



# A Guide to World Services IN NARCOTICS ANONYMOUS

2006–2008  
Conference Cycle



## Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

# A Guide to World Services in Narcotics Anonymous

Narcotics Anonymous World Services, Inc.  
Chatsworth, California

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published for the World Service Conference of Narcotics Anonymous by  
Narcotics Anonymous World Services, Inc.

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### **Also available from WSO**

**Fellowship Intellectual Property Trust (FIPT).** A set of documents describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.

**Guide to Local Services in NA, A (GLS).** This handbook was approved at WSC '97.

**Twelve Concepts for NA Service.** Fundamental NA principles guiding our groups, boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.



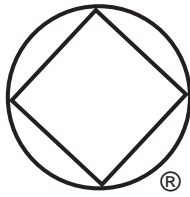
This is NA Conference-approved literature.

The name "Narcotics Anonymous," the stylized initials "NA" alone or within a double circle



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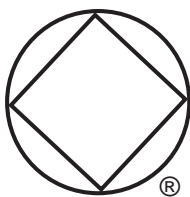
## **NA World Services Vision Statement**

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. 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;
- NA communities worldwide and NA World Services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.



## **World Service Conference Mission Statement**

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA World Services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

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## INTRODUCTION

This document reflects the current policies for Narcotics Anonymous World Services, adopted by the World Service Conference. *A Guide to World Services in Narcotics Anonymous* is updated to reflect actions approved at each WSC and sent to conference participants. Copies of this document are also available for purchase from the WSO.

### Dates for 2006–2008 Conference Cycle

Regions and conference participants should be aware of the following dates for the 2006–2008 conference cycle:

Travel requests (considered by quarter) (submit at least 45 days before each quarter)	15 November for January–March 15 February for April–June 15 May for July–September 15 August for October–December
World Unity Day 2006	3 September 2006
Deadline for request to be recognized as a new conference participant at WSC 2008	1 April 2007
Regional motion deadline (Motions must be received by 1 August and be in CAR-ready form by 22 August)	29 August 2007
Deadline for WPIF submission to be considered for WSC 2008 HRP nomination	31 August 2007
WCNA 32	30 August–2 September 2007 San Antonio, Texas
Deadline for Region, Zone, and World Board candidate submissions to the HRP	31 October 2007
English <i>Conference Agenda Report</i> available	26 November 2007
Translated <i>Conference Agenda Report</i> available	26 December 2007
Conference Approval Track material available	26 January 2008
Regional report deadline	15 February 2008
World Service Conference 2008	27 April–3 May 2008

The deadlines for material for inclusion in *Conference Reports*, dates and locations for the Worldwide Workshops, and other world service deadlines will be communicated throughout the conference cycle and posted to [www.na.org/conference](http://www.na.org/conference). We will post information to this location throughout the conference cycle.

Other documents or policies that may be of interest to conference participants are the *Fellowship Intellectual Property Trust* and the Internal Processes of the World Board. Publications of interest are the *Conference Agenda Report*, *Conference Report*, *NAWS News*, *NA World Services Annual Report*, and the Quarterly Report.

All of these items are provided to conference participants at some time during the conference cycle and are available upon request from the World Service Office. Many are also available on our website, [www.na.org](http://www.na.org). If you have any questions about any of these items or anything else related to world services, please contact the World Board in care of the WSO or at [Worldboard@na.org](mailto:Worldboard@na.org).



## **THE NARCOTICS ANONYMOUS SERVICE STRUCTURE**

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level, including groups, areas, metropolitan services, regions, etc. can be found in *A Guide to Local Services in Narcotics Anonymous*.

### **The NA Group**

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

### **The Area Service Committee (ASC)**

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

### **The Metropolitan Service Committee (MSC)**

A metropolitan service committee (MSC) administers a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message. With direct services consolidated citywide by the metro committee, the community's area committees are left free to facilitate group support.

### **The Regional Service Committee (RSC)**

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives (GSRs) and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the world conference is elected by the GSRs and/or RCMs at the regional assembly or RSC.

### **Zonal Forums**

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are invited to provide reports on the floor of the World Service Conference and, when requested by the conference, may also answer specific questions or address the body. In order to improve communications, they are provided with conference participant mailings and are requested to send their

minutes to world services. World services typically attends zonal forum meetings, and may provide funding for some participants' attendance at zonal forums. Maintaining effective communication between the zonal forums and world services is a high priority. In order to more effectively serve the fellowship, world services and zones should develop a partnership for the planning and conducting of the worldwide workshop system, and by assisting each other in the coordination of a variety of service efforts such as professional events and fellowship development activities.

### **NA WORLD SERVICES**

World services are those services that deal with the problems and needs of NA as a whole and that NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery and so that our program of recovery can be made more available to addicts everywhere. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems that involve our entire fellowship.

### **NA WORLD SERVICES VISION STATEMENT\***

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. 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;
- ◆ NA communities worldwide and NA World Services work together in a spirit of unity and cooperation to carry our message of recovery;
- ◆ Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

### **World Service Conference**

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our fellowship. Our conference is the one time and place where all of our world services come together. Unlike all other service bodies of NA service, the conference is not an entity, it is an event—the coming together. Every two years, regional delegates, the members of the World Board, and the executive director of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the World Service Conference is to be supportive of the fellowship as a whole and to define and take action according to the group conscience of Narcotics Anonymous.

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\* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report*.

## The World Board

The purpose of the World Board (WB) of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service center, the World Service Office.

## The World Service Office

The purpose of the World Service Office (WSO), our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

## The Regional Delegate

The regional delegate (RD) serves as the primary contact between NA's world services and the local NA community. On the one hand, the delegate provides information on current world service projects to the regional committee. On the other, the delegate provides a local perspective to the work of world services. During the delegate's term, he or she attends the World Service Conference as a fully active participant, for while the delegate is elected by and accountable to the regional assembly or RSC, he or she is not a mere messenger. The delegate is selected by the region's group representatives and/or RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities.

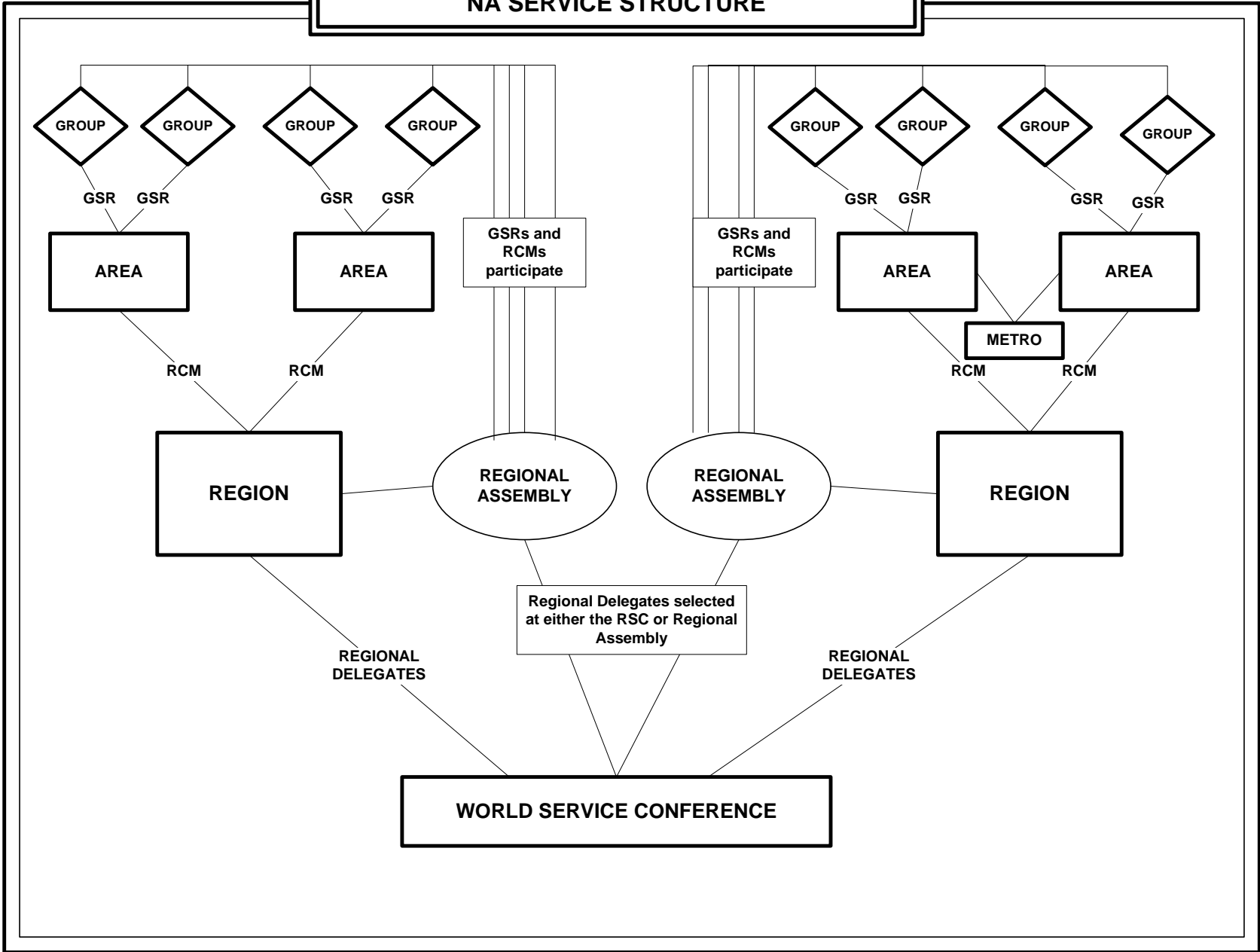
The regional delegate works closely with the region's **alternate delegate**. Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping to carry the workload. Alternate delegates are welcome to attend the meeting of the World Service Conference in the company of their delegates; however, they will be recognized as full participants in the meeting of the World Service Conference only in the event of the primary delegate's absence. Seating on the floor of the conference will be limited to two—one delegate and one alternate per region.

