Northern California Convention of Narcotics Anonymous

Committee Guidelines

1820 Walters Court Suite A, Fairfield, CA 94533

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I. BOUNDARIES

This body shall be known as the Northern California Convention of Narcotics Anonymous (NCCNA) Committee. This committee shall serve the Northern California Region of Narcotics Anonymous.

II. PURPOSE

The purpose of the NCCNA Committee is to serve as the operational and administrative body of the annual convention and to perform the day-to-day implementation of the current convention. In addition, the committee will work on future conventions for up to five years in advance. The NCCNA Committee is responsible to the Northern California Regional Service Committee (NCRSC) and is entrusted to make decisions and to establish policy as necessary for the operation and administration of the Northern California Convention of Narcotics Anonymous. The guidelines of the Northern California Regional Service Committee (NCRSC) shall supersede these guidelines in the event of any conflict. Hereafter in these guidelines, for simplicity wherever possible, the NCCNA Committee shall be referred to as "the Committee" or "Committee".

III. FUNCTIONS

A. To hold monthly service meetings or as needed.
B. To record and distribute minutes of the regular NCCNA Committee meetings to NCCNA members and others as required.
C. To plan, coordinate and implement the annual convention for the Northern California Region of Narcotics Anonymous.

IV. MEMBERS

The NCCNA Committee is a subcommittee of the NCRSC and is comprised of twenty-five as follows:

1. Chair (1)
2. Vice Chair (1)
3. Secretary (1)
4. Treasurer (1)
5. Assistant Treasurer (1)
6. NCRSC (Northern California Regional Service Committee) RSC Representative (1)
7. NCRSO (Northern California Regional Service Office) BOD Representative (1)
8. Twelve non-designated NCCNA Committee members (12)
9. Host Subcommittee Chair and Vice Chair (2)
10. Program Subcommittee Chair and Vice Chair (2)
11. Registration Subcommittee Chair and Vice Chair (2)

V. GENERAL REQUIREMENTS AND DUTIES

A. All members must have a commitment to service, the willingness, and resources to do the job, a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, and a minimum of three continuous years of clean time.
B. All NCCNA Committee members are required to submit a written report for each NCCNA meeting.

C. Members of the NCCNA Committee, with the exception of the NCRSC Representative, the NCRSO BOD Representative, and members completing an elected position whose term of office will be completed by June 30th, shall not hold any other elected voting position on an Area Service Committee (or its administrative committee) or on the NCRSC (or its administrative committee) or on any other NCRSC subcommittee within Narcotics Anonymous. A term of office is defined as the length of time a person serves in a particular elected or appointed position outside of the NCCNA Committee.

D. NCCNA members will be held to higher ethical standards while representing Narcotics Anonymous (NA). NCCNA members will not receive, request, or otherwise obtain a benefit from any vendor, hotel, convention center, convention and visitors bureau, or other entity as a result of being a representative of the committee or NA. Any gifts, money, upgrades, loyalty points or other benefits offered to any members of the committee will be reported to the NCCNA Chair, NCCNA Vice Chair, NCRSC Representative, and NCRSO BOD Representative to disclose the benefit as being offered. At no time will any NCCNA Committee member be allowed to receive, keep, or transfer to another member/person, any item that was offered because of their representing NCCNA or NA (Narcotics Anonymous).

VI. LENGTH OF SERVICE COMMITTEE MEMBERS

A. A cycle shall be defined as the period beginning when a convention opens, with its first meeting, and ending when the convention is "closed" at its last meeting.

B. Committee members shall be eligible for a maximum of five consecutive cycles, provided they continue to meet the qualifications required by Section V - General Requirements and Duties.

C. Only members elected by their areas, as Host Chair, Host Vice Chair, Program Chair, Program Vice Chair, Registration Chair, and Registration Vice Chair, may qualify at the NCRSC for an initial one-year cycle. Additionally, an NCCNA Committee member who has completed four consecutive cycles may qualify for a one-year cycle.

D. Time spent in the NCCNA pool will not be recognized as a cycle served and will not count against the 5 consecutive cycles specified in section VI. A.

E. Any member seated seven months into a convention cycle, or later, will not have the current cycle counted against the 5 consecutive cycles as stipulated in section VI. B.

