

# **CANADA ATLANTIC REGIONAL SERVICE COMMITTEE**

## **POLICY HANDBOOK**

Approved November 8, 2020

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# **1 Administrative**

## **1.1 Name**

The name of this body will be the “Canada Atlantic Regional Service Committee of Narcotics Anonymous”, commonly called C.A.R.N.A., the R.S.C., or the Region.

## **1.1 Service Boundaries**

This R.S.C. will serve the participating Narcotics Anonymous Area Service Committees in the four (4) Atlantic Provinces of Canada (New Brunswick, Prince Edward Island, Newfoundland, and Nova Scotia).

## **1.2 Membership**

The members of this committee will be made up of:

1. The participating Regional Committee Members from the NA Area Service Committees within the Service Boundaries; and
2. The elected officers and R.S.C. subcommittee chairpersons.

## **1.3 Purpose**

The purpose of the RSC is to encourage the unity and growth of the NA Fellowship within its Service Boundaries. Service Requests from isolated groups within the Service Boundaries will be considered on a case-by-case basis. Service requests from Area Service Committees or groups outside the Service Boundaries are considered on a case-by-case basis.

## **1.4 Service Structure Support**

In accordance with its purpose, the single most important priority of the RSC is to act as a communications link in the service structure of N.A. This includes facilitating communication between the membership of the RSC, the Canadian Assembly, the World Service Conference, and with other regional service committees.

## **2 R.S.C. POLICY**

### **2.1 General**

- A) The sole function of the R.S.C. is to fulfill its purpose by serving the common needs of its member areas. The R.S.C. will do so by administering business according to the service principals of Narcotics Anonymous. To achieve this the following documents, in order, will serve as references for problem resolution;
1. The current version of this Policy;
  2. The Twelve Concepts for N.A. Service;
  3. The Guide to Local Services (G.T.L.S.) and its successors;
  4. The current edition of all N.A. Handbooks; and
  5. The Twelve Traditions of Narcotics Anonymous.
- B) To fulfill the Purpose the R.S.C will sponsor activities and functions listed in Appendix B in the priority order.

### **2.2 Meetings**

- A) The R.S.C. will hold four (4) meetings per year in a place and on a time agreeable to the R.C.M.s and the RSC Officers. The minutes of the meeting are to note the time and location of the next meeting;
- B) All R.S.C. meetings are open to the N.A. Fellowship as a whole;
- C) Each meeting of the RSC will provide for a session where individual members of the NA fellowship can address the R.S.C.; and
- D) : Between Regional meetings, there may be a need to conduct extraordinary business. Extraordinary business shall be defined as; situations to which problem resolution cannot be found within the documents listed in 2.1. A.
1. In this case once an R.C.M. determines that extraordinary business is required the Regional Chairperson is informed;
  2. The Regional Chairperson will determine if a conference call is warranted;
  3. The conference call, if required, will consist of the Regional Chairperson, the Regional Vice Chairperson, the Regional Secretary, the Regional Delegate, the Regional Policy Chairperson, the Regional Treasurer, and the R.C.M. that is raising the issue.
  4. This conference call is automatically re-imbursable as the first order of business at the next meeting;

5. The Regional Secretary will take minutes;
6. Any decisions require a majority vote of the participants except the Regional Chairperson;
7. Any decisions will be within the constraints of the Regional Policy Handbook; and
8. A report of the call will be presented at the next Regional meeting during the Administrative Report

## **2.3 Participation at the RSC Meeting**

There are three types of participants at the regional meeting:

- A) Voting participants consisting of the R.C.M.s or duly elected representatives as slated in a motion in their ASC minutes that represent a "seated" Area Service Committees that meet the requirements for membership;
- B) Non-voting participants consisting of elected Regional officers, see Section 2.7; and
- C) A non-voting gallery that consists of interested NA members. Participation may be restricted by these policies or by group conscience of the voting participants.

