

**GREATER NEW YORK REGIONAL SERVICE
COMMITTEE (GNYRSC)
REGIONAL POLICY**



July 2023

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List of Abbreviations

<u>Abbreviation</u>	<u>Definition</u>
Admin	Regional Service Committee Administrative Committee
GNYR	Greater New York Region
GNYRSC	Greater New York Regional Service Committee
GNYRSO	Greater New York Regional Service Office
H&I	Hospitals & Institutions
HIPIC	Hospitals & Institutions Public Information Chairperson
HOLI	Heart of Long Island
Member Areas	Areas within the geographic boundaries
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
PR	Public Relations
RCM	Regional Committee Member
RCM Alts	Regional Committee Member Alternatives
RD	Regional Delegate
RDA	Regional Delegate Alternative
RSC	Regional Service Committee
RSO	Regional Service Office
SC	Standing Committee
WSC	World Service Conference
WSO	World Service Office

A. PURPOSE

This document establishes the policies, structure and guidelines for the operation of the "Greater New York Regional Service Committee" (GNYRSC or RSC herein). the GNYRSC is comprised of Regional Committee Members (RCMs) and Regional Committee Member Alternates (RCM Alts) from areas within the geographic boundaries (Member Areas) (as set forth below in section C) and GNYRSC representatives that meet regularly for the express purpose of conducting business in serving the specific needs of its Member Areas in accordance with the 12 Traditions of Narcotics Anonymous (NA) and the 12 Concepts for NA Service.

B. FUNCTIONS AND RESPONSIBILITIES

The functions and responsibilities of the GNYRSC are:

1. Promote unity and provide services to the Member Areas.
2. Provide a vehicle for central communication where all GNYRSC participants can exchange information and share their collective experiences and give the Member Areas the information they need to guide and support our services, the purpose of which is to help the fellowship fulfill our primary purpose, to carry the message to the addicts that still suffers.
3. Be a source of communication, information and cooperation with other Regions and Narcotics Anonymous World Services (NAWS) through representation of collective conscience from the Member Areas.
4. Provide Greater New York Region (GNYR) representation at the world level through the use of elected trusted servants that shall express the needs, desires and area conscience decisions of the GNYRSC.
5. Contribute to the growth to NA by participating in, and possibly initiating some, of the projects and initiatives to be finalized at the World Service Conference (WSC) and by helping support NAWS.
6. Oversee the Greater New York Regional Service Office, Inc (GNYRSO or RSO), which is the legal entity that has been established to bear all fiduciary responsibility for GNYRSC meetings, workshops and any service-related functions.
7. The RSO will, in all matters, report directly to the GNYRSC. The RSO at 154 Christopher Street, New York, NY 10014.
8. The Greater New York Region shall accept everything that is passed at the World Services Conference (WSC).

C. MEMBER AREAS

1. The Service Boundaries of the GNYRSC are constituted by those of the Member Areas: Bronx, Brooklyn, Eastern Long Island, Heart of Long Island (HOLI), Kings Bay, Lower Hudson Valley, Manhattan, New York City, Open Arms, Rockland, South Jamaica, Staten Island, and Westchester. Refer to the respective Member Area guidelines and policies for exact boundaries.
2. The GNYRSC will accept forms, questionnaires and letters of introduction pertaining to Member Area splits or new Areas that are formed and interested in joining the GNYRSC.

D. PARTICIPANTS

1. **Speaking Participants:** All GNYRSC members listed below have a voice on the RSC floor
 - i. Elected RCMs and RCM Alts
 - ii. Elected Regional Delegate (RD) and Regional Delegate Alternates (RDAs)
 - iii. All elected members that make up the RSC Administrative Committee (Admin)
 - iv. All elected members that chair committees of the RSC
 - v. All vice-chairs of RSC committees
 - vi. Chair of the GNYRSO Board of Directors (BOD) Chair of Greater New York Region Convention of Narcotics Anonymous (GNYRCNA)
 - vii. BOD Treasurer
 - viii. Active RSC Ad Hoc Committee Chairs

NOTE: Only RSC participants may make and second motions, with the exception of the RSC Chairperson; however, an RCM or RCM ALT must make or 2nd any such motion. No vice-chair or RCM ALT may speak a con to their chairperson's or RCM's motion.

2. Voting Participants:

- i. Elected RCMs or RCM Alts (in absence of the correspondent RCM).
- ii. RSC Chairperson or Vice Chairperson (in the Chairperson's absence) in the event of a tie.
- iii. All speaking participants listed in 2i and 2ii and who are present are required vote on procedural issues and parliamentary motions.

NOTE: A representative that attends the RSC from a non-Member Area or different region, or a member of the GNYR who does not hold a position as noted in section D herein, shall be welcomed **by the RSC Chair** and given a voice only if recognized by the RSC Chair to speak. They shall not participate in business in any other way.

