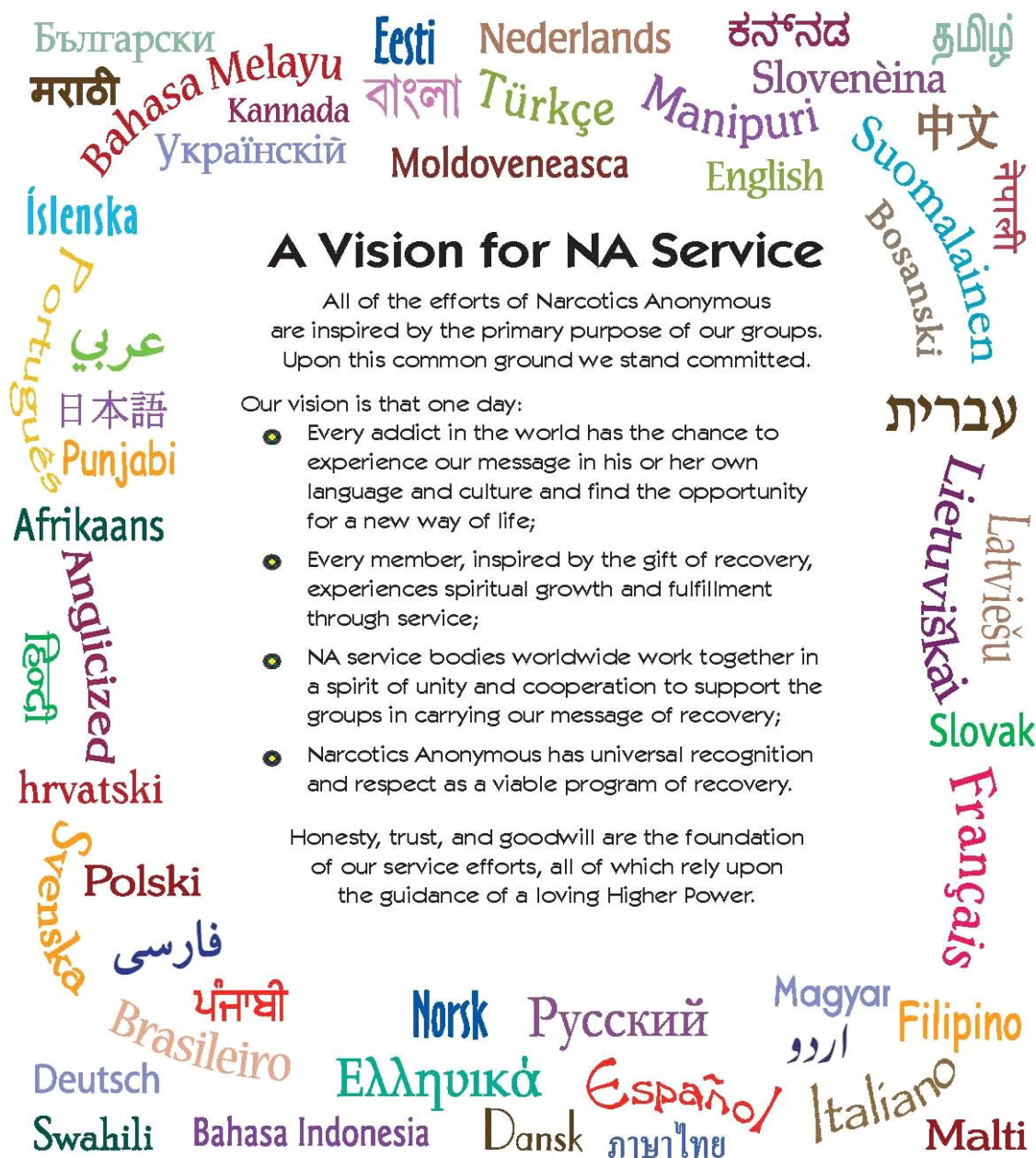


Louisiana Regional Service Committee Policy, Guidelines & By-Laws



A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

JANUARY 2024

Louisiana Regional Service
Committee of Narcotics Anonymous
P.O. Box ????
Marrero, LA 70072

New Motion During the Current Year

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LRSCNA Meeting Format

1. Open with Serenity Prayer
2. Read Twelve Traditions
3. Read Twelve Concept
4. Read Purpose of an LRSCNA (Chairperson)
5. Roll Call
 - a. Administrative Committee
 - b. Standing Committees
 - c. Interested Parties
 - d. Area Service Representatives

There must be a “Quorum in order to proceed.

6. Approval of Previous Quarterly LRSCNA Minutes.
7. Reports
 - a. Administrative Committee
 - b. Standing Committees
 - c. Ad hoc Committee Reports
 - d. Interested Parties
 - e. Area Service Representatives
8. Old Business
 - a. Motions Sent Back to Areas
 - b. Any Business Discussed At Pervious LRSCNA
9. Nominations and Elections
10. New Business
 - a. Business Added to Agenda by the Chairperson
 - b. New Motions
11. Host Area Expense Break Down for LRSCNA Weekend
12. Host Area for Next LRSCNA
13. Open Discussion
14. Closing Treasurer’s Report
15. Closing Prayer
16. Motion To Close Meeting

The Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA Unity.
2. For our group purpose this is but on ultimate authority – a loving God as He may express himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose – to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. NA has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our Fellowship Development policy is based on attraction rather than promotion, we need to always maintain personal anonymity at the level of press, radio, and film.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

The Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, NA groups have joined together to create a structure, which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rest with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibility assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous, Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our Service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance without fear of reprisal.
11. NA funds are to be used to further our primary purpose and must be managed responsibly.

12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

Article I

Name and Service Areas

Organizational Name

This organization shall be known as Louisiana Regional Service Committee of Narcotics Anonymous, hereinafter referred to as the LRSCNA.

Service Areas

1. The service area shall include all Area Service Committees located in the State of Louisiana.
2. Each Service Committee elects an Area Service Representative to be the liaison between the ASC and the LRSCNA
3. These are the following Service Committees in the Louisiana Region:
 - a. Acadiana Area
 - b. Bayou Recovery Area
 - c. Central Area
 - d. Greater Baton Rouge Area
 - e. Lake Area
 - f. New Orleans Area
 - g. Northshore Area
 - h. North Area
 - i. Serenity Area
 - j. Unity Area

Article II

Purpose and Function

Purpose of the Regional Service Committee

The primary function of the LRSCNA is to unify the Areas within the Region. The secondary function of the RSC is to carry the message of recovery through the actions of the Fellowship Development Group and its defined workgroups.

Article III **About the Meeting**

Rotation of Region

1. The Region will meet on a quarterly basis.
2. That the LRSCNA quarterly schedule follows the January, April, July, and October rotation.
3. The region will meet on a predetermined rotation.
4. Any new area joining the region will be added to the bottom of the rotation list.
At the end of the schedule rotation, a revision of the list will be made as necessary.
5. After the convention every year the region will meet in July in the city hosting the convention.
6. To move LRC from the 1st weekend in January to the 2nd week to avoid the holiday weekend 2013-07-04 .
7. Allow all participants of the LRSCNA to vote on changing the date the LRSCNA meets.

Hosting Region Weekend

1. Host Area's are allotted up to \$600.00 seed money to host Region Weekend.
2. All money raised that exceeds seed money shall be split equally between the LRSCNA and the Hosting Area.
3. The Host Area shall complete Checklist for Hosting LRSCNA Weekend and turn in receipts and gives a report.

Quorum

1. Official quorum must be reached by 10:30 a.m.
2. The LRSCNA shall conduct business only if a quorum is present. A quorum is defined as a simple majority of all the voting participants (Areas) of the LRSCNA. Once this quorum has been established, a simple majority of the voting participants in attendance at the time is used to consider a quorum for voting.
3. Only duly elected alternates are eligible for quorum in the representative's absence.
4. No proxy representatives.
5. If an Area has been absent for more than two unexcused consecutive LRSCNA meetings that Area will not be calculated as part of Quorum.

Agenda

1. The Agenda will follow the Regional Service Committee Meeting Format.
2. The chairperson can add any new business to the agenda or revisit Old Business if deemed necessary.
3. All input and motions should be given to the Chairperson prior to old business at R.S.C. meeting in writing.

General Guidelines

1. To make the Regional Service Meeting non-smoking **and non-vaping**.
2. That anything not specifically stated in the LRSCNA guidelines dealing with the way we conduct business be by *Robert's Rules of Order*.
3. To change from 24 months to 18-month lead-time on bidding for LRCNA to begin after 4/09/00. Intent: To not have more than two active convention committees.
4. That this Region adopts the use of a sequential motion form. 6/12/05
5. To tape record LRSCNA Weekend (06-02-05).
6. To print yearly the regional meeting list as any as needed #2013-01-03.
7. To adopt the convention guidelines for use starting for the 2009 convention.
8. All trusted servants must attend LRSCNA both Saturday and Sunday (09/04/03).
9. All Committee reports to include yearly budget amount, amount spent and balance #2016-07-03.
10. **LRSCNA Weekend – Saturday Subcommittee Meeting can be attended virtually.**
11. **Subcommittees and Ad Hoc Committees can meet virtually.**

Article IV **Members and Participation**

Equal Opportunity

The LRSCNA will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation, gender expression disability or national origin.