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VII. NCCNA COMMITTEE – ELECTED MEMBERS

A. CHAIR

1. REQUIREMENTS: It is suggested that they have current and previous experience on the NCCNA Committee (e.g. Vice Chair). A minimum of five years of continuous clean time is required.
2. DUTIES:
   a. Preside over and ensure that the meetings are run as set forth in the "A Guide to Local Services in NA" motion table.
   b. Prepare and coordinate the agenda with the assistance of the Vice Chair.
   c. Responsible for correspondence and maintaining archives.
   d. Provides NCCNA Committee Guidelines and NCCNA Handbook to all new members.
   e. Responsible for the day-to-day implementation of sound and prudent decision making during the convention.
   f. Delegate duties to NCCNA Committee members not already detailed in these Guidelines and

the NCCNA Handbook.

g. Advise the NCCNA Committee of any attendance problems in violation of the NCCNA Committee's Guidelines and report the failure of any member to fulfill their responsibilities.
h. Attend the monthly NCRSC and/or NCRSO BOD meeting and maintain a constant relationship, serving as the representative of the Committee to the NCRSC or NCRSO BOD.
i. Prepare and submit written reports to the Committee, the NCRSC and/or the NCRSO BOD to enhance communication between each body.
j. The outgoing, current year's Chair shall remain responsible to NCRSC and NCRSO BOD until such time as the final financial report is presented. The final financial report will be presented first to the NCCNA Committee, then the NCRSO BOD for advice and consent, before finally to the NCRSC.
k. If the current year's Chair is not continuing another cycle in any position on the NCCNA Committee, they shall not have voting rights, nor will they be required to attend NCCNA Committee meetings except as required to get that year's convention books closed.

B. VICE CHAIR

1. REQUIREMENTS: It is suggested that they have current and previous experience on the NCCNA Committee, a minimum of five years of continuous clean time, and the willingness to become the Chair.
2. DUTIES:
   a. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.
   b. Coordinate and keep fully abreast of the interaction with subcommittees and advise where needed upon request.
   c. Attend the monthly NCRSC and/or NCRSO BOD meeting and maintain a constant relationship, serving as the representative of the Committee to the NCRSC or NCRSO BOD.
   d. Prepare and submit written reports to the Committee, the NCRSC and/or the NCRSO BOD to enhance communication between each body.

C. SECRETARY

1. REQUIREMENTS: Have the commitment, resources, technical and clerical skills necessary to do the job.
2. DUTIES:
   a. Keep accurate and objective minutes of each meeting.
   b. Obtain monthly reports from NCCNA members.
   c. Type and distribute unapproved minutes no later than seven calendar days following each NCCNA meeting to all Committee members, the NCRSC Representative, the NCRSO BOD Representative and others as directed by the Committee.
   d. Once minutes are approved, they must be copied to the NCCNA Google Drive Folder titled "Minutes" within 3 business days.
   e. Responsible for coordinating with the chair to maintain archives.
   f. Prepare roster, attendance records and advise the Chair of member attendance problems noted in item IX of the Committees Guidelines.
   g. Responsible for making changes to reports or documents containing spelling and grammatical errors.

h. Responsible for maintaining and updating NCCNA master motion-log and disposition monthly.
i. Responsible for updating NCCNA Handbook and Guidelines when approved by the Committee or NCRSC as applicable.

D. TREASURER

1. REQUIREMENTS: It is suggested that they have current and/ or previous experience on the NCCNA Committee, preferably as the assistant treasurer, commitment and willingness to perform the job, accounting and technical skills sufficient to maintain accurate records. A minimum of five years of continuous clean time.
2. DUTIES:
   a. Maintain bank account for the Committee. All checks shall require two signatures: one from the NCCNA Chair, Vice Chair, Treasurer, or Assistant Treasurer; and the second from an NCRSO BOD representative authorized to sign on the NCCNA checking account.
   b. Work with the Committee and the NCRSO BOD to prepare a budget for the convention.
   c. Write all checks for the Committee checking account and is responsible for collecting receipts for Committee members' expenses. Keep available originals and copies of all bank statements.
   d. Responsible for complete accounting and reporting to the NCRSC and NCRSO BOD Treasurers of all monies.
   e. Pay all budgeted expenses up to $1000 directly from account and obtain from the NCRSO BOD approval to write checks more than $1000.
   f. Review Committee expenditures and provide monthly budget reports to the Committee.
   g. Advise the Committee of cash flow conditions and provide current written monthly financial reports, including copies of bank statements and reconciled register.
   h. Report to the Committee on all financial issues, as needed.
   i. Process all requests for reimbursement.
   j. Attend NCRSO BOD meetings when requested by the NCCNA Committee or the NCRSO BOD and be responsible for the preparation of financial information for the NCRSO BOD.
   k. Maintain a close working relationship with the NCRSO BOD Treasurer.
   l. Prepare a final financial report of the convention for NCCNA.
   m. Manages, along with participation from NCRSO BOD representatives, the Treasury Room at the Convention.
3. DUTIES IN RELATION TO CLOSING THE BOOKS:
   a. The outgoing, current cycle's treasurer shall remain responsible to NCCNA until such time as a final financial report is presented and accepted by NCCNA and the NCRSO BOD.
   b. If the current cycle's treasurer is not continuing another cycle in any position on the NCCNA Committee, they shall not have voting rights, nor will they be required to attend NCCNA Committee meetings except as required to get that year's convention books closed.
   c. Allowable expenses pertaining to the previous convention shall be charged to that cycle's convention budget.
   d. The Newcomer Funds collected will move forward to the next convention. If the collected funds are under $10,000 NCCNA will replenish the fund prior to any regional donation.
   e. Hold convention operating funds of $200,000. Any funds above the operating funds will be donated to NCRSO BOD by a check to close the current convention cycle.

