

Kentuckiana Region Service Committee of Narcotics Anonymous

Policies and procedures

PURPOSE:

The purpose of the Kentuckiana Regional Service Committee of Narcotics Anonymous is to:

1. Be supportive to its areas, their groups, and also their primary purpose
2. Link areas together within a region
3. Help areas deal with their basic situations and needs
4. Encourage growth of the fellowship of Narcotics Anonymous as a whole.
5. Provide representation and carry the conscience of its groups to the World Service Conference

PARTICIPANTS:

The Kentuckiana Regional Service Committee of Narcotics Anonymous (KRSCNA) participants are:

1. Regional Committee Members (RCMs) from all of the region's member areas
2. Executive Officers
3. Subcommittee Chairpersons
4. Project/Workgroup Coordinators

GENERAL GUIDELINES:

1. The KRSCNA is scheduled to meet regularly on the third Sunday of every other month (odd months)
2. The meeting will begin at 1:00 pm CST.
3. The KRSCNA meetings will rotate between member areas every other month except for September.
4. The September meeting will be held at Freedom between the Lakes Campout in the Pennyrile Area.
5. All regional meetings are open to the Narcotics Anonymous fellowship as a whole.
6. The KRSCNA will take an annual formal inventory involving the various areas and groups in the region by asking the following questions:
 - a) What does the region do well and should continue doing?
 - b) What doesn't the region do or could do better?
 - c) What is the effectiveness of current KRSCNA funding and spending?
7. No spouse or significant other is to be on the checking account together regardless of position.

KRSC'S TRUSTED SERVANTS:

Executive Officers of the KRSCNA include the following:

1. Chairperson
2. Vice-Chairperson
3. Secretary
4. Treasurer,
5. Regional Delegate,
6. Regional Delegate Alternate.

Subcommittee Chairpersons of the KRSC include the following:

1. Kentuckiana Region Convention of Narcotics Anonymous (KRCNA) Chairperson
2. Website Coordinator
3. Project/Workgroup Coordinator

KRSC's TRUSTED SERVANT REQUIREMENTS AND DUTIES:

Each regional position will have a time limit of two years.

CHAIRPERSON:

1. Clean time requirement is two years in Narcotics Anonymous
2. Minimum of one year of active service involvement in Narcotics Anonymous, (i.e., having served as a Group or Area Trusted Servant)
3. This is a one year commitment.
4. Presides over monthly KRSCNA meetings in a firm but understanding manner while also being tolerant, objective, maintaining an orderly flow of business while avoiding personal input.
5. Regular attendance at KRSCNA meetings is required.
6. Prepares an agenda for KRSCNA meetings prior to the KRSC.
7. Chairperson (or Vice-Chairperson in the Chairperson's absence) must vote to break any ties. The only exception to this rule is that the Chairperson cannot break ties on the Conference Agenda Report (CAR). Any resulting ties in this area will be an abstention at the World Service Conference (WSC).
8. Chairperson is to insure that the KRSCNA's Policy and Procedures, the Twelve Traditions, and the Twelve Concepts of Service of Narcotics Anonymous are upheld in all matters pertaining to KRSCNA business.
9. Chairperson is a signatory to the KRSCNA's checking account.
10. Have the willingness to provide the time and resources necessary to be an active participant.
11. Reports any pertinent correspondence received and works closely with the KRSC Secretary in answering and/or making necessary correspondence replies and/or queries.
12. Furnishes the Vice-Chairperson with the agenda and any other necessary materials needed to conduct RSC meeting when absent.

VICE-CHAIRPERSON:

1. Clean time requirement is one year in Narcotics Anonymous.
2. Minimum of six months in Narcotics Anonymous service involvement.
3. This is a one year commitment.
4. Regular attendance at KRSC meetings is required.
5. Serves as Chairperson in the absence of the regular Chairperson.
6. Serves as a coordinator of any subcommittee with no chairperson. (Although the Vice-Chairperson is not expected to attend all subcommittee meetings, keeping in regular contact with the chairpersons is suggested)

SECRETARY:

