CANADA ATLANTIC REGION OF NARCOTICS ANONYMOUS

CARNA

REGIONAL SERVICE COMMITTEE POLICY HANDBOOK

REVISED NOV 2026

Revision changes:

May 2026

Major rewrite of the guidelines focused on incorporating staggered elections and a 3 yesr term for AD/RD to align with NAWS. Many minor grammatical errors were fixed as well as some previously accepted changes that had not yet made it to the minutes

Aug 2026

Minor revision to Group A and B of staggered elections(Appendix D) to align Chair and VC for training purposes, as well as, some minor formatting errors.

Nov 2026

Aligned the months that elections will occur with the CBD that occurred during Aug 2026 Meeting

1 ADMINISTRATIVE 3

1.1 NAME 3
1.2 SERVICE BOUNDARIES 3
1.3 MEMBERSHIP 3
1.4 VISION STATEMENT ..... **ERROR! BOOKMARK NOT DEFINED.**
1.5 SERVICE STRUCTURE SUPPORT 3

2 RSC POLICY 4

2.1 GENERAL 4
2.2 MEETINGS 4
2.3 PARTICIPATION AT THE RSC MEETING 5
2.4 SEATING OF ASCS 6
2.5 ADMINISTRATION COMMITTEE 7
2.6 ELECTING TRUSTED SERVANTS 10
2.7 RESIGNATION \ DISMISSAL OF RSC TRUSTED SERVANTS 134
2.8 SUBCOMMITTEES 134
2.9 FINANCES 145
2.9.1 Responsibility 145
2.9.2 Expenditures 155
2.9.3 Budgeting 166
2.9.4 Audits 17
2.9.5 Dissolution 17
2.9.6 Travel 167

APPENDIX A SUBCOMMITTEE GUIDELINES 19

APPENDIX B REGIONAL EXPENDITURE PRIORITIES 20

APPENDIX C GUIDELINES FOR THE OPERATION OF THE CARNA WEBSITE 21

APPENDIX D STAGGERED ELECTIONS TERMS AND ELECTION TIMEFRAME……..... 23

1 Administration and Designation

1.1 Name

The name of this body will be the “Canada Atlantic Regional Service Committee of Narcotics Anonymous”, commonly called CARNA, the RSC, or the Region.

1.2 Service Boundaries

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

1.3 Membership*

The members of this committee will include but not necessarily be limited to:

1. The participating Regional Committee Member Teams from the NA Area Service Committees within the Service Boundaries.

2. The identified administrative officers (the “Admin team”) and RSC subcommittee chairpersons.

*”membership” is not intended to exclude anyone from participation. The term is used to identify those members who have either assumed administrative duties within the RSC or been identified by member ASCs as representatives of those ASCs.

1.4 Vision Statement

The RSC will encourage the unity and growth of the NA Fellowship within its Service Boundaries. Member Areas will have a forum where they can meet and discuss issues affecting them, their members and NA as a whole. The RSC will be responsive to the needs of its member Areas and be available to support those Areas in whatever way is deemed feasible and necessary.

1.5 Service Structure Support

In addition to its responsibility to member Areas’ welfare and growth, the RSC will be a communications link in the service structure of NA. This includes facilitating communication between the membership of the RSC, the Canadian Assembly (CANA/ACNA), the World Service Conference (WSC), NAWS, and with other regional service committees when necessary.

2 RSC POLICY

2.1 General

A) The RSC's purpose is to serve its member areas. This purpose will be best fulfilled when service is undertaken in accord with the principles and practices outlined and referenced in the following:

1. The current version of this policy handbook.
2. The Twelve Concepts for NA Service.
3. The Guide to Local Services (GTLS) and its successors.
4. The current edition of all NA Handbooks.
5. The Twelve Traditions of Narcotics Anonymous.

B) The RSC ascribes to the principle of self-support as expressed in the 7th tradition. All monies (and fund-flow) shall be accounted for in direct response to this principle. Appendix B outlines the specifics of this principle in priority order.

2.2 Meetings

A) The RSC will hold four (4) meetings per year at a place and time agreed upon through consensus. The minutes of individual meetings will note the time and location of the next meeting.

B) All RSC meetings are open to all interested members of the NA Fellowship.

C) The Admin team of the RSC will be responsible for setting an agenda for each meeting of the RSC. Time will be allotted for an Open Forum where NA members in attendance would be welcome to raise issues the Admin team has not identified and included in the formal agenda.