Although not participants at the World Service Conference, the conference has created two additional components to assist it in its responsibilities. They are:

The **Human Resource Panel** (HRP) who facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

The **WSC Cofacilitators** who preside over the business meeting of the World Service Conference and communicate with the World Board as necessary in order to be prepared for the conference meeting.

# NA SERVICE STRUCTURE



**Narcotics Anonymous World Service System**

REGION

REGION

REGION

REGION

REGION

REGION

**ZONAL FORUM**  
(Delegates participate and forum provides report to WSC)

**ZONAL FORUM**  
(Delegates participate and forum provides report to WSC)

**WORLD SERVICE CONFERENCE**  
WSC Cofacilitator      WSC Cofacilitator

**WORLD BOARD**

**Executive Committee**

**Workgroup or Committee**

**World Service Office**

**Workgroup or Committee**

**Workgroup or Committee**

**Workgroup or Committee**

**Workgroup or Committee**

Services administered by the World Board

**Human Resource Panel**

**World Pool**

## WORLD SERVICE CONFERENCE MISSION STATEMENT \*

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- ◆ Participants propose and gain fellowship consensus on initiatives that further the NA World Services vision;
- ◆ The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- ◆ NA groups have a mechanism to guide and direct the activities of NA World Services;
- ◆ Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- ◆ Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

## THE WORLD SERVICE CONFERENCE

“Our common welfare must come first. Personal recovery depends on NA unity.” Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, “once an addict, always an addict,” was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more importantly—to redouble our efforts to carry the NA message to the addict who still suffers.

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\* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report*.



## **The Meeting of the World Service Conference**

The World Service Conference is held every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and the two WSC Cofacilitators. All are fully funded to attend the weeklong meeting.

For the purposes of decision-making, conference participants are defined as regional delegates and World Board members. Regional delegates vote and make motions in all business sessions at the conference. World Board members vote only in election and new business sessions but may make motions in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions at the conference meeting.

The key to the effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting as the meeting is the culmination of a two-year process that begins at the prior conference. Months in advance the *Conference Agenda Report* is published and distributed, containing issues and proposals to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

The conference week begins with an orientation. One purpose of this orientation is to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide fellowship.

The opening session begins with the adoption of the minutes from the previous meeting. Regions newly seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. Brief reports are then heard from the different entities of world services providing information to assist participants in their discussions during the week.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services. Consensus-building requires hearing all points of view, mutual respect, and finding the common ground that every participant can support, even when the eventual decision is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand. Only after adequate discussion and consensus-building has occurred, does the conference enter a business session in order to formalize its decisions.

The old-business session of the meeting is to consider the issues and proposals contained in the *Conference Agenda Report*. Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for much discussion, only brief discussion will take place in the conference as a whole. If the conference needs more discussion prior to making a decision, then these discussions

may take place by dividing the conference into smaller groups. When the discussions are finished, the conference is brought back together as a whole.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. In this section of the week, the conference approves the budget for the next two years, provides ideas and direction to world services, approves service material that was not contained in the *CAR*, and considers the seating of new regions. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted form of *Robert's Rules of Order*. These rules can be found in Addendum D of this guide.

The closing day of the conference is an opportunity for the conference to review its decisions of the week and their impact over the upcoming conference cycle. This session allows the conference participants to leave with a common understanding of the work ahead, the challenges of the next two years, and what may be expected at the next WSC meeting.

[This description of the conference meeting outlines many new ideas. They should be implemented on a trial basis, and if ineffective, they should be changed based on the experience over the next several years.]

### **The Work Cycle between Conferences**

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world service's components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as important, if not more so, than the time spent at each conference meeting. The cycle between conferences is when most of the work, approved at the previous conference meeting, is accomplished by world services. Communication during the cycle takes three basic forms: reports, input into the process for new projects, and participation in the worldwide workshop system and other events.

The *Conference Report*, *NAWS News*, the *Conference Agenda Report*, the *NA World Services Annual Report*, and the *Quarterly Financial Report* are all periodic service publications published by world services. These are designed to provide information about ongoing activities of world services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes numerous periodicals that are more fellowship-focused such as *The NA Way Magazine*, *Reaching Out*, and *Meeting by Mail*.)

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\* All bracketed items [ ] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

What makes these publications successful is not only the information they convey, but also the feedback received from delegates and other members of the fellowship about the information. Ideas and suggestions—both positive and negative—are strongly encouraged and welcomed.

The World Board discusses, evaluates, and refines ideas suggested to it between conference meetings. The “Process for New Projects” described later in this manual depends on ideas from individuals, groups, service committees, and the World Board throughout the two-year cycle. The World Board considers all submitted ideas, proposals, and suggestions and reports its recommendations to conference participants as soon as possible. Many ideas that are received that fall under routine services or don't require conference action may be acted on without developing a conference project; others may require the board to submit a proposal to the WSC before proceeding.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. This most likely will postpone full consideration of their ideas as projects for at least two years.

In addition to the above-described written communication and process for projects, world services also plans and coordinates a worldwide workshop system in conjunction with delegates and zonal forums. These workshops will be rotated throughout the fellowship and are intended to help world services learn first-hand about fellowship issues and concerns and to create an opportunity for dialogue, service training and workshops, and exchanging experience with our principles. Members and trusted servants from all service levels are encouraged to participate. The actual agendas for the workshops will be developed with the delegates and zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

World services also participates in other events around the fellowship during the two-year cycle. World Service Meetings are scheduled for conference participants as necessary to provide progress reports and invite input on current projects and activities. World services also attends a number of zonal forum meetings, *CAR* workshops, and other fellowship events.