1. Clean time requirement is one year in Narcotics Anonymous.
2. Must demonstrate a willingness to serve by attendance to at least two KRSC meeting prior to accept this position.
3. This is a one year commitment.
4. Regular attendance at KRSCNA meetings is required.
5. Responsible for recording the course of business at each KRSCNA meeting.
6. These minutes should be typed and distributed to all of the KRSCNA's Trusted Servants no later than ten days following the KRSCNA meeting date and should contain the following:
 - a) All motions
 - b) Points of discussion
 - c) Flyers of upcoming events.
7. Secretary has the option of asking for motions.
8. Maintains the KRSCNA's archives which should include all KRSCNA minutes and written reference materials.
9. Maintains an up-to-date mailing list to include phone numbers and email addresses of the KRSC Trusted Servants. FOR SERVICE USE ONLY! This is to be attached to the minutes.
10. Petty cash fund of \$100.00 is given to the Regional Secretary for expenses, and will be reimbursed at the KRSCNA, when receipts are presented to the Treasurer.
11. Secretary is to send the KRSCNA minutes to Narcotics Anonymous World Services
12. Willingness to provide the time and resources necessary to be an active participant.
13. Secretary is a signatory to the KRSC checking account.
14. The secretary reduces the size of print and makes two-sided copies of the regional minutes before mailing them. This is done in an effort to lower the cost of mailing and saves money.

TREASURER:

1. Clean time requirement is two years in Narcotics Anonymous.
2. This is a one year commitment.
3. Maintains the KRSCNA checking account.
4. Regular attendance at KRSC meetings is required.
5. Presents a written report of monthly transactions, a copy of the receipts paid out for that period and a current reconciled bank statement for inclusion in the minutes.
6. Distributes funds to subcommittees as requested, if within committee budget. These requests should be made at regular KRSCNA meetings.
7. Pays all invoices, rent, post office box rent, etc.
8. Treasurer gives and gathers receipts for all transactions of the KRSCNA and is responsible for all funds and materials entrusted to the position.
9. Treasurer is a signatory to the KRSCNA checking account but should only sign when necessary to conduct business due to the absence of a second signer.

REGIONAL DELEGATE:

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is a two year commitment.
3. Willingness to provide time and resources necessary to be an active participant.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the current Guide to World Services.
5. Must have at least one year of active involvement in Narcotics Anonymous service at the area or regional level prior to accepting this position.
6. The primary responsibility of the RD is to work for the good of Narcotics Anonymous by providing two-way communication between the KRSCNA and the World Service Conference.
7. Regular attendance at all KRSC meetings is required.
8. Is responsible to work with the RDA, training that person to become the next RD.
9. Is a signatory to the KRSCNA checking account.
10. Should attend each member areas ASC during their tenure as a trusted servant.
11. Conducts a CAR/CAT workshop on Conference years.
12. Responsible for seeing that a copy of the CAR/CAT is supplied to each member area.
13. Carries the conscience of the region to the World Service Conference. When necessary, has the region's vote of confidence in compliance with the Twelve Concepts.

*****The RD is not normally an elected position because the RDA moves up to that position automatically. In the event of a vacancy in RD, the RDA will move to RD and regular voting procedures will be followed for the RDA position. *****

REGIONAL DELEGATE ALTERNATE:

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is a four year commitment (two years as RDA, two years as RD)
3. Willingness to provide the time and resources necessary to be an active participant.
4. Must have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the current Guide to World Services.
5. Must have at least one year of active involvement in Narcotics Anonymous service at the area or regional level prior to accepting this position.
6. Regular attendance at KRSC meetings is required.
7. Should attend each member areas ASC meeting during their tenure as Trusted Servant.
8. Carries the conscience of the region to the World Service Conference. When necessary, has the region's vote of confidence in compliance with the Twelve Concepts.

