

Region 51 Regional Service Committee

COMMITTEE GUIDELINES

PO Box 15206, Las Vegas, NV 89114

(Draft May, 2009)

BOUNDARIES:

Region 51 Regional Service Committee shall serve the portions of Nevada not already served by another Region as follows: to the North, the town of Tonopah and it's latitude; to the East, to the Utah border; to the South, to the California and Arizona borders; to the West, the California border. (Subject to change with regards to the CAN Area joining Region 51).

PURPOSE:

Region 51 Regional Service Committee serves as the single point of accountability for all Regional services within the boundaries as defined above. The R51RSC will assist with the coordination of NA services and functions common to the Area Service committees within the Region. We are here to respond to the needs of the Fellowship of NA whenever possible. On the inter-Regional level, the RSC exists to facilitate communication between the Region, other Regions and the rest of NA as a whole. On the intra-Regional level; our purpose is to further the unity of the NA Fellowship as a whole, by communicating with other NA fellowships, on all matters pertaining to our common welfare, unity and strengthening and serving our fellowship. The Service Committee's actions and decisions must always be in accordance with the spirit of the 12 Traditions and the 12 Concepts for NA Service.

FUNCTIONS:

1. To provide guidance and oversight to all Regional Service Boards and Committees.
2. To hold bi-monthly RSC business meetings; or special meetings if needed.
3. To record and distribute to all RSC members (or any interested NA members, on request), meeting minutes from all RSC meetings.
4. To establish and maintain a complete set of RSC and WSC archives.
5. To establish and maintain a mailing address and email address to be used for Regional correspondence.
6. To establish and maintain a general checking account, which is to include an operational reserve that is one-twelfth (1/12) of the annual budget, or as otherwise directed by R51RSC.
7. To provide funding for the Administration Committee to carry out their individual and combined duties as specified in these Guidelines.
8. To provide funding for the RD and RD-A to attend the World Service Conference (WSC), WSC Meetings, Western States Zonal Forum (WSZF), and any inter-Regional service events, as specified by these Guidelines.
9. To establish and support a Public Information (PI) Committee, which is directly accountable to the RSC.
 - a. Their purpose shall be to provide information to the public about NA and its efforts.

10. To establish and support a Hospitals and Institutions (H&I) Committee, which is directly accountable to the RSC.
 - a. Their purpose shall be to coordinate the efforts to carry the message of NA to addicts who cannot attend our regularly scheduled NA meetings.
11. To establish and support a Convention (R51CNA) Committee, which is directly accountable to the RSC.
 - a. Their purpose is to coordinate an annual convention.
12. To sponsor Conference Agenda Report (CAR) Regional Assemblies prior to and following the WSC, in accordance with the CAR Guidelines, and one Regional Assembly in March of the off year. Assemblies to rotate and be hosted by the member areas.
13. To contribute to the growth of NA by supporting the WSC in their efforts to serve the fellowship of NA, as a whole, through cooperation and communication with the WSO.
14. To provide a forum for discussion and resolution of matters and problems of mutual interest to member areas and the region as a whole.

PARTICIPANTS:

This committee shall be comprised of two RCMs from each established ASC within this Region, seven Administrative Committee members, four Subcommittee Chairs. RSC Participants have three basic duties; to “act as” and to “speak from” their particular positions, accountable to those who elected and/or appointed them; to insure that the R51RSC acts in the best interest of this Region and to insure that the RSC maintains a cooperative position with the Fellowship of NA as a whole. The ability to act strictly as a Participant is fundamental to fulfill these three responsibilities. All RSC Participants are equally accountable, both morally and spiritually, but not legally, to the members of this Region for any and all actions/decisions of all Regional Service Boards and Committees of this Region.

REGIONAL COMMITTEE MEMBER: (RCM)

The positions of RCMs are held by two people who have been elected and/or appointed by the ASC they represent. RCMs may not send someone with a proxy. This can only be done by the ASC itself. The RCMs represent the group conscience of their ASC at the Inter-Area and Regional level. As the representatives of the Area, the RCMs speak for the members and groups within their ASC. The RCMs have the duty to attend their ASC and all RSC meetings and assemblies. The primary responsibility of the RCMs is to work for the good of NA, providing two-way communication between the Area and the rest of NA. The secondary responsibility of the RCMs is to “act as” RSC Participants, sharing all the duties and responsibilities of the RSC as a whole. An RCM must be able to work for the common good, placing principles before personalities.

