

## Northern California Regional Service Committee Guidelines

### I. Purpose

The Northern California Regional Service Committee (NCRSC or RSC) serves as the single point of accountability for all regional services within the boundaries as defined in Section II. The NCRSC will assist with the coordination of NA services and functions common to the Area Service Committees within this 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 this 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 and unity, while strengthening – and serving our fellowship.

This 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.

### II. Boundaries

The Northern California Region of Narcotics Anonymous shall be defined as that portion of California that is bounded by the Northernmost borders of the Humboldt, Trinity, Shasta, and Lassen Counties; on the West by the Pacific Ocean; on the East by the crest of the Sierra Nevada Mountains; and on the South by the Southernmost boundaries of Monterey and San Benito Counties. These boundaries include our Spanish Speaking Area, which is based on language.

### III. Participants

All RSC participants bear substantial responsibility for the decisions and actions of the RSC and its committees.

#### A. Voting Participants

1. Two (2) Regional Committee Members (RCMs) from each recognized Area Service Committee (ASC) within the Northern California Region.
2. All members of the NCRSC Fellowship Services Team (FST).
3. One representative from The Northern California Regional Service Office (NCRSO or RSO) Board of Directors (BOD).
4. One representative from the convention committee (Northern California Convention of Narcotics Anonymous, NCCNA).

#### B. Regional Committee Member (RCM)

1. The primary responsibility of the RCM is to work for the good of NA, providing two-way communication between the Areas and the rest of NA.
2. RCMs are RSC participants, sharing all of the duties and responsibilities of the RSC as a whole.
3. Each recognized ASC may elect or appoint two (2) RCMs.
4. An area shall be represented by its elected/appointed RCMs at all RSC meetings.
5. If an area is not represented at two (2) consecutive RSC meetings, the FST will attempt to communicate with that area and it will be considered an inactive area.

#### C. Fellowship Services Team (FST)

1. The Fellowship Services Team (FST) has been established by the Northern California Regional Service Committee (NCRSC) to contribute to the continuation and growth of Narcotics Anonymous services within the Northern California Region. Specific duties and requirements of all FST members, as well as additional functions of the FST, may be found in the FST External Guidelines.
2. All members of the FST shall submit a report and attend all NCRSC meetings.
3. In the event that an FST member cannot attend, the RSC Chair will be notified in advance. Should an FST member be absent for two consecutive meetings, the presiding officer shall bring the matter before the RSC for review.
4. The FST will send one of its members to all committees, working groups and RSO BOD meetings, to represent the interests of the RSC. Except at the RSO BOD meetings, the FST's representative will be a voting member of the committee/working group on which they sit.
5. Outgoing FST members are expected to attend the two (2) RSC meetings following the end of their terms to act as an advisor to the trusted servant taking over the position.

#### D. Standing Committees

The NCRSC has established two standing committees. For the purpose of these guidelines the word "committee" will refer to the NCCNA Committee and the RSO BOD. No Committee Chair/President or Vice Chair/Vice President may hold a voting position at an ASC. A description of their obligations for

representation and reporting appears below. See the NCCNA Guidelines and NCRSO By-Laws for additional specific duties and requirements.

1. The Northern California Convention of NA (NCCNA) Committee is directly accountable to the RSC and will be represented by their Chair or Vice Chair.
  - a. The NCCNA Representative (Rep) attends and participates in all RSC and FST meetings; submitting a written report at all RSC meetings.
  - b. In the event the NCCNA Rep cannot attend, the RSC Chair will be notified in advance. If the NCCNA Rep is absent for two consecutive meetings, the RSC Chair shall bring the matter before the RSC for review.
2. The Northern California Regional Service Office Board of Directors (RSO BOD) will be represented by the RSO BOD President (BOD Rep)
  - a. The BOD Rep participates in all RSC and FST meetings.
  - b. The BOD Rep submits a written report at all RSC meetings including the following:
    - i. Current information on the status of the NCRSO.
    - ii. Any vacancies that are anticipated or that occur as well as any BOD elections.
    - iii. A copy of the NCRSO BODs annual report by December of each year.
    - iv. Detailed financial reports including the results of the annual audit of RSO bank account(s), conducted in January of each year, by at least one RSO BOD member, one FST member and one RCM.
  - c. If the BOD Rep is absent for two consecutive meetings, the RSC Chair shall bring the matter before the RSC for review.

#### **E. Removal/Suspension of Participants**

Trusted servants elected/appointed to serve the RSC or any of its committees may be recalled or removed, for cause, by a two-thirds (2/3rds) majority of the RSC.

#### **IV. RSC Working Groups**

The FST accomplishes much of its work through the use of working groups. The number and type of working groups may vary depending on the number of projects approved by the RSC. Working groups are created from project proposals approved by the RSC.

- A. An FST member will be assigned to oversee each working group project.
- B. The number and experience of non-FST members to serve on working groups depends upon the scope and nature of the project, and the best judgment of the FST as to the resources needed to successfully complete a project on time and on budget.
- C. All working groups are accountable and responsible to the RSC, through the FST. Further clarification on the FST's relationship with and commitment to working groups is outlined in the *FST Working Group Charter*.