KENTUCKIANA REGION CONVENTION of NA (KRCNA) CHAIRPERSON

1. Clean time requirement is three years in Narcotics Anonymous.
2. This is an eighteen month commitment.
3. Must provide the time and resources necessary to be an active participant.
4. Must have completed a service involvement with a previous Narcotics Anonymous convention.
5. Regular attendance at all RSC meetings is required.
6. Prepares a written report for each KRSCNA meeting and makes all motions on behalf of, and is the voice of the Convention subcommittee.
7. Ensures that the funds, books, receipts, and archives are turned over to the KRSCNA within ninety days after the Convention and presented to the next convention chairperson.
8. Must collect all Convention subcommittee chairpersons' detailed report of their committee functions and budget requirements to be turned in at the KRSCNA meeting following the convention. This time limit is not to exceed the ninety day time limit set forth in their requirements and duties.
9. Demonstrated stability in the local community and administrative abilities.
10. Organize subcommittees and delegate major tasks to specific subcommittee.
11. Stays informed of the activities of each subcommittee and provide help when needed.
12. Helps resolve personality conflicts.
13. Keep activities within the principles of the Twelve Traditions of Narcotics Anonymous and in accord with the purpose of the convention.
14. Monitors the fund flow and overall convention costs and helps organize the subcommittee's budgets.
15. Prepares a budget for the Executive committee functions.
16. Prevents important questions from being decided prematurely in order to foster understanding by the entire committee prior to action.
17. Allows the subcommittees to do their jobs while providing guidance and support. Subcommittees should be given trust and encouragement to use their own judgment.
18. Prepares agenda for the Convention committee meetings and the Executive committee meetings.

19. Votes only to break a tie.
20. Chair the convention as well as the Convention committee meetings.
21. Acts as liaison between the KRSC and the Convention Committee.

PROJECT COORDINATOR:

1. Clean time requirement is two years in Narcotics Anonymous.
2. Must provide the time and resources necessary to be an active participant.
3. Must have a minimum of one year's active service involvement in Narcotics Anonymous at the area or regional level prior to accepting this position.
4. Commitment to serve until the project's completion.
5. May assemble a workgroup to assist in completing the project.
6. Regular attendance at all KRSC meetings is required.
7. Prepares a written progress report for each KRSC meeting, prepares a final report when the project is completed.

WEBSITE COORDINATOR:

1. Clean time requirement is one year in Narcotics Anonymous.
2. This is a one year commitment
3. The webmaster will configure and make available email accounts for KRSCNA trusted servants named after the office.
4. Facilitate, coordinate, and disseminate regional and World information to NA members
5. Webmaster will add a documents repository to the KRSCNA.org website. The documents will include:
 - a) The motion form,
 - b) Policy and Procedure Manual,
 - c) Password-protected minutes.
6. Budget of \$150.00 per year for domain registration and website hosting

SUBCOMMITTEE/PROJECT GUIDELINES

No committee shall take any action that is in conflict with the Policy & Procedure Manual. See Appendix for each subcommittee guidelines.

BUSINESS CONDUCTIION

1. Area representation is to be established at the beginning of each KRSCNA.
2. Conduction of business (including impeachment procedures) must be done by majority rules by the voting members of the KRSCNA meeting.
3. Simple majority is one more than half of those eligible to vote.
4. Area and subcommittee reports should be submitted in writing.
5. All motions must be submitted on KRSCNA's regional motion forms.
6. RCM's or their equivalentents can make motions.
7. Subcommittee chairpersons and project coordinators may make motions only pertaining to the subcommittee/projects they represent.
 - a) Must be seconded by an Area representative
 - b) Subcommittee chairs and project coordinators do not vote.
8. Voting on motions can only be done by RCMs or their equivalentents.
9. All voting is done by an area roll call.
10. All voting is to be done by voice. Yes or no are acceptable.
11. No secret ballot votes will be held at the KRSCNA.
12. If a member area is unable to attend the KRSCNA, they may vote by proxy by contacting an executive committee member. The vote must be submitted in writing, to be read by the committee member during the tally.

TRUSTED SERVANT RESIGNATION-/IMPEACHMENT AND AREA SEATING

1. Relapse constitutes an automatic and immediate resignation from office.
2. Any member area or trusted servant that misses two consecutive KRSC meetings, or fails to perform their duties;
 - a) A letter of concern and an offer of assistance will be sent
 - b) Following the letter, the person or area will be given the chance to make a rebuttal.
 - c) At the third consecutive absence of an area, said area will be deemed inactive. Inactive areas will not be counted as a voting member or host any regional events.
 - d) Impeachment of trusted servant will be determined by vote at the KRSC meeting. Voting will be done in accordance with the KRSCNA's Policy & Procedure Manual.
3. Voluntary resignation is to be given in writing to the KRSCNA's chairperson prior to the next KRSCNA meeting.
4. If an area returns to the RSC with sufficient representation, they will be counted as a voting member at their second consecutive RSC meeting and be considered an active participant.
5. Any area petitioning a seat at the KRSCNA should write a letter recounting the history of their area (# of meetings and # of groups, etc.) and attend two consecutive meetings before being deemed active and eligible to vote.

