

Eastern PA Region of NA Policy

Updated 10/05/14

Table of Contents

ARTICLE I: PURPOSE4

ARTICLE II: PARTICIPANTS AND TERMS.....5

ARTICLE III: QUALIFICATIONS AND DUTIES6

 A. Regional Committee Member (RCM)6

 B. Chairperson.....6

 C. Co-Chairperson7

 D. Secretary7

 E. Co-Secretary8

 F. Treasurer.....8

 G. Co-Treasurer9

 H. Regional Delegate (RD) and RD Alternate10

ARTICLE IV: THE REGIONAL MEETING11

 A. Date, time, location and quorum.....11

 B. Meeting Format and Agenda11

ARTICLE V: MOTIONS, DEBATE & VOTING13

 A. MOTIONS:13

 B. DEBATE:.....14

 C. VOTING:14

ARTICLE VI: RULES OF PROCEDURE.....16

 A. Point of Order:.....16

 B. Point of Information:16

 C. Appeal the Chair:16

 D. Call the Question:.....16

 E. Remove From the Table:.....16

 F. Refer:16

 G. Request to Withdraw:16

 H. Amend:.....17

 I. Substitute Motion:.....17

 J. Point of Parliamentary Inquiry:17

 K. Point of Personal Privilege:17

 L. Order of the Day:.....17

 M. Motion Table:17

ARTICLE VII: NOMINATIONS AND ELECTIONS18

 A. Nominations:19

B. Elections:..... 19

ARTICLE VIII: INFORMATIONAL MEETING.....20

ARTICLE IX: EMERGENCY MEEETING.....20

ARTICLE X: CONDUCT OF TRUSTED SERVANTS20

ARTICLE XI: COMPREHENSIVE THEFT POLICY21

ARTICLE XII: REMOVAL FROM OFFICE23

ARTICLE XIII: SUB-COMMITTEES.....24

 A. DEFINITION:.....24

 B. PURPOSE:.....24

 C. FUNCTIONS:24

 D. DUTIES OF THE SUB-COMMITTEE CHAIRPERSON:.....24

 E. QUALIFICATIONS OF A SUB-COMMITTEE CHAIRPERSON:.....25

 F. REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:25

 G. FORMING OR REACTIVATING A STANDING SUB-COMMITTEE:.....26

 H. ELIMINATING A SUB-COMMITTEE:.....26

 I. ADHOC COMMITTEES:.....26

 J. DESCRIPTIONS, PURPOSES, FUNCTIONS & DUTIES:27

ARTICLE I: PURPOSE

- A. The primary purpose of the Eastern Pennsylvania Regional Service Committee (EPARSC) is to unify the Areas within the region and help carry the message to the addict who still suffers.
- B. The EPARSC provides a meeting place for all the Regional Committee Members (RCM's) within the region to express their collective group consciences.
- C. The EPARSC meeting is the center of communications to share information and ideas between each area and other regions. It is the intermediate position linking our area services with the worldwide services of NA.
- D. The EPARSC provides and promotes more active service committees to fulfill the common needs of the areas they serve and the communities they service.
- E. The EPARSC participates in the continuation and growth of NA by initiating and contributing to the worldwide services of NA each year. The EPARSC will send the Regional Delegate (RD) and RD-ALT to the biennial WSC meeting and other World Services and NAWS, Inc functions, when funding is available. The EPARSC will also participate in World Service by involving itself in literature review and development and all other World Service projects requiring fellowship wide input and support.
- F. The EPARSC is a service committee created by the Areas within. The elected officers are but trusted servants to the areas a loving and caring Higher Power has the ultimate authority to guide all the regional meetings. The Twelve Traditions, Twelve Concepts and Guide to Local Service are the foundation by which the region operates.
- G. The EPARSC is responsible for bringing together all members within the region to promote unity and harmony by celebrating our mutual recovery in NA. At least once each year, the region will accomplish this goal by holding activities such as conferences, conventions, campouts, unity days, etc. The planning and implementation of these events is left to a regional sub-committee specifically established to carry out this purpose.

ARTICLE II: PARTICIPANTS AND TERMS

- A. The participants of the Eastern Pennsylvania Regional Service meeting are:
- a. Regional Committee Members (RCM's) and RCM-ALT's from the Area Service Committee that they serve.
 - b. The EPARSC Administrative Committee which is composed of the following:
 - i. Chairperson
 - ii. Co-Chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Regional Delegate (RD)
 - vi. RD Alternate
 - vii. Policy Chairperson.
 - c. EPARSC Sub-Committees which are, but not limited to, the following:
 - i. Hospitals & Institutions (H&I)
 - ii. Public Information (PI)
 - iii. Policy
 - iv. Literature Review
 - v. Unity
 - vi. Cleansheet Newsletter
 - vii. Adhoc Committees
 - viii. Members of the NA Fellowship as a whole.
 - d. The terms of service for the regional officers are as follows:
 - i. The EPARSC Administrative committee, Sub-Committees chairpersons will serve a one (1) year term.
 - ii. The Treasurer, RD and the RD-ALT will serve a two (2) year term.
 - iii. Absolutely no regional member may serve more than two (2) consecutive terms of office.
 - iv. No regional member may serve in more than one (1) position concurrently except, at the will of the RCMs, in a temporary acting capacity. The position being temporarily filled shall remain open to the fellowship until a member is elected to fill the remainder of the term.