#### **V. RSC Meetings**

The Northern California Regional Service Committee shall meet regularly, as set forth by the RSC. RSC meetings shall be conducted in accordance with the spirit of the Twelve Traditions; the Twelve Concepts for NA Service, A Vision for NA Service, and these guidelines.

A forum will be provided to discuss matters and problems of mutual interest to members, areas, and the region as a whole.

##### **A. Member Participation**

All members of NA are welcome to attend RSC meetings as observers. NA members are encouraged to channel their communication through their RCMs. Visitors may be recognized to speak at the discretion of the presiding officer.

##### **B. Minutes**

The RSC minutes shall include an accounting of all RSC proceedings including an attendance list, all written reports, a list of open forum topics including a general outcome and any straw polls, and record of all motions and voting on all motions.

#### **VI. Conducting Business**

##### **A. Guiding documents for conducting NCRSC business**

1. Business shall be conducted in accordance with these guidelines, the NCRSC Motion Table, and the rules of order—adapted from Robert's Rules of Order—found in the *NA Guide to Local Services*.

2. If there is a conflict, these guidelines and the NCRSC approved motion table will always take precedence over Robert's Rules of Order.

#### **B. Quorum**

1. A quorum must be established prior to conducting any old or new business. A quorum shall be a minimum of two-thirds (2/3) of active areas present. An inactive area is no longer counted as part of the RSC quorum; but shall become active once its representative(s) attends an RSC meeting.
2. Any member may request a quorum count during the business session should they sense a quorum is no longer present.

#### **C. Motions**

1. Any NCRSC participant except the presiding officer may make, second, or speak to motions.
2. All motions and their intent must be submitted in writing and distributed to members of the body prior to consideration.
3. Motions that seek to amend the RSC guidelines or the RSC Motion Table must identify where specific language will be inserted or amended. Copies will be distributed to all participants prior to consideration of the motion.
4. Once a motion is made, a "second" will be necessary before any discussion will be allowed. Motions made by the Fellowship Services Team as a whole do not require a second.
5. Motions may be "referred" to a committee for their input.

#### **D. Voting on Motions**

1. With the exception of the presiding officer, all NCRSC participants may vote on any motion. Motions that were specifically referred, by vote, to the ASCs, shall only be voted on by RCMs.
2. All votes including abstentions will be made by a show of hands; votes will be tallied and recorded in the minutes.
3. Any RSC participant may request a "Roll Call Vote" at any time. Roll Call votes must be accurately recorded in the meeting minutes.
4. If the body demonstrates the lack of a clear group conscience, the presiding officer, with the support of the Body, may re-open debate on any motion.
6. A simple majority (50%+1) shall be required to pass most motions; RSC Guideline changes require a two-thirds (2/3) majority vote.
7. Changes to the NCRSC Guidelines or policies of the RSC will be automatically tabled for a minimum of 1 month.
8. All tabled motions will appear in "Old Business" at the next RSC, or as specified.

### **VII. Nominations, Qualification, and Elections**

#### **A. Nominations**

1. A Regional Nominations Panel (RNP) will be established annually by the FST for the purpose of identifying and recruiting members for Regional service. See the RNP guidelines for additional details.
2. Nominations and seconds may be made by any RSC participant and the leader of the RNP.
3. Nominations will be for individuals only. No slate of names may be nominated. However, the RNP may present, for informational purposes only, a list or "package" of all persons being nominated by the Panel.
4. An individual does not need to be present at the time of nomination.
5. A person will be considered a "nominee" once a written nomination form has been submitted and seconded.
6. A person may accept and/or decline nominations for as many positions or seats as they desire.
7. It will be moved to "close nominations" for each position/seat individually.
8. Nominations for any open seat or position shall be considered at any RSC meeting as long as openings exist.

#### **B. Qualifications**

1. Candidate Qualifications
  - a. Candidate qualifications will take place at 3 pm during any RSC meeting in which elections are to be held. Exception is at the discretion of RSC.
  - b. Anyone wishing to qualify must complete an RSC Service Resume, the format for which will be available at: the RSC, by emailing the Regional Communications Coordinator (RCC), and/or on the regional website.

- c. All candidates must reside within the boundaries of the Northern California Region of Narcotics Anonymous. If a regional trusted servant moves outside of the Region they must notify the RSC so that it may be determined if this will be detrimental to the effective provision of services.
2. Qualifications for the Regional Service Office Board of Directors (RSO BOD)
    - a. The RSC elects qualified candidates to the RSO BOD pool and to three “Direct Elect” seats on the BOD.
    - b. If at any time the number of candidates in the pool drops below two (2), the RSC Chair will announce the need for pool members at every RSC.
    - c. Candidates for the RSO BOD may present their qualifications at any RSC meeting. Minimum qualifications include 4 years clean time and an understanding of the RSO bylaws.
  3. Qualifications for NCCNA Committee Members
    - a. The RSC elects qualified candidates to the NCCNA Committee.
    - b. Candidates for NCCNA positions may present their qualifications at any RSC meeting. Minimum qualifications include three (3) years continuous clean time.
    - c. After being confirmed at the RSC, candidates will present themselves at the next NCCNA meeting where they may or may not be seated by the NCCNA Committee. Any candidate not seated at that time will be placed into the NCCNA pool. Candidates will remain in the pool for the remainder of the convention cycle and may be considered for positions, should the need arise.