[This description of the conference cycle outlines many new ideas. They should be implemented on a trial basis, and, if ineffective, they should be changed based on the experience over the next several years.]\*

## 2006–2008 Conference Work Cycle

*(This diagram is meant to provide an overview only. Deadlines for each conference cycle are dependent on the date of the World Service Conference. The dates of conference-related deadlines will be published each conference cycle in this guide and in conference publications.)*

W S C	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	W S C								
			Projects approved at WSC for the CAR are worked on																													
			Projects approved at WSC for Conference Approval are worked on																													
			Worldwide Workshops are held																													
				World Unity Day													W C N A															
																	Regional Motion Deadline 29 August															
																				English CAR 26 November												
																					Translated CAR 26 December											
																						Conf Appvl Material 26 January										
																							Regional Reports 15 February									
																						CAR Workshops										

## **World Service Conference Publications**

NA World Services produces several different publications in an effort to provide frequent and regular written communications. While each of these publications has a specific distribution list, copies are always available to any member by contacting the World Service Office and often also on the website, [www.na.org](http://www.na.org).

### ***NAWS News***

*NAWS News* is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages.

### ***NA World Services, Inc. Annual Report***

The *NA World Services Annual Report* provides a summary of the activity of world services for the prior fiscal year and is released by the end of September. It is distributed to regions and conference participants.

### ***Quarterly Report***

This report is distributed to conference participants and contains financial and travel information.

### ***The Conference Report***

The *Conference Report* is a periodic publication of the World Service Conference that has evolved as a means of providing continuing information to conference participants about the activities of world services. These reports contain information on the status of major projects, suggestions for new work, and problems that have been encountered. Through the periodic publication of the *Conference Report*, the World Board may keep conference participants informed of the progress on items that may eventually be contained in the *Conference Agenda Report*. Regional delegates may also provide reports to be included, subject to editorial review by the World Board. The frequency of publication may change from year to year. The schedule for each year is provided to conference participants ahead of time. The report is distributed to all conference participants.

Regional reports are distributed in the last *Conference Report* before each WSC. These reports are submitted by delegates and contain information about their regions such as number of meetings, groups, and H&I panels; service activities being conducted by the region and/or the areas; challenges that the region is facing; and any specific experiences that may benefit another region and/or world services. This information is important to the overall purpose and mission of the World Service Conference, and all delegates are encouraged to submit their reports before the published deadline. Zonal forums are also welcome to submit written reports for distribution.

### ***The Conference Agenda Report***

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into the languages possible. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RD alternate, and the mailing address of each region. NA members may purchase additional copies from the WSO.

The price established for the report may vary depending on the cost of production and distribution. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes reports, proposals, and motions from the World Board and any proposals or motions submitted from regions. (Regional motions will be included in their own section and have the same number when presented on the conference floor.) Regional motions must be submitted two hundred and forty (240) days prior to the opening of the conference. All motions will include a written intent. Regions are allowed up to 150 words to describe the reasoning behind, and consequences of, their regional motions in the *Conference Agenda Report*. The World Board also includes a recommendation in order to provide the fellowship with as much information as possible when considering the idea.

Statements of the financial impact of each motion appearing in the *CAR* will be included from the World Board. Reports may include a summary of events leading to the presentation of the proposals that are included. Material presented to the fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the fellowship in “approval form.”

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend, or delete WSC policies, shall include those policies, or sections of those policies, which each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

## **SERVICE UNITS OF THE WORLD SERVICE CONFERENCE**

### **World Board External Guidelines**

The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the board’s internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

### **World Board’s Mission**

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

### **Accountability Statement**

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

## **Purpose of the World Board**

### **The purpose of the World Board is to:**

- ◆ Carry the message of recovery to addicts who still suffer from addiction.
- ◆ Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.
- ◆ Oversee all the activities of NA world services, including the fellowship's primary service center, the World Service Office.
- ◆ Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- ◆ Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- ◆ Hold and manage in trust for the fellowship the income produced by any world service activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- ◆ Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- ◆ Control and manage the exclusive production, printing, manufacture or reproduction of the properties, or the licensing for production, printing, manufacture of the properties of the Fellowship of Narcotics Anonymous and offer these properties for sale to the fellowship and the general public.

### **General Duties**

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- ◆ Communicate all world service activity to our membership in accordance with the principles embodied in our Eighth Concept.
- ◆ Oversee the operations of the fellowship's primary service center, the World Service Office.
- ◆ Administer the activities necessary for the successful operation of the World Convention.
- ◆ Hold our fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- ◆ Provide support and administration for all world service meetings.
- ◆ Plan and budget for basic service provision and project development.
- ◆ Be accountable for all world service budget responsibilities.
- ◆ Select members for project development and completion.
- ◆ Oversee activities associated with how our fellowship and service structure interact with society.
- ◆ Oversee development of new literature, periodicals, and translations.
- ◆ Develop and approve service-related information pamphlets and tools for distribution to the fellowship.

- ◆ Address philosophical issues and questions about our traditions and concepts, developing position papers when necessary.
- ◆ Make necessary decisions affecting NA World Services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

### **Membership**

The World Board will consist of up to eighteen members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report* or on any other items of Old Business at the World Service Conference.

### **Membership Qualifications**

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- ◆ History of both completing work independently and working well within a group.
- ◆ Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- ◆ Familiarity with the Narcotics Anonymous service structure.
- ◆ Administrative skills.
- ◆ Experience with plan development and financial forecasting.
- ◆ Organizational and communication skills.
- ◆ Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of board membership.
- ◆ A working knowledge of the Twelve Steps, Traditions, and Concepts.

### **Clean Time Requirement**

All board members must have a minimum of ten (10) years clean.

### **Terms**

The length of term for board members shall be six years. All members of the board are eligible for election for two consecutive terms.

To maintain the ideal of one-third of board seats rotating every two years, if the World Service Conference chooses to elect more than eight (8) board members at the same time, the term lengths will be determined by volunteers and then by random drawing at the first World Board meeting following the WSC.

### **Quorum and Decision-Making, Internal Elections, and Removal of Members**

**Quorum and Decision-Making:** The quorum for regularly scheduled meetings of the World Board equals one half of all seated members plus one (e.g., were there eighteen seated members, quorum would equal ten: one half the seated members—nine—plus one). While the board should strive for consensus, its process requires a minimum of a



majority of seated board members to vote in the affirmative to represent a decision of the World Board.

**Participation and Internal Elections:** All board members shall have the right to full participation. All voting members of the Executive Committee of the board will be elected by the board. Election to any position on the board will require a simple majority vote.

**Removal of Members:** Members may be removed from the board by a two-thirds majority vote of the board. Further, the conference may, by a two-thirds majority vote, direct the board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

### **Internal Structure of the Board**

The World Board accomplishes much of its work through its committees and workgroups. The number and type of workgroups and committees vary each conference cycle, depending on the need. The Executive Committee always exists in order to provide consistent administration for NA World Services.

#### **Accountability**

Committees and workgroups are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all world service operations.

#### **Committee and Workgroup Makeup**

World Board members are assigned to workgroups or committees by the Executive Committee and confirmed by the board. The number and experience of non-board members chosen by the board from the World Pool depends upon the projects assigned and prioritized by the WSC.

### **The Executive Committee**

The Executive Committee consists of the following members:

- ◆ The Chairperson of the World Board
- ◆ The Vice-chairperson of the World Board
- ◆ The Treasurer of the World Board
- ◆ The Secretary of the World Board
- ◆ The Executive Director of the WSO—in a non-voting capacity

**General Duties:** The Executive Committee upholds the duties of the corporation and its officers in accordance with all applicable laws; directs the activities and the annual performance review of the executive director of the WSO; retains responsibility for interacting with the executive director between board meetings; remains responsible for the general administrative duties of world services; and makes necessary decisions affecting NA world services when the World Board is not in session, always mindful of the priorities previously established by the board.

**Election and Removal:** The Executive Committee, with the exception of the Executive Director of the WSO, is elected by a majority vote of the board. Officers of the board can be removed from office by the board with a two-thirds majority vote.

### **The World Service Office**

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly newsletter, *The NA Way*, and through the delegates within our service structure. The WSO offers considerable aid to new groups worldwide, existing groups with special problems, institutional groups, members who travel extensively, and loners. This aid is in the nature of sharing the experience that other groups and members have reported to the WSO and putting those who seek aid in touch with other groups or members within our fellowship.