ARTICLE III: QUALIFICATIONS AND DUTIES

A. Regional Committee Member (RCM)

- a. An RCM is qualified by the area that they serve.
- b. When an RCM or RCM-ALT cannot attend the regional meeting, a proxy RCM will be allowed to participate providing that they have their area's vote of confidence in writing.
- c. It is important that the RCM and RCM-ALT attend all regional meetings. They are the communication link between the region and the Group Service Representative (GSR) at the area.
- d. The RCM should prepare a written report turned in to the regional secretary. Reports generally include the following:
 - i. Attendance
 - ii. Meeting Status
 - iii. Growth
 - iv. Needs
 - v. Upcoming Events
 - vi. New Area Officers
 - vii. Contact Numbers
 - viii. Motions from the Area
 - ix. Other Issues of Importance

B. Chairperson

- a. The qualifications of the Regional Chairperson include a minimum of five (5) years continuous clean time, prior NA service experience on the group and area levels, time and resources to fulfill the commitment, and a sound understanding of the Twelve Steps, Twelve Traditions, Twelve Concepts of NA and the Guide to Local Service.
- b. Duties of the Chairperson include the following:
 - i. Conducts regional meetings in an orderly manner with a firm, yet loving hand
 - ii. Keeps the meeting focused on one issue at a time
 - iii. Arranges an agenda to follow at the regional meeting
 - iv. Handles correspondence within this region, other regions and NA World Services
 - v. Maintains the regional archives and files
 - vi. Provides information and experience to the region as a whole

- vii. A co-signer on the RSC bank account
- viii. Remains objective during the regional meeting (No opinions)
- ix. Votes in the case of a tie; for, against or abstain
- x. Will attend and stay for the entire RSC meeting.

C. Co-Chairperson

- a. The qualifications of the Regional Co-Chairperson include a minimum of five (5) years of continuous clean time, and virtually all the same qualifications as the Chairperson.
- b. Duties of the Co-Chairperson include the following:
 - i. Oversees and coordinates the regional sub-committees
 - ii. Chairs the Joint Administrative Committee (JAC) meetings
 - iii. Chairs the regional meeting in the absence of the Chairperson
 - iv. A co-signer on the RSC bank account
 - v. Handles correspondence in the absence of the Chairperson
 - vi. Makes motions concerning the JAC or the region
 - vii. When acting as Chairperson, votes to break a tie
 - viii. Will attend and stay for the entire RSC meeting.

D. Secretary

- a. The qualifications of the Regional Secretary include a minimum of two (2) years of continuous clean time, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and the Guide to Local Services. Prior NA service experience on the group and area levels. Time and resources to fulfill the commitment faithfully, and general office and clerical skills.
- b. Duties of the Secretary include the following:
 - i. Keeps accurate minutes of each regional meeting. Minutes shall include an updated schedule of meetings for the next regional weekend; an agenda for the next RSC meeting; all area, subcommittee and trusted servant reports; old business, new business and disbursements; monthly line item financials of the RSC, and subcommittees; bank statements excluding account information (i.e. account and routing numbers and any information allowing unauthorized person to access the accounts); a Regional Calendar of Events, NA related announcements; other items deemed important by a majority of the RCM's.
 - ii. Typing and distributing of the minutes to all regional officers, subcommittee chairs, RCM's, RCM-ALT's, and ASC chairpersons.
 - iii. The minutes will be sent out within (15) days of the region.
 - iv. Skills should include an understanding of what is and what isn't important to include into the minutes. The Secretary should review the minutes with the RSC Chairperson prior to making the distribution.
 - v. If no written report is turned in, this does not allow the Secretary to report nothing in the minutes. The Secretary will record each verbal report to the

best of their ability and make a note in the minutes regarding that (cont.)
there was no written report turned in.

- vi. Handles correspondence if the Chairperson or Co-Chairperson cannot.
- vii. Will keep an updated list of all RSC members including their addresses phone numbers and date first served.
- viii. Keeps an orderly file of all RSC minutes.
- ix. Will attend and stay for the entire RSC meeting.
- x. Will be the liaison between the region and the insurance company.

E. Co-Secretary

- a. The qualifications for this position are the same as for the secretary.
- b. Duties of the co-secretary include the following:
 - i. Works closely with the secretary to learn the duties and responsibilities of that position.
 - ii. Assumes all duties and responsibilities of the secretary in their absence.
 - iii. Will assist the secretary in the reproduction and distribution of regional minutes.
 - iv. Will attend and stay for the entire RSC meeting.

F. Treasurer

- a. The qualifications of the Regional Treasurer include a minimum of five (5) years of continuous clean time. Prior NA service experience on the group and area levels. Time and resources to fulfill the commitment faithfully, a good track record of responsibility to service commitments, working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Guide to Local Services, and a steady legal source of income.
- b. *(NOTE: It's especially important that the regional committee select its treasurer and co-treasurer with care. It's recommended that people elected to these positions are financially secure, good at managing their personal finances, inspire the trust of their committee and have substantial clean time. Experience in business, accounting, and bookkeeping and as a successful ASC treasurer, is also very helpful.)
- c. Duties of the Treasurer include the following:
 - i. Collects, disburses and keeps accurate records of all regional funding transactions
 - ii. Have available a general ledger and banking statements in their possession at all regional meetings
 - iii. A co-signer on the RSC bank account
 - iv. In order to withdraw any funds two (2) out of four (4) co-signers are required on all checks. (Chair, Treasurer, Co-Chair & RD)
 - v. All monies leaving the RSC bank account will transact at the regional meetings with the RCM's in attendance and approval. Under special circumstances checks may only be disbursed outside the regional

- meeting if a “phone vote” has been established and all of the RCMs are in approval with the exception of payments made to the Halloo phone system from debit cards held by the treasurer and regional chair. (cont.)
- vi. The Treasurer shall work with the Co-Treasurer, members of the Executive committee, and sub-committee chairs to produce an annual budget. The budget and revisions to the budget shall be submitted to the secretary along with his/her monthly report. The budget shall reflect whether or not a budget item is a regional approved recurring expense or just an expected budget item that is not necessarily approved to be paid
 - vii. Will attend and stay for the entire RSC meeting.
- d. The Treasurer should prepare a written report turned in to the Regional Secretary generally including the following:
- i. Donations to the region
 - ii. Expenditures
 - iii. WSC contributions
 - iv. Starting and ending balances
 - v. Outstanding transactions
 - vi. Budget; recurring expenditures, & expected (non-approved) expenses.
- e. The Treasurer must be presented a receipt for any expenses that need to be reimbursed.
- f. The Treasurer may fund the following expenses without Group Conscience or procedural vote of the RSC; each item and subject will be listed in the Treasurer’s report.
- i. Copying, postage and mailing expenses of RSC minutes
 - ii. Rent for regularly scheduled RSC and sub-committee meetings
 - iii. Phone bills of Trusted Servants of RSC under \$25.00 per month with submission of photocopy of bill and notations of the nature of the business
 - iv. Disbursements from approved budgetary items prioritized by the JAC, if funds allow.
 - v. WSC contributions will be made in April & October; donation will be any amount in excess of prudent reserve which is \$2400
 - vi. Sub-Committee bi-monthly budgets: H&I - \$35.00, PI - \$50, Secretary - \$25.00