E. REQUIREMENTS AND RESPONSIBILITIES FOR ELECTED PARTICIPANTS

1. General Requirements

- i. One year of prior Area experience. Prior area experience may include the same corresponding commitments at any Area level.
- ii. Working knowledge of the 12 Traditions and 12 Concepts of NA Service and have a working knowledge of the GNYRSC Guidelines.
- iii. Shall not hold any other elected NAWS positions, NorthEast Zonal Forum (NEZF) or Regional positions, including committees, subcommittees and corporations. With the exception of an Ad Hoc Committee Chair.
- iv. Shall attend ALL GNYRSC meetings as required (if two meetings in a row are missed or if three meetings in a 12-month period are missed, without prior notification to the Admin, the Admin must inform the body where a motion can be entertained to remove).
- v. Each member of the Admin Committee shall attend RSC Steering Committee meetings, which shall be scheduled by the RSC Chairperson to take place in between each RSC meeting.

No trusted servant may hold a position longer than two consecutive terms. See Appendix A for specific qualifications for each position.

F. COMMITTEES OF THE GNYRSC

1. **Administrative Committee** - The Admin will consist of the RSC Chairperson, Vice Chairperson, RD and RDA, Treasurer, Assistant Treasurer, Policy Chair, Vice Policy Chair, Secretary, Assistant Secretary and Web servant.
2. **Standing Committees (SCs)** - SC Chairs are to provide a final accounting upon the end of their term of office so that the incoming trusted servant may begin their term fully briefed by the outgoing Chairperson. For specific requirements and responsibilities for the individual SC Chairs and Project Based Committee Chairs, see Appendix B.
 - i. **Hospitals & Institutions (H&I)** – Serves the needs of all the Member Areas that promotes growth and strength of all H&I efforts and needs within the GNYR and NA as a whole.
 - ii. **Helpline (HL)** - Responsible for the overall operation of the GNYR Helpline.
 - iii. **Public Relations (PR)** - Maintains a line of communication between the public and Narcotics Anonymous so that the message of recovery is readily available to all addicts. PR shall also be responsible for fellowship development services whereby it shall assist area service committees that request RSC help; proactively inform areas on service-related issues; create service-related learning days and workshops for our areas.

3. Project Based Committees

- i. **Events and Activities (E&A)** - Responsible for providing the GNYR with recovery- oriented events (i.e., dances, workshops). These events are limited to one-day, dinners, fundraisers, learning days, etc. A chairperson may be appointed or elected based on the time sensitivity of the project. When the RSC is preparing a GNYR event in a participating Member Area, the RSC shall inform the Member Area, in writing or during the RSC meeting of their intentions. This may be presented to their RCM or RCM Alt.
- ii. **Outreach/Speaker Exchange/Homebound** - Provides a direct line of communication and information to isolated members and groups. Any region is allowed to participate in Speaker Exchange/Outreach.
- iii. **Ad Hoc Committees** - Ad Hoc Committees are subcommittees that are temporarily created to accomplish a specific task as directed by the GNYRSC. When the task is complete, the committee is dissolved. The GNYRSC chairperson appoints the Ad Hoc Committee chairperson. The Ad Hoc chairperson must make a regular report to the RSC and is a non-voting member of the RSC. The chairperson of an Ad Hoc Committee MUST be a current or past RSC participant.

4. The Greater New York Regional Service Office (GNYRSO or RSO herein) The RSO is a corporation formed as a service entity, serving the RSC, and is:

- i. responsible for the literature and merchandise sales and the operation of the RSO.
- ii. deals with all financial, legal and other business matters pertaining to the RSO.
- iii. is accountable to the fellowship as represented through the RSC.
- iv. has policies and bylaws that are subject to RSC approval. For additional information, consult the RSO/ BOD Bylaws.

G. STANDING COMMITTEES-REQUIREMENTS AND RESPONSIBILITIES

1. General Requirements

- i. All SC meetings are to be held at the RSO or via electronic conference call in accordance with the discretion of each SC.
- ii. Must have typed reports in a digital format submitted to the Secretary 1 week before the RSC (this applies to the RSO as well).
- iii. All SC Chairpersons and the RD Team must submit a proposed budget and a 12-month calendar to the RSC Treasurer two weeks prior to the March RSC meeting.
- iv. All SC Chairs and the RD team shall submit financial reports with receipts of their expenses to the RSC Treasurer for reimbursement.
- v. Hold regularly scheduled monthly meetings.
- vi. Attend all RSC meetings as required.
- vii. Submit their policy to the Secretary annually at the March RSC meeting to be posted on the website.
- viii. SCs and the RSO may change and institute new policy and put them into effect following submission and approval of the RSC.