ADMINISTRATIVE COMMITTEE: (Admin)

This committee shall be comprised of seven members who shall be elected by the RSC. Those elected as Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer shall serve the RSC for a period of one year, with the option to run for a second term, beginning in July and shall serve an additional two months in an advisory capacity. The RD and RD Alt shall serve for terms of four years beginning in July and shall serve in an advisory capacity for an additional two months. One reason for overlapping these positions is to help train the newly elected Admin members. The other reason is to assist the newly elected members to compile a proposal for the RSC Annual Budget. The Admin committee members are elected to serve the Region as a whole and should not hold any Area Subcommittee leadership commitments and/or area service voting positions.

In Addition to the RSC business meetings, the current Admin Committee shall meet bi-monthly and/or as needed to address issues that have or may pose problems for the RSC. The RSC has delegated the authority to the Admin Committee to make any necessary interim decisions, between RSC business meetings, on behalf of the RSC. It is the responsibility of the Admin Committee to inform the RSC of any interim decisions that have been made. The RSC may reverse interim decisions that have been made by the Admin Committee.

The Admin Committee shall update the R51RSC Guidelines “as needed” and will submit drafts to the RSC. R51RSC Guidelines must meet with approval of a two-thirds majority of the RSC. Any issue having a direct effect on the Area, Region or World Service Policy shall be tabled, taken back to the areas for a group conscience (please refer to the 12 Concepts, and “Voting” in these guidelines), and then decided by a “simple majority” of Regional Committee Members at the following RSC meeting.

CHAIR

Requirements:

It is suggested that he/she have current RSC experience (R51RSC Vice Chair), a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and the Concepts for Service and a required minimum of five years clean.

Duties:

1. Establishes the Agenda, with input from the Admin Committee as a whole, for each RSC meeting and provides copies to all RSC Participants on the day of the Regional meeting.
2. Attends and presides over the Admin Committee meetings.
3. Attends and presides over RSC meetings. He/she must be capable of conducting business with a firm yet understanding hand.
4. Is responsible for written Intra-Regional correspondence.
5. Is responsible for maintaining R51RSC archives kept at the.
6. Is a co-signer on all R51RSC bank account.

7. Responsible for making liaison appointments within the Admin committee.
Appointment of Admin committee members to audit the R51RSC account(s) yearly, Appointment of Admin committee members to any RCM Working Groups that may be established by R51RSC.
8. Submit a bi-monthly written report to the RSC.

VICE CHAIR

Requirements:

It is suggested that he/she have previous experience at the R51RSC, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and the Concepts for Service, a required minimum of five years clean and be willing to serve as RSC Chair.

Duties:

1. Attends bi-monthly Admin Committee meetings.
2. Attends all R51RSC meetings assisting the Chair with his/her duties.
3. Shall perform the Duties of the presiding officer of the RSC in the absence of the Chair and when the "Chair" is vacated temporarily.
4. Is responsible for holding an orientation workshop for new RCMs and interested members of NA before each RSC meeting
5. Supplies all new RSC Participants with the current Motion Table, Guidelines of the RSC and its subcommittees and a Roster, as well as the Concepts for Service and the Local Guide to Service in NA.
6. Is a co-signer on all R51RSC bank accounts.
7. Submit a bi-monthly written report to the RSC.

SECRETARY

Requirements:

It is suggested that he/she have previous experience at the RSC, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and the Concepts for Service, clerical skills necessary to do the job and a required minimum of three years clean.

Duties:

1. Attends bi-monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Create complete and accurate minutes of each R51RSC meeting.
4. Types and distributes R51RSC minutes for distribution, at least 10 days after the RSC meeting. Has the minutes reproduced, for distribution at the next RSC meeting, in the most cost-effective manner possible.
5. Email copies of the RSC minutes, Roster, and Events Calendar to all RSC participants.
6. Keep records of previous year's minutes on hand at the RSC.

7. Provide an updated R51RSC Roster monthly.
8. Compiles a motion log, kept available to RSC.
9. Provide and maintain monthly Regional Activities Calendar.
10. Submit a bi-monthly written report to the RSC.

TREASURER

Requirements:

It is suggested that he/she have previous RSC experience, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 steps, an understanding of the 12 Traditions and the Concepts for Service and a required minimum of five years clean.