G. Co-Treasurer

- a. The qualifications for this position are the same as for the Treasurer.
- b. Duties of the Co-Treasurer include the following:
 - i. Works closely with the Treasurer in learning the duties and responsibilities of that position
 - ii. Assumes all duties and responsibilities of the Treasurer in their absence
 - iii. Will attend and stay for the entire RSC meeting.

H. Regional Delegate (RD) and RD Alternate

- a. The qualifications of the RD and RD-ALT include a minimum of five (5) years of continuous clean time, prior NA service experience on the group, area and regional levels. Time and resources to fulfill the commitment, a solid foundation of the Twelve Steps, Twelve Traditions, Twelve Concepts, the Guide to Local Services, the Guide to World Services and the ability to effectively communicate.
- b. Duties of the RD and RD-ALT include the following:
 - i. Attend all Eastern PA Regional Service meetings
 - ii. Attend the biennial World Service Conference (WSC) meeting and other World Service and NAWS Inc. events when funding is available
 - iii. Keep continual contact with other regions, the WSC and Narcotics Anonymous World Services, Inc (NAWS)
 - iv. Prepare the WSC Agenda Report workshops for this region
 - v. Attend this region's activities whenever possible
 - vi. Conduct at least one (1) annual Regional Assembly
 - vii. Will visit Eastern PA Area Service meetings throughout the year
 - viii. Will attend and stay for the entire RSC meeting
 - ix. Will familiarize themselves with the Guide to World Services.
 - x. RD ONLY - A co-signer on the RSC bank account
- c. The RD and RD-ALT should prepare a written report turned into the Regional Secretary generally including the following:
 - i. WSC and NAWS, Inc activities, concerns and work in progress.
 - ii. WSC Agenda Report items.
 - iii. Regional activities outside of this region.
 - iv. Common welfare of NA as a whole.
 - v. Budgets, expenses and receipts.
- d. The RD and RD-ALT should prepare a written report** turned into the biennial WSC meeting generally including the following:
 - i. The strengths and successes of this region
 - ii. The struggles that this region is experiencing
 - iii. The learning experiences of this region
 - iv. Summary of past and upcoming events
 - v. Anticipation of regional and world service participation
 - vi. Regional concerns toward World Service and fellowship wide matters.
- e. **This report will be read and approved by the RCM's at the Eastern PA Regional Service meeting before the presentation at the World Service Conference meeting.
- f. The RD and RD-ALT may serve on WSC and NAWS Inc committees providing that the following conditions are followed:
 - i. The RD and RD-ALT can be available to the region

- ii. That their WSC service does not conflict with their own duties
- iii. That they receive a vote of confidence from the RCM's before accepting a nomination or selected to serve on the WSC.

ARTICLE IV: THE REGIONAL MEETING

A. Date, time, location and quorum

- a. The regional meeting will be held on the first Sunday of every even month.
- b. The time of each regional meeting will be 2:00 pm.
- c. The location of each regional meeting will normally be held at St. Marks Lutheran Church, in Pennsburg, PA. In case of special circumstances the date, time and location of the next regional meeting will be announced prior to the close of the previous regional meeting and will be reflected in the minutes. If emergency circumstances occur after the previous meeting it is the responsibility of the RSC Administrative Committee to find a location and inform the RSC participants, giving as much advance notice as possible considering the circumstances.
- d. The quorum of the regional meeting shall be fifty percent (50%) of the active areas within the region in order to conduct business. An inactive area is defined as an area that has not been represented by an acting RCM for two (2) consecutive regularly scheduled RSC meetings (emergency meetings not withstanding). The area will be restored to the quorum after attending one (1) RSC meeting. This inactivation shall not be applied to voting privileges but only to establishing quorum.
- e. *(NOTE: The Chairperson will not start the regional meeting until a quorum of RCM's is present. If the quorum is not met one-half (1/2) hour past the scheduled start time then the regional meeting will transform into an Informational Meeting. [Refer to Article VIII]).

B. Meeting Format and Agenda

- a. In the absence of the chair the chain of trusted servants is... Co-Chair, Policy Chair, RD, RD-Alt, RSC Secretary
- b. Open the meeting with a moment of silence for the addict who is still suffering followed by the Serenity Prayer.
- c. Ask everyone to silence all cell phones and pagers.
- d. Read the Twelve Traditions, Twelve Concepts of Narcotics Anonymous and The Vision Statement.
- e. Establish quorum.