D) Between Regional meetings, there may be a need to conduct extraordinary business. Extraordinary business shall be defined as situations wherein resolution cannot be achieved through reference to any of the documents listed in 2.1. A.

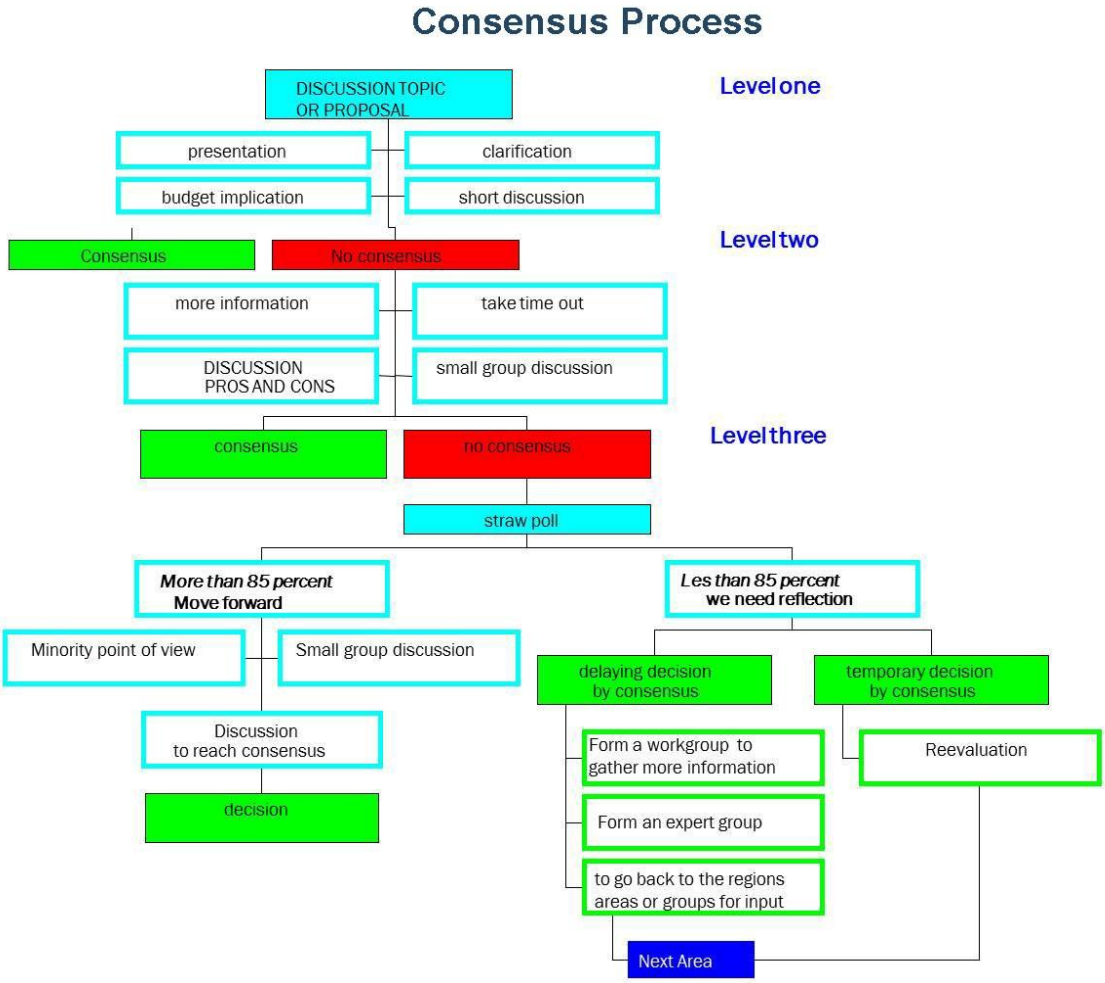
1. In this case, once an individual determines that extraordinary business is required, the Regional Chairperson is informed.
2. The Regional Chairperson will determine if a virtual meeting is warranted.
3. The virtual meeting, if required, will include as many of the named regional members as can be included upon notification and may need to include the individual identifying the extraordinary business.
4. The Regional Secretary will take minutes.