Duties:

1. Attends bi-monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Is the custodian of and co-signer on all R51RSC bank accounts.
4. Keeps an accurate financial ledger.
5. Pays all regular monthly operating expenses in a timely manner.
6. Pays all approved expenses in a timely manner.
7. Gives a written financial report to the RSC at each meeting including a bank statement with reconciliation report.
8. Responsible for issuing receipts for all moneys received.
9. Submit a written annual financial statement at the end of each fiscal year and/or at the end of his/her term of office.
10. Responsible for issuing Cash Advance Vouchers or the Regional debit card to trusted servants requesting Regional funds in advance for approved expenses, and collecting receipts verifying the actual expenses.
11. Responsible for providing the proper records to the appointed members of the Admin committee for the annual audit.
12. The Treasurer prepare and submit RSC tax information including Income & Expenses to the RSC by August, for the previous fiscal year and that the outgoing treasurer will assist the treasurer.

ASSISTANT TREASURER

Requirements:

It is suggested that he/she have previous RSC experience, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 steps, an understanding of the 12 Traditions and the Concepts for Service and a required minimum of five years clean.

Duties:

1. Attends bi-monthly Admin Committee meetings.
2. Attends all RSC meetings.

3. Assists the Treasurer with financial record keeping and bank reconciliation.
4. Willingness to become Treasurer the following term and perform all duties assigned to the Treasurer in his/her absence.
5. Is NOT a co-signer on any RSC bank accounts.

REGIONAL DELEGATE (RD)

Care should be taken during the selection of a RD. When the R51RSC elects a RD, it extends a vote of confidence for him/her to act as the voice of the Region and as a Conference Delegate. As our Delegate, the RD will speak on behalf of this Region during Inter-Regional communication. The RD carries this Region's decisions to the WSC. The RD is expected to act as a Delegate while serving on WSC Committees and when voting on WSC motions that were not in the CAR or when new information is presented about motions that were in the CAR that would have changed this Region's decisions, or were in the CAR but a clear Regional decision had not been obtained. At these times, the RD should evaluate the issues and base his/her decisions on what is best for NA as a whole, keeping in mind the needs and desires of this region. The RD acts as the voice of the R51RSC when communicating with Inter-Regional Service bodies on the Regional, Area and Group levels.

Requirements:

It is required that he/she have previous experience at the RSC in the capacity of RCM for a term of at least one full year and it is suggested that he/she have previous experience at the RSC as the R51RSC RD-Alt, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and the Concepts for Service and a required minimum of five years clean.

Duties:

1. Attends bi-monthly Admin Committee meetings.
2. Attends all RSC meetings.
3. Attends ASC meetings when there is a perceived need, acting as a source of information to RCMs and ASCs concerning the spirit and application of the Traditions and the Concepts for Service as they relate to the NA Service Structure.
4. Attends the Western States Zonal Forum, Inter-Regional service events, and NAWS World Wide Workshops as directed.
5. Attends all World Service Conference Meetings.
6. It is suggested that RD submit a service resume to the World Pool to be available for service to the WSC.
7. Plans the content and attends the "Conference Agenda Report" Regional Assembly, which shall be held at least 60 days prior to the WSC.
8. Submit to the RSC a written draft of an R51RSC Annual Report to the WSC for input and approval in February and submit approved report to the WSC for the March Conference Report. This report will contain information on the growth and development of this Region since the last R51RSC Annual Report.

9. Attends the WSC as the Representative of Region 51, and as a Delegate to the WSC.
10. Plans the content and attends the "Conference Report" assembly following the WSC to report on the actions of the WSC and its effects.
11. Provides copies of all WSC Committee Reports, the Conference Report and the WSO Annual Report to all RSC Participants.
12. Maintains a complete set of WSC archives, for preceding two years, that will be passed on to the new RD upon his/her election.
13. Provides copies, upon request of any portion of WSC archives at that member's expense.
14. Is a co-signer on all R51RSC bank account.
15. Submit a bi-monthly written report to the RSC.

REGIONAL DELEGATE ALTERNATE (RD-ALT)

The selection of a RD-Alt is also important. This position allows the RSC to base future selections of RDs on the past performance of the person elected as RD-Alt. The person elected to this position is trained by the RD to become an effective representative of our Region, as well as, when and how to act as this Region's Delegate to the WSC; insuring the RSC that he/she is capable of being both a Regional Representative and a WSC Delegate. He/she should be able to provide input to the RD and also be prepared to accept the guidance given by both the R51RSC and the RD.