- f. Read the minutes from the previous regional meeting.
- g. Additions
- h. Deletions
- i. Corrections
- j. Approvals
- k. Motion to accept last months' minutes.
- l. The chairperson will present the agenda to the regional meeting in the order in
- m. which it is to be acted upon.
- n. Any regional servant may ask for additions, deletions or corrections to be made to the agenda with a majority of voting participants approval.
- o. A role call will be taken and RCM's will give area reports in writing to the Secretary. Roll call by the secretary to include:
 - p. RSC Chair/Co-chair
 - q. Secretary/Co-Sec.
 - r. Treasury/Co-Treas.
 - s. Activities
 - t. H & I
 - u. Literature review
 - v. Policy
 - w. Public Information
 - x. Regional Delegate/Alt.
 - y. All participating areas.
 - z. Reports:
 - aa. All motions and important items contained in the reports will be held for New Business. A brief five (5) minute Q & A period will follow each report. There may be a need for longer than five (5) minutes. All reports will be legibly written and turned into the Regional Secretary before the close of the meeting.
 - bb. Area reports
 - cc. RD report by RD/RD-ALT.
 - dd. Sub-committee reports by sub-committee chair/co-chair, in alphabetical order.
 - ee. Any active Adhoc Committee report.
 - ff. Old Business is any unfinished business from a previous regional meeting or motions brought back from the areas.
 - gg. RSC Treasurers report by the RSC Treasurer or Acting Treasurer.
 - hh. A fifteen (15) minute break; Executive Committee and Policy Chair will review all motions during the break to help facilitate new business.
 - ii. New Business; motions, issues, etc. will follow this order.
 - jj. Areas
 - kk. RD and/or RD-ALT
 - ll. Subcommittees
 - mm. Adhoc Committee
 - 1. [See Article V, dealing with motions, debates and voting.]
 - nn. Nominations, qualifications, and elections.
 - oo. Open Forum:
 - pp. Announcements
 - qq. Discuss concerns openly
 - rr. Give NA members, as a whole, time to be heard.
 - ss. Establish next RSC meeting time and date.

tt. Close with a moment of silence followed by the Serenity Prayer.

ARTICLE V: MOTIONS, DEBATE & VOTING

A. MOTIONS:

- a. Every motion must be presented in writing to the secretary on a Motion Form prior to the break. All motions must contain the name of the maker, and an Intent, which describes in simple terms the exact nature of the motion.
- b. Any voting participant will make motions. (Excluding the chair, or acting chair).
- c. Motions, in order, require a second from a voting participant or the backing of an Area. Motions from a group conscience (i.e. areas, standing subcommittees, and Adhoc committees) do not require a second.
- d. When a motion is made and properly seconded, the Secretary will state the motion in its entirety, and ask if the participants understand the motion or if clarity is needed. If the motion remains unclear, it is tabled and sent back to the maker for clarity.
- e. The Chair will ask if any EPARSC trusted servant would like to object to considering the motion. The objection requires a second from a voting participant. If so, one pro and one con will be heard; the pro coming from the objector. Majority vote is necessary to carry the objection.
- f. (*NOTE: RCMs reserve the right to call for an "RCM ONLY VOTE" on any motion.)
- g. These motions must go back to the areas:
 - i. Motions from other areas (except those outlined in paragraph 8 below)
 - ii. Regional Policy (all policy motions shall be reviewed by the policy committee for conflicts with the existing policy.)
 - iii. WSC Agenda items.
- h. These motions may voted on directly without being sent back to the groups:
 - i. Disbursements
 - ii. Budgets
 - iii. Subcommittees and trusted servants. (On motions dealing directly with regional business.)
- i. The maker or second must be in support of the motion.
- j. A motion may ONLY be amended with the approval from the maker, and the original second (except motions from areas).

- k. The maker may withdraw a motion at any time (except motions from areas).
- l. Motions may be TABLED at any time, with a second by a voting participant, and a majority vote. This is usually done for clarity. (cont.)
- m. The Chairperson will decide if any motions made as a result of new business are in or out of order.

B. DEBATE:

- a. When a member is about to speak in debate they shall raise their hand until the Chairperson recognizes them. RCMs shall be recognized first.
- b. The time period will be based on the overall impact the motion will have on the region. The Chairperson, when deemed necessary, may limit the debate on a motion to two pros and two cons, or put up to a 15-minute time limit on discussion.
- c. No individual may speak longer than three (3) minutes on a motion for each time they are recognized by the Chairperson; no more than twice on the same motion.
- d. The Secretary shall include, in the minutes, a brief summary of the stated individuals who are pro and con and the reason for their positions. This is intended to give the Fellowship insight into the RSC decision-making process.
- e. All members will confine their discussion to the motion being debated and avoid personalities.
- f. Debate on motions affecting Regional Subcommittees or other regional offices shall not end until the member representing the affected committee or commitment has had the opportunity to state their position.
- g. No member is permitted to disturb the meeting in any way during debate; i.e. ringing or answering of cell phones, whispering, talking out of turn, etc. The Chairperson will give one warning to the individual and if the disturbance continues, the individual will be asked to leave.

C. VOTING:

- a. Each Area has one vote at the regional meeting. The acting RCM's and elected members of the RSC structure, are the only voting members. This does not include the chairperson or acting chairperson.
- b. The RCMs reserve the right to call for a RCM vote only on any motion.
- c. All financial motions are RCM vote only.

- d. The Chairperson breaks ties by one of the following:
 - i. Voting in favor of the motion carries the motion
 - ii. Voting against the motion fails the motion
 - iii. Abstaining to vote fails the motion.

- e. After the motion has been brought to a close of debate, the Secretary will state the motion in its entirety and the chairperson will ask the voting participants to decide on how they want to vote:
 - i. Vote on the motion immediately
 - ii. Send the motion back to the Areas
 - iii. Refer the motion to a sub-committee (Policy Committee must review Policy motions)
 - iv. Table the motion to a future regional meeting
 - v. If no decision is reached, the motion is TABLED.

- f. When a motion returns from the Areas with more than one amendment the voting participants will vote for one way:
 - i. In favor of the original motion.
 - ii. In favor of the amended motion #1, #2, etc.
 - iii. Send the motion back to the originator.

- g. The majority of the votes cast from the voting members present are required to pass, fail or table any motion. If there are more abstentions than votes to pass, the motion fails. Certain motions such as, change in policy or removal from office, shall require a 2/3 majority of the voting members present to pass.

- h. The Chairperson will announce the results of each motion to the regional meeting.

- i. The Secretary will record the motion's disposition onto the motion form and in the minutes, all motions whether they are carried, failed or tabled.

- j. In keeping with the principles of the Ninth Concept, any RSC participant may move to revisit any decision made at a previous RSC meeting for the following reasons:
 - i. New pertinent information comes available that may require an alternate solution
 - ii. Decision after review was found to be against NA principles
 - iii. Decision, especially in corporate matters, was found to be illegal or in violation of government regulations
 - iv. The conscience of a member area has requested it.