Participation

1. Participation is open to any members of Narcotics Anonymous who are willing to be of service and provide needed support to those seeking help.

2. All Administrative Officers, Standing Committee Chairpersons, Area Service Representatives, Area Service Representative Alternates, Members and Volunteers who act as an official Representative of the LRSCNA must be registered with the LRSCNA.
3. All participants shall be subjected to the LRSCNA Guidelines.

Members

The LRSCNA shall have two (2) classes of participants:

1. Voting Participants – which consist of Area Service Representatives (ASR) or the Area Service Representative Alternate (ASR-Alt) and the Administrative Committee (as a whole, only in the case of a tie vote).
 - Participants are only allowed to vote one time. In the case of an ASR or ASR Alternate serving as Administrative Officer they waiver their rights to vote at Administrative Committee in the case of a tie.
2. Non-Voting Participants – consist of Administrative Officers, Standing Committee Chairpersons, Interested Parties, Volunteers and Observers.

Article V **How to Become an Area of the LRSCNA**

Area Membership

1. Any Area or Group wishing to become part of the Regional Service Committee should attend an LRSCNA meeting for the first time as an observer. They should observe the workings of the Regional Service Committee and ask for a copy of the LRSCNA Policy. They are responsible for taking back all information (motions, etc.) to their area or group which requires a group conscience and return the next consecutive LRSCNA to be a voting participant. They also receive a set of minutes of the regional meeting they attend.
2. Upon attending the second meeting, the ASR will have a report containing:
 - a.) The number of meetings in the area.
 - b.) The number of groups in the area.
 - c.) The number of H&I meetings in the area.
 - d.) Names and addresses of elected officers in the area.
3. No area shall be removed from the LRSCNA unless that area dissolves. After one missed LRSCNA, a phone call will be made by the LRSCNA Chairperson and or the Fellowship Development Chairperson to find out about any problems and ways we can help. The only thing they will lose after having missed two consecutive

LRSCNA's and having been contacted by the LRSCNA or Outreach Chair is voting rights. A suspended Area can have their voting rights re-instated after attending two consecutive LRSCNA meetings. (More information can be found in the Voting Rights Section of these Guidelines.)

4. The area that has lost voting rights will not be included in calculations for the quorum of the LRSCNA but will continue to receive LRSCNA minutes and other pertinent correspondence until the LRSCNA Chairperson can confirm the disbandment of the area. Groups in the folding area are to be sent LRSCNA minutes directly if so requested. *10/94-17

Article VI

Board Members & Officers

Service Board

1. The Service Board is the governing authority of the LRSCNA. They elect Administrative Officers, Standing Committee Chairpersons and Directors to the Louisiana Regional Convention Committee Board.
2. The Service Board shall be comprised of one elected Representative from each Area Service Committee. These Representative are referred to as Area Service Representatives (ASR) or Area Service Representative Alternates. These representatives are eligible to vote on any matter that comes before the LRSCNA.
3. The Service Board is made up of the following 10 Area Service Committees.
 - a. Acadiana Area
 - b. Bayou Recovery Area
 - c. Central Area
 - d. Greater Baton Rouge Area
 - e. Lake Area
 - f. New Orleans Area
 - g. Northshore Area
 - h. North Area
 - i. Serenity Area
 - j. Unity Area
4. The Service Board authorizes the Administrative Officers and Standing Committee Chairpersons to conduct all LRSCNA business. The number of Officers can be modified from time to time, but the number shall never be fewer than 3 members.
5. Only the Service Board has voting authority on the LRSCNA Floor. Except in matters of a tie. In the case of a tie the Administrative Committee as a whole gets one deciding vote.

Administrative Committee

1. This committee consists of the **Administrative Officers**. All have equal voting rights at the committee level.
2. There are (4) **Administrative Officers** registered with the Louisiana Secretary of State. Upon election to one of these positions the treasurer will update all information with the Secretary of State's Office.
 - a. Chairperson
 - b. Vice-Chairperson
 - c. Secretary
 - d. Treasurer
3. The following **Administrative Officers** are not registered with the Louisiana Secretary of State's Office.
 - a. Vice-Treasurer
 - b. Regional Delegate
 - c. Regional Delegate Alternate
 - d. Regional Delegate Alternate Elect.
4. This body serves as a committee in addition to their other duties.
5. This committee serves the administrative needs of the region, and in addition, coordinates the next LRSCNA meeting with the host area.
6. This body serving as a committee deals with matters of:
 - a. Financing the regional needs
 - b. Policy
 - c. Coordinates fund-raising activities.
 - d. Provides the framework towards responsive, viable Regional Service office.
 - e. Keeps a register of all N.A. groups meeting in the Louisiana Region.
 - f. Record of all N.A. activities (archive),
 - g. Financial accountability
 - h. Coordinating service workshops throughout the region.
7. This body as a committee, per suggestion of the LRSCNA as a whole, may appoint "special committees" to meet specific needs for a specified time (otherwise known as "ad-hoc".)
8. It is suggested that members of this committee resign their office at the area level, as this might be a conflict of interest at some point.

Article VII

Election of Administrative Committee and Standing Chairperson

1. The position is explained, and nominations are taken.
2. Nominations should be drawn from the R.S.C. floor and voted on.
3. Each nomination must be seconded.
4. **Once the Nominee accepts the Nomination, they are required to fill out a new Service Resume form so this resume can be included in the minutes.**
5. In the case of only one nomination, a vote of Acclamation is taken.
 - a) If the vote is not unanimous, the issue then goes to the floor for discussion.
 - b) Discussion will be held for the said time period and then vote taken with a 2/3 majority necessary to elect.
6. A motion is made to close nominations and must be seconded.
7. Before the actual vote is taken, each nominee should state his/her qualifications for serving the fellowship as a whole in this region:
 - c) State clean date
 - d) Past service experience
 - e) Why you can and want to serve the fellowship in this position.
8. Nominees must be present at LRSCNA when nominated or on Speakerphone.*09/10/03
9. When the term expires for R.D. and LRSCNA Chairperson, the R.D. Alternate and the R.S.C. Vice-Chairperson automatically move up If they decline, then nominations are open to the floor.
10. If the R.S.C. as a whole feels it is best that the position being considered is left open, a vote may be taken to do so.
11. When an ASR or ASR Alternate also serves as a member of the Administrative Committee, he/she waives the right to vote as a member of the Administrative Committee.
12. Alternate Elect moves to Alternate.
13. Nominations of RD Alternate Elect (when Alternate moves to RD) are to occur in July, as with all regional positions, and elections in October with the actual beginning of the term to be in January.
14. Nominee must be present to be elected.
15. In July, nominations taken from areas and off the R.S.C. floor be sent back to areas for vote at the October R.S.C.
16. Nominations for all positions except for RD and RDA are sent to areas in July.
17. Elections for all positions except RD and RDA are to be held in October.
18. An RDA Elect is elected only in the year the RD ends his/her term and becomes RDA in July of that year.

Article VIII **Terms of Service**

1. All officers will serve 12 months, except RD-Alternate and Vice-Chairperson, who will serve a 24-month commitment. RD Alternate Elect serves 54 months.
2. Nominations for all positions will be brought from the areas to the R.S.C. meeting in July.
3. All positions will be filled by vote of the ASRs at the last meeting of the year, October, except as noted.
4. Any position that becomes vacant before the completion of the term will be filled on an interim basis to complete the term of the vacant office.
5. No Administrative Officers can serve no more than two consecutive terms of Office in the same position.

Article IX **Resignations or Removal of** **Administrative Committee or Standing Committee** **Officers**

1. **Voluntary**

Resignation is given in writing to the LRSCNA Chairperson prior to the next LRSCNA meeting.

2. **Involuntary**

- a) Absence from two or more consecutive meetings without reasonable cause, brought before discussion and a vote taken at LRSCNA to determine reasonable cause
- b) Misappropriation of funds
- c) Relapse

3. **Impeachment**

- a) This is needed in case of breach of the Traditions or Concepts
- b) The individual will be given this in writing at least seven days prior to the LRSCNA meeting
- c) Present the motion for impeachment with said due cause
- d) The respondent is given rebuttal time (if so desired, not to exceed 5 minutes)
*09/10/10
- e) A closed ballot is taken
- f) A 2/3 majority vote is necessary to impeach

Article X

Authority, Rules, Motions

Authority

1. The authority of this Organization shall be vested in an elected body known as the LRSCNA Service Board. The Service Board consists of Area Service Representatives which are elected from the Louisiana Regional Area Service Committees.
2. The Service Board will elect the Administrative Committee and Standing Committee Chairpersons to manage all organizational affairs.

Rules of Order

1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, Shall guide the LRSCNA in all cases to which they are applicable and in which they are consistent with the LRSCNA Guidelines and any special rules of order the LRSCNA may adopt.
2. In the event that something is not stated specifically in the LRSCNA guidelines dealing with the way we conduct business. We will use Roberts Rules of Order.