Requirements:

It is required that he/she have previous experience at the RSC in the capacity of RCM for a term of at least one full year and it is suggested that he/she have previous experience at the RSC as RDA, a commitment to service, the willingness and resources to do the job, a working knowledge of the 12 Steps, an understanding of the 12 Traditions and Concepts for Service, be willing to serve as the RD and have a required minimum of five years clean.

Duties:

1. Attends all Admin Committee meetings.
2. Attends all RSC meetings.
3. Assists the RD in the performance of his/her duties as needed.
4. Attends ASC meetings whenever there is a perceived need.
5. Attends the Western States Zonal Forum, Inter-Regional, and NAWS Worldwide Workshops as directed.
6. Attends World Service Conference Meetings.
7. Coordinates the process in choosing the Area location to hold the Conference Agenda Report Assembly and Conference Report Assembly.
8. Coordinates these Assemblies with the Area that is chosen. Working closely with the RD on what is required.

9. Attends the Conference Agenda Report Assembly and Conference Report Assembly, assisting the Regional Delegate in presenting the content of these assemblies.
10. Attends the WSC, assisting the RD to perform his/her duties and to act as the Representative of Region 51 when the RD is not on the floor of the WSC, under the direction and guidance of the RD.

SUBCOMMITTEES:

R51RSC H&I, PI, Activities and R51CNA Subcommittees are RSC Participants through their Subcommittee Chair. The RSC establishes subcommittees to serve specific needs within this Region. Subcommittees may be established by a two-thirds majority vote, Subcommittees shall have Operational Guidelines. In case of Guideline conflicts between subcommittee and RSC Guidelines, the RSC Guidelines will prevail. The basic Purpose of these committees is to collect, clarify, define and state recommendations to the Fellowship within their specific areas of concern, and to initiate actions based on RSC decisions. Subcommittees elect their own officers, with the exception of Chair, who is elected by the RSC. Those elected as Subcommittee Chairs are elected to serve the Region as a whole and should not hold any Area leadership and/or area voting positions. Additional requirements of Subcommittee Chairs are set by the RSC through approval of those Subcommittee Guidelines. Copies of any subcommittee Guidelines can be obtained from Subcommittee Chairs or Vice-Chairs or the RSC Vice-Chair. The established Subcommittees of the RSC are: Hospitals and Institutions (H&I), Public Information (PI), Convention Committee (R51CNA) and Activities Committee.

SUBCOMMITTEE CHAIRS:

The H&I, PI, R51CNA, and Activities Subcommittee Chairs are RSC Participants. The Chairs shall attend the RSC and submit a written report on their efforts and expenses monthly.

RSC WORKING GROUPS:

These RSC Working Groups are created to serve short-term goals and/or projects for the RSC as needed and are usually disbanded upon completion of their assigned task. Because of their temporary status, Chairs are not granted voting privileges. RSC Working Groups are expected to submit a written report to the RSC monthly, or on an as needed basis. This report should include their progress to date, estimated completion date and their expenses both incurred and projected.

ATTENDANCE:

An Area shall be represented by its elected/appointed RCMs at all RSC meetings. If an Area is not represented at two consecutive meetings the RD will attempt to communicate with the Area. The RSC Chair will also send a letter to that Area, notifying them that they are considered an Inactive Area. An Inactive Area is no longer counted as part of the

RSC Quorum. On return of the Inactive Area to the RSC, they will automatically become active again.

1. R51RSC Admin Committee members shall attend all RSC meetings. In the event that an Admin Committee member cannot attend, the RSC Chair shall be notified in advance. If any Admin Committee member misses two consecutive meetings, the presiding officer shall bring the matter before the RSC for review.
2. H&I, PI, R51CNA, and Activities subcommittee chairs shall attend all RSC meetings.
3. In the event that an H&I, PI, R51CNA. And Activities Subcommittee Chair or Vice-Chair can not attend these meetings the RSC Chair shall be notified in advance. If an H&I, PI, R51CNA, or Activities Subcommittee Chair or Vice-Chair is absent for two consecutive meetings, the presiding officer shall bring the matter before the RSC for review.
4. All members of NA are welcome to attend R51RSC, Subcommittees and Admin Committee meetings as observers. NA members are encouraged to channel their communication through their RCMs. The presiding officer may recognize an observer to speak.