2. Conduct

- i. All elected participants and participants of the RSC and RSO will conduct themselves in a manner consistent with the 12 Steps and 12 Traditions, remembering to place "Principles before Personalities." Character assassination, aggression and/or verbal abuse will not be tolerated. Conduct unbecoming any elected participant or participant of the RSC or RSO will be addressed in accordance with this GNYRSC Policy and the NA Service Pamphlet "Disruptive and Violent Behavior," taking into account the nature of the infraction.
- ii. All members are entitled to a 10th concept-based redress of grievances to be handled as outlined in Appendix H.

3. Recall/Removal

- i. At the discretion of the RSC body, elected participants may be recalled or removed from their service position by a two-thirds vote, due to interruption of abstinence, missing two consecutive RSC meetings without notice, gross negligence or incapacitation, and conduct unbecoming. Removal or recall voting shall be done by written ballot.

4. Resignation

- i. An elected participant may resign by providing written notice to the Admin prior to or at the scheduled RSC meeting.

5. Vacancies/Un-Expired Terms

- i. If there is a vacancy due to recall, removal or resignation, un-expired terms, or unfilled positions may be filled according to the procedures for nominations and elections. If there are no objections from the members, appointments can be made by the RSC Chair for qualified candidates outlined within this Policy and then ratified by the RSC voting participants. In the event that a position is filled by appointment, the appointee may at the completion of the un-expired term, be nominated for a complete term. This will be according to the nomination and election procedures and subject to individual position or committee requirements.

H. TERMS OF OFFICE

1. Administrative Committee Members (other than the RD and RDA) and SC Chairs serve one-year terms, with elections being held at the November RSC with the exception of filling open positions.
2. RD and RDA serve one WSC term beginning in July immediately following the WSC and ending in the July following the WSC immediately prior to the JULY RSC with elections being held at the July RSC, with exception of filling open positions.
3. RSO BOD members serve three-year terms starting, starting January 1st following the election of the applicable BOD member and expiring December 31st at the end of the three year term, with the exception when filling open positions.
4. No GNYRSC trusted servant, including BOD members, may hold a position longer than two consecutive terms.

I. VOTING PROCEDURES

1. **Quorum** - To conduct RSC business, the meeting requires a Quorum. The Quorum is defined as a minimum of a simple majority of the Member Areas. The Voting Body consists of all the RCMs/RCM Alts of the Member Areas present at the time of the voting.
 - i. Abstentions do not count as a vote yay or nay, however, do count towards Quorum.
2. **Motions**
 - i. All motion makers must be in attendance, and all motions are to be followed by the intent, and classification (e.g., procedural, financial or time-frame) before they are seconded.
 - ii. To pass a motion at the RSC requires a majority of pro votes of the **voting body**
 - iii. To change policy at the RSC requires a two-thirds pro votes of the **voting body**
 - iv. For the purpose of elections, a majority vote of the **voting body** is required.
 - v. Voting on procedural issues shall be done by those required to attend the RSC. A procedural issue is an issue that is limited specifically as to how the RSC conducts its business at the RSC meeting and has NO bearing on group, area and world level business. These issues will be determined by a simple majority vote.
 - vi. After a motion is made and seconded, a con shall be requested, followed by a pro and if there are no cons the body will go immediately to a vote. If there are cons a five- minute question and answer period will ensue after which, the RSC Chair will entertain only two pros and two cons followed by a vote.
 - vii. Objections to Consideration of motions are not debatable; they go directly to a vote
 - viii. All regional matters will go to the areas until the next RSC when possible, unless decided otherwise by a two thirds vote of the RCMs, except for time- frame and procedural motions.
 - ix. An RCM must either make or second all motions, except procedural motions.

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3. **Financial Motions** - Any motions that will spend RSC funds MUST have a projected cost submitted in the written motion. If the purpose is for equipment or services, and the projected cost is in excess of \$ \$500, the RSC requires three bids before final approval is made for the disbursement of funds.
4. **Parliamentary Procedures** - The GNYRSC conducts business in accordance with the 12 Traditions of Narcotics Anonymous, the 12 Concepts for NA Service, the NA Service Manuals, Roberts Rules of Order, as referenced in this GNYRSC Policy.
5. **Time Frame Motions** - Motions that cannot be afforded the 60 day time period that allows them to be sent back to Areas.