## **2.4 Seating of A.S.C,s**

- A) To be "seated" as a voting participant of the R.S.C. the ASC committee seeking the seat will provide a report including the following;
  1. The service boundaries of the ASC;
  2. The registration of the Area Service Committee with the W.S.O.;
  3. The name of the R.C.M. elected by the A.S.C.;
  4. The name of a sponsoring ASC;
  5. The Area name;
  6. A brief overview of the Area development and formation, and status of the groups and committees within the Area; and
  7. A stated commitment by the ASC to the Purpose and the policies of the R.S.C.
- B) Upon receiving and reading the report, the R.S.C. will consider a seating motion;
- C) The seating of a new Area requires a 2/3 majority vote of the R.C.M.s present ; and
- D) The new Area will gain voting privileges upon completion of their first complete R.S.C. meeting.

## 2.5 Motions

- A) Any R.C.M. or Regional Officer in attendance may make a motion;
- B) Any N.A. member in attendance, with the exception of the R.S.C., Chairperson, may participate in discussion. The following is the order of priority in which members will be called upon:
  - 1. The voting R.C.M.'s or their alternates;
  - 2. RSC Officers with the exception of the Chairperson; and
  - 3. N.A. members seated in the gallery.
- C) The R.S.C. Chairperson may follow this procedure in order to prevent a conflict from occurring or to participate in the discussion:
  - 1. The Chairperson will vacate the chair and turn the meeting over to the Vice-Chairperson. In this circumstance the Vice Chairperson cannot subsequently vacate the chair to participate in the discussion;
  - 2. The R.S.C. Chairperson can then participate in the discussion as an gallery participant according to this policy document;
  - 3. The R.S.C. Chairperson cannot resume the Chair's position until the topic is exhausted, all actions related to the topic have been taken, and the RSC is ready to move onto the next item of business; and
  - 4. In the case, where the action is Lay on the Table or to defer the Regional Chairperson will subsequently vacate the chair when the motion is reconsidered.

The key principle is to prevent the Chairperson from being in a conflict of interest. The person in the role of the Regional Chairperson cannot subsequently consider any motion in which they vacated the position for the purpose of discussion.
- D) No member may speak on a motion more than once unless all who have the right to speak, have had the opportunity;
- E) All motions must be submitted in writing before the beginning of new business. The maker will be identified and the intent clearly stated. Intents that are poorly worded may be interpreted by the Chairperson as a pro or con to the motion;
- F) A motion will not be put to the floor if the maker is not present;
- G) Motions made by an R.S.C. subcommittee do not require a second;
- H) Only voting participants may second a motion;
- I) The R.C.M.s or the Regional Chairperson may chose to limit debate from the gallery in order to conduct business

- J) The debate process will be governed by the Sample Rules of Order in the G.T.L.S;
- K) Decisions of the chair may be appealed and considered by the voting participants; and
- L) The maker of a motion that is in conflict with this policy must state all conflicting policy's within the motion, and requires a two thirds (2/3) majority vote to be carried.

## 2.6 Voting Policy

### A) Quorum

1. Quorum is determined by the number of voting participants present at the meeting;
2. \*Quorum is determined by roll call vote of eligible RCMs. Quorum required a simple majority of eligible RCMs.; and \*0699-06
3. If quorum cannot be reached, the R.S.C. administrative officers, with the exception of the Chairperson will automatically be granted voting privileges for that meeting only or until quorum is established. Please see Appendix C for guidance in the conduct of business under these unusual circumstances.

### B) Voting

4. Voting on all R.S.C. motions and elections will be done on a one voting participant/one vote system;
5. A simple majority shall be defined as greater than fifty percent (50%+), of the voting participants;
6. A 2/3 majority shall be defined as being greater than sixty-six percent of the voting participants;
7. The Chairperson shall declare all ties defeated; and
8. \*An ASC that misses two consecutive RSC meetings will have their voting privileges suspended until they are in attendance at their second consecutive RSC meeting. \* 0699-05

## 2.7 Officers

A) Officers of the R.S.C. are elected for two year terms.\*0800-06 The officers of this R.S.C. are as follows:

- Chairperson
- Vice Chairperson

- Secretary
- Treasurer
- Regional Delegate
- Alternate Regional Delegate
- Standing Subcommittee Chairpersons
- Web Coordinator

B) No individual may hold more than one RSC position at a time;

C) No individual may serve more than two consecutive terms in the same office;