The World Service Office publishes *The NA Way Magazine*: our fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. Produced in English, *The NA Way* is translated into the primary languages spoken in Narcotics Anonymous. The magazine is distributed four (4) times a year, at no cost to subscribers, to every trusted servant and NA group contact address in the WSO database, as well as any member who asks to be included in that mailing list. The magazine is edited by WSO staff and an editorial board appointed by the World Board.

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, and RDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When

public anonymity breaks do occur, the WSO functions in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions and that this type of publicity can potentially cause grave problems that could threaten the survival of our fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is comprised of principles and people. Our relationship with those outside our fellowship is cooperative, and our traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc. directly oversees all world service activities, including the World Service Office. Narcotics Anonymous World Services, Inc. is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the bylaws, specific sections state the purpose and relationship of Narcotics Anonymous World Services, Inc. to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

## **External Guidelines for the World Pool and Human Resource Panel**

### **Guidelines for General Eligibility and Implementation**

1. World Pool Eligibility Requirements: World Pool members must have a minimum of five years clean.
2. Criteria for selection: HRP members will note the requirements and needs for the position and then evaluate the individuals being considered. The following circumstances and qualities will be considered in the discussion:
  - a. The need for balance between rotation (new people and fresh experience) and continuity (service experience) in NA World Service efforts.
  - b. Recovery experience.
  - c. Service interests.
  - d. Skills and talents applicable to the task/position.
  - e. Maturity level, character, integrity, stability.
  - f. History of commitment.
  - g. Geographical diversity is an important factor only if all other considerations are equal.
3. Administrative Policy for the World Pool:
  - a. The HRP administers the World Pool.
  - b. All information in the World Pool is kept in strictest confidence.
  - c. Increasing the membership of the World Pool is a high priority.

- d. In order to maintain accurate information, each member of the World Pool whose information is three years old will be sent a request to renew their interest and update their information.
- e. Any World Pool member who does not respond to the renewal request within 60 days will be deemed inactive.
- f. The HRP is responsible for creating and maintaining the information forms for the World Pool.
- g. The HRP provides a current list of all pool members and current region of residence to the World Board on a quarterly basis.

#### **Purpose of the World Pool**

The purpose of the World Pool is to constitute a pool of trusted servants willing and qualified to serve on the World Board, the WSC Cofacilitator positions, the Human Resource Panel, and the World Board's committee and workgroup projects. The pool consists of a compilation of information about members, demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of world level assignments.

#### **Clean Time Requirement for the World Pool**

All prospective pool candidates must have a minimum of five (5) years clean.

#### **Purpose of the Human Resource Panel (HRP)**

The purpose of the Human Resource Panel is to:

- ◆ Facilitate an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience.
- ◆ Allow members to be nominated from around the world without having to be present at the conference to receive due consideration.
- ◆ Create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

#### **Duties of the HRP**

The Human Resource Panel provides a list of qualified candidates to serve the fellowship by:

1. Developing a description of the desired skills and experience necessary to complete the upcoming conference cycle's projects and services based upon the World Board's formal request.
2. Utilizing all available resources to solicit candidates' service information worldwide.
3. Screening applicants' information to identify qualifications and skills.
4. Informing potential candidates as to the qualifications necessary to serve on the World Board, the terms of office, and the general duties of the World Board, its committees, and the World Service Office.
5. Informing potential candidates as to the qualifications necessary to serve as the WSC Cofacilitator or as a member of the Human Resource Panel.
6. Providing the World Service Conference with a list of individual nominees best qualified for election to the World Board, the WSC Cofacilitator, and Human Resource Panel positions. These lists, for the purposes of elections at the WSC, will not be governed by any minimum ratio, though the HRP should always strive to offer the conference a choice in candidates. Further, the

maximum candidate-to-open-position ratio should also have a limit of no more than three (3) candidates for each open position up for election.

7. Providing the World Board with a list of individuals' information (addicts and non-addicts) for appointment to serve on committee projects. (Clean time requirements are not applicable for non-addicts.)
8. Reviewing candidates' information for the World Board, WSC Cofacilitator, and Human Resource Panel positions, to determine the need for interviews of prospective candidates.
9. Being available during the conference election process to answer participants' questions. However, all information about the panel's internal discussion about specific candidates will be kept strictly confidential by members of the Human Resource Panel.

### **Nominations**

All World Pool Information Forms that are submitted and meet the clean time requirements are asked by the HRP if they wish to be considered for nomination to a WSC position. Members who submit the new short form for the World Pool are indicating that they are interested in being in the pool but do not wish to be considered for nomination to a WSC position. All members who meet the minimum requirements will be included in the World Pool. All members are encouraged, but not required to have the support of their local service board or committee for inclusion in the World Pool.

The Human Resource Panel will make nominations to the World Service Conference for election to the positions of World Board member, Conference Cofacilitator, and Human Resource Panel. Regional Service Committees, Zonal Forums, and/or the World Board may forward potential candidates to the HRP separately from and after the HRP's initial blind screening process. Conference participants may also nominate individuals for each of these positions, but it is recommended that all prospective candidates go through the World Pool/Human Resource process. The Human Resource Panel cannot nominate current HRP members to any World Service position.

### **Accountability**

The Human Resource Panel is accountable to the World Service Conference.

### **Composition**

The Human Resource Panel consists of four (4) individuals elected by a simple majority of the World Service Conference.

### **Term**

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms.

In order to maintain the ideal of one-half of the seats rotating every two years, if a vacancy exists and the conference is asked to elect more than two members at one time, the term lengths will be determined by volunteers and then by random drawing at the first HRP meeting following the WSC.

### **Membership Requirements**

As well as holding no other world-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- ◆ Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- ◆ Discretion—the ability to fulfill their responsibilities with the conference's confidence that confidential information will be protected.

- ◆ Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.
- ◆ Ability to read English.
- ◆ A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

**Clean Time**

Human Resource Panel members must have a minimum of eight (8) years clean.

**Participation by WSO Staff**

WSO staff is responsible for ensuring that communication is forwarded through all available channels regarding the needs of the World Board. The communication identifies the types of skills and experience needed to participate on the board and its committees. The staff also has administrative and clerical responsibilities for the HRP, as well as facilitates the meetings of the HRP.

**The WSC Cofacilitators**

The WSC Cofacilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Cofacilitators is to preside over the business meeting of the World Service Conference. WSC Cofacilitators must have a minimum of eight (8) years clean time. The term for each position will be one conference cycle. The Cofacilitators may be elected to two consecutive terms. WSC Cofacilitators are accountable to the World Service Conference.

The duties of the WSC Cofacilitators are to:

- ◆ Preside over the business meeting of the World Service Conference.
- ◆ Communicate with the World Board as necessary in order to be prepared for the conference meeting.

The qualifications for the WSC Cofacilitators are:

1. A demonstrated ability to preside over business meetings.
2. A working knowledge of WSC conference policies and procedures.
3. A working knowledge of *Robert's Rules of Order* and general parliamentary procedure.
4. Demonstrated organizational skills.
5. Holding no other world service positions or responsibilities at the time of assuming the Cofacilitator's duties.
6. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

## CONFERENCE POLICIES

### Amendments to the Guidelines

*A Guide to World Services in Narcotics Anonymous* may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

### Operational Guidelines of the WSC

1. Minutes of the conference meeting are distributed to conference participants within ninety (90) days of the close of the conference.
2. Motions submitted or committed to the World Board will include a written intent provided by the maker.
3. It is the policy of the WSC to make tapes of the conference available for sale.
4. The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC, which is held every two years. This funding includes travel, lodging, and meal expenses only. This policy would cover all previously seated regions that have attended one of the past three conferences.