- k. However, once a decision has been made, revisited and confirmed (especially that it does not violate NA principles or the law) it cannot be further revisited for six months.

ARTICLE VI: RULES OF PROCEDURE

A. Point of Order:

When a member thinks that the rules of the EPARSC are being violated, the member can rise to make a “Point of Order” directed to the Chairperson to obtain recognition. The Chairperson will (in consultation with the Policy Chair if needed) make a determination as to whether or not a procedure has been violated.

B. Point of Information:

The member raising the “Point of Information” is required to raise the issue in the form of a question directed to the Chairperson. The Chair will respond to or have another member respond to ONE (1) POINT that would provide additional information on the subject being considered.

C. Appeal the Chair:

The decision of the Chair may be appealed by any EPARSC Officer and requires a second from a voting member. The member making the appeal will speak for the appeal while the Chair will speak opposed to the appeal. Majority vote is required.

D. Call the Question:

When a member wishes debate to stop immediately, the member may “Call the Question”. This motion is in order after any speaker is finished. The maker is to be recognized immediately by the Chair. This motion does not require a second and is not debatable. An immediate vote is taken. If a 2/3 majority is in favor, the body will proceed to a vote on the main motion.

E. Remove From the Table:

A member wishing to revisit a tabled item may move to “Remove From the Table” the item in question. The item in question then becomes the next item of business. This motion requires a second and simple majority to pass.

F. Refer:

When a member feels that the RSC does not have enough information to make an immediate decision on a main motion or item of business, the member may make a motion to “Refer”. Referral shall be made to a Standing or Adhoc Committee for further research or study. The subcommittee shall include its recommendations in their report at the next RSC meeting. This motion must have a second and requires simple majority to pass.

G. Request to Withdraw:

Once a main motion is made and debate begins, a member may ask the maker to withdraw the motion. The Chair will ask for objections. If the maker refuses or if there is even one (1) objection, debate continues.

H. Amend:

During debate, if a maker of a motion believes the motion may benefit from a change in its language, the maker may make a motion to “Amend”. The Amendment requires a second from the original voting member that seconded the original motion, and is debatable. Once debate on the amendment is exhausted, it requires a simple majority to pass. Then the body may vote on the main motion as amended.

I. Substitute Motion:

A “Substitute Motion” is similar to an amendment with one difference. Substitution differs in that this amendment will replace the entire motion instead of revising it in part. It is handled in the same manner as an amendment.

J. Point of Parliamentary Inquiry:

If a member wants information about where an item of business fits into the agenda or what is the correct procedure to accomplish a task, the member may raise a “Point of Parliamentary Inquiry”. The Chair must immediately recognize the member and then respond (in consultation with the Policy Chair if needed) to the point raised.

K. Point of Personal Privilege:

This point is usually raised if the room is too hot or cold, too noisy, etc. A member who is personally uncomfortable may raise “Point of Personal Privilege” to ask the Chair if it can be rectified. If at all possible this point should not interrupt the speaker.

L. Order of the Day:

If the committee gets too far astray from business at hand, a member may raise “Order of the Day” to get back on track. The Chair is then required to bring the meeting back in order according to the agenda and the business at hand. This requires no second and is not debatable.

M. Motion Table:

<i>MOTION</i>	<i>SECOND REQUIRED</i>	<i>DEBATABLE</i>	<i>AMENDABLE</i>	<i>INTERRUPT SPEAKER</i>	<i>VOTE REQUIRED</i>
---------------	----------------------------	------------------	------------------	------------------------------	--------------------------

Main Motion	YES	YES	YES	NO	MAJORITY
Point of Order	NO	NO	NO	YES	CHAIR
Point of Information	NO	NO	NO	YES	CHAIR
Appeal the Chair	YES	1 PRO/CON	NO	YES	MAJORITY
Call the Question	NO	NO	NO	NO	2/3
Remove from Table	YES	NO	NO	NO	MAJORITY
Refer to Committee	YES	YES	YES	NO	MAJORITY
Request to Withdraw	NO	NO	NO	NO	UNANIMOUS
Amend	YES	YES	YES	NO	MAJORITY
Substitute	YES	YES	YES	NO	MAJORITY
Point of Parliamentary Inquiry	NO	NO	NO	YES	CHAIR
Order of the Day	NO	NO	NO	YES	CHAIR
Point of Personal Privilege	NO	NO	NO	YES	CHAIR
Change Policy	YES	YES	YES	NO	2/3
Table Motion	YES	NO	NO	NO	MAJORITY
Object to Consider	YES	NO	NO	NO	MAJORITY
Re-vote	YES	NO	NO	NO	MAJORITY
Reconsider	NO	YES	NO	NO	2/3
Removal from Office	YES	NO	NO	NO	2/3

ARTICLE VII: NOMINATIONS AND ELECTIONS

A. Nominations:

- a. All Areas must be notified of any open regional service position at least (2) months in advance. Nominations may only be made at regularly scheduled RSC meetings.
- b. Before nominations, the Policy Chair will announce the qualifications, duties and length of term.
- c. Nominations maybe made by anyone attending the regional meeting provided they receive a second from a voting participant or the backing of any Area.
- d. Nominations may be received immediately following the vacancy of any position.
- e. The nominee(s) must be present and give a qualifying statement, including past service, followed by a short Q & A period by the voting participant's. Nominees for positions of financial responsibility must be questioned by the Policy Chair according to Section A of Article XI "Comprehensive Theft Policy".
- f. General nominations are held for all positions in the month of October every year with the exception of every two years for Treasurer.
- g. Nominations for the RD and RDA will be held in the month of June every two years in accordance with the world conference cycle.

B. Elections:

- a. General elections for all regional positions are conducted in the month of December every year with the exception of the RD, RDA and Treasurer every two years.
- b. Elections for RD and RDA will be conducted in the month of August in accordance with the world conference cycle.
- c. In the event a vacancy occurs before the general elections, a special election will be held to elect someone to serve the remainder of the term. This will not be considered a full term of office.
- d. All Co-Chairs and the Alt RD that have successfully completed their term in office, must still be nominated and receive the majority vote-of-approval from the voting participants in order to move up to Chair or RD.
- e. A voting participant may only vote for one nominee, and the majority of those votes cast are required to win the election. If there are more abstentions than votes in favor, the position remains open.
- f. The Chairperson will announce the election results.