The Region encourages officers to serve more than one term and in the interest of rotation, the Region encourages rotating out after the completion of the second term

D) Chairpersons for Ad-Hoc Committees will be appointed by the R.S.C. Chairperson and are not considered as Officers of the RSC;

E) Interim and Ad-Hoc officer positions shall not be considered as terms of office unless the duration exceeds one year, in which case it is considered a term of office;

F) All officers as defined in Section 2.7, and all currently active Ad-Hoc committee chairpersons, will be funded to the R.S.C.; and

G) The following provides the duties and responsibilities for the RSC Officers:

1. R.S.C. Chairperson

- To preside over all meetings of the R.S.C.
- To be impartial as the facilitator of the R.S.C. business.
- To serve as one of the signing officers of the R.S.C. bank account.
- To formulate an agenda for each meeting.
- To submit an annual report at the August meeting.

2. Vice-Chairperson

- To coordinate all Regional subcommittee functions.
- To perform the duties of the Chairperson in the event of the Chairperson's absence.
- To serve as one of the signing officers of the R.S.C. bank account.
- To submit reports from the administrative Committee.

3. Secretary

- To draft and distribute minutes of all R.S.C. meetings to the following within two (2) weeks of each meeting:
  - All RCMs and Regional Officers of the R.S.C. as defined in Section 2.7 of the C.A.R.S.C. Policy Handbook.



- W.S.C.
- Canadian Assembly of Narcotics Anonymous. (C.A.N.A. / A.C.N.A.); and
- Neighboring Regions upon request.
- To assume responsibility for recording the general discussions and all actions and motions with motion results in the minutes.
- To record all changes in the established quorum, as defined in 2.6 of the C.A.R.S.C. Policy Handbook, in the R.S.C. minutes.
- To maintain a current list of all R.S.C. Officer phone numbers and addresses.
- To maintain the current RSC registration with the World Service Office (W.S.O.).
- To provide R.S.C. and subcommittee report forms to Committee members as needed
- To maintain files and archives of the Committee.
- To serve as one of the signing officers of the R.S.C. bank account
- To update and distribute the Committee mailing list.

#### 4. Treasurer

- To serve as custodian of the R.S.C. bank account.
- To collect all donations.
- To dispense monies as per Section 12 of the R.S.C. Policy Handbook
- To prepare and present to the secretary a financial report of all transactions occurring during R.S.C. business. This shall include the balance forward, amount of A.S.C. donations, subcommittee expenses and / or revenue, and all other R.S.C. expenses and / or revenues, as well as bank charges from the previous meeting.
- To formulate an annual operating budget for approval at the October R.S.C.
- To prepare and present an annual financial statement at the August R.S.C.
- 

#### 5 Regional Delegate and Regional Delegate Alternate R.D. and RDA

- To attend all R.S.C. meetings.
- To comply with all duties and responsibilities of this position as outlined in the G.T.L.S.
- To attend as many R.S.C. subcommittee meetings and activities as possible.
- To attend as many participating A.S.C. meetings as possible and try to attend at least each A.S.C. once during their term.
- To provide guidance and information to the R.S.C. and/or its member A.S.C.'s
- To attend meetings of participating areas upon request whenever possible.. Funds permitting, Area requests will be dealt with on a first come, first served basis.

#### A Regional Delegate RD

- To act as Chairperson in the absence of the Chairperson and the Vice-Chairperson.

- To represent the R.S.C.'s conscience when proposing, discussing and voting on motions brought to the W.S.C. floor.

B Regional Delegate Alternate R.D.A.

- To work closely with the R.D. and help with all duties and responsibilities of the position.
- To serve as R.D. in the absence of the R.D.

6 Subcommittee Chairpersons

- To act as a liaison between the R.S.C. and the subcommittee.
- To submit a report of the committee's activities at each R.S.C. meeting.
- To plan and execute all subcommittee functions.

