Form

Thank you for your interest in entering the Fellowship Development Pool. Please provide us with the following information. If at some point you are considered for service, you may be asked for additional information.

Please type or print legibly and return to: Human Resource Panel, Florida Regional Service Office, 706 North Ingraham Ave. Lakeland, FL 33801 or Fax to: 1-863-683-8184

Today's Date: Month _____ Day _____ Year _____ Is this: First Submission or Update

General Service Interest - Mark your preference based on your interest, skills, and background. You may choose one or both options. Those selecting only NA World Service Projects will not be considered for HRP nominations to the World Service Conference (WSC).

- Florida Fellowship Development Projects
- NA World Service Projects
- Regional Nomination Consideration for: World Board, Human Resource Panel, or WSC Co-facilitator

Contact Information

Name: _____ Clean Date: _____ / _____ / _____
Month Day Year

Address: _____

City: _____ State/Province: _____

Postal/Zip Code: _____ Country: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

Your Area: _____ Home Group _____

Relevant Education, Occupation, and Life Experiences - Please provide information regarding any relevant educational background, occupational skills, or life experiences.

Education:

- Did not complete HS HS Grad Some College College Grad Some Post Grad
- Completed Post Grad Trade School completed Training/Certificate Program Other

Please provide details:

Occupation:

Please provide details:

Life Experience:

Please provide details:

Language: For each language, please indicate your skill level as FLUENT, AVERAGE, or MINIMUM by marking the appropriate boxes. Include all languages that apply.

My 1st Language is _____ **I Can Write** Yes No - **I Can Read** Yes No

Other Languages

Speak - Fluent Average Minimum --- Write - Fluent Average Minimum

Speak - Fluent Average Minimum --- Write - Fluent Average Minimum

Speak - Fluent Average Minimum --- Write - Fluent Average Minimum

Speak - Fluent Average Minimum --- Write - Fluent Average Minimum

Service History - Please write the total number of years of service at each level of service in the "Total Years Served" box below. Please check mark the boxes next to the positions served.

World Service - Total Years Served _____ (Check all boxes of that apply)

- Ad Hoc/Focus
- Group/Workgroup
- Human Resource Panel
- NAWS Development Travel
- NAWS Public Relations Resource
- Pre-1998 WSC Committees or Boards
- RD / AD
- Special Worker
- World Board
- WSC Co-facilitator
- Other

Please provide details:

Zonal - Total Years Served _____ (Check all boxes of that apply) RD / AD

Other _____

Convention/Corporation/Service Office - Total Years Served _____ (Check all boxes of that apply)

- Board of Directors (BOD)
- Committee Member
- Executive Committee
- Special Worker
- Regional Convention
- Area Convention
- Common Needs Convention
- RSO
- ASO

Please provide details:

Area Service - Total Years Served _____ (Check all boxes of that apply)

- Administrative
- Event/Activities
- Fellowship Development
- Group Service Representative
- H & I
- PR/PI
- Literature Distribution
- Literature Review
- Newsletter
- Outreach
- Phone/Helpline
- Website/Internet Technology
- RCM
- Policy
- H & I
- Translation

Please provide details:

Regional Service - Total Years Served _____ (Check all boxes of that apply)

- Administrative
- Event/Activities
- Fellowship Development
- RCM
- Archivist
- H & I
- PR/PI
- Literature Distribution
- Literature Review
- Newsletter
- Outreach
- Phone/Helpline
- Website/Internet Technology
- RCM
- Policy
- H & I
- Translation
- HRP
- Resource Coord.
- Project Leader
- Project Member
- FD Leader
- FD Member

Please provide details:

Service Preferences – Please list the top two most fulfilling service positions/responsibilities from above.

Service Position / Responsibility: _____
Why was it fulfilling?

Please provide details:

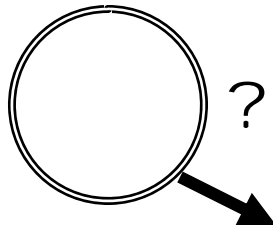
Service Position / Responsibility: _____
Why was it fulfilling?

Please provide details:

Challenges – _____ I cannot attend Regional Service Committee weekends, but, I would like to be considered for participation in projects.

Please explain your challenge

I can participate via: _____ Conference Calls _____ E-mail _____ Online Chatroom Meeting



Project Ideas come from Members, Groups & Areas

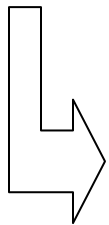
GOT IDEAS?