ARTICLE VIII: INFORMATIONAL MEETING

- A. The EPARSC Informational Meeting will consist of the exchange of information and ideas between the participants that are present.
- B. The only voting or business that will be conducted are imperative issues deemed necessary by the Chairperson (i.e. paying rent, phone line, etc.).
- C. If the next meeting is not a regularly scheduled meeting the time and date of the next EPARSC meeting will be determined by the present participants, at which time all active EPARSC members will be notified immediately.
- D. If the quorum is met during the Informational Meeting, the Chairperson will request the meeting be transformed into a regular EPARSC meeting. This will be the decision of the voting participant's that are present.
- E. If neither the Chairperson nor the Co-Chairperson is present, the Policy Chair will chair the meeting. If all three are absent, the conscience of the participants will decide who will chair the meeting.
- F. Minutes will be taken at this meeting.

ARTICLE IX: EMERGENCY MEEETING

- A. The Chairperson may call for an emergency meeting in the event of a crisis. However, at least 1/3 of the active voting participant's must second this meeting.
- B. The Chairperson will contact all voting participant's to inform them of the crisis. The meeting will then be held immediately, without further delay, wherever possible.
- C. A quorum is necessary to conduct any business.
- D. Minutes will be taken at this meeting.

ARTICLE X: CONDUCT OF TRUSTED SERVANTS

- A. The purpose of this article is to keep an atmosphere of love, understanding, and respect and to uphold the principles of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous.
- B. The following will not be tolerated during the RSC meeting:
 - a. Continued meeting disruption (i.e. whispering, outbursts, side conversations ringing and answering of cell phones, etc.).
 - b. Speaking without being recognized.
 - c. Use of abusive language toward other individuals or the body as a whole.
 - d. Use of personal threats toward other individuals or the body as a whole.
 - e. Intentional or reckless false accusations or unwarranted attacks on the character of individual members or the body as a whole.
 - f. Smoking or Vaping.
- C. If such actions occur the Chair shall issue one (1) warning. If there is a reoccurrence by the same individual that individual will be asked to leave the meeting.
- D. Repeat violations over more than one meeting shall, at the will of the voting participants, be considered grounds for removal from office.
- E. Any acts of physical violence committed in or outside the building of a regional meeting will not be tolerated and shall be handled by the appropriate authorities with which the EPARSC shall cooperate fully. If the act is committed by an RSC trusted servant this shall be, at the will of the voting participant's, grounds for removal from office.

ARTICLE XI: COMPREHENSIVE THEFT POLICY

- A. Selection of trusted servants who handle NA related property at the regional level.
 - a. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds shall have at least three (3) years continuous clean time, be completely free of any criminal convictions for theft and/or fraud for the past five (5) years and shall not have been determined to have committed the theft or misappropriation of NA funds at any level, (i.e. group, area, region or world) for the preceding five (5) years.

- b. Prior to the election or appointment of any trusted servant to any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall, in addition to the requirements of paragraph one (1) above, be asked the following questions:
- i. Do you have an NA Sponsor?
 - ii. Do you have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and the Guide to Local Service?
 - iii. Do you have a stable source of employment?
 - iv. Do you have a bank account?
 - v. Do you have current loans and/or credit accounts in your name?
 - vi. How would you describe your credit history over the last three (3) years?
 - vii. Are you currently delinquent or past due in any financial obligations to any creditor?
 - viii. What other service positions have you held in the past three years, especially those involving any responsibility over NA related funds and/or property?
 - ix. Did you complete your term in these positions?
 - x. Were there any problems whatsoever concerning the money or property in these positions?
- c. Responsible management of NA related funds and/or property at the regional level.

B. All trusted servants in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property shall at all times adhere to the following mandatory prudent practices for the handling of NA related funds and/or property:

- a. All checking accounts shall have at least three (3) authorized signatures, and all checks shall require at least two (2) authorized signatures.
- b. At least two (2) trusted servants shall count all funds, inventory all merchandise and promptly make all deposits.
- c. There shall be monthly reporting to the RSC of the activities of any trusted servant at the regional level whose duties will or may include any responsibility over NA related funds and/or property.
- d. There shall be yearly audits of all activities involving NA related funds and/or property.
- e. Remedies and sanctions for the theft and/or misappropriation of NA related fund and/or property at the regional level.

C. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property, who is determined to have committed theft or misappropriation shall:

- a. Immediately be removed from all trusted servant positions at the regional level.
 - b. Immediately be served with a written demand for prompt repayment with interest, at twelve percent (12%) per annum, or at the rate subsequently established by the RSC, along with a Promissory Note and a Confession of Judgment for signature.
 - c. Be barred from all future service at the regional level for at least five (5) years from the date of full restitution.
- D. Any trusted servant in any position at the regional level whose duties will or may include any responsibility over NA related funds and/or property who is determined to have committed theft or misappropriation of the same may also be:
- a. Sued in a civil action to recover any and all damages caused by the trusted servants theft or misappropriation.
 - b. Prosecuted criminally.
- E. In the event of a reported theft or misappropriation of NA related funds or property, the RSC Administrative Committee shall promptly commence an investigation of the allegations. In the event the Administrative Committee determines by a majority vote that the allegations are true, they shall temporarily take the remedial actions outlined in paragraph 4 (A) above, and shall prepare a detailed report to the RSC of their investigation. The RSC shall thereafter by a majority vote accept, modify or reject the findings of the Administrative Committee. In addition to the mandatory sanctions specified in paragraph 4 (A), the RSC may also impose the sanctions specified in paragraph 4 (B).