J. ELECTION PROCESS

1. **Nomination Procedures:** All nominations for trusted servants shall be accepted at the GNYRSC. In the event that a question is raised by and RSC participant about a person's qualifications, the Admin will appoint an Ad Hoc Committee to 'Vet' all nominees for that particular position.
 - i. Nominees must be present at time of nomination, either in person or electronically, to answer any questions the RSC body may have about their resume.
 - ii. Nominations and seconds may be made by any GNYRSC member. Candidates are not considered until a Service Resume has been submitted.
 - iii. A candidate will be removed from consideration if they decline or do not meet all requirements.
 - iv. Following submission of the service resume and consideration of the nominee, nominations and qualifications go back to the Member Areas until the next RSC meeting

2. **Election Procedures**

- i. Elections will be held at the times provided in section H.
- ii. Elections take place as the first order of business on the day of the RSC that the elections are scheduled
- iii. Nominees must make every effort to be present at the RSC in order to be voted in, unless the nominee has notified the Administrative Committee prior to the scheduled election.
- iv. Nominees must leave the room before the vote.
- v. Voting will be done by written ballot when meeting in person and electronically when meeting person. .
- vi. The RSC Chair oversees the election process. The secretary will help facilitate. This includes ballot distribution, tabulating and announcing results of the elections.
- vii. If the ballot contains more than two nominees and there is no clear majority, the nominee that receives the least support will be excluded from the ballot, and a subsequent vote will be taken. This will be done until there is a clear majority of votes cast in order to determine who will be elected as a trusted servant.
- viii. The RSC Chair will vote in the event of a tie. The tie break vote goes to the Secretary if it's about the Chair.
- ix. The nominees will be asked to step back in the room, and the newly elected trusted servant will be congratulated.
- x. After elections, the RSC Chair may appoint trusted servants as outlined in section G.5 herein.

K. MEETING FORMAT/ORDER OF BUSINESS

- i. All RSC meetings will be held virtually, hybrid and/or the RSO, 154 Christopher Street, Suite 1A, New York, New York 10014 on the second Saturday of every odd month (Jan., Mar., May, July, Sept., Nov.) beginning promptly at 10:00 a.m.
- ii. Admin Body meetings will be conducted between RSC meetings (off month), scheduling to be agreed upon by the Admin Committee.
- iii. At the RSC meeting, a member of the RSC Admin Committee may provide hospitality accepting donations from participants to cover costs.

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- iv. Motions discussed in new business will go back to groups until the next RSC meeting. They will be addressed as old business at the next meeting.
- v. All reports and new motions should be submitted to the Secretary via email prior to the RSC.
- vi. The RCM orientation will take place before and/or after the January and July RSC meetings. RCM orientation will be conducted by two members of the Administrative Committee, on a rotating basis.

See Appendix D for RSC calendar

L. MINUTES/POLICIES

- 1. RSC minutes will be mailed out electronically in a timely manner following the RSC meeting.
- 2. Tallies of vote counts must be accompanied with the motions in the minutes.
- 3. The Archivist will be responsible for keeping all archival records of the RSC and shall submit written reports as necessary to the RSC regarding the status of the archival records. If the Archivist has any proposals or questions for the RSC, the Archivist may have the item put on the agenda for the next RSC meeting and attend the RSC meeting to discuss these proposals or questions.
Archivist Requirements: Nominee has 3 years clean time and a reasonable level of knowledge of and experience with GNYRNA service. Term: 2 year term; no more than 2 consecutive terms.
- 4. All subcommittee reports shall be submitted to the Secretary via email so that they can be emailed to the body at least 48 hours before the beginning of the RSC.
- 5. The BOD Treasurer's report will include all monthly bank statements, NAWS statements, Vend sales by category, check and cash payments and deposits, and detailed report of all checks/cash paid and received between sessions, by month.

M. FINANCIAL POLICIES

- 1. The GNYRSC fiscal year shall run from May 1 until April 30.
- 2. Annual Budget –
 - i. Budgeting shall be done on a yearly basis for the period commencing on the day of May RSC meeting until RSC meeting the following year. with SC Chairs and the RD Team submitting the following year's budget to the treasurer two weeks prior to the March RSC meeting. The Treasurer shall compile the requested budget and review it with the administrative body prior to the March RSC in order to formulate a comprehensive service plan with a realistic proposed budget for the upcoming year.
 - ii. At the March RSC session the proposed budget shall be distributed to the RCMs for discussion and/or revision and shall be voted on at the May GNYRSC session.
 - iii. The budget is to be fully funded annually. Once the budget is fully funded, excess funds may be donated to NAWS.
 - iv. Should the GNYRSC encounter fiscal difficulty, fixed expenses shall be paid first. Beyond funding mandatory operating costs, the GNYRSC shall then use its discretion and conscience in determining how additional funding is best distributed.
 - v. The GNYRSC shall maintain a prudent reserve of \$6,500 above the annual budget figure.
 - vi. The RD shall administer all funding disbursements for the RD Team's budget line items. The RD Team shall follow the travel reimbursement policy in clause 5.
 - vii. The GNYRSC will not disburse monetary funds above \$500 beyond budgeted and/or policy defined amounts without returning the decisions to the Groups.
 - viii. Any Subcommittee or individual requesting funds from the GNYRSC, which has not submitted all receipts for previous expenditures, shall be denied any or all funds until such receipts have been submitted.
 - ix. Following all Regional fund raisers, all monies will be turned over to the GNYRSC within 14 days.
 - x. All committees and individuals who have received funds will provide financial accounting in their report.