### World Service Conference Election Procedures

#### Nominations

1. Information about World Board, Human Resource Panel, and WSC Cofacilitator positions will be communicated to conference participants in the orientation packet.
2. The Human Resource Panel (HRP) nominates qualified candidates for the positions of Cofacilitator, Human Resource Panel member, and World Board member. HRP nominations do not require a second.
3. In addition to the HRP, seated regions can make a nomination and conference participants can make or second nominations.
  - a) These nominations require a second by another conference participant.
  - b) Regional nominations require the recognized conference participant of that region to sign their regional nomination.
  - c) An Alternate Delegate cannot make or second nominations except when serving as a Regional Delegate.
  - d) A nomination form must be used for all nominations.
  - e) Individuals accepting a nomination must sign the nomination form.
4. The HRP reviews all information and nomination forms, verifying that the nominee meets the clean time requirement for the position (as of the end of the conference) and validates the nomination. Nominees who do not meet the stated requirements of the position for which they are nominated will be removed from the ballot.
5. Nominees for world service positions do not have to be present for elections.

#### World Pool Information and Nomination Forms

1. A separate World Pool information and nomination form must be completed and turned in for each nomination.
2. World Pool information and nomination forms can be mailed or faxed, in advance of the conference meeting, to the HRP in care of the WSO.
3. Designated WSO staff members, at the nomination table, will accept all information and nomination forms brought to the conference meeting.

4. The time periods for acceptance of information and nomination forms, including all deadlines, will be communicated to conference participants in the WSC orientation packet.
5. Additional World Pool Information and Nomination forms can be obtained through the WSO and on the NA world services website, [www.na.org](http://www.na.org). The forms may be reproduced. However, they may not be altered.
6. Candidate Profiles will be distributed to each conference participant at registration. These documents will provide a standardized report for all candidates who are nominated by the HRP.
7. A candidate information package, arranged by position, of all qualified nominations, will be distributed to voting participants during the conference.
8. Challenges to a nomination must be submitted in writing to a WSC Cofacilitator. (See Challenging a Nomination)

### **Elections**

1. The list of nominees, including the maker and second if required, for the World Board, Human Resource Panel, and the WSC Cofacilitators will be posted before elections.
2. The day and time of elections will be listed in the WSC Agenda, distributed in the orientation packet.
3. Ballots
  - a) Three separate ballots will be handed out by a single roll call.
  - b) Each ballot will be a different color.
  - c) One ballot will list the nominees for World Board.
  - d) One ballot will list the nominees for the Human Resource Panel.
  - e) One ballot will list the nominees for the WSC Cofacilitators.
4. No introductions or question and answer period will be held.
5. Voting
  - a) Voters may vote for as many or as few nominees as they wish.
  - b) The World Board nominees receiving the most votes above the required 60% majority will be elected to the available positions on the World Board.
  - c) All nominees to the Human Resource Panel receiving the most votes above the required 50% majority will be elected to the available positions on the Human Resource Panel.
  - d) The two Cofacilitator nominees receiving the most votes above the required 50% majority will be elected as the WSC Cofacilitators.
  - e) In order to keep the ideal of one-third of World Board seats and one-half of the Human Resource Panel rotating every two years, open positions at the conference on the World Board above eight and on the HRP above two will be considered vacancies. If the conference chooses to fill a vacancy, the same majority is required for these positions as listed above but the World Board or the HRP respectively will determine the term length after the election.



6. Tabulation

- a) Ballots will be collected by a roll call. This roll call is not considered an official roll call of the conference.
- b) Results will be calculated based on the total number of ballots collected for each position. Blank ballots that are collected, indicating a choice for none of the nominees, will be counted in the total number voting. Ballots not turned in will signify a choice not to participate and will not influence the totals required for election.
- c) All information provided about candidates must be returned at the time of the final ballot collection.
- d) Election results will be announced as soon as available.

**Challenging a Nomination**

A concern regarding a nominee's integrity and its impact on the nominee's ability to effectively serve if elected is to be addressed through this procedure. The petitioner must be a conference participant.

The purpose of this policy is to preserve the integrity of the election process by effectively addressing issues directly related to a nominee's ability to serve in a respectful and responsible manner. The procedure to challenge a nomination is:

- 1. The conference participant completes an Assistance Request Form and submits it to a WSC Cofacilitator. This form must be submitted before the deadline listed in the WSC agenda distributed in the orientation package.
- 2. If there is not sufficient time to resolve the conflict prior to the scheduled election, a WSC Cofacilitator may ask the conference to postpone the election until after resolution occurs.
- 3. A WSC Cofacilitator will request one member be assigned from the Human Resource Panel, and one member be assigned from the World Board and will assign a Regional Delegate or Alternate to participate in a mediation panel. This panel will review the request and meet with the petitioner to establish clarity, discuss his/her concerns, and assess if further action is appropriate.
- 4. The panel will contact the nominee to apprise him/her of the stated challenge, obtain a response from the nominee, and determine a course of action.
- 5. If the question is that of misrepresentation and further action is deemed necessary for resolution, the panel members will arrange a meeting, by phone or in person, between the nominee and petitioner, for the purpose of resolution. The panel may select a panel member to facilitate. The panel may utilize other members whose experience may help resolve the issue.
- 6. The panel may ask the petitioner to withdraw the challenge or request the nominee to withdraw from consideration. If there is no agreement on action, the panel will present the issue to the conference floor for resolution.

**Criteria for Recognition of New Conference Participants**

- 1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.

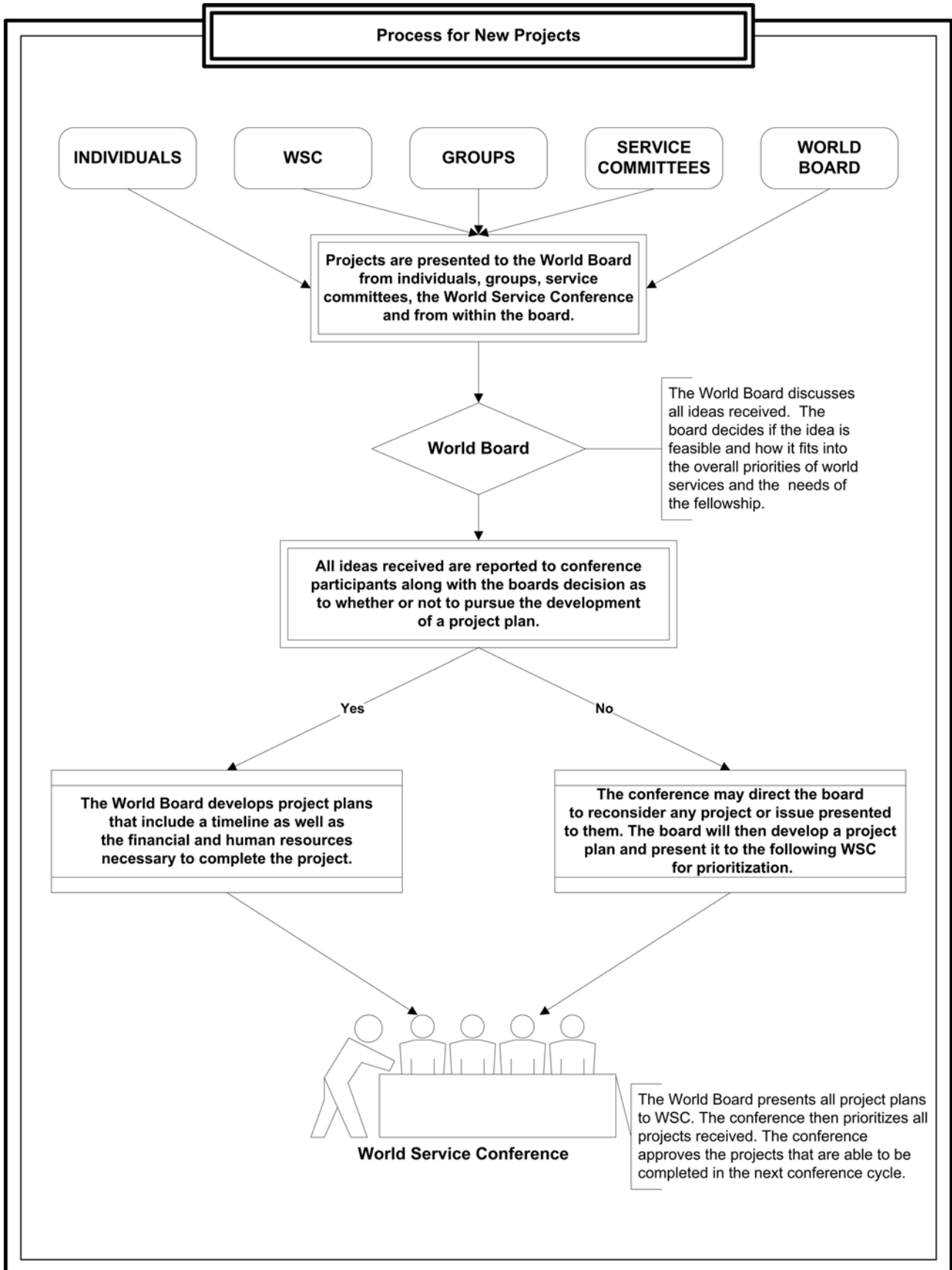
2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the fellowship.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.
4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The board will inform the region of the type of information that should be submitted.
5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision-making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.
6. All regions will also be asked to answer questions such as:
  - Why do you want to become a conference participant?
  - Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?
  - Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the fellowship? If so, explain how.
  - Will participation at the conference affect your local NA community? If so, how?
  - Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?
7. The World Board reviews the information provided using a group of conference participants—World Board members and regional delegates—as a workgroup, who are involved throughout this process, while working directly with the region to obtain any further information. Interactions among the board, its workgroup, and the region may continue until the board is satisfied that it has collected all of the information needed. The board, with the assistance of the workgroup involved, will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum size and structure of regions in order to address local service issues.