MINUTES:

1. The R51RSC minutes should include a chronological accounting of all RSC proceedings. The secretary should utilize written reports to insure a full and accurate accounting of what happened. The minutes are to include a list of topics covered in oral and/or written reports from the Areas, Admin Committee, and Subcommittee Chairs. The minutes should identify the “maker” of each motion raised, along with a vote count and the results of each motion.
2. Records should be filed monthly and should include all written reports submitted and all motion forms submitted (with the maker, the date and the vote counts included). For the purpose of insuring accountability to those we propose to serve, all records are fully accessible to any and all NA members of this Region.

TRAVEL AND EXPENSES:

We should always exercise prudence in spending R51RSC funds by obtaining the best rates possible, always looking for ways to conserve and protect NA funds. Taking advantage of lowest fares for early ticket purchases and group rates or early registrations for lodging is expected. It is also the duty of the R51RSC, following the spirit of the 12 Traditions and Concepts for Service, to insure that any service position is always open to all. Approved Travel funds will be disbursed in advance, according to budgetary guidelines, by the Treasurer to the individual, who will sign a Cash Advance Voucher or use the Regional Debit card, thereby agreeing to be responsible for those funds. If authorized, travelers request special travel arrangements (first class airfare, car rental, etc.) special accommodations or extra services (room service, laundry, etc.) the

additional cost must be paid for by that person. Interested members, family and friends may travel with authorized traveler(s) to service meetings or events. The R51RSC will only pay for the authorized traveler(s) expenses. Additional expenses for guests will not be paid for by the R51RSC.

The Admin Committee and Subcommittees:

Receives travel, copying, mailing and telephone reimbursement on an “as needed” basis.

Intra-Regional Travel:

1. Mile reimbursement is *fifty-five* cents (.55) per mile.
2. RD and RD-Alt. may submit reimbursement requests for expenses on trips of more than 300 miles round trip. Per diem allowances of fifty dollars (\$50) per day for those events where return home is not feasible: accommodations will be made on the basis of convenience to the event and cost.

Inter-Regional Travel:

1. Mileage reimbursement is *fifty-five* cents (.55) per mile.
2. Air travel arrangements will be made on the basis of cost.
3. Accommodations will be made on the basis of convenience to the event and cost.
4. Ground transportation (bus, taxi, etc.) from the airports to hotels and parking for personal *car* at the airport is reimbursable.
5. Per diem allowance of fifty dollars (\$50.00) per day will be provided.
6. RCMs mileage may be reimbursed at *fifty-five* cents (.55) per mile if the ASC is unable to do so.

DISBURSEMENT OF R51RSC FUNDS:

The R51RSC reimburses expenses that have been specified by the R51RSC Guidelines. Receipts must be submitted to the R51RSC Treasurer for reimbursement. A piece of paper simply listing expenditures is not acceptable. Receipts are not necessary for reimbursement for auto travel, however travel must be itemized with miles driven from departure point to destination. Other mileage for personal reasons (restaurants, visits, etc.) is not reimbursable.

1. All checks and cash withdrawals shall require two signatures.
2. Checks should be made payable to vendors and/or businesses whenever possible.
3. It is not normal practice to make cash withdrawals. This should be avoided if at all possible.
4. All regular monthly operating expenses will be paid. No approval is needed.
5. All other expenses must be approved on the floor of the RSC.
6. A decision to “encumber” funds can only be made by the RSC.
7. After paying expenses, funds that exceed the established operational reserve will be sent to the WSC, c/o the WSO, in the form of a donation.

8. The Region will donate, on a monthly basis, a token donation of \$100 when the operational reserve is below 1/12 of the annual budget, to the WSC c/o WSO to fulfill our primary purpose on a world level.

THEFT POLICY:

The 11th Concept for NA Service establishes the sole absolute priority for the use of NA funds; to carry the message. The 12 Concepts gives the R51RSC a mandate from the NA Groups that calls for total financial accountability. With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated.

Should any R51RSC Participant, Administrative Committee member, Subcommittee Chair/Vice-Chair, or any Convention committee member, or any other Regional trusted servant be found to have misappropriated, or misused R51RSC funds, the presiding Officer of the R51RSC, immediately upon calling the NR51RSC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

R51RSC ACTION:

The R51RSC, once informed of the alleged misuse of funds, may remove the individual(s) involved “with cause” by a 2/3 vote. Should the R51RSC remove a member with cause, said individual(s) participation within the R51RSC is immediately terminated. Additionally, any member removed by the R51RSC for misappropriation of funds may not hold an elected seat on the R51RSC or its subcommittees for a period of two (2) years.