5. Any decisions will require consensus.

6. A report of the virtual meeting will be presented at the next Regional meeting during the Administrative Report.

2.3 Participation at the RSC Meeting

The RSC will conduct its business according to an agenda as developed by the Admin team. When decisions are required, decisions shall be arrived at through consensus. Consensus based decision making (CBDM) requires that proposals be brought forward (rather than motions) either as formulated by the Admin team or offered by a member of the RSC. CBDM unfolds as outlined in the following diagram



The following is an explanation of the practical application of the above:

All those attending the RSC meeting are welcome to participate in discussion within the following parameters:

1. The chairperson shall moderate discussion and ensure that all those seeking to be heard have the opportunity to express their viewpoint.

2. Members of the RSC shall have priority to speak.
3. No person shall be invited to speak a second time until all those seeking to be heard a first time have had the opportunity to be heard.
4. The chairperson has the responsibility to determine when a matter being considered has been sufficiently discussed.
5. Upon determining that a matter is approaching resolution or, alternately, that a matter is beyond resolution, the chairperson shall declare either that consensus has been reached or allow for members to provide additional information which might facilitate consensus. Straw polls (unofficial votes to determine prevailing percentage opinion) can be employed.
6. Consensus shall be considered achieved when 80% of those assembled agree to the proposal being considered.
7. On those occasions where consensus proves unachievable, the matter shall be referred to member areas so that they might provide input and direction. As noted, consultations with Areas and groups, convening of a group to investigate an issue further, and reevaluations of contributing factors are all valid approaches.

2.4 Seating of ASCs

A) Any area established within the geographical boundaries of CARNA is welcome to request seating. To be "seated" as a member of the RSC, the ASC seeking the seat is asked to provide a report including the following:

1. The area’s name.
2. The groups identifying as members of the candidate ASC.
3. Confirmation of registration with the WSO.
4. The name of a contact (RCM or representative selected by the ASC).
5. A brief overview of the Area development and formation, and status of the groups and committees within the Area.
6. A stated commitment by the ASC to the purpose and policies of the RSC.

B) Upon the RSC receiving and reading the report, an opportunity for RSC members to ask questions will take place. Following the question-and-answer session, the Chairperson may ask for any objections to seating the ASC. If no objections are forthcoming, the ASC will be considered seated.

2.5 Administration Committee

A) Members of the Admin Committee are selected for two or three year terms as outline in Appendix C . The Admin members are as follows:

- Chairperson
- Vice Chairperson

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

B) Admin Committee members can hold only one position at any time unless exceptions are agreed upon in specific instances.

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 RSC Chair and are not considered members of the Admin Committee.

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

F) All Regional trusted servants as defined in Section 2.5, and all currently active Ad-Hoc committee chairpersons, will be reimbursed for expenses associated with their service to the RSC as reflected in the approved budgets.

G) Any expenses exceeding budgeted amounts require additional approval and include receipts.

H) The following outlines the roles and responsibilities of the members of the Admin committee of the RSC:

1. RSC Chairperson

   - To preside over all meetings of the RSC.
   - To be impartial as the facilitator of RSC business.
   - To serve as one of the signing officers of the RSC bank account.*
   - To formulate an agenda for each meeting.
   - To submit an annual report at the August meeting.
   - Have access to and check email on a regular basis

*Of necessity, signing officers may be appointed based upon proximity and availability

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 RSC bank account.*
- To submit reports from the Admin Committee.
- Have access to and check email on a regular basis

3. Secretary

- To draft and distribute minutes of all RSC meetings to the following within two (2) weeks of each meeting:
  - All RCM teams and members of the Admin committee
  - World Board member assigned to our region
  - Neighboring Regions upon request.
  - Interested members when requested
- To assume responsibility for representing accurately and thoroughly in the minutes the general discussions, and any decisions made, in the course of the RSC meeting.
- To maintain files and archives of the Committee.
- To serve as one of the signing officers of the RSC bank account.*
- To maintain and update and distribute the RSC Committee mailing list to all RSC members with minutes.
- Have access to and check email on a regular basis
- Maintain an ongoing list of required guideline changes for biannual updates, if possible, to be completed by the body with no further input

4. Treasurer

- To serve as custodian of the RSC bank account.
- To collect all contributions.
- To dispense monies as outlined in the RSC Policy Handbook.
- To prepare and present to the secretary a financial report of all transactions occurring during RSC business. This shall include the balance forward, amount of ASC contributions, subcommittee expenses and/or revenue, and all other RSC expenses and/or revenues, as well as bank charges from the previous meeting.
- To formulate a 2 year operating budget/plan for approval at the October RSC.
- To review the operating budget/plan quarterly with the RSC Admin and the RSC as a whole.
- To prepare and present a closing annual financial statement at the August RSC.
- Have access to and check email on a regular basis

5 Regional Delegate (RD) and Alternate Delegate (AD)

- To attend all RSC meetings.