Dear _____,

The Kentuckiana Regional Service Committee of Narcotics Anonymous would like to express concern about your participation at the region. You have not had representation since _____. Is there any way we can serve you better? Is there anything we can do to extend a helping hand? We love you and we are concerned, please tell us anything we can do.

With hope and encouragement, KRSCNA.

If this letter is being sent to an Area the following statement will be included; "If your area has no representation at the next Regional Service Committee meeting, you will be considered inactive until you notify the region otherwise.

ELECTION AND VOTING PROCEDURES

1. Only RCM's or their equivalents may nominate an individual to serve on the KRSCNA.
2. Nominations do not require a second.
3. The nominees must be present to accept or decline the nomination. If they accept the nomination they must present a KRSCNA service resume.
4. The nominees must be present at the KRSCNA meeting when the position they are nominated for is voted on.
5. Nominations open to the floor of the KRSCNA are to be taken back to the member areas. These nominations are then brought back for voting following the trusted servant rotation schedule.
6. When there are more than two nominations and no candidate gets a clear majority, the following will be done:
 - a) The vote will be tallied.
 - b) The nominee with the least votes will be dropped.
 - c) Another vote will be taken of the remaining candidates until there are only two nominees left.
 - d) The one who gets the majority of the votes is elected.
7. The RD is not normally an elected position because the RDA would move up into that position automatically. In the event of vacancies in either position, regular nominations and voting procedures will be followed.

APPOINTMENT OF KRSCNA TRUSTED SERVANTS

1. If a position becomes open mid-term due to resignation or impeachment, the KRSCNA may appoint someone to complete the position. This appointment requires 2/3 approval vote of present area representatives.
2. If there are no Area nominations for an opening position, the KRSCNA may appoint a member with 2/3 approval vote of present area representatives.
3. Appointed trusted servants must meet the requirements for the position.
4. An individual may hold two regional positions so long as they are not voting positions.

TRUSTED SERVANT ROTATION SCHEDULE

Position	January	March	May	July	September	November
Chair/Vice	Start			Nominations		Vote
Secretary	Vote	Start			Nominations	
Treasurer		Vote	Start			Nominations
RDA	Nominations		Vote	Start		
KRCNA			Nominations		Vote	Start*
Website		Nominations		Vote	Start	

*The KRCNA Chair begins their position the year before the year of the convention they are chairing.

FINANCIAL POLICIES

1. Anyone requesting regional funds for any reason should come to the KRSCNA meeting with a fully itemized budget.
2. Forty percent of the net-profit from any regional convention is to be sent to NAWS within sixty days of the time that KRSCNA receives the profit.
3. One hundred percent of all moneys after expenses from KRCNA fund-raisers are to be turned over to the KRCNA Treasurer within thirty days.
4. Signatures on the checks written on the KRSCNA account are to include any two of the following four; Chairperson, Treasurer, Secretary, and RD
5. KRSCNA will pay expenses of RCM's, RCMA's, or their equivalents to attend Ad-Hoc and/or Policy & Procedure subcommittee meetings.
6. The KRSCNA Treasurer will have a prudent reserve set at thirteen hundred dollars.
7. KRSCNA will donate one hundred dollars quarterly to the Southern Zonal Forum in order to be fully self-supporting according to Tradition Seven.