Discussion Limits

1. The following only have a voice on the floor to make Motions:
 - a) Administrative Committee:
 1. Secretary (only for clarification of motions for the minutes).
 2. Treasurer
 3. R.D., RD. alternate, R D. alternate elect
 - b) Area Service Representatives and/or Alternates
 - c) Standing Committee Chairperson and/or Co-Chairperson
 - d) Any G.S.R. from the LA Region not represented by an Area.
2. Anyone in attendance may seek clarification from the chair.
3. Participation on Motions:
 - a) Main Motion: 2 pros & 2 cons
 - b) Reconsider a previous motion: 2 cons limited to participants who favored the original motion.
4. Must be recognized to have the floor, only by raising hand, except:
 - a) Point of Personal Privilege
 - b) Point of Order
 - c) Appeal to the Chair
 - d) Point of Information
 - e) Division of Assembly
5. During a discussion on the floor, no person may comment more than once until all others have had a chance to comment. *8/96-13

Amending Guidelines or Creating Business

1. Motions that create or alter policy are returned to Areas for conscience. This may be overridden with 2/3 majority. 10/97-07
2. Motions which create or alter business, be dealt with on the LRSCNA floor. This may be overridden with 2/3 majority 10/97-08

Motions

1. All motions are to be in writing. 10/97-22
2. All money motions state who the check is to be made to.
3. All motions coming from an area or home group does not need to be seconded on the Regional floor. (2008-08-05)
4. Only ASR can second a motion. #2022-04-06

Article XI

Commonly Used Types of Motions

Motions - There are two basic types of motions. It is important to understand the difference between them. The two kinds of motions are Main Motions and Parliamentary Motions

1. **Main Motions**- A motion is a statement of an idea a committee member wants the committee to put into practice.
 - a. After being recognized by the Chairperson, the member says "I move that (this committee, one of its subcommittees or a particular group or individual) making the motion speak briefly as to the intent of the motion. Because the secretary must record all motions, the motions must be submitted at this time in writing.
 - b. Every motion requires a second. The Chairperson will ask if there is a second. The person seconding simply raises his/her hand and when recognized by the chair says, "I second that motion". If nobody seconds, the motion the chairperson will state the motion dies for lack of second. This means the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.
 - c. Once a motion was made, the chair may rule it out of order. A motion may be ruled out of order for any number of reasons: the motion goes against the committees standing policy, clearly contradicts one of the Twelve Concepts for IVA service or the Twelve Traditions, or is inappropriate at the particular point in the meeting at which it is made. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time. Any member of the committee who wishes to challenge the ruling made by the chair

may appeal that ruling as described below. If no appeal is made, or if the decision of the chair is upheld, the committee moves on to other business.

2. **Parliamentary Motions**- Parliamentary motions can be best understood as "sub-motions" that are made during the debate on a Main Motion, which affects in some way the Main Motion. There are many more of these than space and practicality allow us to include here, but a few that seem to be practical are discussed here.

- a. **Motion To Amend** – Simple Majority Required And Is Debatable

This is perhaps the most commonly used parliamentary motion. During debate on a motion. If a member feels the motion would benefit from a change in its language, she/he can say "I move to amend the motion" and suggest specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended if the amendment carried). When the debate is exhausted on the merits of the main motion itself, a vote is taken, and the body moves on to the next item of business.

- b. **Motion to Call the Previous Question** - Two Thirds Majority Required And Is Not Debatable

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "I call for the question" or "I move the previous question". It is another way of saying "I move that debate stops right now and that we vote immediately". This is one of many that can be used to prevent lengthy debate once an issue is clearly understood. This motion is in order after any speaker has finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If 2/3 of the body feels that no more debate is necessary, then it is time to vote and move on. One point worth making about this motion is that you must not squelch debate before an issue has been thoroughly aired. Be sure to vote no to this motion if you are still confused about an issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decisions about half-understood questions. On the other hand, the liberal use of this notion makes it unnecessary for the chair to be heavy handed in stopping questions, because he/she knows it will stop it soon enough.

c. **Motion To Table** - Simple Majority Required And Is Not Debatable

One way of disposing of a motion that is not ready for a vote is to table it. This is done by saying "I move we table this motion until such —and- such a date/meeting." This motion is not debatable; if it is made and seconded it is voted on immediately. If it fails, debate continues on the motion itself. If it passes the committee moves onto its next item of business. The tabled motion will be included in the committee agenda on the date or time specified.

d. **Motion To Remove From Table** - Simple Majority Required And Is Not Debatable

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying "I move to remove from the table the motion to such-and such." If this motion passes, the motion that had been tabled becomes the motion, and debate on it begins again. If the motion to remove from the table fails, the body moves on to the next item of business.

e. **Motion To Refer** - Simple Majority Required And Is Not Debatable

Sometimes the committee does not have enough information to make a decision on motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or it can be sent to a special *ad-hoc committee*. This can be done by a member saying, "I move to refer the motion to such-and-such committee." If the motion to refer passes, the body moves on to the next item of business. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

*See below the section on ad-hoc committees under the title "committees" for further information.

f. **Motion To Reconsider Or Rescind** Two- Thirds Majority Required And Is Debatable

Sometimes a member feels that a motion the committee has passed will prove harmful. He/she can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions of motions to reconsider or rescind. The motion motions must have passed in either the last months or the current meeting. The member making the motion must have information on the issue that was not available

in the original debate on the motion. The member must have been on the winning side in the original vote. These limits are placed to protect the committee from having to reconsider again and again the motion it passes. While allowing it to examine potentially harmful situations it has created inadvertently.

*If any of these requirements are not met, the chair will declare the motion out of order.

g. **Request To With-Draw A Motion** - Unanimous Consent Required And Is Not Debatable

Once a motion is made and debate begins, the maker of the motion may the motion stays on the floor, and the debate resumes. If there are no objections, the motion is withdrawn, and the body moves on.

h. **Offering A Substitute Motion** - Simple Majority Required And Is Debatable
A substitute motion is almost the same as an amendment to the main motion. The only difference is that it is offered to entirely replace the original idea, instead of merely revising a portion of it. It is handled in the same way an amendment is handled.

i. **Motion To Adjourn** - Two Thirds Majority Required And Is Not Debatable
Any voting member may move to adjourn at any time. This motion is always in order, is not debatable, and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

3. **Other Procedure**

In addition to parliamentary motions, there are other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

a. **Orders Of Day**

If a committee member feels that it is too far astray from the original agenda, he/she can help things get back on track. He/she says, "I call for the order of the day." This means "I move that the chair brings us back on track and conducts the meeting according to procedure, adhering to the agenda." This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

b. **Point Of Order** If a committee member feels that something that is happening is in violation of the rules of order, and if the chair does not appear likely to do anything about it, the member can raise a point of order. He/she need not raise his/ hand, but simply says out loud "Point of order". Then the chair then says, "what is your point of order?" The member then states how she/he feels that the rules of order are being violated. If the chair agrees with his/her judgment, he/she says, "Your point is well taken, and the situation is cleared up. I he/she does not agree, He/she say. "Overruled" This decision, like all others, can be appealed.

c. **Point Of Appeal**

Anytime the chair makes a decision that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the chair". The chair then says, "On what grounds?" The member states her/his reasons. The chair then speaks briefly to the intent of his/her ruling. A vote is taken requiring a two thirds majority to overrule the decision of the chair.

d. **Parliamentary Inquiry**

If a committee member wants to do something but doesn't know how it fits with the rules of order, all he/she has to do is ask. Without raising his/her hand, he/she simply says out loud "Point of parliamentary inquiry. The chair must immediately recognize the member, so that they may ask how to do such-and-such. The chair will refer the question to the policy chair for an answer. Possibly referring to a specific passage in this document in his explanation.

e. **Point Of Personal Privilege**

The air conditioner or heater is too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, " Point of personal privilege." The chair must recognize you immediately. State situation and ask that it be corrected. The chair may request that whatever needs to be done and is reasonable, be done to help make you comfortable.