- To comply with all duties and responsibilities of this position as outlined in the GTLS.
- To attend as many RSC subcommittee meetings and activities as possible.
- To attend as many participating ASCs' meetings as possible and one of the team members try to attend at least one ASC meeting of each ASC once during their term.
- To serve as required and to provide information, guidance and assistance to the RSC and/or its member ASCs.
- To attend meetings of participating ASCs upon request whenever possible and pratical. Funds permitting, ASC requests will be dealt with on a first come, first served basis.

- Have access to and check email on a regular basis

Specific duties of RD

- To act as Chairperson in the absence of the Chairperson and the Vice-Chairperson.
- To attend all Conference Participant meetings and other meetings hosted by the WB.
- To represent the RSC's conscience when proposing, discussing and voting on motions and proposals brought to the WSC floor and/or at all CANA/ACNA meetings".

Specific duties of AD

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

6 PR Chairperson

- To assist with coordination of PR efforts in member Areas.
- To answer and/or redirect emails as required
- To act as a liaison between the RSC and the subcommittee
- To submit a report of the committee's activities at each RSC meeting
- To plan and execute all subcommittee functions
- Have access to and check email on a regular basis

7 Subcommittee Chairpersons

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

- Have access to and check email on a regular basis

8 Web Coordinator

- To ensure that the regional website is maintained following the guidelines listed in Appendix D.
- To Ensure RSC Guidelines and 12 Traditions of NA are always adhered on the website.
- To keep the website up to date with upcoming event fliers, meetings and other information provided by RSC members.
- To ensure renewal ofhosting and domain names as required.
- To ensure no copyrighted materials are posted on website without permission.
- To discourage the posting of the personal information of any member.
- To make quarterly reports to the RSC including a list of site changes.
- To attend all RSC meetings.
- Have access to and check email on a regular basis

2.6 Selecting trusted servants

Nominations happen at one meeting with election to follow at the next. Candidates need to be present for nomination and election. Qualification of potential trusted servants will occur at both nomination time and election day.

Candidates should have experience specific to the role (e.g., nominee for chairperson has experience as chair of ASC) and have attended previous regional meetings.

Qualifications for chairperson: “Chairperson shall have evidenced characteristics deemed relevant to the assumption of the chairperson’s duties: impartiality, a command of common business practices, and recognized leadership characteristics deemed essential to the role of chairperson.”

5. During the regular 2 or 3 year cycle, nominations for positions will take place at the May RSC. Interim nominations/elections will take place at meetings prior to the election process and will follow the same pattern of nominations at one meeting and elections at the following meeting with qualification at both.

6. Trusted servants will be chosen as the last order of new business at August RSC. Any Outstanding positions will be dealt with as the first item in old business

I) Any member of the RSC meeting may name a qualified member as a candidate for an RSC position.

J) Any qualified NA member may volunteer for consideration for an RSC position.

K) All named or volunteering members must be present to either accept or to decline.

L) Candidates will state their qualifications for serving.

M) Candidates shall have access to and check email on a regular basis.

N) Admin committee members will serve two/three-year terms to a maximum of two terms. Interested NA members are welcome to indicate interest in positions beforehand by submitting resumes or statements of interest. These will be considered but individual members who meet the requirements for a given position are welcome to express their interest up to and including the meeting at which positions are determined. RSC encourages the candidates to seek written support of their local areas.

O) If a candidate has resigned or been dismissed previously from an NA service position, details of that occurrence shall be explained.

P) In order to qualify for consideration a candidate must have:

- a commitment to the RSC's 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 commitments.
- familiarity with the function of the RSC.
- administrative skills.
- organizational and communication skills.
- willingness, time, and the resources to do the job.
- all officers are expected to attend all RSC meetings
- all candidates, regardless of the position sought, need to be able to access email regularly

Q) Additional requirements for individual positions are as follows:

1. **Regional Delegate** and **Regional Delegate Alternate**

   - Respectively, seven and five years of continuous abstinence.
   - Possession of the integrity and capability to provide leadership.
   - Previous experience at CARNA.

2. **Chairperson**, and **Vice-Chairperson**

   - Respectively, seven and five years of continuous abstinence.
   - demonstrated ability to preside over business meetings.