8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a two-thirds vote of approval by the conference. There is no need for the region to be present at the conference at which their request is being considered, and funding for attendance will not be provided.
9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically funded to the next WSC.

### **Guidelines for the NA World Services Budget**

- The budget is built around two types of activities: routine operations and variable or non-routine items. "Routine" refers to world service activities that are directly connected to day-to-day operations.
- Any new non-routine world service project will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget. Projects created for the routine operations of world services are reported to the conference but are not presented for prioritization and approval.
- In order to reflect the realities of our service delivery system, all items submitted for budget consideration must be accompanied by an expense estimate that includes a staff-time component.
- In the budget, provisions are made for the maintenance of a world services operational reserve fund.
- A three-tiered accounting process is used in which funds are designated as:
  1. **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.
  2. **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
  3. **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset, the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the FIPT, and/or to acquire any fixed asset that has a depreciable value.
- The fiscal year end for Narcotics Anonymous World Services, Inc. is 30 June.
- In addition to the already established protocols for an annual report and an annual audit, the World Board issues quarterly financial reports to all conference participants.
- New project proposals can be forwarded from the fellowship and from the board itself. (See the Ideas for World Service Projects Submission Form in Addendum B.) One of the duties of the World Board is to develop project plans, which include budgets and timelines for all prospective non-routine world service projects. The World Board reports to the conference on all ideas that they receive and chooses to propose some of those ideas to the conference for further discussion and eventual prioritization. The board decides which items they believe are desirable, practical, and achievable and develops project plans for these items. These are

- forwarded to conference participants prior to the WSC for eventual prioritization at the conference. No project proposal will be considered for prioritization or action during the same WSC as it was originally proposed.
- All project ideas submitted to the board from the fellowship are considered and the board's decisions as to which projects will be further developed, are reported to conference participants. In the event that conference participants do not agree with the board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the next World Service Conference for prioritization.
  - While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board is responsible for determining basic services, which appear under "Fixed Operational Funds" in the budget proposal. The conference then prioritizes projects based on available resources that appear under "Variable Operational Funds" in the budget proposal and finally reviews and adopts the budget for the upcoming conference cycle. At the WSC, project plans are approved individually with the remainder of the budget (fixed operational and reserve funds) approved as a whole. The World Board will inform the conference of any adopted project that it wishes to eliminate.



## World Services Travel Guidelines

### Purpose

The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

### Goals

1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

### Planning Procedures

The Executive Committee reviews all requests based on where they have been placed in the funding priorities set by the World Service Conference. Additionally, during the two years between conferences, the World Board also establishes priorities that may affect travel. Availability of world service funds and resources are also considered when planning travel.

All requests for world service participation will be considered. The section on "Types of Travel" covers some of the issues that are considered by the EC. For requests from the fellowship, a World Service Participation Request Form (see Addendum C) is needed. Additional information that would assist in evaluating the request is also helpful.

Travel requests are considered on a quarterly basis. Forty-five days before each quarter is the minimum necessary to consider a request but it is never too early. Requests should be submitted as early as possible. Forty-five days prior means a deadline of 15 November for the January to March quarter, 15 February for the April to June quarter, 15 May for the July to September quarter, and 15 August for the October to December quarter.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-cycle basis. This assists in the effectiveness of planning and prioritizing for these trips.

### Reporting Procedures

The Executive Committee regularly reports its routine decisions to WSC participants. These reports include the trip, purpose, and travelers. Any discussions of a philosophical nature are included in the *Conference Report*. A summary of travel decisions for the cycle is presented before each meeting of the WSC.

### Types of Travel

Funding is typically approved for world service travel to the following types of events (these may change from year to year, depending on the priorities set at the WSC): the World Service Conference, world service workshops, World Board meetings, World Board committee and workgroup meetings, World Convention site visits, non-NA events, and fellowship requests.

*Note: Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.*

## **Guidelines for Travel Plans**

### **Two Travel Together**

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for world services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

### **Choose from Current Participants**

Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees and workgroups, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip or the needs of the team indicate otherwise, former participants may be asked to travel.

### **Combine Trips**

To maximize the benefits received from world service travel expenditures, trips are planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

### **Prepare Carefully**

Informed, prepared travelers taking well-planned trips produce the benefits our fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

### **Lodging only in commercial facilities**

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective type of lodging.

## **Personal Expense Allowance and Reimbursement for World Service Travel**

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published are used to administer this policy. The daily maximum for meals in the US is provided in the budget proposal approved at each World Service Conference. (See the WSC Travel Reimbursement Policy in Addendum A.)

At each WSC, newly elected and continuing trusted servants are given a written description explaining all processes and procedures to be followed by world services travelers. Included in the package are the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation is reserved and ticketed through the WSO or its agent, whenever possible. Travelers should make air travel arrangements as far in advance as possible.

Travelers are responsible for their tickets once they have been received. The use of other modes of transportation is permitted, but only the most economical mode of transportation will be reimbursed.

Reimbursement for lodging is typically for double occupancy. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the EC. This may not be determined by the individual traveler. NA World Services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

### **Credit Cards**

In recent years, we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in world services. NA World Services maintains a policy on the use of credit cards for employee responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies ensure that credit card use conforms to a standard set of guidelines.

### **Distribution of Cards**

- A. The issuance of credit cards *for WSC responsibilities* is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.
- B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee.
- C. Board or committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criterion must be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation should be returned at the time of card surrender.
- D. All cards must be returned within thirty days of the closure of the term of office of the cardholder. All invoices or other accompanying documentation should be returned at the time of card surrender.
- E. WSO executive management have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

### **Credit Card Expenditures**

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards should submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. World service credit cards should not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board conducts quarterly audits and/or reviews of WSC credit



card activity by all trusted servants and reports such findings to the fellowship in the *Conference Report*.

**Credit Card Misuse**

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

**Theft**

Those traveling with NA world services' equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA world services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA world services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

**Accident, Injury, and Liability**

Non-employees who may from time to time travel at the expense of NA world services do so voluntarily. It is mutually understood that NA world services does not assume any liability for personal injury or loss of personal property to non-employees traveling at the expense of NA world services. Furthermore, NA world services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of non-employee travel.

**Health Insurance**

World services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, she or he should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a world services trip.

**World Services Translations Policy****Purpose**

The purpose of this policy is to assure the development and production of quality translations of NA Fellowship-approved literature.

### **Objectives**

1. Provide assistance for translation of NA Fellowship-approved literature.
2. Ensure that translations of NA Fellowship-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.
3. Assure that all legal documentation, copyright releases, etc. needed to protect the translation of NA material are collected.
4. Provide for an annual translation priority schedule.
5. Facilitate the approval of the Basic Text personal stories.
6. Ensure that the final approval of the translations be done by the local communities.