Note -These are only brief notes on rules of order for business. For further information see Robert's Rules of Order—newly revised,

These rules of order have been copied for the world services conference ad-hoc committee on NA services—

Article XII

Voting

Voting Rights

1. Eligible to vote:
 - a) Administrative committee (one combined vote, only in the case of a tie).
 - b) ASR (ASR Alternate votes in absence of the ASR).
 - c) GSR affirmed by the Regional Service Committee as representing a group conscience but not represented by an Area Service Committee.
2. Abstention votes on conference Agenda Report Motions (CAR) are not counted. *4/94-03
3. Abstention votes on simple majority decisions, do not count as either yes or no in the final tally. On decisions calling for 2/3 majority, abstention votes count as a no vote. *2/95-09
4. **If an Area has been absent for more than two unexcused consecutive LRSCNA meetings their voting rights shall be suspended. (The procedure to follow is listed in Area Membership Section.)**
 - a) **A suspended Area can have their voting rights re-instated after attending two consecutive LRSCNA meetings.**
 - b) **An excused absence consists of notification to the Chairperson prior to start of Region. An ASR report should still be submitted. Excused absences must have LRSCNA Chairperson approval.**
 - c) **An unexcused absence consists of a No Call, No Show with No ASR Report being submitted.**

Phone Voting

1. If the region will not be held soon enough, each ASR with voting rights will be contacted by either Chairperson or appointed representative by phone, e-mail or registered mail, return receipt requested.
2. A special vote of the LRSCNA is considered valid once a 2/3 majority vote has approved the motion or more than 1/3 has failed the motion.
3. On a vote through the mail, e-mail or phone a 2/3 majority must favor the issue for approval. *09/10/05.
4. Once a vote has been recorded, it cannot be changed. *10/94-18

Special Vote of the LRSCNA

To hold a special vote of the Louisiana Regional Service Committee:

1. Due to cause should be determined and initiated by contacting the R.S.C.
2. If the next region is to be held soon enough, the issue will be considered as priority input for agenda at the next regional meeting.

Voting: 2/3 Majority

#Areas in attendance	Votes necessary for 2/3 vote
2	2
3	2
4	3
5	4
6	4
7	5
8	6
9	6
10	7

Article XIII **Reports**

LRSCNA Quarterly Meeting Reports

1. All reports are limited to ten minutes per report.
2. All reports are to be written or typed and submitted to the Secretary **by the end of LRSCNA Weekend.**
3. **All Administrative Committee and Standing Committee Chairs submit reports to Secretary by the end of the LRSCNA Weekend**
4. **A.S.R.s compiles a report consisting of the following information (Quarterly)**
 - a. **Number of meetings: H&I, groups, and total # of meetings**
 - b. **Size of the local fellowship**
 - c. **H&I Activity**
 - d. **PR activity**
 - e. **Other committee activity**
 - f. **Major accomplishments in cooperation with hotline service, area service office(s), clubhouses, Nar-Anon, cooperation with professional groups.**
 - g. **Specific problems or situations.**
 - h. **Plans for the upcoming year.**
 - i. **Brief history of N.A. in your area from the first meeting until now. Update yearly**
 - j. **Brief summary of what your area would like to accomplish at the World Service Conference.**

Yearly Reports: - **Submitted in January of the 3 Year Cycle of WSC**

1. **New World Service Conference Cycle Started April of 2023, so January 2026, 2029, etc.**
2. Each January of the 3-year WSC, each member is responsible for filing a written report with the Regional Delegate. These reports are to be typed.

3. Secretary: Compile a list of Motions from this year's minutes.
4. Treasurer: Compile yearly report consisting of the past year's activities.
5. Standing Committee Chairperson: Compile a report consisting of the past year's activity, accomplishments, specific problems, situations, financial record and plans for the coming year.
6. A.S.R.s compiles a report consisting of the following information. (Yearly
 - a. Number of meetings: H&I, groups, and total # of meetings
 - b. Size of the local fellowship
 - c. H&I Activity
 - d. PR activity
 - e. Other committee activity
 - f. Major accomplishments in cooperation with hotline service, area service office(s), clubhouses, Nar-Anon, cooperation with professional groups.
 - g. Specific problems or situations.
 - h. Plans for the upcoming year.
 - i. Brief history of N.A. in your area from the first meeting until now. Update yearly
 - j. Brief summary of what your area would like to accomplish at the World Service Conference.

Article XIV

Financial Guidelines

General Information

1. Any time a check is lost and brought to the attention of the treasurer; he/she can stop payment on the check immediately.
2. To set Prudent Reserve at \$4,900.00 which consist of: (#2023-06-07)
 - a. Seed Money to Host LRSCNA Weekend - \$2,400.00
 - b. Travel Fund - \$2,000.00
 - c. Operational Fund – \$500.00
3. To set all Committee Budgets, Travel Funds, Seed Money for Region Weekend (created Annually in October to be in place for January) to be placed in encumbered funds. (#2023-04-02)
4. That encumbered funds for the RD and Alternate travel fund are set at \$5,500.00.
 - a. Travel fund approval must be predicated on having an agenda, which in writing fully describes the purpose of the conference, forum, seminar, etc., in hand at the time that the vote for approval is taken.
5. If a motion for money is approved for under \$500 at the LRSCNA and receipts come back that total over \$500, then a motion for the monies over \$500 must be sent back to the groups for approval.
6. That all administrative expenditures under \$50 be paid automatically.

Administrative Committee only: Chair, Vice-Chair, Secretary, Treasurer, RD, and RD Alternate. Receipts required.

7. To no longer fund the RD Alt. Elect to WSC 2014-07-04 .
8. To free up prudent reserve fund of \$500 to be used if deemed necessary for the operation of region.
9. That a quarterly donation sent to the WSC will be determined at the end of each LRSCNA , as long as the working balance of the region remains above the prudent reserve 2012-10-04. Currently 10% to WSC and 3% SZF
10. That administration committee prepares a "form" which is a simple worksheet for the financial breakdown of the area hosting the LRSCNA weekend and a breakdown of the fundraiser split if one is held. 06-04-09
11. Set up LRSCNA budget for every calendar year in July for vote in October to take effect on January 1. *09/06/01

Fiscal Year

The Organization's Financial year shall be from January 1st. to December 31st.

Non-Profit Status

1. The LRSCNA will maintain status as a nonprofit organization under the laws of the State of Louisiana and shall obtain and maintain non-profit status under the Internal Revenue Code of the United States of America.
2. In Louisiana, non-profit status is obtained by filing Nonprofit Articles of Incorporation with the Corporation Division of the Louisiana Secretary of State and registering with the Department of Revenue as required by rules and statutes.
3. The LRSCNA shall engage in lawful activity, none of which is for profit, pursuant to Louisiana Statutes and 501 (c)(4) of the Internal Revenue Code.

Insurance Information

To purchase insurance; each October Secretary and Chair fill out "special event liability application". December- Treasurer to request quote from Agent on Insurance event. January- quote is presented to Region for coming year. April- LRSCNA votes on paying insurance premium which is paid by Treasurer signed by Chair. #2016-01-08

Dissolution of Organization

Should the LRSCNA be dissolved, all monetary and physical assets remaining after payment of all debts shall be evenly divided between Narcotics Anonymous World Services and The Southern Zonal Forum.

Travel Fund

1. That a travel fund was established to aid in travel for trusted servants of the LRSCNA.
 - a. The LRSCNA Administrative committee will administer this fund in the

- absence of the LRSCNA Treasurer.
 - b. Receipts are to be furnished to the Treasurer of the LRSCNA.
 - c. The fund shall have a ceiling of \$2,000.00 per year. (#2022-10-02)
 - d. All members of the LRSCNA are eligible for this fund. This includes Administrative committee, committee chairs; or in their absence, the vice-chair, ASRs or in their absence the ASR Alternate - if money is not issued by their respected ASC. #2012-10-02.
2. The process for fund distribution will be as follows:
 - a. All those wishing to be refunded will submit their requests in writing with the receipts to the LRSCNA Treasurer who will make the funds available at the end of the LRSCNA.
 - b. As the funds are limited to \$500.00 per quarter, if demand exceeds supply, money will be evenly divided between all those requesting refunds.
 3. The LRSCNA travel fund is intended for travel to and from the LRSCNA only.
 4. Travel expense reports must be itemized and included in the Treasurer's report. (lodging, gas, etc.).
 5. This report need not necessarily be in the minutes but needs to be available upon request.
 6. Use travel expense accounting form, with receipts in order to be reimbursed (#2016-07-02)

Article XV
Administrative Committee
Duties, Responsibilities, and Qualifications

Registered Administrative Officers:

These Elected Administrative Officers of the LRSCNA are Registered with the Louisiana Secretary of State.

1. Chairperson
2. Vice Chairperson
3. Treasurer
4. Secretary

1. Chairperson

a. Duties and Responsibilities

- 1) Compiles a pre-arranged agenda prior to each LRSCNA meeting.
- 2) Presides over all meetings in the LRSCNA.
- 3) Maintains lines of communication between the LRSCNA and any/all Area

Service Committees throughout the year.

- 4) Enforces the rules of decorum and discipline (Robert's Rules of Order).
- 5) To be absolutely fair and impartial.
- 6) To refrain from discussing a motion when presiding.
- 7) Co-signer on all bank accounts of the LRSCNA
- 8) Coordinates and keeps records, files, and archives of the region.
- 9) Chairs administrative committee.
- 10) Must read the entire guidelines. *09-10-07
- 11) To spend 30 minutes to 1 hour at the first Region of each year discussing the proper way to do business at the region. To cover motion making, recognition of hands voting, what an abstention is and elections.

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) One year commitment
- 3) Minimum of one year NA service involvement.
- 4) Suggested minimum of two years clean time
- 5) Understanding the Twelve Tradition through application.
- 6) Suggested Knowledge of Twelve Concepts.
- 7) Time to be an active participant of NA as a whole.