- a working knowledge of RSC policies and procedures.
- a working knowledge of RSC Policy Handbook.

3. Treasurer

- five years of continuous abstinence.
- previous experience, as a treasurer of an ASC or RSC, handling NA funds.
- a working knowledge of RSC financial policies.

4. Secretary

- three years of continuous abstinence.
- a demonstrated ability for accurate record keeping.
- Skilled in the use of MS word or similar

5. PR Chairperson

- five years of continuous abstinence.
- Familiarity with PR handbook
- Previous PR-specific experience
- demonstrated ability to preside over business meetings.
- a working knowledge of RSC policies and procedures.
- related committee experience.
- experience working with RSC or ASC PR/H&I/PI

6. Subcommittee Chairpersons

- three years of continuous abstinence.
- a demonstrated ability to preside over business meetings.
- a working knowledge of RSC policies and procedures.
- related committee experience..

7. Web Coordinator

- three years of continuous abstinence.
- demonstrated familiarity with the use of any software required to maintain the website.

R) The selection process for RSC positions will take place as follows:

Nomination Meeting:

1. The chairperson will open the floor to nominations or volunteers, one position at a time.
2. Individuals nominated must accept or decline when asked; volunteers have already indicated willingness.

3. When no further nominations or volunteers are forthcoming, individuals will then state their qualifications for that position as per the descriptions outlined above.

4. RSC members will then have the opportunity to question the candidates.

5. When the question period is exhausted the process is repeated in succession with each candidate.

Election Meeting:

6. Repeat the qualification and question period from the nomination meeting for the benefit of those now present, once complete the candidates will leave the room during consideration.

7. When more than one candidate is offering for a position a run off will take place. The person receiving the most votes will remain for another ballot. To be successful a candidate must receive at least 60% of the vote.

8. Elections will be by private ballot. One vote per attending RSC member tallied by two volunteers or via teams with the chairperson being the only person to gather votes and tally the successful candidate

9. Only RSC members, Admin, RCMs and Alt RCMs, have voting rights

10. Refer to Appendix C for information on Staggered terms and election timeframes

S) Assumption of Duties

Newly elected officers will assume their duties after the close of the RSC business session.

2.7 Resignation \ Dismissal of RSC Trusted Servants

A) An RSC Trusted Servant may resign at any time. Resignations should be submitted in writing to the RSC at least one regular meeting in advance.

B) An RSC Trusted Servant may be removed for any one or more of the following reasons:

- Loss of abstinence.
- Non-fulfillment of the duties of their position.
- Absent from two (2) consecutive regular meetings of the RSC.
- Misuse of NA funds.
- The intentional presentation of misleading information.

C) Removal of an RSC trusted servant will be decided through established voting procedures.

2.8 Subcommittees

C) Standing subcommittees are

1) Administration

D) Ad Hoc subcommittees shall be formed to carry out specific tasks that are outside of the responsibilities of the Standing Committees.

E) The establishment of additional Standing Subcommittees will be confirmed by the investigations of an Ad-Hoc subcommittee.

F) Subcommittees will be formed and dissolved through consensus.

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

2.9 Finances

2.9.1 Responsibility

A) The RSC will be self-supporting through

1. Contributions from its member areas and groups.

2. Regional activities and functions, as determined by Appendix B.

3. Contributions from other NA service committees providing the contribution is consistent with paragraphs 1.3, 1.4, 2.1 B, and Appendix B of these guidelines.

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

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

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 derived from

- contributions received at each RSC.

- 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 RSC will contribute quarterly to the next level of service as follows:

- Any monies in excess of the Region's needs as determined by Appendix B will be split 50% to NAWS and 50% to CANA/ACNA.

H) RD/AD **travel** (**external and internal**) shall be funded as follows:

- After the RSC's prudent reserve has been reached, and all priority issues have been addressed, when necessary, thirty percent (30%) of the remaining funds received at every RSC meeting shall be allocated to the RD/AD travel fund for travel required for the fulfillment of responsibilities associated with the positions.
- The **travel** fund, in order to avoid excessive retention of fellowship funds, shall be capped at $4000 with the understanding that additional monies required by the RD/AD for the fulfillment of their responsibilities shall be provided if requested in advance or post event if agreed to by the RSC and with appropriate receipts.

2.9.2 Expenditures

A) The RSC cannot authorize a fixed expenditure if such an expenditure will create a deficit.