### **Approval of Translations**

The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording, "This is a translation of NA Fellowship-approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship-approved literature.

### **Service Material**

The approval procedure for translated versions of existing service manuals may differ from that outlined for fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

### **Basic Text and Little White Booklet Personal Stories**

The original English-language Narcotics Anonymous Basic Text and Little White Booklet were developed with two distinct sections. The first section, Book One in the text, describes recovery in a very general manner and imparts the experiences common to most, if not all, members. The purpose of this section is to reveal to the reader the common threads of identification from the many diverse backgrounds of our members. The personal stories contained in Book Two and the Little White Booklet, on the other hand, are meant to give readers a very personal identification with the specific experiences and circumstances shared in story form by individual author(s).

The NA Basic Text is translated from English into other languages, including the Queen's English, in such a way as to achieve the same purposes. In order to fulfill the purpose of Book Two, new, original personal stories may be developed. Personal stories will be approved by each language group and evaluated by the World Board. When new stories are approved for printing, notification will be sent to the World Service Conference.

Book Two of the Basic Text can be composed of either:

- A. All new indigenous stories;
- B. A combination of indigenous and original English-language stories; or
- C. All original English-language stories.

Guidelines for the creation and development of new personal stories are available through the World Service Office.

### Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

### Approval Process for Recovery Literature

*Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT).*

#### A. Review-form Literature

1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the fellowship and the piece in development.
2. Review-form literature is not for use or display in NA meetings.

#### B. Approval-form Literature

1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than one hundred fifty (150) days. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval. The approval form of book length pieces will be available for one year prior to the conference where it is being considered..  
Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

#### C. WSC Approval

1. The conference shall not vote on any proposals to change existing fellowship-approved NA recovery-literature unless such changes have appeared in the *Conference Agenda Report*.
2. All literature submitted to the conference for approval requires a two-thirds majority vote of regional delegates, and it also takes a two-thirds majority vote to withdraw current NA literature from the category of approved literature.

### Changes to NA's Twelve Steps, Twelve Traditions, Twelve Concepts or NA's Name, Nature, or Purpose

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non-English speaking fellowships to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.
- At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.
- At the WSC, the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.
- Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.

- In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.
- For each decision to pass, 75% of the groups who respond must vote in the affirmative.
- Ballot results will be reported to the fellowship.
- If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for RD affirmation per the FIPT.

### Approval Process for Service Material

At WSC 2006, the World Board was given the ability to develop and approve service related informational pamphlets and tools for distribution to the fellowship. The following policy will be rewritten and presented to WSC 2008 for approval:

Material produced by Narcotics Anonymous World Services that is intended to assist members, groups, service boards, or committees of NA in performing NA service is categorized as follows for purposes of approval:

- A. Fellowship-approved materials are those items approved by the World Service Conference that are intended primarily for use by groups and members. This type of service material is distributed to conference participants in the *Conference Agenda Report*, to be considered at the World Service Conference meeting during an old-business session.
- B. Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new-business session.
- C. Service material to be Conference-approved can be released for distribution to the fellowship prior to approval by the conference if conditions 1 and 2, along with either 3 or 4, below are satisfied:
  1. The item is clearly distinguished as "Pending Conference Approval" and identified with a unique header and color, and
  2. Work is completed and the draft item is approved by the World Board, and
  3. The service material is authorized for such early release by conference participants when the project plan for that item is approved, or
  4. The service material is identified by the World Board as resource material to be a relevant insert or update for an existing service material item and meets a need expressed by the fellowship. This type of service material could also possibly stand on its own if later approved by the conference.
- D. Once approved, early-release items will be repackaged accordingly. If not approved by the World Service Conference, distribution will cease.
- E. Board-approved materials are those items that the World Board is authorized to approve and publish. This category includes articles concerning such issues as service work, NA-related philosophical issues, NA's Twelve Traditions, and NA's Twelve Concepts for Service. Papers for presentation at professional events, when they are published for broad distribution to the fellowship or the general public, are included in this category. A two-thirds majority of the board is required to publish any type of Board-approved service material.

## PUBLIC RELATIONS STATEMENT OF PURPOSE

### **Public Relations and the NA Member – why public relations is important**

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

### **Informing Professionals and the Public**

*The following statement can be used to inform members of the public about NA:*

Narcotics Anonymous is a global, community-based organization with a multi-lingual and multicultural membership. NA was founded in 1953, and our membership growth was minimal during our initial twenty years as an organization. Since the publication of our Basic Text in 1983, the number of members and meetings has increased more dramatically. Today\*, NA members hold more than 35,000 meetings weekly in 116 countries. We offer recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug free lifestyle.

Our name, Narcotics Anonymous, is not meant to imply a focus on any particular drug; NA’s approach makes no distinction between drugs including alcohol. Membership is free, and we have no affiliation with any organizations outside of NA including governments, religions, law enforcement groups, or medical and psychiatric associations. Through all of our service efforts and our cooperation with others seeking to help addicts, we strive to reach a day when every addict in the world has an opportunity to experience our message of recovery in his or her own language and culture.

## WORLD CONVENTION GUIDELINES

### **Purpose**

The primary purpose of the World Convention of Narcotics Anonymous (WCNA) is to provide a special celebration of our recovery, a reflection of our diversity, and a demonstration of our unity.

### **World Convention Zone Rotation Plan**

Historically, the world convention has usually been held the first weekend in September, which is the Labor Day holiday weekend in the USA. However, the World Board retains the right to set the date of the world convention as appropriate. WCNA will be held every two years.

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\* As of September 2006.

<b>Year</b>	<b>Zone</b>	<b>Actual Site</b>
2007	Central North America	San Antonio, TX 29 Aug–2 Sept 2007
2009	Europe and the Middle East	Barcelona, Spain 20–23 Aug 2009
2011	Western North America	San Diego, California 1–4 Sept 2011
2013	Eastern North America and the Caribbean	Philadelphia, PA 29 Aug–1 Sept 2013

A new rotation plan will be presented to the conference in sufficient time for planning for the site of the 2015 World Convention.

There are two zones in the US and Canada, as well as zones in Asia-Pacific, Europe (including the Middle East), and Latin America. Rotation for WCNA is based on every third convention being held outside of North America,

### **Site Selection for the World Convention**

During the initial phase of the site selection process for a particular zone, the board notifies the fellowship through world service publications that the site selection process has begun. The cities that are being considered are reported. Any region also has the ability to request that the WB consider a specific city in their region. All such cities will be subject to the site selection process as described in these guidelines.

The World Board considers many factors during the site selection process. The potential effect of a world convention on the local NA community, the desire and ability of the local community to host a world convention, and the sites of previous world conventions are all important considerations. Other factors that are considered during the site selection process are the availability of facilities for convention activities, aspects of the city that add a unique local flavor to the convention, and anything else that would make the overall package more attractive to our members.

The World Board has the responsibility to research, negotiate, and approve all potential sites for the world convention. The planning period for the world convention will vary from zone to zone. The first step in the selection process is to identify and list all cities in the zone that meet the following ideal, standardized criteria:

#### **For USA, Canadian Cities**

- One million population in the metropolitan area.
- One hundred groups/meetings in the region.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

#### **For all other Cities**

- A half-million population in the metropolitan area.
- Fifty groups/meetings in the region/NA community.
- Twenty-five groups/meetings in the city itself.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

The initial list of eligible cities is then reviewed by the board in light of achieving the objectives of the corporation and the anticipated needs of the event. A feasibility study of the remaining cities is then conducted. Based on this study, cities are identified for negotiations, and reports on these negotiations are developed for review by the World Board. The board then makes its final decision or conducts further negotiations until a final decision is made and reported to the fellowship.

## **Local Support Committee**

### **Purpose**

Although the World Board has the responsibility for the world convention, the local support committee plays an important role in its success. The purpose of the support committee is to support World Services in specific areas of planning and implementation by providing input, volunteers, and assistance.