E. ASSISTANT TREASURER

1. REQUIREMENTS: It is suggested that they have current and /or previous experience on the NCCNA

Committee, commitment and willingness to perform the job, accounting and technical skills sufficient to maintain accurate records. A minimum of five years of continuous clean time.

2. DUTIES:
    a. Maintain bank account for the Committee. All checks shall require two signatures: one from the NCCNA Chair, Vice Chair, Treasurer, or Assistant Treasurer; and the second from an NCRSO BOD representative authorized to sign on the NCCNA checking account.
    b. Work with the Treasurer to prepare a budget for the convention.
    c. Work closely with the Treasurer to complete accounting, reporting, expenditures, and budget.
    d. Other duties as assigned by the Treasurer.

VIII. NCCNA COMMITTEE – NON-DESIGNATED MEMBERS

A. NON-DESIGNATED MEMBERS

1. REQUIREMENTS: Willingness to be utilized and appointed as the Chair deems appropriate to further the purpose of NCCNA.
2. DUTIES: The non-designated members will be assigned to the following positions:
    a. Contracts Negotiator and Assistant (2)
    b. Merchandise Coordinator & Assistant (2)
    c. Entertainment Coordinator & Assistant (2)
    d. Arts & Graphics Coordinator & Assistant (2)
    e. Program Advisor (1)
    f. Host Advisor (1)
    g. Registration Advisor (1)
    h. Member at Large (1)

B. CONTRACT NEGOTIATOR

1. REQUIREMENTS: It is suggested that they have at least 2 cycles of experience on the NCCNA Committee, business and negotiating skills, and a minimum of 5 years of continuous clean time.
2. DUTIES:
    a. Recommends future convention sites, up to 5 years, and presents the Committee with cost of hotels and convention centers.
    b. Prepares all contracts for use of hotels, convention centers, vendors, materials, services, and entertainment providers needed.
    c. Reviews all contracts on a regular basis to monitor payment schedules and adherence to budgets.
    d. Assist the NCCNA Chair or Vice Chair in presenting contracts and bids to the NCRSO BOD for their review and approval.
    e. Serves as contact with hotel and convention center facilities personnel.
    f. Assist all Committee and Subcommittee members in fulfilling their contractual responsibilities.
    g. Assists Chair in implementing sound and prudent decision making during the convention.
    h. Maintains budgets and records of past conventions hotel and convention center costs, room blocks and pickups, food and beverage spent, and all convention income and expenses including contracts and invoices.
    i. Trains and mentors, the Assistant Contract Negotiator.

C. ASSISTANT CONTRACT NEGOTIATOR

1. REQUIREMENTS: It is suggested that they have at least 2 cycles of experience on the NCCNA

Committee, business and negotiating skills, and a minimum of 5 years of continuous clean time.

2. DUTIES:
    a. Assists Contract Negotiator in recommending future convention sites up to 5 years and presents the Committee with cost of hotels and convention centers.
    b. Assists in preparing contracts for use of hotels, convention centers, vendors, materials, services, and entertainment providers needed.
    c. Assists in coordinating reviews of all contracts, on a regular basis, to monitor for payment schedules and adherence to budgets.
    d. Assists the Contract Negotiator in presenting contracts and bids to NCCNA and the NCRSO BOD for their review and approval.
    e. Serves as contact with hotel and convention center facilities personnel as stipulated by the Contract Negotiator.
    f. Assists all Committee and Subcommittee members in fulfilling their contractual responsibilities.
    g. Assists Contract Negotiator in implementing sound and prudent decision making during the convention.
    h. Other duties as assigned by the Contract Negotiator.