ARTICLE XII: REMOVAL FROM OFFICE

- A. An EPARSC servant shall be removed from their position by the following:
- a. Submitting a letter of resignation sixty (60) days prior to end of service.
 - b. Relapse by using any mind or mood altering substance that will result in immediate removal from service.
 - c. Violations of Article XI "Comprehensive Theft Policy" (permanent removal shall require a vote of 2/3 of the quorum present.
 - d. When acquiring a two-thirds vote of the quorum present on any of the following:
 - i. Missing two consecutive EPARSC meetings, without notification
 - ii. Continued, documented tradition violations as noted by EPARSC

- iii. Misappropriation of EPARSC funds or literature
- iv. Failure to perform the duties of the commitment
- v. Repeat of gross violations of Article X "Conduct of Trusted Servants.

ARTICLE XIII: SUB-COMMITTEES

A. DEFINITION:

- a. A Regional Sub-Committee is an autonomous committee created by the Regional Service Committee designated for a specific purpose to fulfill a specific common need of the member Areas.
- b. The Chairperson of a Sub-Committee is elected by and is directly responsible to the Regional Service Committee for all of the Sub-Committee's actions.

B. PURPOSE:

- a. The purpose of a Regional Sub-Committee is to carry the NA message through its actions to serve the common needs of its member Areas.

C. FUNCTIONS:

- a. Will do the actual work initiated by the Regional Service Committee.
- b. Helps co-ordinate and communicate the service efforts of the Area Service Sub-Committees within the region, with other regional subcommittees, the World Service Conference and NAWS Inc. working groups responsible for their individual area of service.
- c. Exchanges information and experience with ASC Sub-Committee members about our Twelve Traditions, Twelve Concepts, the Guide to Local Service, the applicable handbooks and guidelines, and approved methods.
- d. Helps minimize the discussions at the regional meetings.
- e. Follows the approved guidelines and handbooks to the best of their ability.

D. DUTIES OF THE SUB-COMMITTEE CHAIRPERSON:

- a. Attends all regional service committee meetings, or sends a representative of the committee when unable to attend.
- b. Presides over Sub-Committee meetings with a firm but understanding hand in the same manner as the Regional Chairperson.
- c. Establishes lines of communications with the appropriate WSC/NAWS Inc personnel and other Areas and Regions.
- d. Is sensitive to the needs of the groups, areas, local community, the region and NA as a whole. (cont.)
- e. Forms a working membership within the Sub-Committee.
- f. Performs administrative duties such as typing, copying, files etc. (unless subcommittee has a secretary).
- g. Attends all Joint Administrative Committee meetings.
- h. Prepares monthly line-by-line financials as well as works with JAC and the RSC Treasurer to produce annual unified budgets.
- i. Prepares a written report to be read at the RSC meeting and turned in to the secretary as outlined in Section F.

E. QUALIFICATIONS OF A SUB-COMMITTEE CHAIRPERSON:

- a. A minimum of three (3) years of continuous clean time.
- b. *The exception being the Meeting list & Cleansheet chairperson, which is two (2) years.
- c. Prior NA service experience on an Area or Regional Sub-Committee.
- d. Time and resources to fulfill the commitment.
- e. Good working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts and Guide to Local Services.
- f. Good organizational and communication skills needed to chair meetings and submit reports. Must NOT be an active Regional Committee Member.

F. REPORT TURNED INTO THE REGIONAL SECRETARY WILL INCLUDE:

- a. All Sub-Committee activities since the last regional meeting.
- b. Status of the current Regional Service Committee directives.

- c. Current financials, updates of budget items, expenses, receipts, and activities.
- d. Motions for initiation, finalization, and /or implementation of projects and other activities.
- e. Motion for disbursement of non-budgetary items.
- f. Discussion of plans, ideas and outside experiences within the Sub-Committee.
- g. A schedule of upcoming Sub-Committee activities, meetings and events usually accompanied by flyers.
- h. Brief summary of the WSC/NAWS Inc work-in-progress, activities, etc (pertaining to the individual subcommittee).

G. FORMING OR REACTIVATING A STANDING SUB-COMMITTEE:

- a. The Regional Policy Committee will draft proposed guidelines as per input received from the region outlining:
 - i. Description of the committee
 - ii. Purpose and scope of the committee
 - iii. Functions and responsibilities of the participants.
- b. The proposal will be brought forth as a motion under new business.
- c. After a second on the motion, the motion may be sent back to the areas for further consideration.
- d. A two-thirds majority of the voting participants is necessary for approval.
- e. The normal nomination and election guidelines will then be followed.
- f. This shall not apply to Adhoc committees.

H. ELIMINATING A SUB-COMMITTEE:

- a. A motion is made under new business and must be seconded.
- b. A motion may be made at this time to send it back to the areas for further consideration.
- c. A two-thirds majority of the voting participants is necessary to dissolve the Sub-Committee.

I. ADHOC COMMITTEES:

- a. The purpose of an Adhoc Committee is to fulfill special functions outside the scope of the standing subcommittees.
- b. The functions of an Adhoc Committee:
 - i. Adhoc Committees are appointed by the RSC Chair with the approval of the voting participants.
 - ii. The purpose, scope, authority, resources and duration of the committee will be determined by the RSC at the time of appointment.
 - iii. The RSC Chair may, with the approval of the voting participants, appoint the Adhoc Chair or the entire membership depending upon the situation.
 - iv. The qualifications for Adhoc Chairs are the same as Standing Subcommittee Chairs.
 - v. The RSC, as needed, may change any function of the committee if warranted.
- c. Upon completion of the committees work it shall be automatically disbanded.