2. Vice-Chairperson

a. Duties and Responsibilities

- 1) Performs all duties in the absence of, and has all powers of, the Chairperson in his/her absence.
- 2) "Ad-Hoc" member of all subcommittees.
- 3) Liaison between all standing committees to ensure proper functioning of said committee, per R.S.C. guidelines.
- 4) The Vice-Chairperson will arrange the agenda, chair and attend all standing sub-committee meetings, the day before each R.S.C.
- 5) Co-Signer of the R.S.C. bank account
- 6) Is a member of the administrative committee.
- 7) Must read the entire guidelines. *09-10-07
- 8) To spend 30 minutes to 1 hour at the first region of each year discussing the proper way to do business at the region. To cover motion making, rrecognition of hands, voting, and what an abstention is, and elections.

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) Two-year commitment (one year - Vice Chair & one year - Chair)

- 3) Minimum of one year NA service involvement.
- 4) Suggested minimum of two years clean time.
- 5) Understanding the Twelve Tradition through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time to be an active participant of NA as a whole.

3. Treasurer

a. Duties and Responsibilities

- 1) Keeps an accurate record of all transactions.
- 2) Prepares and presents quarterly reports and annual reports.
- 3) Disburses monies as per group conscience of the R.S.C.
- 4) Collects all donations from groups, areas, individuals, or committees.
- 5) Gives and keeps receipts for income and disbursements.
- 6) Co-Signer of the R.S.C. bank account.
- 7) Chairs the R.S.C. when the Chairperson and Vice-Chairperson are absent.
- 8) Must read the entire guidelines. (2009-10-07)
- 9) Financial filing required for IRS #2022-10-01
 - a) **IRS:**
 - 1) Tax Form 990
 - 2) Maintain & File LRSCNA Bylaws (LRSCNA Guidelines)
 - 3) Maintain & File SS4 form (EIN number)
 - b) **Secretary of State**
 - 1) File Annual Report
 - 2) Maintain & File Articles of Incorporation & Amendments
 - 3) Maintain & File State of Corporation
 - 4) Maintain & File Agent Affidavit

a. Qualifications:

- 1) Willingness and desire to serve.
- 2) One year commitment
- 3) Minimum of one year NA service involvement.
- 4) Suggested minimum of five years clean time.
- 5) Understanding the Twelve Tradition through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time to be an active participant of NA as a whole.

4. Secretary

a. Duties and Responsibilities

- 1) Is an elected position [09/06/10] and is responsible for written record of R.S.C. meetings.
- 2) Has a mailing list of all R.S.C. members, groups, and meetings throughout the region.
- 3) Notifies members of all “special” meetings by mail, phone, or e-mail.*09/10/09
- 4) Minutes are typed and distributed no later than 14 days following each R.S.C meeting.
- 5) Develop minutes for both JAC Sub Committees and the LRSCNA meetings. These minutes shall be formatted in 12 pt times new Roman Font with detailed page numbering and the meeting date on each page consistent with the same template on Regional Website. Minutes shall be distributed to all members of the LRSCNA within 14 days following the LRSCNA meeting. *09/10/12
- 6) Maintains the R.S.C. post office box and corresponds with each letter accordingly.
- 7) Chairs R.S.C. when Chairperson, Vice-Chairperson, and Treasurer are absent.
- 8) Is a member of the administrative committee and co-signer of LRSCNA bank account. (2010-10-05)
- 9) Must read the entire guidelines. 2009-10-07

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) One year commitment
- 3) Minimum of one year NA service involvement.
- 4) Suggested minimum of two years clean time.
- 5) Understanding the Twelve Tradition through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time to be an active participant of NA as a whole.

Non-Registered Administrative Committee Officers

5. Vice-Treasurer

a. Duties and Responsibilities

- 1) Learn and perform all duties of the Treasurer in his or her absence.
- 2) Will assume the position of Treasurer in one year.
- 3) Must read the entire guidelines. (2009-10-07)

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) One year commitment
- 3) Minimum of one year NA service involvement.
- 4) Suggested minimum of five years clean time.
- 5) Understanding the Twelve Tradition through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time to be an active participant of NA as a whole.

6. Regional Delegate

a. Duties and Responsibilities

- 1) The primary responsibility is to work for the common good of N.A. by providing two-way communication between his/her region and the rest of N.A.
- 2) He/she presents minutes of the W.S.C. (World Service Conference), the W.S.O. (World Service Office), and the W.S.B.-Board of Trustees, other regional information available from the quarterly fellowship report, and any other regional news (conventions, conferences, etc.) to the R.S.C.
- 3) Attends all Regional Service Committee meetings.
- 4) Attending as many Area Service Committee meetings as possible.
- 5) Attends the World Service Conference every cycle (Every 3 Years).
- 6) Attends one Interim Virtual World Service Conference every ½ cycle (1 ½ years into the 3-year cycle).
- 7) Attending as many regional functions as possible.
- 8) Is a member of the body known as the Administrative Committee.
- 9) Is a member of at least one other regional Standing Committee.
- 10) Is a member of one of the World Service Conference Committee.
- 11) Prepares and conducts a pre-W.S.C. Conference Workshop in January, and post-W.S.C. Conference Workshop in July.
- 12) Attending as many quarterly W.S.C. Workshops as possible.
- 13) Attends the Southern Zonal Forum.
- 14) Provide time for a workshop to present issues and information to the members of the LRSCNA at the annual La. Regional Convention

2015-07-08.

- 15) Makes copies of the minutes of the Southern Zonal Forum.
- 16) Can be Co-Signer of the LRSCNA bank account.
- 17) Must read entire guidelines. *09/10/07

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) Three-year commitment.
- 3) Minimum of five (5) years clean time
- 4) Minimum of two years NA service involvement.
- 5) Understanding the Twelve Traditions through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time and resources necessary to be an active participant.
- 8) Attendance during the RD Term is one in-person WSC every cycle (3 years) and one interim virtual WSC every ½ cycle (1 ½ years in to the 3-year cycle)

7. Regional Delegate Alternate

a. Duties and Responsibilities

- 1) Works closely with the Regional Service Delegate.
- 2) Have all the same duties and responsibilities as R.D.
- 3) Performs all duties in the absence of, and has all the powers of, the R.D. in his/her absence.
- 4) RD Alt. will assume the position of RD after the July LRSCNA. 10/94-19
- 5) Can be Co-Signer of the LRSCNA bank account. *02-08-07
- 6) In the event the LRSCNA does not make available copies of minutes of Southern Zonal Forum (6 copies)
- 7) In the absence of RD is a member of the administrative committee.
- 8) Must read entire guidelines.*09/10/07

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) Six-year commitment (3 years as RD Alt. + 3 years as RD).
- 3) Minimum of five (5) years clean time
- 4) Minimum of two years NA service involvement.
- 5) Understanding the Twelve Traditions through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time and resources necessary to be an active participant.
- 8) Attendance during the RD Term is one in-person WSC every cycle (3 years) and one interim virtual WSC every ½ cycle (1 ½ years in to the 3-year cycle)

8. Regional Delegate Alternate Elect

a. Duties and Responsibilities

- 1) To work closely with the RD and RD Alt. *10/94-24
- 2) RD Alt Elect is not intended to assume RD responsibilities in absence of RD and RD Alt. *10/94-34
- 3) The RD Alt Elect will assume the RD Alt position at July's LRSCNA. *10/94-19
- 4) In absence of RD and RD alt, is a member of the administration committee.
- 5) Must read entire guidelines.*09/10/07

b. Qualifications:

- 1) Willingness and desire to serve.
- 2) Seven year commitment (1 year as RD Alt. Elect + 3 years as RD Alt. + 3 years as RD).
- 3) Minimum of five (4 ½) years clean time
- 4) Minimum of two years NA service involvement.
- 5) Understanding the Twelve Traditions through application.
- 6) **Suggested Knowledge of Twelve Concepts.**
- 7) Time and resources necessary to be an active participant.

EXPLANATION for ELECTION of RD, RD Alt and RD Alt Elect

Attendees at WSC	RD, RD Alt (Every Cycle)
Attends One Interim Virtual WSC	RD, RD Alt (1 ½ years in to the 3-year Cycle)
Trips to WSC, 3-year cycle	1 in-person
RD Al Elect commitment	7 years
RD Alt Elect Starts position	Nominated July., elected Oct., starts Jan. (year before WSC)
RD Alt Elect ends position	After coming back from WSC.
Length of term as RD Alt Elect	1 year
Length of term as RD Alt	3 years
Length of term as RD	3 years
Nomination of RD Alternate	Announce in July, (if Vacant), nominate October, Vote in January
Confirmation as RD Alt	July
Nomination for RD	July (if Vacant)
Confirmation as RD	July
RD: & RDA Alt moves up	July automatically unless declines
Number of times at WSC during full term	3

Article XVI
Standing Committee Requirements
Chairpersons – Members

1. STANDING COMMITTEE CHAIRPERSON

- a) Willingness and desire to serve.
- b) One-year commitment.
- c) Suggested minimum of two years clean time.
- d) Minimum of six months NA service involvement.
- e) Understanding the Twelve Traditions through application.