KRSCNA Budget

Convention Seed Money \$6,000.00

Traditions Workshop 1-day \$500/2- day \$750 \$500.00

H&I/PI Workshop \$500.00

H & I Subcommittee Budget \$500.00

KRSC Meeting Rent \$150.00

Gas/Toll Expenses \$1,200.00

Secretary Expenses \$1,500.00

Southern Zonal Forum Donation/Annually \$400.00

WSC Travel Expenses \$1,200.00

WSC Lodging \$1,200.00

WSC Meals @ \$45.00/day \$1000.00

Storage Shed Rent \$600.00

Meetings/Forums (other than WSC) \$4,000.00

Post Office Box \$65.00

KRSC Meeting Schedule Printing

Literature Budget \$400.00

Donation to World 40% of KRCNA profits

Archive Upkeep \$200.00

Annual Budget \$19,415.00

MISCELLANEOUS POLICIES

1. The KRSCNA is responsible for securing and maintaining a storage shed for archives.
2. All clean time requirements should be considered continuous clean time in Narcotics Anonymous.
3. The KRSCNA's post office box is to be located in Louisville KY. The current address is 1420 Gardiner Lane PO Box 33011, Louisville KY 40232. Committee members may use this for their particular area of service.
4. Year-end reports from each member area are to be prepared and completed in November to be submitted to the RD NO LATER THAN December 10th, in order to send information about the Kentuckiana Region to Narcotics Anonymous world Services (NAWS).
5. All KRCNA banners from previous conventions will be kept in the regional storage shed from one KRCNA to the next.
6. The majority of pre-convention flyers will be distributed electronically wherever possible.
7. KRCNA Banner will be 5x7 feet only.
8. The convention committee will hang only a current 5'x7' banner and remaining banners will be displayed by an alternate method to be determined by each convention committee on a yearly basis.
9. All regional functions are to be "No Addict Turned Away" excluding meals and KRCNA convention registration packets. Addicts who cannot afford a convention registration packet are given a "No Addict Turned Away" packet to include a name badge and an event program identical to those provided to members who pay for registration packets.
10. An audit will be done by the succeeding KRCNA committee after each yearly convention to ensure there is accountability of funds required to host the upcoming convention and to allow areas and groups to know how the previous convention handled funding
11. The region will have a yearly audit of the treasurer position
12. All reports will be handed in or emailed to the secretary at the close of the regional business meeting. If reports are not turned in at the end of the day the report will not be included in the minutes from that meeting and be recorded as such.

KRSCNA ANNUAL FUNCTIONS

1. The regional convention is to be held over the Easter weekend.
2. The regional Traditions/ Concepts workshop is to be held in the first weekend of November
3. The regional H&I/PR workshop is to be held in the summer months.
4. No area is to host more than two regional functions per year.
5. Regional service learning day.
6. CAR/CAT workshop on conference years

FUNDING FOR FUNCTIONS

1. The regional convention is to receive six thousand dollars seed money from the KRSCNA Treasury. Areas have convention fundraisers to help raise money to support KRCNA.
2. The regional Traditions/Concepts workshop is to receive seven hundred fifty dollars seed money from the KRSCNA Treasury.
3. The regional H & I / PR workshop is to receive five hundred dollars seed money from the KRSCNA Treasury.
4. Any profits from regional functions are to be turned over to the KRSCNA Treasurer within thirty days after the function.
5. The only exception to the above (#4) is KRCNA where all profits are to be turned over the KRSCNA Treasurer within ninety days.
6. There should be a monthly progress report submitted to the KRSCNA from any area that receives seed money to host a regional function.

PARLIAMENTARY PROCEDURES

MAIN MOTION: A main motion is a motion whose introduction brings business before the KRSC. Such a motion can only be made in writing.

AMENDMENT: An amendment is a motion to modify the wording and, within certain limits, the meaning of a pending motion before the pending motion itself is acted upon. An amendment must in some way involve the same question that is raised by the motion to which it is applied. An amendment is debatable only if the motion to be amended is debatable.

REFER TO COMMITTEE OR RSCS: When a motion to refer to committee is made it is to send an item of business to a relatively small group of selected people so that a question may be carefully investigated and put into better condition for the KRSC to consider. Unless specified, the issue will be brought up at the next KRSC meeting by the committee or an RCM. Debates on a motion to refer to committee/ASCs will be limited to one pro/one con, and the debate will pertain only to the desirability of committing the motion or the instruction to the committee/ASC, and not the merits of the main motion. If passed, there will be two pros/two cons on the original motion so as to obtain information to give direction to the committee/RSC.