J. DESCRIPTIONS, PURPOSES, FUNCTIONS & DUTIES:

a. ADMINISTRATIVE COMMITTEE:

- i. This committee consists of the Regional Chairperson, Co-Chairperson, Secretary, Treasurer, RD and ALT-RD, and the Policy Chair.
- ii. The purpose of this committee is to serve the administrative needs of the regional service meeting, coordinate and schedule the affairs of the committee, and to settle the affairs of the region which do not fall under the description of the remaining Sub-Committees.
- iii. None of the actions of this committee shall be in conflict with the Twelve Traditions or the Twelve Concepts of NA or any other committee.

b. HOSPITALS AND INSTITUTIONS (H & I):

- i. The purpose of the H&I committee is to serve as a resource to the members, groups and areas in efforts to carry the NA message of recovery to those unable to attend NA meetings; such as hospitals, jails, rehabs, detox centers, prisons, etc.
- ii. The definition of an H&I presentation is a special meeting or introductory meeting held within a facility in which a regular NA meeting cannot be held or where the facility's restrictions make it impossible for a regular group to operate freely
- iii. The duties of the H&I committee include the following:
 - 1. Provides experience and guidance to area H&I sub-committees in the forming and operating H&I presentations
 - 2. Attempts to make NA available to any addict seeking recovery from the disease of addiction by mutual cooperation with these facilities and of the area H&I committees
 - 3. Arranges forums and makes literature available
 - 4. Works on the WSC H & I guidelines from time to time.
- iv. The H&I committee develops and maintains the following:

1. List of all the regional H&I commitments
2. Name and address of each facility
3. Type of H&I meeting being held or type of format
4. Contact phone numbers of the group conducting the presentation as well as the contact for each facility
5. List of which area is servicing each commitment and which facility is not presently being serviced by anyone
6. Brief history of the strengths and struggles of the commitment.

c. POLICY COMMITTEE:

- i. The purpose of the policy committee is to develop and maintain the guidelines of the Eastern PA Regional Service Committee (con't)
- ii. The guidelines should include the following:
 1. A description of the regional service committee
 2. Purpose and scope of the regional committee services
 3. Define the functions and responsibilities of its participants, officers and sub-committees.
 4. Incorporate the principles of the Twelve Traditions, Twelve Concepts and the Guide to Local Service.
- iii. The duties of the Policy committee include the following:
 1. Will make recommendations concerning violations of the Twelve Traditions and Twelve Concepts within the region when it cannot be resolved at the group, area or the regional levels. The final decision will come from the NAWS, Inc Board of Directors when deemed necessary by the region.
 2. Will research and seek guidance to better understand the application of the Twelve Traditions and Twelve Concepts as they relate to the RSC.
- iv. The Policy Committee Chairperson will chair the regional meeting in the event of the Regional Chairperson or Co-Chairperson's absence
- v. Will evaluate the validity of personal grievances filed against the RSC and present those deemed in order to the RSC
- vi. The Policy Chair shall assist the RSC Chair by acting as a resource on regional policy and rules of procedure.

d. PUBLIC INFORMATION (PI):

- i. The purpose of the PI committee is to represent the NA fellowship to the public within the guidelines of the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts of Service. PI accomplishes this through presentations, media, and telephone services
- ii. The duties of the PI committee include the following:
 1. Develop and maintain a contingency plan on how to handle all requests for information about the NA Fellowship
 2. Coordinates PI workshops to assist area PI committees in making contact with outside organizations, and in understanding WSC approved PI guidelines
 3. Provides community awareness of what NA is, as well as how, when and where NA is available

4. Coordinates with the efforts of the H & I committees
5. Open and maintain lines of communication between NA and the public
6. Provide review and input on WSC PI guidelines as needed
7. Maintains the eparna.org website and phonenumber
8. New meetings will be added to the eparna meeting list after they meet the Areas' criteria
9. EPARNA will not print it's own regional meeting while while EPARNA meetings are included in the GPRNA multi-regional meeting list.

e. UNITY COMMITTEE:

- i. The purpose of the Unity Committee is to hold events to promote NA unity throughout the region and to attract members to the services of NA.
- ii. The duties of the Unity Committee include the following:
 1. Hold events in each of the member areas on a rotating basis or an equivalent manner
 2. Provide a minimum of one (1) annual learning day promoting the service areas of the NA Fellowship on all levels
 3. Carefully prepares the anticipated revenues vs. the projected expenses of each event in hopes of breaking even and keeping total revenue to a minimum
 4. Whenever possible, Unity events shall be held at no cost to members
 5. At the will of the RSC and only as a last resort, the Unity Committee will coordinate fundraisers to finance our regional services
 6. Coordinates with the Area Unity Committees to develop a regional calendar of unity events.

f. NEWSLETTER COMMITTEE (CLEAN SHEET):

- i. The purpose of the Newsletter Committee is to provide a written message of recovery to addicts seeking recovery and to build NA unity through communications
- ii. The duties of the Newsletter committee include the following:
 1. Publishing a newsletter called "The Eastern Pennsylvania Regional Cleansheet"
 2. Providing a disclaimer stating that the nature of the material includes expressions of NA members that do not necessarily reflect those of NA as a whole
 3. Soliciting as many articles, stories, poems, etc. from this region
 4. Providing a dependable way to publish and distribute each issue in a timely manner.

g. LITERATURE REVIEW COMMITTEE:

- i. The purpose of the Literature Review Committee is to initiate and review all new and upcoming NA literature to provide and carry the message of recovery in written form to the addict who still suffers

- ii. The duties of the Literature Review Committee include the following:
 - 1. Provide workshops open to the entire regional fellowship
 - 2. Collect and distribute to all the Literature Review Committees on the area level, the literature needing input, review and/or approval
 - 3. Develop and maintain a list of the status of all literature that is in the literature process of approval, review, etc.
 - 4. Coordinate with other regions, the WSC and NAW Inc on literature review / development.

h. JOINT ADMINISTRATIVE COMMITTEE (JAC):

- i. The purpose of the JAC is to increase the unity and communications between regional sub-committees
- ii. The function of the JAC is to coordinate the services provided by the sub-committees to meet the overall needs of the member areas
- iii. The membership of the JAC shall include the Regional Chair, Co-Chair, Treasurer and all the Sub-Committee Chairpersons. The Regional (cont.) Co-chair shall chair the JAC.
- iv. The duties of the JAC shall include:
 - v. Attempting to prioritize the expenses incurred by the region based on the funds available throughout the year
 - vi. Working with the RSC Treasurer to submit an annual budget for approval by the region.