2. STANDING COMMITTEE OFFICERS

- a) Willingness and desire to serve
- b) Minimum of ninety days clean time

3. STANDING COMMITTEE MEMBERS *09/10/08

- a) Willingness and desire to serve
- b) Minimum of thirty days clean time.

Article XVII
Standing Committees

1. In order to minimize the time spent debating in conference meetings, the Louisiana Area Regional Service Committee uses a committee system. It is important to note that the committee cannot do the day-to-day work. Only members can do this, which means that each committee needs active participation.
2. The Louisiana Region covers a large geographical region and meets only four times a year, unless a special session is requested. The initiation and finalization of these projects takes place at the Regional Service Committee meetings.
3. Each committee should submit a written report to the Administrative Committee prior to each Regional Service Committee meeting. This report should include:
 - a. Minutes of committee meetings
 - b. Plans
 - c. Ideas
 - d. Motions for initiation, finalization, implementation, or a financial request.
4. Each standing committee chairperson should establish lines of communication with the appropriate WSC chairperson.
5. Each committee is autonomous, but accountable to the region. In order to better serve, a committee may choose to elect officers.

The LRSCNA as the following Standing Committees:

- Activities and Fundraising
- JAC (Joint Administrative Committee)
- Hospital and Institutions
- Policy
- Fellowship Development #2022-07-05
- Literature

Activities and Fundraising

1. This committee consists of
 - a. Chairperson
 - b. any area service committee chairperson
 - c. any interested member.
2. This committee is responsible for holding activities (dances, picnics, parties, events, etc.) that are attractive to the newcomer.
3. The **primary purpose** of this committee is to reach the still suffering addict.
4. The **secondary purpose** of this committee is to raise funds for regional needs.

JAC – (Joint Administrative Committee)

1. The Joint Administrative Committee (JAC): Administrative Committee and all committee chairs of the region and all ASRs can make or second motions or vote in this committee.
2. Reviews motions presented prior to LRSCNA from areas.
3. Presents motions from administrative functions. Example: motions from treasurer concerning motions on the functioning of the treasury
4. Reviews motions from committees
5. Acts as a liaison for the treasurer to appraise the committee chairs or ASRs as to the availability of funds.
6. This is the forum in which the regional treasurer presents the yearly budget and takes input for that budget.
7. Makes suggestions to policy as to what housekeeping measures are needed following the adoption of guideline changes or additions.

Hospitals and Institutions

1. This committee consists of:
 - a. Chairperson
 - b. Area H&I Committee Chairpersons
 - c. members, who wish to better carry the message into hospitals and institutions.
2. A N.A. Regional Service H&I subcommittee is primarily responsible for clerical

duties. They maintain a list of any and all hospitals in the region that have contact with addicts.

3. The Regional H&I subcommittee may inform such facilities of N.A., provide them with local contacts, and communicate fellowship experience in H&I efforts among the groups and areas.
4. The Regional H&I subcommittee will refer any requests for literature to the LRSCNA.

Policy

1. The policy committee consists of:
 - a. Chairperson
 - b. Vice-chairperson
 - c. Secretary
 - d. Area Service Representatives
 - e. Policy Chairs of the Area Service Committees
2. This committee deals with those things that are policies of N.A.
3. The general policies of Narcotics Anonymous are expressly stated in the Twelve Traditions of N.A.; however, the application of these traditions is the concern of this committee as it relates to the Regional Service Committee. In specific instances, this committee concerns itself with the guidelines of the LRSCNA as they relate to the growth of N.A. and in avoiding violation of the Twelve Traditions of N.A.
4. This committee is responsible for maintenance and revision of our original guidelines. (#2022-10-03)
 - a. To update Policy Yearly
 - b. Keep Policy as a Word Document which the Policy Chairperson will update annually.
 - c. Add any New policy or change of policies to the Policy Update Page throughout the year. **If changes to this page occur, the Policy should distribute the new information at the next quarterly LRSCNA.**
 - d. **All New policy changes will include Motion # for up to two years and then removed.**
5. This committee also deals with violations of the Twelve Traditions **and the Twelve Concepts** within our region.
6. When a violation occurs and it cannot be resolved at the group, area, or regional level, this committee will write a detailed letter describing the said violation and circumstances involved. This letter is then given to the Regional Delegate for review, and mailed to all Areas for group review and this committee will hold a workshop in all Areas if necessary to help resolve the issue*09/04/02.
7. This committee is not a governing committee and should never be considered as such.
8. This committee only acts in matters where the LRSCNA gives permission to do so.

9. At no time should the policies of the Regional Service Committee, standing committees, and any other committee conflict with the Twelve Traditions of Narcotics Anonymous.

Fellowship Development

1. Definition

- a. We are an operating standing committee of the Louisiana Regional Service Committee of Narcotics Anonymous. We are supported by the LRSCNA and fully accountable to that committee.
- b. This committee and combination of Public Relations and Outreach.

2. Purpose

- a. To open and maintain lines of communication between the public and N.A. so that the message of recovery is readily available to all addicts.
- b. To open and maintain lines of communication between PR committees of Area, Regional, and WSC PR
- c. To carry this message in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous
- d. To Actively seek and encourage the growth of Narcotics Anonymous within the region by helping in starting new groups or meetings in desolate, remote, isolated areas, cities and towns throughout the region.
- e. To help Narcotics Anonymous as a whole grow in all major cities and suburban areas, and as many smaller areas and towns as possible.
- f. To be of service to any new Areas by sending a voluntary group of experienced trusted servants to that Area to as a “troubleshooting” committee for a few days.

3. Membership

- a. Membership of this Fellowship Development Standing Committee shall be composed of the following:
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) Secretary
 - (4) Help Line Coordinator
 - (5) Website Coordinator
 - (6) Any interested members of the LRSCNA
 - (7) Any Area’s Fellowship Development/Outreach members
 - (8) Any members of Narcotics Anonymous at large.

4. Meetings

- a. The Fellowship Development Subcommittee will meet bi-quarterly on the first Saturday of the month.

5. Responsibilities

- a.** To become the resource and coordinating body for Regional and Area PR efforts, coordinating any functions of WSCPR taking place within the designated region upon their request.
- b.** To respond to any PR requests within the designated Region maintaining caution not to interfere in the responsibility of area PR subcommittees in accordance with the Twelve Traditions of N.A.
- c.** To maintain a close working relationship with PR committees throughout the region, assuring all requests are referred to and carried out by the proper PR subcommittees in accordance with the Twelve Traditions.
- d.** To maintain a close working relationship with other subcommittees within this region, thereby ensuring that all requests for information are referred to and carried out by the appropriate subcommittee in accordance with the Twelve Traditions.
- e.** To act as a resource by stockpiling, maintaining, and coordinating distribution of radio and television public service announcements; examples of letters used in direct mailings to professional or other individuals who may come in contact with addicts (doctors, lawyers, judges, counselors, wardens, etc.); posters or public displays, archives of past experience, etc.
- f.** To maintain an active website and social media applications.
- g.** To maintain an active helpline.

6. Function

- a.** To produce Regional Meeting Directories including:
 - (1) All meetings listed on area meeting lists
 - (2) ASC and LRSCNA mailing addresses
 - (3) Schedule of ASC and LRSCNA meetings
 - (4) Area phone line numbers
 - (5) WSO address and phone number
- b.** To hold bi-quarterly meetings on the first Saturday of that month
- c.** Fellowship Development services other than those carried out on a world level shall be initiated and performed by a Fellowship Development Subcommittee of an established ASC, or if an ASC is unavailable or unable then by this LRSCNA Fellowship Development Subcommittee. This committee serves as a support structure of experience in regard to Public Relation work within this region as it pertains to carrying the message, through PR work, to the addict who still suffers.

7. Description

- a.** This committee shall consist of the Chairperson, Vice-Chairperson, Secretary, Area PR representatives, Area phone line representatives, and other ad-hoc

committee representatives as deemed necessary by this committee.

- b. All meetings are open to all interested members of N.A., but only members of this committee (as designated above) shall be considered voting members.

8. Voting Procedures

- a. All other matters of this committee shall require a simple majority vote of voting participants.
- b. Anyone attending can vote.

9. Elections or Removal of Officers

- a. Election of chairperson if conducted by the LRSCNA each October.
- b. Election of other officers shall require a 2/3 majority vote of voting participants.
- c. Any officer, other than a chairperson, may be removed from the office with due cause, by a 2/3 majority vote of voting participants.
- d. All officers of this committee shall be elected from currently active members of the Fellowship Development committee and must be present at the time of nomination and election.
- e. No office shall be held for more than two consecutive terms by the same person.

10. Committee Members Requirements

- a. A stated willingness to serve.
- b. Time, resources, and ability to serve.
- c. Clean time and service experience, commensurate with position, as stated herein.
- d. Working knowledge of the 12 Steps, Traditions, and Concepts through application

11. Officer's Qualifications and Duties

a. Chairperson

(1) Qualifications:

- (a) Suggested minimum of 2 years clean
- (b) Minimum of 6 months N.A. service involvement
- (c) Previous service at area and/or regional levels, preferably in Fellowship Development
- (d) One year commitment
- (e) Ability to organize and give the committee direction and incentive.