CALL THE VOTE: A motion to call the vote must be seconded and allows for only one pro and one con. A simple majority is required to adopt this motion. The intent of this motion is to bring the original motion to a vote without any further amendment or debate. This motion is not to be made to suppress information but rather to expedite the proceedings.

TABLE: A motion to table may be applied only to a main motion that is pending. At the time a motion to table is made intent is to be given. The motion to table is in order if one of the following is true: A) To get further information or B) there is more pressing business to be dealt with. A motion that is tabled remains on the table until taken up by the KRSC by a motion to do so, at a specified time stated in the motion to table, or during unfinished business at the next KRSC. This motion is not intended to kill a main motion or suppress debate on it.

POINT OF ORDER: When a member feels that the rules, policy or guidelines of the KRSC are not being adhered to, he/she can make a "point of order" which in effect is asking the Chairperson to make a determination of whether or not the procedure the member is pointing out is in fact being violated. A point of order is not a method in which to dispute the accuracy or validity of another member's remarks but instead is to bring the attention of the Chairperson that a member feels that proper procedure is not being followed.

APPEAL CHAIR DECISION: By electing the KRSC Chairperson, the KRSC delegates to him/her the authority and duty to make necessary ruling on questions of parliamentary procedure. But any two members have the right to appeal from his/her decision on such a question, by one member making the appeal and another seconding it; the question is taken from the Chairperson and given to the KRSC for final decision. The Chairperson shall speak to the motion and the maker of the appeal shall speak pro to the appeal not to exceed one minute each.

SUSPEND THE RULES: A motion to suspend the rules is made when a member of the KRSC would like to have a certain KRSC procedure. The motion will include the rule to be suspended and the length of time it shall be suspended. The motion requires a second and a two-thirds majority of voting members.

POINT OF INFORMATION: A point of information is a question directed to the Chairperson to obtain information concerning parliamentary procedure or the motion that is pending. This allows members to ask questions and it is not to make a statement or give information.

RECONSIDER: A motion to reconsider is meant to bring an item that has already been dealt with back onto the floor. This is used to permit the correction of hasty, ill-advised, or erroneous action or to take in to account new information or situations not considered when taking the original vote. Since this motion is not to be used for rehashing motions that an individual or a minority were not pleased with the outcome, this motion can only be made by a voting participant who voted on the prevailing side or a member who spoke in debate to the prevailing side of the motion. After the end of the next KRSC meeting, it would no longer be in order to reconsider a motion. A motion may not be reconsidered more than once.

WITHDRAW OR MODIFY: A request to withdraw or modify may be made by the maker of the original motion upon his/her acceptance of a suggestion from another member. After the motion is made it belongs to the KRSC as a whole and the member must request the KRSC's permission. The Chairperson will treat this as a unanimous consent matter, that is, if there is no objection permission is granted. If there is an objection, the Chairperson automatically puts the request to a vote, which is not debatable.

UNANIMOUS CONSENT: This is a motion that allows the KRSC to move quickly through routine business of questions that have little or no importance. This is a less formal way of handling business and is an alternative to taking a vote on a motion. If the Chairperson senses no opposition to a motion he/she may state that the motion is carried by unanimous consent unless there is an objection. If there is no objection to this, the minutes will reflect that and all of the voting as prescribed for the motion.

KRSCNA Meeting Agenda

Open with: moment of silence and Serenity Prayer

Read:

- 12 Traditions
- 12 Concepts read
- Service Prayer

Area Roll Call:

- Across The Rivers Area
- Louisville Area
- Ohio Valley Area
- Owensboro Area
- Pennyriple Area
- South Central Kentucky Area
- 502 Area

Executive Officers and Subcommittee Roll Call:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Regional Delegate
- Regional Delegate Alternate
- KRCNA Chair
- Project coordinators

Minutes read from previous meeting.

- Amend if necessary
- Motion and second to accept.

Chair report

Treasurer's report read from previous meeting.

- Amend if necessary
- Motion and second to accept.

Regional Delegate report

Regional Delegate Alternate report

Subcommittee/Project Coordinators Reports: (in roll call order)

Area Reports: (in roll call order)

Optional Break

Old Business: (last month's new business)

New Business: 1st item is Election of Officers: Announce open Positions

Review of Secretary Minutes Announcements:

Close:

- Requires motion
- roll call vote