RESTITUTION:

Individuals removed for misappropriation of funds are expected to make full restitution of all R51RSC funds. Should a member removed for misuse of funds fail to make full restitution said member may be subject to criminal and/or civil prosecution by the R51RSC.

CONDUCTING BUSINESS:

To avoid confusion and reduce the amount of time spent on RSC business, the following guidelines have been adopted. They are meant to guide the chairperson in executing the agenda and are not to be a device to serve the interest of the individual.

1. The difference between discussion and debate is as follows: discussion is that which takes place when there is no motion on the floor. Debate is that which follows a motion that has been seconded but before a vote is taken.
2. Consensus is a compromise, a settlement of differences by mutual adjustment or modification of opposing claims.

3. Every member of the RSC who attends the meeting may speak on the floor in a discussion and a consensus. Only members of the RSC may debate a motion. A member with experience or information regarding the issue being addressed will have precedence over the order of speakers.
4. Discussion or consensus will occur at times such as in old business, new business, the Regional Committee member reports, and the sub-committee reports. The Chairperson will at his/her discretion lead, interpret these guidelines and close the discussion at hand. The guidelines on discussion and consensus are as follows:
 - A. Any member of the RSC may participate in discussion and consensus.
 - B. Each participant may make two statements and ask one question on any issue.
 - C. Any member who has had the floor once during a discussion may not have it again while the same issue is being discussed, except for a point of clarification, if there is any member who has not had a chance to speak yet. Once everyone who desires a turn has had a chance to speak, then members may seek the floor a second time.
 - D. A participant may appeal to the chairperson to continue the discussion. It would be up to the chairperson to continue the discussion, suggest that a motion be made to either address the issue at hand or table it until the next RSC meeting. The RCM's may override the Chairperson's decision by a two-thirds majority vote.
 - E. The Chairperson will not recognize a motion until the Chair has determined that the guidelines for discussion have been met.
5. The limits on debate are as follows:
 - A. Each member in the debate will be given one minute limit to address the motion being debated.
 - B. The member who made the motion may have a final appeal before the vote is taken.
 - C. There are only three pros and three cons considered for each motion.
 - D. Any member who has had the floor once during a debate having given a pro or con to a motion may not have the floor while the same issue is being debated if there is any member who has not had a chance to speak yet. Once the limits of the debate have been met or no further debate is desired by the RSC, the Chairperson will restate the motion and call for a vote.
 - E. Questions pertinent to the motion and its content directed to the Chairperson, the member making the motion or the other person present at the meeting would be limited to three questions before the vote is taken.
 - F. After these conditions have been met, the Secretary will restate the motion and the Chairperson will ask for a vote by the voting members.

QUORUM:

1. A quorum must be established prior to conducting any old or new business.
2. A quorum of this body shall be a minimum of two-thirds of the Areas within this Region, who are represented by their elected/appointed RCMs.
3. Once a quorum has been established it will be assumed that a quorum still exists. Any one sensing a lack of a quorum may request a “roll call”.

MOTIONS:

Any RSC Participant (except the presiding officer) may make, second or speak to motions when recognized by the presiding officer of the RSC. Once a motion is made a “second” will be necessary before any discussion will be allowed.

1. Secondary motions to amend, substitute, refer, or table a motion, may be made any time prior to voting on a motion, unless the question has been “called”.
2. Any motion or resolutions that would alter the R51RSC Guidelines and/or the R51RSC Motion Table will be:
 - A. Submitted in writing, as they will appear if approved, including location in the document, and be accompanied by an “intent”.
 - B. Read during new business and may then be seconded.
 - C. If the motion is seconded, copies of the motion will be distributed to all RSC Participants. Discussion will be in order at this time.
 - D. These motions may be “referred” to a committee or Board for their input, but in any event, will be “tabled” for at least one month.
 - E. The motion will be a matter of Old Business at the end of the specified time.