(2) Duties

- (a) Arrange agenda for meetings.
- (b) Initiates all necessary correspondence.
- (c) Is ultimately responsible for files, records, and overall functioning of the committee.

- (d) Presides over, and is responsible for maintaining order in, meetings.
- (e) Presents a bi-quarterly report to the LRSCNA.
- (f) Keeps an accurate record of committee expenditures.

b. Vice-Chairperson

(1) Qualifications:

- (a) Suggested minimum of 1 year clean
- (b) Minimum of 6 months N.A. service involvement, preferably in
- (c) Fellowship Development
- (d) One year commitment
- (e) Ability to assume responsibility in chairperson's absence.

(2) Duties:

- (a) To work closely with and assist in all duties of the committee.
- (b) Carry out responsibilities delegated by the chair and/or committee.
- (c) To coordinate all ad-hoc activities

c. Secretary

(1) Qualifications:

- (a) Suggested minimum of 6 months clean
- (b) Minimum of 6 months N.A. service involvement, preferably in Fellowship Development
- (c) One year commitment
- (d) Ability to develop written material in a clear and concise manner.

(2) Duties:

- (a) Record minutes of each meeting
- (b) Distributes copies of those minutes to committee members, surrounding Region PR chairs, and WSO prior to next meeting
- (c) Handles correspondence as directed by chairperson.

12. Amendments of Fellowship Development Guidelines

- a. Amendments to these guidelines are to be submitted in writing and presented to the LRSCNA for review, revision, and approval.

Literature Committee

1. Deals with our primary purpose as it is achieved through writing and does not write literature; rather seeks out input from members, groups, and areas and compiles, edits, and review the material. This material is then forwarded to the WSC Literature Committee for its use.
2. Encourages development of new literature by holding a yearly Literature conference to complete the proposed material, and hold various workshops as needed.

3. Works closely with the WSC literature chairperson to help in their efforts to accomplish these goals.
4. Is responsible for coordinating review of “approval from literature within the region.
5. Responsibilities do not include the maintaining of literature inventory *09/06/18.

Article XVIII

Possible Future Standing Committees

As N.A. as a whole grows throughout the region, our needs may grow to better serve those we are responsible for. This should always reflect a need and should not become a burden to those they serve. Also, any number of additional committees may be formed as long as there is still the need to help the addict who still suffers. A few examples may be: Hospitals & Institutions Committee may better serve by splitting into three committees—Treatment Facilities Committees, Correctional Facilities, and Armed Services Committee.

Forming New Standing Committees

To form a new standing committee, several steps can be taken.

1. A draft of proposed guidelines must be formulated by the Policy Committee, as per input to that committee.
2. A letter to identify the needs that this committee may better serve the region.
3. The proposal is brought forth in new business.
4. The motion is made and must be seconded.
5. A motion may be made at this time to send it back to the areas for more consideration.
6. A two-thirds majority is necessary for approval.

ELIMINATION OF STANDING COMMITTEE

1. Is no longer needed.
2. Majority vote. *09/10/13

Article XIX

Southern Zonal Forum Information

Definition of Forums

(From the WSC 1992) “The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts of NA communities may take to support one another.”
(Amended from the WSC 1997) “When requested by the conference, the designated representative of any zonal forum will be allowed to address the conference, make reports, and answer questions pertaining to specific information. Any zonal forum with a registered address with the WSO will receive the same WSC mailings as conference participants.”

Purpose

To collectively seek and encourage participation in addressing regional concerns at all levels of service from a loosely organized group of regions in the South-Central portion of the U.S. We meet regularly to improve communication and unity, as well as share common experiences, problems, and solutions, in regard to service committees, projects and agendas, as well as holding recovery meetings. Emphasis is also placed on getting more NA members involved in service work in our respective regions, areas, and groups.

Operating Guidelines - Decision Making and Participation

The process that the Southern Zonal Forum (SZF) uses to invite a loving Higher Power into our decision-making process is consensus based rather than voting. This allows for consideration of all viewpoints.

Ideas may be presented for consideration Clarity on issues for which we would like to collect a group conscience allow for discussion. Discussion will then be heard, and the facilitator may ask if we have reached an agreement. The minority opinion would always be heard and considered by all participants. Where we are not in agreement, further discussion may then be necessary.

At each SZF, we maintain a reference guide of all past actions by SZF members. These may be referred to or reconsidered at any SZF.

The Southern Zonal Forum welcomes all addicts and is primarily comprised of RDs and their alternates, regional trusted servants, and other interested members (such as home group members, GSRs, and ASC members) from each participating Region within the Southern Zone. The viewpoints of these members should always be sought and carefully considered due to the fact that they represent fellowship in general within the SZF. Also,

any NA member attending a SZF has equal participation privileges and should be encouraged to be a part of our consensus-based decisions.

Through an open exchange of ideas and experience and inviting our Higher Power in our decision-making process, the SZF is able to function in a manner that will allow us to schedule future events and not detract from our initial purpose. As we evolve, we know our Higher Power will continue to guide us in our goal to be a valuable asset and resource to our member Regions, and the addict yet to come.

Article XX **Preferred Vendors**

Louisiana Regional Convention Corporation

Structure Of The Louisiana Regional Convention Corporation

1. The Louisiana Regional Convention Corporation (LRCC), as operated by the Board of Directors (BOD) is the entity responsible for holding the Louisiana Regional Convention. This entity shall operate in accordance with the By-Laws of the Corporation and have a fiduciary responsibility to the Louisiana Region of Narcotics Anonymous.
2. A Host Convention Committee (HCC) was created to achieve continuity and efficiency in connection with the holding of the Louisiana Regional Convention in a specific location within the Louisiana Region of Narcotics Anonymous.
3. The authority, responsibility and accountability for all financial transactions shall rest with the LRCC, Inc. All contracts, agreements, or other legal and/or financial obligations will be negotiated for and committed to by LRCC.
4. LRCC will obtain event insurance for the convention each year.
5. Members of the BOD will work closely with the HCC during the convention and assist where needed.
6. The BOD shall take charge of and ensure the deposit of all convention funds received by the HCC during the convention.

Purpose

The LRCNA is held as a celebration of recovery with the goal of carrying the message of recovery. The LRCNA must make a profit to ensure the convention will be able to be held in future years.

Creating A Convention Proposal/Bid:

The LRCNA convention can be awarded at the January RSC meeting, 2 years and 4 months in advance of the desired convention, after following the procedure that follows here. If no bid is presented at that time, the bidding period will remain open until that convention is awarded.

Bids are generally created and submitted by individual members of Narcotics Anonymous who live within the region of Louisiana. (Previous convention experience in this group is extremely important). The bid and the group submitting that bid (hereafter referred to as the Bid Committee) must have the endorsement of a member Area of the Louisiana Region.

Members of the bid committee should be willing to serve on the host committee if they are awarded the convention, keeping in mind the clean time requirements for host committee members as listed in these guidelines (See pages....)

The bid committee will identify potential sites for the convention and with a member of the Board of Directors, will approach that site with a bid outline (general requirements for the convention site) in order to obtain a proposal from that site.

1. The bid outline will include but not be limited to the following information requested and given:
 - a. Date of proposed convention
 - b. Meeting room availability and capacity
 - c. Number of rooms available for lodging and cost (room block)
 - d. Availability and cost of sound equipment for meeting spaces
 - e. Meeting space set-up requirements
 - f. Availability and cost of banquet (capacity and timing)
 - g. Allowance for food in hospitality room
 - h. Availability and cost of coffee
 - i. Placement of banners in main meeting space
 - j. Securable space for committee business and for merchandise sales
 - k. Average attendance, banquet, and other sales for last year's convention

Article XXI

LARNA.ORG

Web Site Guidelines

webmaster@LARNA.ORG

REMOVE WEB FORUM, DISCUSSION FORUM, WEB CHAT AND ANY DISCUSSION OR CHAT FROM LARNA WEBSITE NOT PRE- APPROVED BY A SUB-COMMITTEE (2012-02-02).

1. WEB SITE DOMAIN

The official web site for the Louisiana Regional Service Committee of Narcotics Anonymous shall have the domain name of www.larna.org.

2. PURPOSE OF THE WEB SITE

The primary purpose of the web site shall be to help further our primary purpose – to carry the message to the addict who still suffers. Secondly, the web site shall provide information and resources relevant to NA the LRSCNA and its subcommittees, Area's and groups, including but not limited to: event listings and flyers, general subcommittee information and files deemed appropriate in order to better facilitate the work of the LRSCNA and its subcommittees.

3. GUIDING PRINCIPLES

Because the Internet is a public media environment, all content made available on the web site shall be posted in accordance with the 12 traditions of Narcotics Anonymous. At all times, the web site and its' contents, and any official larna.org email correspondence shall also remain within the directives as set forth by the LLRSCNA. When applicable, the web site shall also meet, as closely as possible, the recommendations of NAWS – specifically as detailed in the NA PR Handbook section on the Internet.