D. SUBCOMMITTEE ADVISORS (Host, Program, Registration)

1. REQUIREMENTS: It is suggested that they have previous experience on the NCCNA Committee.
2. DUTIES:
    a. Attend all regular subcommittee meetings.
    b. Provide the subcommittee with the information necessary for its functioning, including the convention handbook, convention guidelines, proposed budget, and the past cycle's subcommittee minutes, reports, and records.
    c. Coordinate with the subcommittee Chair to assure that the subcommittee develops an agenda and a timeline for meeting its responsibilities, as set forth in the convention handbook.
    d. Assist the subcommittee in fulfilling its duties prior to and during the convention.
    e. Reports any attendance issues with the Subcommittee Chair and/or Vice Chair to the NCCNA Chair and/or Vice Chair.

E. NCCNA CLOSING REPORTS

1. REQUIREMENTS: NCCNA Closing Reports will include the items specified below.
2. DUTIES: It will be the responsibility of the previous convention's Chair and Treasurer to prepare the closing report.
    a. Bank Statement: Closing bank statements.
    b. QuickBooks Reports: Closing Bank Statement Reconciliation, Profit & Loss for the Cycle, and Balance sheet for the cycle.
    c. Excel Workbook: BVA
    d. The closing reports are to be attached to the outgoing Chair's report to NCCNA and presented to the NCRSO BOD and NCRSC at their respective meetings by the outgoing Chair.
    e. The closing report will be posted in the NCCNA Google Drive under Chair's Reports and under Treasury Reports.

IX. ATTENDANCE AND PERFORMANCE

A. Members shall attend all regular NCCNA Committee meetings. In the event a member cannot

attend; the Chair shall be notified. If a member misses two consecutive meetings or three meetings total during one convention cycle, the Chair or Vice Chair shall address the matter to the Committee for possible action (see item C, this section).

B. If a subcommittee Chair or Vice Chair fails to attend two consecutive NCCNA Committee meetings, two of their respective subcommittee meetings or three meetings total during one convention period, the NCCNA Committee may assume direct control of the subcommittee. The Committee Advisor to the subcommittee, or the NCCNA Chair or Vice Chair, acting as subcommittee Chair, will attempt to return the subcommittee to a position of good standing.
C. If a member is not attending Committee meetings as per the guidelines or is not fulfilling their responsibilities, the Chair or Vice Chair is required to bring the matter up at the NCCNA Committee meeting. If a motion to suspend the member is made and seconded, it must pass with a two-third majority before it is acted on. Any suspended member will have the right to petition the Committee for the redress of a personal grievance, without fear of reprisal.
D. Any member of Narcotics Anonymous is welcome to attend all regular Committee meetings as a non-participant observer. The Chair, at their discretion, may recognize a non-participant observer to speak.

X. ESTABLISHMENT OF THE NCCNA COMMITTEE

A. The outgoing Chair will open the first meeting of the convention cycle after closing the previous cycle.
B. Subcommittee Chairs and Vice Chairs (host, registration, and program) approved by the NCRSC will state their qualifications and be automatically seated by the NCCNA Chair at their first meeting attended.
C. All incoming members except for Subcommittee Chairs and Vice Chairs are to be present, state qualifications and field questions before being voted on, to remain in the NCCNA Pool.
D. All members who have qualified at the NCRSC, including Subcommittee Chairs, Subcommittee Vice Chairs, NCCNA Committee members who are returning for the second cycle of a NCRSC approved two-cycle seat, the NCRSC Representative, and the NCRSO BOD Representative will vote by written ballot on the members that will remain in the NCCNA Pool.
E. Collection of the ballots and counting of the votes will be done by the NCRSC Representative and the NCRSO BOD Representative.
F. Members receiving a simple majority of votes as stated in the Voting Procedures will have been voted to remain in the NCCNA Pool.
G. Members not voted to remain in the NCCNA Pool will not be eligible for a seat on the NCCNA Committee.
H. If Subcommittee Chairs and Vice Chairs are not filled by areas by 9 months out, they will be appointed by the NCCNA Chair.
I. Members of the current cycle's NCCNA Pool will elect the Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer for the new convention cycle by a confidential ballot vote counted by the NCRSC Representative and the NCRSO BOD Representative.
J. After election of the Chair, Vice Chair, Secretary, Treasurer and Assistant Treasurer, the Chair will make assignments of the non-designated members of the NCCNA Committee with advisement from the Vice Chair, Outgoing Chair, and any experienced members of their choice.
K. Members not seated will remain in the NCCNA Pool to be considered for positions that may arise.