VOTING:

A two-thirds majority of RSC Participants present and eligible to vote shall be required to pass any and all motions pertaining to the guidelines and policies of the RSC. A simple majority of RSC Participants present and eligible to vote shall be required to pass any and all main motions, a simple majority is defined as 50% plus one. Eligible to vote shall be defined as all participants accounted for during the most current roll call of the RSC, when a vote is counted “in-favor of”, “against” and “abstentions” all votes will be counted. If the RSC demonstrates a general lack of support the Chair may make a ruling. Normally voting is done by raised hands. The vote is counted and the results are announced. Any RSC Participant may request a “roll call” vote. Whenever a “roll call” vote is conducted, each vote will be published in the R51RSC minutes.

All RSC Participants (except the presiding officer) may vote on all motions that are considered to be R51RSC business and/or operations:

1. Elections
2. All motions that are not referred specifically to Areas.

3. R51RSC motions submitted for inclusion in the Conference Agenda Report. Two RCM's from each Area present will be the only voting participants on items that are not considered RSC business and/or operations:
4. Motions that are specifically referred, by vote or ruling, to ASCs only.
5. Motions that are in the WSC Agenda Report.

ELECTIONS:

REGULAR R51RSC ELECTIONS:

All regular R51RSC elections will take place annually in July, except R51CNA. The Chairs of all Subcommittees will be elected when presented, by the subcommittees to the RSC. No one may serve in any one position for more than two consecutive terms. A term is defined as 7 or more months of Continuous Service.

1. Terms for all R51RSC Admin and Chairs of established R51RSC subcommittees shall be for one year as an R51RSC Participant and two months in an advisory capacity, except for the RD and RDA, which shall be for four years as an R51RSC Participant and two months in an advisory capacity.

INTERIM ELECTIONS:

Interim elections are to fill seats or positions that either remains vacant following the regular elections or that become vacant mid-term. Interim elections may only be held by the R51RSC and are to fill that specific vacancy for the duration of that specific "unexpired" term only. Seats and/or positions will remain vacant until the R51RSC finds an individual that meets with approval of the R51RSC.

R51RSC Admin and Subcommittee Chairs :

If a vacancy exists and a nomination is made an interim election shall be held.

NOMINATIONS PROCESS:

1. Nominations will open at least one month prior to each election and will remain open until the election is held for that specific position.
2. Nominations will be of an individual, no slate of names may be nominated.
3. A person does not need to be present at the time of nomination.
4. Nominations, and the seconds to them, must be made by an RSC Participant.
5. A person will be considered a "nominee" once he/she has been nominated and that nomination has been seconded. A person may accept and/or decline nominations for as many positions or seats as he/she desires.
6. It will be moved to "close nominations" for each position seat individually.

ELECTION PROCESS:

1. Interested nominees are not required to be present to be elected, providing they have appeared before the R51RSC to qualify and have submitted a qualified service resume.
2. Nominees must state their preference if nominated for more than one position. Once a preference has been stated, that person(s) name will be removed from the List of nominees that may be considered as “candidates” for other seats and/or positions on that ballot.
3. Elections will be conducted using written ballots.
4. R51RSC Admin and Chairs of established Sub-Committees; (vote for one candidate for each position).
5. If there is only one candidate due to a lack of nominees, the choice is then to fill or not to fill that position at this time. A simple majority of those eligible to vote will be required.
6. The R51RSC may choose to leave any seat or position vacant. Nominations shall remain open, as a matter of old business until all seats and positions are filled.
7. If no one receives at least a simple majority of those eligible to vote, a run-off election will be conducted between the two individuals receiving the most votes.

REMOVAL/SUSPENSION OF PARTICIPANTS

Trusted servants elected/appointed to serve the R51RSC or any of it’s subcommittees may be recalled or removed by a 2/3rds majority of R51RSC participants eligible to vote, due to lack of attendance, failure to perform duties of the position, interruption of abstinence, gross negligence, or incapacitation.

GRIEVANCE PROCEDURE:

1. Any member of the R51RSC, or directly affected by the actions of the R51RSC may petition for redress of personal grievance.
2. A petition for redress should be in the form of a written letter to the R51RSC Chair from the person seeking redress and should concisely state the reason for which redress is being sought. The R51RSC Chair will then distribute this letter to the R51RSC, and the R51RSC shall indicate, by vote or consensus, whether the body will hear the redress.
3. Should redress be granted, a specific amount of time should be allotted to dealing with the redress. At this time the petitioner may state his/her grievance, express what corrective actions he/she would like to have taken and answer any questions. If the redress concerns the actions of specific members of that committee, it would also be appropriate to allow them to respond at that time.