B) The RSC cannot authorize a discretionary expenditure if such an expenditure will create a deficit.

C) On a case-by-case basis, reserved funds may be used for operating revenue providing there is a clearly expressed and justifiable need followed by approval as established through consensus.

D) All fixed and discretionary expenditure priorities (Appendix B) are established once per year and maintained for the fiscal year but evaluated quarterly by Admin.

E) All fixed expenditures are deemed approved and do not require individual consideration.

F) All discretionary expenditures, as established in Appendix B, must be approved by consensus.

G) The RSC Treasurer, without receipt or proof of payment, will make no reimbursement for any expenditure, except for budget allotments.

H) Budget allotments require receipts or proof of payments along with an itemized accounting of all expenses.

I) All expenditures by the RSC will be paid by cheque.

J) Requests for discretionary expenditures, as identified in Appendix B, must come in the form of a single proposal that contains the following:

- The purpose for the funding.
- The total amount requested.
- A detailed budget for the expenditure.

2.9.3 Budgeting

A) The **yearly** budget number shall represent the ongoing "Prudent Reserve" for CARNA

B) Budget estimates for all committees, with the exception of Ad Hoc subcommittees formed between the annual budget sessions, will be submitted for approval at least 30 days prior to the October meeting of each year.

C) Budgets are subject to review and amendment at any time.

D) Any single budget that shows the Region committing to a financial deficit will be rejected.

E) 1/6 (one sixth) of a Budget can be paid in advance to support subcommittee activities between RSC meetings.

F) Established and budgeted expense claims require no further approval from the body to disburse.

2.9.4 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 RSC Treasurer, and will be conducted as outlined in the "Treasurer's Handbook" and its successors.

2.9.5 Dissolution

Upon dissolution of the RSC the monetary assets of the CARNA RSC will be distributed as per paragraph 2.9.1.G.

2.9.6 Travel for RSC trusted servants

Funding for any travel will comply with Section 2.9.2 and expenses will be paid as follows:

1. In the case of travel by car, reimbursement will be equal to $0.32 per kilometer as well as the full cost of fuel.

2. In the case of travel by air:

   - Round trip air fare at the most practical air fare.
   - Round trip ground transportation from airport to hotel and hotel to airport.

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 practical air fare:

4. The sharing of rooms when traveling on Regional business is preferred whenever possible which includes sharing accommodation with other trusted servants except when;

- the two parties are of different gender.
- The opportunity to share a room does not exist
- It will cause an undo hardship

5. Each person in the room will be responsible for paying their equal share of the total room cost, (ex. Total room cost $200.00 - 2 people, each pays $100.00; total cost $210.00 - 3 people, each pays $70.00; total room cost $200.00 - 4 people, each pays $50.00).

6. The RSC will fund a meal allowance of $100.00 per day/per person in the currency of the country where travel is occurring. All left over allowance should be returned to the RSC. Receipts for meal allowance are not required.

APPENDIX A – SUBCOMMITTEE GUIDELINES

1. No subcommittee shall take any action that is in conflict with RSC policies.

2. All subcommittees shall meet on the same day as the RSC.

3. Subcommittees should choose a chairperson to develop and present a written report to the RSC which should include details of any planning, activity, results, expenditures, problems encountered, or any other details the subcommittee deems relevant.

4. In order to facilitate accountability, a member of the subcommittee should be chosen as secretary or recorder. This individual, with the help of the committee, shall develop minutes of each meeting as required.

5. Other trusted servants of each subcommittee can be chosen by the subcommittee where deemed necessary.

6. All standing subcommittees of this RSC shall adhere in general to the stated policies of the RSC as outlined in the CARNA policy document.

7. Any action taken by any subcommittee may be overturned by the RSC.

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

Expenditure Group	Expenditure Item	Suggested Priority	Area Priority
Fixed Operating	Regional Meeting Expenses	1	
	Regional Trusted Servant Travel for Regional meeting	2	
	Regional Minutes (mailing)	3	
Discretionary	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 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/RSC

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.
- NA's 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 RSC.

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

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

4 AMENDMENTS

Any amendment to these guidelines must be submitted to the RSC as a whole.

Appendix D Staggered Elections Terms and Election Timeframe

All nominations happen in May and elections in August

Three Year Term:

- Regional Delegate
- Alternate Delegate

Staggered Positions Two Year Term:

Group A	Group B
Chairperson	Secretary
Vice Chairperson	Treasurer
Web Coordinator	PR Chairperson