### C. Elections

1. Elections will be held on the day the candidate qualifies.
2. All elections will be conducted by written ballot as follows:
  - a. FST positions, Chair and Vice Chair of standing committees: vote for one (1) candidate for each position.
  - b. RSO pool members: vote for as many nominees as you wish. Individuals elected to the BOD pool will attend the next BOD meeting where, at the Board’s discretion; they may or may not be seated. They will remain in the pool for a period of one (1) year.
  - c. RSO Direct Elect BOD seats: vote for three (3) candidates. Direct Elect seats will be automatically seated at the BOD.
3. A simple majority is required to elect a candidate or qualify him/her for the NCCNA or BOD pool.
  - a. If there is only one (1) candidate, the choice is whether or not to fill that position.
  - b. If more than two (2) candidates are running for one (1) position and no one receives at least a simple majority of those eligible to vote, a run-off election will be conducted between the two (2) individuals receiving the most votes.
4. The established cycles for elections and terms of service are listed below. Interim elections may be held to fill seats or positions that either remain vacant following regular elections or that become vacant in mid-term.
  - a. FST: all FST elections will take place annually in June. No one may serve in any one (1) position for more than two (2) consecutive terms. A term is defined as seven (7) or more months of the current RSC cycle (July through June). The term for all FST members shall be for one (1) year, with the exception of the RD and AD positions, which are two (2) years each.
  - b. BOD: each year in May the RSC directly elects three (3) members to serve on the RSO BOD. RSO Direct Elect terms run July through June. Direct Elect seats filled after May will be for the remainder of that term. The term for Direct Elect seats is one (1) year.
  - c. NCCNA: the NCCNA Committee Chair and Vice Chair will be confirmed by the RSC, when presented at the beginning of the convention cycle. The term for will be one (1) year.

## VIII. Policies, Procedures, and External Documents

### A. Policies and Procedures

Operational policies and procedures are in place to further clarify and provide guidance for specific regional services and tasks.

1. All operational policies and procedures shall be included in these guidelines as Appendix A including:
  - a. NCRSC Travel and Expenses Procedure, *approved by the NCRSC*
  - b. NCRSC Inventory Procedure, *approved by the NCRSC*
  - c. NCRSC Grievance Procedure, *approved by the NCRSC*
  - d. NCRSC Theft Policy, *approved by the NCRSC*
  - e. NCRSC Regional Nominations Panel, *approved by the NCRSC*
  - f. NCRSC CAR Guidelines, *approved by the NCRSC*

- g. FST Working Group Charter, *approved by the NCRSC*
- 2. The process for amending these policies and procedures follows the same process as those for amending the main body of these guidelines (section VI.D).

**B. External Documents**

- 1. The NCRSC Fellowship Services Team (FST) and NCRSC standing committees – NCCNA and the NCRSO BOD – have each established documents outlining policies and procedures for carrying out business on behalf of the Northern California Region.
- 2. The FST Guidelines, NCCNA Guidelines, and NCRSO Bylaws are approved by the NCRSC.
- 3. Once guidelines have been approved by the RSC, any proposed changes must be brought back for approval.
- 4. Some procedural documents are internal to these units and amendable by the process established by the approved guidelines of each.
- 5. All external documents have been listed for the purpose of transparency. The most relevant of these for NCRSC operations have been attached as Appendix B and marked with an asterisk (\*) in the list below.
- 6. NCRSC FST Documents:
  - a. NCRSC FST External Guidelines, *approved by the NCRSC*
  - b. \*FST Process for Projects, *updated by the FST*
  - c. \*FST Process for Travel, *updated by the FST*
  - d. \*FST Regional Resource Pool Administration Policy, *updated by the FST*
  - e. FST Consensus Process, *updated by the FST*
  - f. FST Working Group Values, *updated by the FST*
  - g. H&I/PR Sharing Forum Operational Guidelines, *updated by Forum*
- 7. NCCNA Documents:
  - a. NCCNA Guidelines, *approved by the NCRSC*
  - b. NCCNA Handbook, *updated by the committee annually*
- 8. NCRSO Documents:
  - a. NCRSO Bylaws, *portion approved by the NCRSC*
    - i. The Board shall not amend the provisions of Section 6.03.2. of the RSO Bylaws without the concurrence of a majority vote of the participants at the RSC meeting.
    - ii. Unless the context requires otherwise, the general provisions, rules of construction and definitions in the California Nonprofit Corporation Law shall govern the construction of these Bylaws.
  - b. NCRSO Policy and Procedure Handbook, *updated by the BOD*
  - c. NCRSO BOD Directors Duties, *updated by the BOD*
  - d. NCRSO Website Policy, *approved by the NCRSC*