4. After all parties have had an opportunity to speak and/or allotted time has expired, the R51RSC shall return to its regular agenda unless a motion is made to suspend the order of the day for the purpose of continuing discussion or to take corrective action.
5. Redress procedures should not be used by individual members of the fellowship who are not participants of the R51RSC and/or directly affected by the actions of the R51RSC. These members should express their concern through their respective RCMs or ASC.

INVENTORY PROCEDURE:

An inventory will be conducted in each odd year in the month of September.

The following will be the focus of the inventory:

1. How well has the regional committee done the prior two-years at serving the Areas, and how can it better serve them in the coming years?
2. How well has the regional committee served the larger NA community, and how can the committee better serve the community-at-large?
3. How well has the regional committee done at supporting NA's regional and world services? How can the region provide better support for these services?

The R51RSC administrative committee shall inform the R51RSC of the necessary preparation for the inventory process in July of each odd year as follows:

1. RCM's, Admin, and subcommittees will take a fearless, searching look at their work over the last two-years and come to the inventory session prepared to review their roles on the committee.
2. RCM's should spend time with their Areas considering what needs might be addressed by the regional committee in the next two-years and come to the inventory session with ideas in hand.
3. Admin and subcommittees should take the time to look at the make-up of the larger community in which they live, ask themselves how NA could be more effective in reaching out to that community, and be prepared to share their thoughts with the entire regional committee.
4. And perhaps more importantly, all regional committee participants should make an extra effort to prepare themselves spiritually to make the most of the regional inventory meeting.

Having conducted a regional inventory, all participants will bear the responsibility to insure the needed changes take place.

APPENDIX “A”

REGION 51 FINANCES

FINANCIAL RESPONSIBILITY:

1. Prudent Reserve is one-twelfth (1/12) of the annual budget.
 - A. The annual budget is all Regional Administration, RD, RD-A, Subcommittees, and Activities budgets totaled, then divided by twelve.
 - B. To be adjusted annually after all budgets have been approved.
2. WSO donations shall be made quarterly in October, January, April, and July.
 - A. A quarterly donation equal to 100% of excess funds after maintaining the Prudent Reserve.
 - B. Discussed and approved by the RSC prior to distribution of funds.
3. Theft Policy Form shall be signed by all members of the RSC, Regional Subcommittees, and sanctioned activities who will collect and distribute NA funds.
4. Regional Administration, RD, RD-A, Sub-committees, and sanctioned activities will submit an annual operating budget for the upcoming fiscal year for discussion, input, and review to the RCM by the May Regional Committee Meeting.
 - A. RCM’s will take budget request to Member Areas for review and input for final submission at the July Regional Committee Meeting.
 - B. RSC will review all input from Member Areas and approve final operating budgets for the fiscal year.

Expenditures above budgets:

1. Increasing a subcommittee’s operating budget:
 - A. If a subcommittee’s need to increase their operating budget throughout the course of the fiscal year arises due to increased demand for services of that subcommittee, that a course of approval mirrors the initial budget process:
 - B. Subcommittee will submit a detailed budget request for discussion, input and review to the Regional Committee at one of its scheduled bi-monthly meetings. RCM’s will then take budget request to the Member Areas for review and input for the following Regional Committee meeting. Regional Committee will review all input from Member Areas and approve requested budget increase.
2. One Occurrence Financial Request:
 - A. If a need arises within the Region for a one-time, non-budgeted expense for NA service, it is recommended that an amount be established that the RSC may approve if acting upon such need is time sensitive and does not allow for a cycle of Regional Committee Submission, Area Review and Input, and RSC Consideration and Approval. It is recommend said dollar amount be prudent (\$250.00 to \$500.00) and be allowed to occur only *one* time throughout the fiscal year.

Budget Allotments:

1. Once all operating budgets are approved, the Regional Treasurer will track for each regionally funded entity a bi-monthly funded amount of their budget.
2. At the beginning of the fiscal year, each funded entity will have 20% of their annual operating budget computed and that amount placed into their individual available funds bank.
3. The remaining 80% of their annual operating budgets will be divided by 5, and that amount will be placed into their available funds bi-monthly for the remainder of the fiscal year, to align with the Regional Committee Meeting Schedule.
4. Intent is to ensure that all funded entities have an amount available on hand to conduct normal business, and allow for the Region to make donations to the WSO of excess funds on a quarterly basis.