7 Web Coordinator

- The regional website is maintained following the guidelines listed in Appendix D, by the RSC Web Coordinator, under the direction of the R.S.C. The R.S.C shall choose the Web Coordinator.
- Ensure RSC Guidelines and 12 Traditions of NA are always adhered to at all times on the website
- Keep the website up to date with upcoming event fliers, meetings and other information provided by RSC members.
- Renew hosting and domain names as required
- Refrain from posting copywrited materials on website without permission
- Refrain from posting personal information of any member
- Make quarterly reports to the RSC including a list of site changes
- Attend all RSC meetings

## **Elections**

- A) Nominations and elections will be held as the last order of new business at the August R.S.C.;

- B) Any participant of the R.S.C. may nominate a qualified member for an R.S.C. position;
- C) Each nomination must be seconded by a voting member of the R.S.C;
- D) All members nominated must be present to either accept or decline;
- E) Upon accepting a nomination, each nominee will state their qualifications for serving;
- F) If a nominee has resigned or been dismissed from an NA service position details of that event shall be stated.
- G) Nomination requirements for election are as follows:
  - a stated commitment to the RSC Purpose and Policies;
  - a good working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous;
  - a good working knowledge of the Service Structure of NA;
  - a history of following through on commitment;
  - familiarity with the function of the R.S.C.;
  - administrative skills;
  - organizational and communication skills; and
  - The willingness, time, and resources to do the job.
- H) Additional requirements for individual positions are as follows:
  1. Regional Delegate and Regional Delegate Alternate
    - Five and four years of continuous abstinence;
    - Possess the integrity and capability to provide leadership; and
    - Previous experience at C.A.R.N.A.
  2. Chairperson, and Vice-Chairperson
    - three, and two years of continuous abstinence;
    - a demonstrated ability to preside over business meetings;
    - a working knowledge of R.S.C. policies and procedures; and
    - a working knowledge of R.S.C. rules of order
  3. Treasurer
    - three years of continuous abstinence;
    - previous experience handling N.A. funds; and
    - a working knowledge of R.S.C. financial policies.
  4. Secretary
    - two years of continuous abstinence; and

- a demonstrated ability for accurate record keeping

5. Subcommittee Chairpersons

- two years of continuous abstinence;
- a demonstrated ability to preside over business meetings;
- a working knowledge of R.S.C. policies and procedures; and
- related committee experience

6. Ad Hoc Committee

- two years of continuous abstinence;
- a working knowledge of R.S.C. policies and procedures; and
- related committee experience.

7. Web Coordinator

- two years of continuous abstinence; and
- a demonstrated ability for use of software required to maintain the website.

I) The Nominations process for R.S.C. offices will take place as follows:

1. The chairperson will open the floor for nominations, one position at a time;
2. Individuals nominated must accept or decline when asked;
3. When nominations for that position have been exhausted the chairperson will close nominations for that position;
4. Individuals will then state their qualifications for that position as per Section 2.8 F and 2.8 G;
5. Participants will then have the opportunity to question the nominee;
6. When the question period is exhausted the process is repeated in succession with each nominee;
7. When all nominees have qualified and been questioned the nominees will leave the room for the discussion period; and
8. When the discussion is exhausted, the vote will be taken.

J) Voting for R.S.C. elections will take place as follows:

1. Voting is done by paper ballot;
2. A simple majority vote is required to elect R.S.C. officers;

3. Regardless of the number of nominees a vote is taken;
4. Where no single nominee gets the support of a clear majority, the nominee who gets the least votes is left out, and another vote is taken;
5. If a simple majority is not reached after two attempts with one candidate remaining on each attempt the position is reopened for further nominations
6. In the event of a tie the RSC Chairperson appoints three persons, selected in order from the following positions, to cast the deciding vote: Regional Delegate, Secretary, Vice-Chairperson, Second Regional Delegate, Treasurer, or any other interested non-voting participant; and
7. Election tabulation results shall not be announced or published.

#### K) Assumption of Duties

Newly elected officers will assume their duties after the close of the R.S.C. meeting in August.

### **Resignation \ Dismissal**

- A) An R.S.C. officer may resign at any time. Resignations must be submitted in writing to the R.S.C. at least one regular meeting in advance.
- B) An R.S.C. officer may be removed for the following reasons:
  - Loss of abstinence;
  - Non-fulfillment of the duties of their position;
  - Absent from two (2) consecutive regular meetings of the R.S.C.;
  - Misuse of NA funds;
  - Misleading the region; or
  - The intentional presentation of misleading information.
- C) A two-thirds (2/3) majority vote of the established quorum is needed for dismissal.