L. Candidates who qualified for a two-cycle seat will remain in the NCCNA pool for the remainder of the current convention cycle and will be available for the second cycle of their seat at the beginning of the next convention cycle.
M. Non-designated positions may be left vacant at the discretion of the Chair.
N. NCCNA Pool members are not required to attend the NCCNA Committee meetings and will not be reimbursed for travel expenses.
O. No member shall serve in the same elected position for more than two consecutive convention cycles.
P. Any member declining a nomination for an elected position, or an assignment of a non-designated position shall be required to return to the NCRSC and explain their change of willingness to serve.

XI. RESIGNATIONS

If a member of the Committee delivers a resignation, either verbally or in writing to the Chair, or Vice Chair in the Chair's absence, the resignation will be considered effective immediately and non-retractable. If the member wishes to be re-considered for the Committee, they will need to requalify at the NCRSC.

XII. VOTING PROCEDURES

A. QUORUM
   1. A quorum must be established prior to any old or new business.
   2. A quorum of this body shall be a minimum of two-thirds of the active (filled) seats.
   3. Once a quorum has been established it will be presumed that a quorum still exists.
   4. Anyone sensing a lack of quorum may request a quorum call.

B. MOTIONS:
   1. Any Committee member (except the presiding officer) may make, second, or speak to motions when recognized by the presiding officer of the Committee. Once a motion is made, a second will be necessary before any discussion will be allowed.
   2. Secondary motions to amend, substitute, refer, or table a motion may be made at any time prior to voting on a motion, unless the question has been "called".
   3. Any motion that would alter the Committee Guidelines will be:
      a. Submitted in writing with a written "intent" read during new business and may then be seconded.
      b. The motion will be tabled for at least one month.
      c. The motion will be a matter for old business at the end of the specified time, and then if passed, sent to the NCRSC for approval.

C. VOTING:
   1. A two-thirds majority of NCCNA participants present and eligible to vote shall be required to pass all motions pertaining to the NCCNA guidelines.
   2. A simple majority of NCCNA participants present and eligible to vote shall be required to pass all main motions, a simple majority is defined as 50% plus one.
   3. Eligible to vote shall be defined as all participants accounted for during the most current quorum call of the NCCNA Committee.
   4. Motions affecting funds allocations, budgets, or guidelines must have a vote count for “in-favor of,” “against,” and “abstentions.”

5. Other votes not stipulated in Section XII, (C)(4) may be passed by acclamation (PBA) if there are no "against" or "abstention" votes.
6. Voting is normally done by raised hands. The vote is counted, and the results are announced. Any NCCNA participant may request a "roll call" vote prior to any voting on the motion. Whenever a "roll call" vote is conducted, each vote will be published in the NCCNA minutes.
7. All NCCNA participants (except the presiding officer) may vote on all motions that are NCCNA business and/or operations.

XIII. TRAVEL AND EXPENSES

A. Hotel room expenses are generally reimbursed at fifty percent (50%) per authorized traveler to encourage room sharing, where practical, as a means of minimizing travel expenses. However, NCCNA may approve reimbursement of one hundred percent (100%) of hotel room expenses if room sharing is not practical or feasible.

B. Committee members will be reimbursed for NCCNA budgeted expenses for the current cycle; travel, copies, mailings, and other expenses on an as needed basis per NCRSC guidelines.

C. Subcommittee reimbursement for travel will be limited to the following:
   1. Chair and Vice Chair, or NCCNA designated subcommittee member as approved by NCCNA.
   2. Reimbursable travel shall be defined as travel to and from the NCCNA Committee meeting and travel to handle necessary business for the committee.
   3. Other subcommittee expenses such as copying, mailing, etc., may be reimbursed to any subcommittee member if authorized by the subcommittee and approved by the NCCNA Committee.

D. All expense reimbursements must be for convention related business only and within budget. All reimbursements must have supportive documentation such as receipts except for mileage reimbursements.

E. Inform the NCRSC Representative as soon as reasonably possible, of any persons other than NCCNA members to be reimbursed for hotel rooms, except when part of a vendor contract approved by NCCNA and the NCRSO BOD.

XIV. PROVIDERS OF CONVENTION SERVICES

To avoid the appearance of any wrongdoing and maintain the spiritual integrity of the Northern California Convention, members of NCCNA and its subcommittees are restricted from bidding on or providing any goods or services provided to the convention.