- xi. Anyone who commits larceny against the GNYRSC, including any service committee, will be prosecuted to the fullest extent of the New York State and City law. The RSO's legal counsel will conduct all monitoring of proper and appropriate procedures. Any persons who have stolen and or misappropriated funds may not return to service at the GNYRSC for 10 years and until full financial restitution has been made.

3. Treasurer

- i. The RSC Treasurer will not reimburse any spending without the original receipt. The RSC will reimburse trusted servants elected at the RSC who reside 60 miles or further from the RSO for reasonable travel expenses to attend the RSC meeting, not to exceed \$100, in the same manner that RCM's are reimbursed by the Areas that elect them for reasonable travel expenses so that they may attend the RSC. Copies of the monthly bank statement, including PayPal account transactions listed therein will be included in every Treasurer's report and in the minutes, along with a spreadsheet detailing all checks issued and received (with check numbers or money orders listed), and total balance.
- ii. Copies of the monthly bank statement, including PayPal account transactions listed therein will be included in every Treasurer's report and in the minutes, along with a spreadsheet detailing all checks issued and received (with check numbers or money orders listed), and total balance.
- iii. If the Treasurer voids a check, the upper right corner of the check with the check number on it will be put on the check stub. The word VOID will be written on the check.
- iv. The Treasurer will pay the RSO for the Regions' Group Insurance, 25% on November 1, and monthly installments for the next 9 months until the bill is fully satisfied
- v. The Treasurer will collect and track all Member Areas' insurance payments and issue a spreadsheet to all RSC members for of the monthly payments to-date after each RSC session.

4. Workshops and Conferences

- i. The GNYRSC will fund the RD and Alternates to any World Services Meetings and Northeast Zonal Forum Meeting (NEZF).
- ii. The GNYRSC shall provide its proportionate share of NEZF annual expenses following submission of the NEZF budget.
- iii. The RSC and RSO will equally share the total cost of funding the RD and the RDA to the WSC. This cost will include hotel, transportation, meals and registration.
- iv. Funding for the RSC Chair or Vice Chair to attend workshops outside the service boundaries of the Greater New York Region, if deemed necessary by the RSC, should be included in the Admin Committee budget request.
- v. CAR workshops given by the RD Team and paid for by the RSC will be at a cost not to exceed \$300 per workshop as budgeted.
- vi. RSC workshops will be funded at \$300 per workshop. Any joint learning day/workshops will be provided with \$200 in funding.
- vii. All above allocations of funds by the RSC require submission of receipts by the recipients of the funds to the RSC upon completion of the event. GNYRSC Yearly Subcommittee and RD Team Budgets

5. GNYRSC Yearly Subcommittee and RD Team Budgets

Each of the RSC Subcommittees, to the extent that they are active, submits a proposed annual budget to the RSC for review and approval in accordance with the Budgeting section.

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The approved budgets are recorded and maintained by the RSC Treasurer once they are approved by the RCMs for a given cycle. However, for information and general planning purposes, the typical budgets requested by the RSC Subcommittees and RD Team have been as follows.

viii.	Hospitals & Institutions (including the Mobile Unit)	\$1,200
ix.	Outreach/Speaker Exchange	\$150
x.	Helpline	\$300
xi.	Public Relations	\$500
xii.	Regional Delegate Team (Conference Year)	\$6,000
xiii.	Regional Delegate Team (Non-Conference Year)	\$1500

APPENDIX A - Administrative Committee

1. Chairperson

- i. Requirements
 - 1. Four years NA clean time.
 - 2. Knowledge of Robert's Rule of Order.
- ii. Responsibilities
 - 1. Chairs regular and special meetings of the RSC.
 - 2. Acts as a spokesperson for the region to the rest of the fellowship.
 - 3. Co-signer of all letters and the RSC bank account.
 - 4. Works as a team with the RSC Vice Chair.
 - 5. Has a vote in the event of a tie.

2. Vice Chairperson

- ii. Requirements
 - 1. Four years NA clean time.
 - 2. Knowledge of Robert's Rule of Order.
 - 3. The ability to assume the responsibilities of the RSC Chair in his/her absence
- iii. Responsibilities
 - 1. Attend all regional service committee meetings on a rotating basis monthly
 - 2. In the event of no Vice Chair or extenuating circumstances, the steering committee may appoint representative.
 - 3. Co-signer of the RSC bank account.
 - 4. Works as a team with the RSC Chair.
 - 5. Assumes the responsibilities of the RSC Chair in his/her absence

3. Secretary

- i. Requirements
 - 1. Three years NA clean time. Typing and note taking skills
 - 2. Computer skills
- ii. Responsibilities
 - 1. Records and compiles the minutes of the GNYRSC meetings.
 - 2. Works as a team with the Assistant Secretary.
 - 3. Abides by all policies for minutes stated within these guidelines

4. Assistant Secretary

- i. Requirements
 - 1. Two years NA clean time
- ii. Responsibilities
 - 1. Responsible for keeping updated contact lists and distributes all minutes.
 - 2. Works as a team with the Secretary.
 - 3. Responds to all correspondence to the RSC referring to the Administrative Committee, RSO or Subcommittees when appropriate.