### **Subcommittees**

- A) Standing subcommittees are Administration, and Public Relations;
- B) Ad Hoc subcommittees shall be formed to carry out specific tasks that are outside of the responsibilities of the Standing Committees;
- C) The establishment of additional Standing Subcommittees will be confirmed by the investigations of an Ad-Hoc subcommittee;
- D) A two thirds (2/3) majority vote of the established quorum is required to form any subcommittee;
- E) A simple majority vote is required to abandon a subcommittee; and

F) All subcommittees will follow the guidelines as established in Appendix A of these policies.

## 2.11 Finances

### 2.11.1 Responsibility

A) The R.S.C. will be self-supporting through:

1. Contributions from its member areas and groups;
2. Regional activities and functions, as determined by Appendix B; and
3. Contributions from other NA service committees providing the contribution is consistent with paragraphs 1.3, 1.4, 2.1 B, and Appendix B

B) All revenues accumulated will be maintained in a general fund bank account, with separate bookkeeping for individual subcommittee funds;

C) The R.S.C. will maintain a prudent reserve of no less than 1/6 (one sixth) of the total annual reoccurring fixed operating expenditures, as established in Appendix B; and

D) The Prudent Reserve is defined as a fund available to the RSC for use by the RSC for any Fixed Operating expenditure at any RSC meeting that exceeds the Total Operating Revenue for an RSC meeting.

E) Using all or a portion of the Prudent Reserve is not considered Deficit Spending. However, spending above the sum of the Total Operating Revenue, the Prudent Reserve, and any other RSC accounts is considered Deficit Spending.

F) Total Operating Revenue

1 Total Operating Revenue is defined as the total of

- donations received at each RSC; and
- general revenue accounts (i.e. funds not set aside for specific activities).

2 Total Operating Revenue does not include any monies set aside as savings for:

- Regional Delegate Travel;
- Regional activity or function to be held in the future;

G) The R.S.C. will on occasion contribute to the next level of service as follows:

- Any monies in excess of the Regions needs as determined by Appendix B will be split 50% to W.S.C. and 50% to C.A.N.A. / A.C.N.A.

H) RD/RDA travel shall be addressed as follows;

- After prudent reserve has been reached, and all priority issues have been addressed, thirty percent (30%) of the revenue received every R.S.C. meeting shall be allocated to the RD / RD Alt. For CANA/ACNA and WSC travel. This fund is not limited; and
- Thirty percent (30%) shall be allotted for RD / RDA travel to Area meetings. This fund shall be capped at five hundred dollars (\$500). A motion shall not be required to release these funds.

\* Example, after our expenses are reached if our remaining revenue is \$100. \$30 dollars would go toward CANA/ACNA travel and another \$30 would go toward Area meeting travel.

### **2.11.2 Expenditures**

- A) The R.S.C. can not permit a Fixed Expenditure to occur if it will create a financial deficit;
- B) The R.S.C. can not approve a Discretionary Expenditure of funds if it will create a financial deficit.
- C) On a case-by-case basis set aside savings may be used for Operating Revenue providing there is clearly expressed need (consistent with paragraphs 1.3, 1.4, 2.1 B,
- D) All Fixed and Discretionary expenditure priorities (Appendix B) are established once per year and maintained for the fiscal year;
- E) All Fixed expenditures, as established in Appendix B, do not require a motion for the expenditure to take place;
- F) All discretionary expenditures, as established in Appendix B, must be approved by a simple majority vote, except where otherwise stated;
- G) No reimbursement for any expenditures, except for budget allotments, will be made by the R.S.C. Treasurer without receipt or proof of payment;
- H) Budget allotments require receipts or proof of payments along with an itemized accounting of all expenses; and
- I) All expenditures by the Region will be paid by cheque;

### **2.11.3 Expenditure Motions**

Motions for Discretionary Expenditures, found in Appendix B, must come in the form of a single proposal that contains the following:

- The purpose for the funding clearly stated;
- The total amount requested; and
- A detailed budget for the expenditure.