4. INTELLECTUAL PROPERTY

Any content posted to the web site shall be required to adhere to all copyright and trademark requirements of the fellowship as set forth in the Narcotics Anonymous World Services Fellowship Intellectual Property Trust (FIPT). Wherever any of the various NA fellowship logos or trademarks are implemented, the ® symbol shall be included in accordance with the FIPT. At no time shall any officially approved NA literature be placed directly on the web site, however, links to such literature may be used, so long as such links directly take site visitors to the officially sanctioned version of that literature actually located on the NA.org web site.

5. GENERAL SITE LAYOUT

The following links shall be available on the site:

Primary Links

Contact Info

Meeting info

Events & Activities

Service info

NA Related Links

Information for Professionals

6) ENDORSEMENT OR AFFILIATION

In keeping with our Traditions, at no time shall any link, icon, graphic or statement be placed on the web site that implies or communicates an endorsement or affiliation to any outside enterprise or organization. The only exception to this requirement shall be links to maps for directions to events or meetings, as well as a link for site visitors allowing them to download a copy of the Adobe PDF reader, which is the currently accepted standard method of choice for providing documents for viewing on the World Wide Web.

Throughout the web site, prominent statements must be implemented stating that such links are provided for informational purposes or aids only, and that no such affiliation or endorsement exists.

7) SITE OWNERSHIP

The LARNA web site shall be wholly owned and operated by and in the name of LARNA, at the LARNA mailing address. No other individual or organization (except within the confines of the FIPT) shall have or make any claims to ownership whatsoever, for any reason. This is included but not limited to:

- Web Site Server hosts
- Domain registration authorities
- Web designers, developers or engineers

While the web site shall be required as needed, to call upon the services or offerings of any of these outside entities, it shall be a requirement of this web site that such entities agree to the terms of this aspect of our guidelines. If not, we cannot be implementing or utilize those services, and another source, if available, must be obtained.

8) EMAIL ADDRESSES

The following email addresses shall be established for the purpose of providing email correspondence within the official LARNA course of NA related business:

1. webmaster@larna.org - For use by the Web Committee's designated site administrator for all official web site business.
2. Other email addresses may be set up as may be deemed necessary or valuable to the business of the LRSCNA or its' subcommittees. Requests for a larna.org email address shall be made to the Web Committee.

8A) EMAIL USAGE POLICY

Each email address will need to have at least one person assigned responsibility for that email address and to act as the email point of contact for that subcommittee or ASC position. Any person taking on the responsibility of being a larna.org email point of contact needs to understand the ramifications of this commitment.

Careful consideration must be given to this before accepting the commitment. It has been the experience of Web Committees at other areas around the US that many recovering addicts do NOT fully understand the seriousness of implications of having an official NA related email address.

All email being submitted through the larna.org web site or directly to a larna.org email address shall be handled as follows:

1. Whenever an email comes to one of the larna.org email addresses, it is the responsibility of the designated email point of contact to respond to that email courteously and respectfully, regardless of the content of the email. Personal opinions need to be kept out of this process whenever possible.
2. If a response is needed to an email, that response needs to be provided in a timely manner. It has become widely accepted in the professional world that such responses be made within 24 hours of receipt whenever possible, and though we are not a professional organization, we must always remember that lack of follow-through can potentially negatively affect how others view our fellowship.
 - a. This is even more important when such correspondence comes from someone seeking help in our fellowship – such as an addict seeking recovery or a family member of an addict seeking help for that addict.
3. If a full response is going to take longer than 24 hours, at the very least, a simple initial response shall be made informing the person who sent the initial request that the email was received and to let them know how the email is being handled.
4. It is the policy of this body to do all we can to ensure that personal information coming to us from outside our fellowship be kept confidential. Because of this, once an email that has come in is handled to conclusion, the original email and all related email shall be deleted. This helps to ensure that no accidental or unintentional miss use of someone's email address or personal information that may be included in email to us ends up being made public.

8B) EMAIL IMPLEMENTATION

A dedicated web based email system shall be implemented where all email correspondence can be retrieved and replied to by those people authorized to have access to official larna.org email. This helps increase the likelihood of meeting the above Email usage policy, and helps to ensure that any addict wishing to be the email point of contact for their committee can in fact take that commitment even if they do not have a personal computer, because the web email system will be accessible even at computers at local libraries where there is no cost of having internet access.

8C) EMAIL PASSWORDS

This system shall be set up so as to allow access only by official users by requiring a unique password for each email address. These passwords shall be issued by the Web Committee and whenever someone new takes over the email point of contact commitment for an individual committee, a new password will need to be issued. Once a password is issued, no copy of that password shall be retained by anyone for any reason. If a user loses or forgets their password, the Web Committee's email administrator will need to reset the password.

9) WEB SITE MAINTENANCE AND OVERSIGHT

The web site shall be maintained by the LLRSCNA Web Committee, which shall also be responsible for all changes to content, functionality and design, as deemed necessary by the Web Committee or as directed by the LRSCNA. A separate Site Maintenance and Implementation document detailing the procedures for this work shall be developed and retained by the Web Committee. This document will be made available to any member of our fellowship requesting access to it. The guiding principles for this document shall be the 12 traditions, these guidelines, and the new NA PR Handbook section on the Internet.

9A) CONTENT ADMINISTRATION

In order to ensure that the web site can be maintained as effortlessly as possible, a system shall be created that allows the Web Committee and other officially designated fellowship members the ability to effortlessly add, modify and delete regularly changing content and information within the web site.

This system shall consist of a set of web based plain English fill in the blank forms that can be administered from any Mac or PC computer, and with an Internet Explorer (5 or above), Netscape (5 or above), Firefox, or Safari browser. This system shall be located within a password-protected area of the web site. People designated authority to access this system shall be assigned unique passwords that limit their access only to those areas of the web site deemed appropriate for the role assigned to that person.

9B) WEB STANDARDS COMPLIANCE

The web site shall be designed, developed and maintained in accordance and adherence to the W3C HTML 4.01 transitional document data type. At no time shall XML, DHTML, or other non-standardized or more advanced methodologies be used or implemented on the web site. This ensures the most possible access by web site visitors across the board regardless of computer platform or web browser (within the confines of that data type's capabilities).

9C) WEB BUDGET

The Web Committee shall determine an ideal budget based on the anticipated costs of maintaining the web site as well as any other ancillary related costs to of the committee in the conducting of it's official business. A Committee Budget meeting for this purpose shall take place no later than two weeks prior to the annual LRSCNA Budget meeting. Costs to factor include, but may not be limited to: Web Site Hosting, official committee printing needs.

10) SITE HOSTING

The web site shall be hosted at a web service co-location facility to be determined as appropriate by the Web Committee so long as such provider is willing to accommodate compliance with these guidelines as pertains to site ownership and privacy. To this end, hosting the larna.org web site shall not be considered if the hosting provider requires placement of any advertising banners or links on our web site, or placement of our web site within that providers "frames" system (such as is the case with GeoCities). The actual cost of hosting needs to be limited to an amount that is fair and reasonable for web sites.

We must do all we can, within reason, to ensure that such an occurrence be avoided. Additionally, many of the less expensive hosting providers do not offer 24-hour technical support, however there are a number of reasonably costing alternatives where all of these issues and concerns can easily be addressed, so there should be no reason to have to avail ourselves of bargain basement hosting providers.

11) BACKUP OF CONTENT

A backup of the entire site's content shall be maintained offline by the site administrator. Additionally, one additional backup shall be placed onto a CD no less than once per month and such CD shall be held with the Secretary's archives.

12) SITE CHANGES

From time to time, the Web Committee or another member of the NA fellowship may request additional

functionality be implemented on the web site. When this occurs, the Web Committee shall be tasked to determine the cost both in monetary and implementation resources of that request. If it is reasonable and can be achieved within the currently available monetary and Committee development resources, and so long as the change remains in compliance with these guidelines, it shall be made by the Committee or other approved person or 3rd party solution provider.

If the Web Committee determines that the request is important enough, it shall present the request to the LRSCNA body during the LRSCNA meetings' Open Forum. If needed, the request can be made in the form of a Motion at the LRSCNA meeting. When this occurs, the change shall take place only after such motion is passed by the LRSCNA.

All changes that are approved by the Web Committee (or when necessary, by the LRSCNA) shall be detailed in a Web Site Change Order document to be posted to the web site and accessible from the Web Committee page on the site.

On Service

Everything that occurs in the course of N.A. service must be motivated by the desire to carry the message of recovery more successfully to the addict who still suffers. It was for this reason that these guidelines were compiled. We must always remember that as individual members, groups, and as service committees, we are not, and never should be, in competition with each other. We work separately and together in an effort to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the service necessary to grow as a Fellowship.

Service Manual

To assure that no addict seeking recovery need die with having had found a chance to live a new and better way of life: from this day forward may we provide the necessary services.

Dedication to the Service Structure

A man without a dream is only half a man,
A fellowship without a vision is but a farce.
Jimmy K., co-founder of Narcotics Anonymous

Goodwill is exemplified in service.
And proper service is doing the right thing for the right reason.
Service manual—The N.A. symbol