5. Treasurer

- i. Requirements
 - 1. Four years NA clean time
 - 2. Legal verifiable means of income.
 - 3. Financial and or Accounting skills
- ii. Responsibilities
 - 1. Deposits and dispenses all monies of the RSC.
 - 2. Keeps an organized record or ledger of all financial business, inclusive of Umbrella insurance policy for groups.

3. Gives a report at every RSC meeting.
4. Co-signer of ALL RSC bank accounts.
5. Abides by all financial policies within these guidelines.

6. Assistant Treasurer

- i. Requirements
 1. Four years NA clean time.
 2. Legal verifiable means of income.
 3. Financial and or Accounting skills.
- ii. Responsibilities
 1. Assist the Treasurer while learning the duties of Treasurer.
 2. Assumes Treasurer's responsibilities in the absence of the Treasurer.
 3. Abides by all financial policies within these guidelines.

7. Regional Delegate

- i. Requirements
 1. Five years NA clean time.
 2. Knowledge of Robert's Rules of Order and Consensus Based Decision Making.
 3. Ability to sacrifice personal time on traveling to workshops and the WSC.
 4. Must attend at least one Zonal Forum and the World Service Conference.
- ii. Responsibilities
 1. Serves as the communications link between the GNYRSC and the WSC. Keeps the GNYRSC informed on all WSC issues, (i.e., workshops, conferences, etc.)
 2. Carries the GNYRSC conscience to the World Service Conference.
 3. Attends workshops and the World Service Conference.
 4. Collects the GNY groups' conscience on CAR motions and carries them to WSC as the conscience of the Greater New York Region.

8. Regional Delegate Alternate

- i. Requirements
 1. Four years NA clean time.
 2. Knowledge of Roberts Rules of Order and Consensus Based Decision Making
 3. Ability to sacrifice personal time on traveling to workshops and the WSC.
 4. Must serve one term on the GNYRSC.
- ii. Responsibilities
 1. Must attend the World Serves Conference.
 2. Must attend at least one Zonal Forum.
 3. Aids RD in keeping GNYRSC informed on all WSC issues, i.e. workshops, conferences, etc. following the protocol set forth in A Guide to World Services.

9. Policy Chair

- i. Requirements
 1. Three years NA clean time.
 2. Knowledge of Robert's Rules of Order, the 12 Traditions of NA, and the 12 Concepts for NA Service.
- ii. Responsibilities
 1. Records and maintains all GNYRSC policy.
 2. Keeps the RSC Chairperson informed of policies and procedures during the RSC meeting.
 3. Arranges for the current policy to be posted on the RSC website. Hard copies will be available upon request from the RSO office.

4. Distributes updated policies to participating areas for ratification for approval.
5. Holds policy review meetings open to all members' feedback regarding requested policy changes.

10. Policy Vice-Chairperson

- i. Requirements
 1. Three years NA clean time.
 2. Knowledge of Robert's Rules of Order, the 12 Traditions of NA, and the 12 Concepts for NA Service.
- ii. Responsibilities
 1. Assist the Policy Chair
 2. Assumes Policy Chair's responsibilities in the absence of the Policy Chair.

11. Webservant

- i. Requirements
 1. Three Years NA clean time
 2. Knowledge of web-based programs, social media and various email hostings.
- ii. Responsibilities
 1. Website maintenance and coordination with the RSO.
 2. GNYRSC Calendar Maintenance/Posting events and other functions
 3. Assisting Area webservants and meeting list coordinators
 4. Maintaining online meeting list for those Areas without meeting list coordinators
 5. Other duties based on capability of the website such as calendar, entries, blog posts, etc., may be delegated to the most appropriate committee or admin servant as deemed necessary. Similarly, workgroups may be created for larger projects.

APPENDIX B – SUBCOMMITTEE CHAIRPERSONS and PROJECT BASED COMMITTEE CHAIRPERSONS

1. Events and Activities Project Chair

- i. Requirements
 1. Three years NA clean time
 2. Prior E&A experience.
 3. Verifiable legal source of income.
- ii. Responsibilities
 1. Helps organize and coordinate all events and activities for the Greater New York Region
 2. Abides by all financial policies applicable to standing committees in regards to financial reporting.
 3. Will be one of the two co-signers of the E&A checking account, if created.