#### **2.11.4 Budgeting**

- A) Budget estimates for all committees, with the exception of Ad Hoc subcommittees formed between the annual budget sessions, will be submitted for approval in October of each year;
- B) Budgets are subject to review and amendment at any time;
- C) Any single budget that shows the Region committing to a financial deficit will be rejected; and
- D) 1/6 (one sixth) of a Budget can be paid in advance to support subcommittee activities between RSC meetings.

#### **2.11.5 Audits**

An annual Audit shall be conducted each August by the administrative officers of the Committee, under the direction of the Treasurer. Periodic financial reviews may be called at anytime, will exclude the R.S.C. Treasurer and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

#### **2.11.6 Dissolution**

Upon dissolution of the R.S.C. the monetary assets of the C.A.R.N.A. RSC will be distributed as per paragraph 2.11.1.D.

#### **2.11.7 Travel**

Funding for any travel will comply with Section 2.11.2 and expenses will be paid as follows:

1. In the case of travel by car within the Service Boundaries, reasonable expenses. Reasonable is defined as an equal split of the gas and toll expenses between the travelers in the car;
2. In the case of travel by air:
  - Round trip air fare at the most economical air fare / room rate package available; and
  - Round trip ground transportation from airport to hotel and hotel to airport, not to exceed \$40.00 / person.
3. Room rental not to exceed the published rate of the host hotel. Number of rental days is determined by the number of nights away from home and upon the most economical air fare / room rate package available:
4. The sharing of rooms when traveling on Region business is mandatory except when:
  - traveling alone; and
  - the two parties are of different gender.
5. The sharing of a room when the RD and the RD Alternate are traveling together is mandatory;



6. The sharing of a room with other WSC participants when the RD or RD Alternate is traveling alone or when the RD or RD Alternate is of a different gender, is mandatory. Each person in the room will be responsible for paying their equal share of the total room cost, (ex. Total room cost \$120.00-2 people, each pays \$60.00; total cost \$120.00--3 people, each pays \$40.00; total room cost \$120.00--4 people, each pays \$30.00); and
7. A meal allowance of \$50.00 per day / per person in the currency of the country travel is occurring. \*11.07.03

## **APPENDIX A – SUBCOMMITTEE GUIDELINES**

1. No subcommittee shall take any action that is in conflict with R.S.C. policies.
2. All subcommittees shall meet on the same day as the R.S.C.
3. All subcommittees shall submit a written report to the R.S.C. this report shall include;
  - What the committee planned during the reporting period.
  - What the committee actually did.
  - What were the results.
  - Resources expended (money, literature, volunteers, etc).
  - Problems encountered.
  - Problem Resolution.
  - Plan for the next reporting period.
  - Current projects and status.
  - Service opportunities available.
  - Personal comments (the chairperson can raise any issue Including discussions from the committee).
4. All subcommittees shall distribute minutes to all R.S.C. officers.
5. All subcommittees shall distribute minutes to any R.S.C. participant, upon request.
6. All subcommittees shall select a candidate from within its membership to stand for subcommittee chairperson at the annual R.S.C. elections.
7. Other officers of each subcommittee shall be elected by the subcommittee.
8. All standing subcommittees of this R.S.C. shall create and adopt their own policy documents. These policy documents must be ratified by the R.S.C.
9. Policy documents for subcommittees may only be amended by the R.S.C.
10. Any action taken by any subcommittee may be overturned by the R.S.C.

## APPENDIX B – REGIONAL EXPENDITURE PRIORITIES

Fixed Expenditures are those expenditures that are required to conduct “normal” business.