Idea
Submission
Form



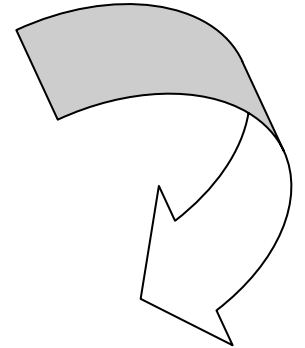
Ideas are discussed in
Roundtable discussion groups

Project plans are formulated using Project Planning Form



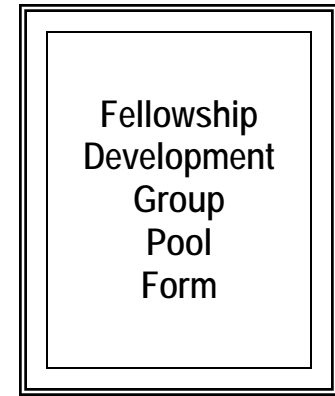
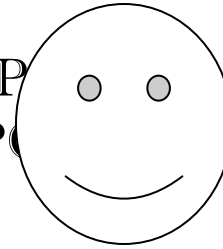
Potential projects are prioritized by
The Fellowship Development Group as a whole

THE FELLOWSHIP DEVELOPMENT GROUP LEADER
SUBMITS THE PROPOSED PROJECTS TO THE HUMAN RESOURCE
PANEL



Human Resource Panel FLOW CHART

HRP ENLIST NA MEMBERS TO BECOME POOL MEMBERS OF THE FELLOWSHIP DEVELOPMENT POOL

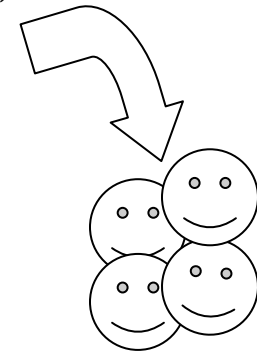
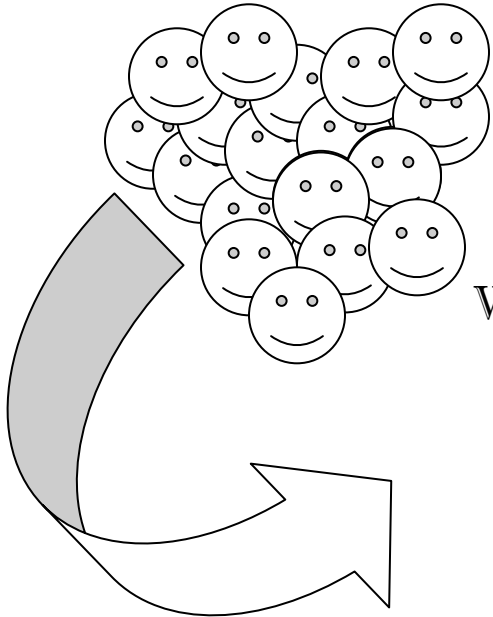


The HRP BUILD A LARGE pool OF MEMBERS With a variety of TALENT, SKILL and experience

WHEN PROJECT PLANS ARE SUBMITTED, THE HRP selects members from the pool That best MATCH the desired EXPERIENCE, TALENT AND SKILLS for each project

THOSE SELECTED make up THE project workgroup

The project PLAN & WORKGROUP are SUBMITTED BY THE FELLOWSHIP DEVELOPMENT GROUP LEADER TO THE RSC BODY FOR APPROVAL the next day



Florida Regional Service Committee
Revised Florida Service Structure
2008 Organizational Chart

Members – Groups
Any member in the Florida Region
may participate

Area Service Committee
RCM represents ASC at RSC. Any ASC
trusted servant may participate

Regional Service Committee
Comprised of RCM's from 17 Areas

Human Resource Panel
All are elected - Panel Leader/Members

Fellowship Development Grp.
FDG leader facilitates – Anyone participates
Each Project has Leader/Members

Policy & Procedures Group
Facilitated by designated HRP member
Various Participants

Area Support Group
Facilitated by Resource Coordinators
Anyone participates

Your voice is heard!

RSO & FRC Boards
11 elected directors on each board

Administrative Committee
Facilitator/Co-Facilitator/Secretary
Asst Sect/Treasurer/Asst Treas./RD/AD

World Service Conference
RD/AD represents Florida Region at WSC