2. Hospitals and Institutions Chairperson

- i. Requirements
 1. Four years NA clean time.
 2. Prior H&I experience.
- ii. Responsibilities
 1. Acts as the spokesperson for the regional H&I committee.
 2. Coordinates and is responsible for all the work done by the committee.
 3. Maintains communication with the WSC H&I committee.
 4. Supervise and coordinate the formation and activities of HIPIC with PR chair person.

3. Literature Project Review Chairperson

- i. Requirements
 1. Three years NA clean time.
 2. Prior Literature Review experience.
- ii. Responsibilities
 1. Acts as the spokesperson for the regional Literature Review project committee.
 2. Coordinates and is responsible for all the work done by the committee.
 3. Maintains communication with the WSC Literature project committee.

4. Helpline Chair

- i. Requirements
 1. Three years NA clean time.
 2. Prior Helpline experience.
- ii. Responsibilities
 1. Coordinates all work done by the committee.
 2. Responsible for the overall operation of the regional Helpline.
 3. Coordinates meeting list updates with Area meeting list coordinators and webservants.

5. Public Relations Chair

- i. Requirements
 1. Three years NA clean time.
 2. Prior PR experience.

- ii. Responsibilities
 - 1. Acts as the spokesperson for the regional PR committee.
 - 2. Coordinates and is responsible for all the work done by the committee.
 - 3. Maintains communications with NAWs PR staff.
 - 4. Supervise and coordinate the formation and activities of HIPIC with H&I chair person
 - 5. Assist Area Service Committees that request Regional help.
 - 6. Proactively educate Areas on service-related issues.
 - 7. Coordinate and assist service-related Learning Days and Workshops in our Areas.
 - 8. Provide written and oral report at GNYRSC regular meeting.

6. Board of Directors of the GNYRSC

- i. Requirements
 - 1. Five years NA clean time.
 - 2. History of NA service.
 - 3. Practical business experience.
- ii. Responsibilities
 - 1. Responsible for carrying out duties assigned by the RSO.
 - 2. Abides by all RSO policies and bylaws
 - 3. BOD Chair, BOD Treasurer and the BOD Convention Treasurer ensures that the GNY Regional Convention Chair attends GNYRSC meetings.
 - 4. Provide monthly reports to the RSC for all activity.

APPENDIX C - GNYRSC Agenda Format

Greater New York Region Service Committee Meeting Agenda

- I. Serenity Prayer
- II. Readings 12 TRADITIONS, 12 CONCEPTS, SERVICE PRAYER
- III. Roll Call (by RSC Secretary)
- IV. Announcement that new motions not previously submitted are due in by 10:45
- V. Reading and acceptance of previous RSC meeting minutes
- VI. Chairperson report
- VII. Vice Chairperson report
- VIII. Treasurer's report (**Opening Balances**)
- IX. Old Business including discussion / voting; Nominations (**IF ANY**)
- X. Area Reports: Bronx, Brooklyn, Eastern LI, HOLI, Kings Bay, Lower Hudson
Valley, Manhattan, NYC, Open Arms, Rockland, South Jamaica, Staten Island,
Westchester
- XI. RSO BOD (recess for BOD members meeting for elections, if any)
 - a. Chair report
 - b. RSO Treasurer report
 - c. Convention (chair/ treasurer) (**IF ANY**)
- X. RD REPORT
- XI. GNYR SUBCOMMITTEE REPORTS
 - a. Policy
 - b. Secretary
 - c. Helpline
 - d. H&I
 - e. Public Relations
 - f. Website Management
- XII. Treasurer (**closing balance**) DONATIONS / FUND FLOW/ BUDGET PRESENTATION
- XIII. New Business (motions / discussion- cons / pros / Nominations)
- XIV. Other
- XV. Sharing Session (as needed)
- XVI. CLOSE

APPENDIX D – REGIONAL MEETING CALENDAR

- | | | |
|-----|-----------|--|
| 1. | January | REGIONAL MEETING 2nd Saturday of the month/RCM Orientation |
| 2. | February | NO MEETING |
| 3. | March | REGIONAL MEETING 2nd Saturday of the month- Budgets due |
| 4. | April | NO MEETING |
| 5. | May | REGIONAL MEETING 2nd Saturday of the month |
| 6. | June | NO MEETING |
| 7. | July | REGIONAL MEETING 2nd Saturday of the month- Call for Nominations sent to Areas |
| 8. | August | NO MEETING |
| 9. | September | REGIONAL MEETING 2nd Saturday of the month- Nominations from Areas |
| 10. | October | NO MEETING |
| 11. | November | REGIONAL MEETING 2nd Saturday of the month- Elections and Intellectual Trust Report |
| 12. | December | NO MEETING |

APPENDIX E – TENTH CONCEPT GRIEVANCE PROCESS:

A. Below are the guidelines for filing a Tenth Concept grievance:

1. Write out a clear and brief statement of the grievance and suggested solution. Submit the statement to the secretary 48 hours before the next GNYRSC session and ask the chairperson to place your grievance under new business on the agenda. When it comes time to address the grievance the individual filing the claim shall read their statement aloud. This should be followed by a brief discussion from both of the concerned parties. This is not a time for pointing fingers, but a time to evaluate our actions and behavior concerning the matters at hand.
2. The committee should then look to applying a solution that satisfies and is fair to both parties concerned. Should this not meet the needs of any of the aggrieved member(s), the matter maybe brought to next the appropriate level of service, (i.e. a contact person or neutral mediator from within the World Service Office (WSO), or World Service Conference (WSC), etc.) to resolve the matter. All parties involved should always be present when there is discussion of the grievance. Every effort to include those involved must be made. In the event of the grievance being brought to the WSO or WSC, one may want to accept this as the final word on the issue.

One should always consider their part in the grievance as well. The body as a whole may or may not be of the same thinking as the individual. The Tenth Concept grievance process is very much like the inventory process of step four

APPENDIX F - PARLIAMENTARY PROCEDURE

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

Decorum statement

Meetings will be conducted according to these rules of order, adapted from Robert's Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, and to get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making decisions on the basis of principle, rather than personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order, and to conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the **process** of this meeting, so that you can have maximum benefit of its content.

Debate Limits

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

Motions

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

Main motions

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

Every motion requires a second--the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The chairperson will ask, after one person makes a motion, whether the motion has a second.

The seconder simply raises his hand and, when recognized by the chair, says, "I second that." If nobody seconds a motion, the chair will say, "The motion dies for lack of a second." This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

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

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

Parliamentary motions

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

1. **Motion to AMEND** Simple majority required

DEBATABLE

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, they can say, "I move to amend the motion..." and suggest specific language changes in the motion. If an Amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment carried). When debate is exhausted on the merits of the main motion itself, it is transcribed in the minutes as such, and the body moves on to the next item of business.

2. **Motion to call the PREVIOUS QUESTION** TWO-THIRDS majority required

NOT DEBATABLE

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

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

3. **Motion to TABLE** SIMPLE majority required

NOT DEBATABLE

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

4. **Motion to REMOVE FROM THE TABLE** SIMPLE majority required

DEBATABLE

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

5. Motion to REFER SIMPLE majority required

NOT DEBATABLE.

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special or ad hoc committee. This can be done by a member saying, "I move to refer the motion to the such-and-such subcommittee." If the motion to refer passes, the committee moves on to its next item of business. The subcommittee to which the motion is assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

6. Motions to RECONSIDER or RESCIND TWO-THIRDS majority required

DEBATABLE.

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind:

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

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

7. Request to WITHDRAW A MOTION UNANIMOUS CONSENT required

NOT DEBATABLE.

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

8. Offering a SUBSTITUTE MOTION SIMPLE majority required

DEBATABLE

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

9. Motion to ADJOURN TWO-THIRDS majority required

NOT DEBATABLE.

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

Other procedures

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

Orders of the day. If a committee member feels that business is going too far astray from the original agenda, he can help get things back on track. He says, "I call for the orders of the day." This means, "I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

Point of order. If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. She need not raise her hand, but may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states how she feels the rules of order are being violated. If the chair agrees with her judgment, he says, "Your point is well taken," and the situation is cleared up. If he does not agree, he says, "Overruled." This decision, as all others, can be appealed.

Point of appeal. Any time the chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair." The chair then says, "On what grounds?" The member states his reasons. The chairperson then speaks **briefly** to the intent of his ruling. A vote is taken, requiring a two-thirds majority to overrule the decision of the chair.

Parliamentary inquiry. If a committee member wants to do something but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply says out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize him, so that he may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

Point of personal privilege. If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, "Point of personal privilege." The chair must recognize you immediately. State the situation and ask that it be corrected. The chair will request that whatever needs to be done, and is reasonable, be done to help make you comfortable.

Voting Procedures

There are several ways that votes can be taken. Three of them are described here.

Written Ballot: In the Brooklyn Area, it is policy that all motions and nominations that have gone to the Groups shall be voted by written ballot at the next regular session of the BASC.

Show of hands: This is the most commonly used method. Votes will be taken by a request from the chair to see the hands of all in favor, then all opposed, then all abstaining on each issue. The chair should ask for all three categories every time, just to be thorough, even when the majority is overwhelming.

Roll call vote. Sometimes when a vote is taken on a controversial issue, or a very important one, members may call for a roll call vote. This request must be honored, whether or not it is made after a show-of-hands vote was already taken. The secretary calls out the group or position titles of all the voting members and asks for their voice vote, yes or no. Each person's vote is then recorded in the minutes by position title or group.