All other expenditures are Discretionary Expenditures. Discretionary Expenditures do not override Fixed Expenditures. Discretionary Expenditures are expenditures that are adopted only if additional resources are available (money, and people) \*11.07.04

<b>Expenditure Group</b>	<b>Expenditure Item</b>	<b>Suggested Priority</b>	<b>Area Priority</b>
<b>Fixed Operating</b>	Regional Meeting Expenses	1	
	Regional Officer Travel for Regional meeting	2	
	Regional Minutes (mailing)	3	
<b>Discretionary</b>	Regional Assembly	1	
	Ad-Hoc and standing committee projects (PR efforts)	2	
	Other Regional events (workshops, conventions)	3	
	Regional Delegate Travel to 1. WSC 2. CANA/ACNA, Area Meetings	4	
	Additional Delegate Travel	5	
	Any Additional Expenditures	6	

## **APPENDIX C: GUIDELINES FOR THE CONDUCT OF REGIONAL BUSINESS WITH THE REGIONAL OFFICERS AS PART OF THE QUOREM**

The establishment of quorum through the granting of voting privileges to the Regional officers is an extraordinary occurrence. The conduct of business must carefully consider the perception that Regional officers may **NOT** carry a group conscience.

The following statements provide guidance to the voting participants under these extraordinary circumstances:

- The seating of new Area Service Committee representation requires significant input from the R.C.M.s. Temporary seating can be granted and at the next meeting a confirmation vote will be sought;
- The initiation, discussion, and adoption of motions are permitted. If the result of the motion is a modification to the Regional Policy Handbook (this document), Regional Subcommittee guidelines or policies then that motion must be deferred to the next meeting;
- Elections require significant input from the R.C.M.s. Therefore, elections will be deferred to the next meeting; and
- The dismissal of any officers (See section 2.7) requires significant input from the R.C.M.s. Therefore, the only dismissal motions that can be considered are for Loss of Abstinence and Absence for two previous meetings. All other dismissal motions will be deferred to the next meeting;
- The formation of a new Standing Committee requires significant input from the R.C.M.s. Therefore, motions to form a new Standing Committee will be deferred to the next meeting.
- The disposition of a Fixed Expenditure, as per Appendix B, is permitted. All other financial motions or any motions that lead to a Discretionary financial commitment, either positive or negative will be deferred to the next meeting; and
- The reading and acceptance of reports is permitted. If the acceptance of a report results in a motion being approved or brought before the RSC for discussion that motion may be deferred. The provision to consider the motion will be determined through the consideration of any other conflicts with these guidelines (this Appendix) or the Regional Policy Handbook;

## **APPENDIX D: GUIDELINES FOR THE OPERATION OF THE CANADA ATLANTIC REGIONAL SERVICE COMMITTEE WEBSITE**

### **1 PURPOSE**

**The purpose of the regional website is to support our public information efforts.**

### **2 GENERAL**

**The contents of the website shall comply with:**

- This document**
- Fellowship Intellectual Property Trust**
- The regions' Public Relations Subcommittee guidelines**
- The Public Relations Handbook**

**The regional website shall be maintained by a “Web Coordinator” through the R.S.C.**

**CARNA shall fund all costs associated with the website.**

**All links shall be checked regularly to ensure they are still active and current and are consistent with this document.**

**A notice shall be placed at the beginning of the website that signifies that it is the official website of the Canada Atlantic Region of Narcotics Anonymous.**

**This website shall exist with a unique domain name on a server that is controlled by the Web Coordinator/R.S.C.**

### **3 CONTENTS**

**As the overwhelming majority of people viewing our site will be Na fellowship members and recovery professionals, the contents of our website should be intended to help them as much as possible.**

**Information available on the website should be accurate and generic to best reflect a clear message to members, potential members, professionals, and interested individuals.**

#### **3.1 The regional website may include the following:**

- **The regional meeting list**
- **A geographic description of the region**
- **The regional mailing address**
- **The World Service Office phone number and address**
- **Simple statement about Na, who we are and what we do**
- **NAs published presentation papers (written for addiction care providers)**
- **“Facts about Narcotics Anonymous”**
- **Links to WSO and other service bodies websites**
- **A means to contact the Web Coordinator**

- **Upcoming NA events within the region and around the world**
- **Other items deemed appropriate by the R.S.C.**

**3.2 The regional website should not include the following:**

- **Links to websites that are not sanctioned by n NA service office or service body**
- **Commercial advertising**
- **Links to sites that contain commercial advertising**

**4 AMMENDMENTS**

**Any amendment to these guidelines must be submitted to the R.S.C. as a whole.**