### **Composition**

The support committee consists of up to 15 members based on the needs of the specific event. This includes an administrative committee that consists of two persons serving as Co-chairs and one person serving as Secretary/Treasurer. The number of additional members needed for the support committee will be provided for each event.

The clean time requirement for all support committee positions is five years. These positions are all elected by the local region on behalf of the World Board. Once elected, they are accountable to the World Board and responsible to provide reporting to the region.

The types of tasks assigned to the support committee vary from convention to convention. Generally, the administrative committee is responsible for communicating with world services, the region, and the rest of the support committee; disbursing funds when necessary; and keeping a record of the activities and meetings of the support committee. Volunteer recruitment, training, and scheduling is one of the most important and time consuming jobs in the planning and success of a world convention.

The direction and focus is set by world services. The World Board will provide each support committee with a list of its responsibilities.

**World Convention Zones**





**SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO  
A GUIDE TO WORLD SERVICES IN NA**

*Editorial note:* On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text. For other conference actions resulting in changes to specific language, the changes have been made on the appropriate pages. Where language was changed or replaced, obsolete language has been deleted. For example, a motion carried on 25 April 1989 stated that tapes of the annual conference would not be released. On 27 April 1992 a motion carried that reversed this conference decision. Therefore, the 1989 language has been deleted. Changes have also been made as a result of changes to nomenclature (RSR to RD) in 1997, and structural changes adopted by the WSC in 1998 and 2000.

**Date Carried 4 May 1980**

Recommendation (carried motion) that any meeting using outside literature that is not WSC approved be dropped from any NA directories.

**Date Carried 3 May 1981**

No outside issue be mentioned or listed in context with Narcotics Anonymous.

**Date Carried 3 May 1981**

No outside enterprises be listed in the meeting directories.

**Date Carried 27 April 1984**

That each area be requested to hold a fundraiser for the benefit of WSC in July of each year and send the proceeds of such fundraiser to world services; the first to be during July 1984.

**Date Carried 2 May 1985**

That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form.

**Date Carried 29 April 1987**

That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions, and that the NA service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

**Date Carried 26 April 1988**

A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.

**Date Carried 23 April 1991**

To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.

**Date Carried 23 April 1991**

To reaffirm that Narcotics Anonymous World Services, Inc. is the exclusive publisher and distributor of all World Service Conference-approved and Fellowship-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

**Date Carried 25 April 1991**

The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:

*“The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of directors' discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust.”*

**Date Carried 29 April 1992**

That the World Board coordinate a world unity day.

**Date Carried 2 May 1992**

Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:

1. For both the general purposes of NA world services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither “foreign” languages nor “foreign” countries.
2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

**Date Carried 2 May 1992**

That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

**Date Carried 26 April 1993**

That the World Service Conference solicit oral or written histories from members with substantial clean time, regarding history of NA, to be held at the World Service Office in the archives, until a history project is approved.

**Date Carried 28 May 1996**

Resolution A: To approve *in principle* a change in participation at a new WSC to achieve the following objectives:

1. To reduce the total number of representatives;
2. To provide for equal representation from all geographic entities; and
3. To encourage a consensus-based decision-making process.

**Date Carried 5 May 2000**

That the fellowship proceed with a comprehensive evaluation of revisions and additions to the entire Basic Text and the Little White Booklet with the World Board to offer a detailed project plan to begin this evaluation in 2004.

**Date Carried 5 May 2000**

That the “NA World Services Vision Statement” and “The World Service Conference Mission Statement” be included regularly as a component of the *Conference Agenda Report*.

**Date Carried 5 May 2000**

To request the criteria for site selection of Narcotics Anonymous World Services events (i.e., worldwide workshops, world service meetings, world conventions, etc.) include strong preference for non-smoking facilities, so that all members of NA be able to attend the functions.

**Date Carried 3 May 2002**

To approve the revised version of *A Temporary Working Guide to Our World Service Structure (TWGWSS)* with inclusion of the 2002 WSC Rules of Order and Election Procedures as amended and rename this handbook to *A Guide to World Services in Narcotics Anonymous*.

**Date Ratified 3 May 2002**

To ratify the World Board's request to continue printing *Miracles Happen* with the proposed revisions.

**Date Carried 26 April 2004**

To approve the book, *Sponsorship*, contained in Addendum A.

**Date Carried 26 April 2004**

To replace the existing IP #11, *Sponsorship*, with the revised draft contained in Addendum B. This motion would also approve the replacement of the text from the entire *Sponsorship* IP that currently appears in *An Introductory Guide to Narcotics Anonymous*.

**Date Carried 26 April 2004**

To replace the three quotes in *Just for Today* from the existing IP #11, *Sponsorship*, with material from the proposed IP as follows:

- February 8 would now read, '... an NA sponsor is a member of Narcotics Anonymous, living our program of recovery, who is willing to build a special, supportive, one-on-one relationship with us.'
- March 13 would now read, 'A sponsor is not necessarily a friend, but may be someone in whom we confide. We can share things with our sponsor that we may not be comfortable sharing in a meeting.'
- March 26 would now read, 'In seeking a sponsor, most members look for someone they feel they can learn to trust, someone who seems compassionate...'

**Date Carried 26 April 2004**

To approve work on revisions to the Basic Text, *Narcotics Anonymous*, that includes:

- no changes made to Chapters One through Ten,
- the addition of a new preface to the Sixth Edition preceding the current preface (the current preface will remain the same and be titled "Preface to the First Edition"),
- the replacement of some or all of the current personal stories, in order to better reflect the broad diversity of our fellowship, and
- a brief introduction to the revised personal stories section.

The timeframe for this work will be two conference cycles, from 2004 to 2008, including a six-month review and input period. The approval form of the Sixth Edition Basic Text will be distributed as an appendix to the 2008 *Conference Agenda Report* for a minimum of 150 days.

**Date Carried 1 May 2004**

That the system for identifying candidates for World Service positions include the opportunity for RSCs, zonal forums, and/or the World Board to forward potential

candidates to the HRP separately from and after the HRP's initial blind screening process.

**Date Carried 26 April 2006**

To change the time frame for approval form recovery literature from the current minimum of 150 days to a minimum of one year for book length pieces; the World Board may exercise its discretion to set a shorter period for shorter pieces of literature but that period will not be less than 150 days.

**Date Carried 26 April 2006**

To adopt Chapters One through Nine, the Preface, and the Conclusion of the proposed *Public Relations Handbook* as a replacement for the current *A Guide to Public Information*.

To adopt Chapters 10–13 of the *Public Relations Handbook*. These chapters will be adaptable and revisable with World Board approval.

To approve the proposed Public Relations Statement as a replacement for the current Public Relations Statement of Purpose in *A Guide to World Services in NA* on page 34. This statement would also be added to *A Guide to Local Services* and the *Public Relations Handbook*.

To allow the World Board to approve the resource material used as Addenda in the *Public Relations Handbook* on an ongoing basis, including preface, foreword, glossary of terms, and appendix, etc.

To adopt the proposed Area Planning Tool, which will then be adaptable or revisable with World Board approval.

**Date Carried 26 April 2006**

To recognize Iran as a seated World Service Conference participant beginning at the close of WSC 2006.

To recognize South Africa as a seated World Service Conference participant beginning at the close of WSC 2006.

To recognize Western Russia as a seated World Service Conference participant beginning at the close of WSC 2006.

**Date Carried 26 April 2006**

To remove the *Convention Guidelines* from the world services inventory.

That common needs workshops be held at WCNA-32.

**Date Carried 26 April 2006**

To direct the World Board to reinstate the Consensus-based Decision Making at the WSC Project for 2008.

To direct the World Board to inform conference participants of any adopted project it wishes to eliminate.

**Date Carried 26 April 2006**

To direct the HRP and the World Board to create a simple one- to two-page form for the World Pool. This form would be used for the workshops, workgroups, and other activities. It would be easily translated and used by those not interested in seeking nomination to a WSC elected position.

<p style="text-align: center;"><b>TRAVEL REIMBURSEMENT POLICY</b> <b>CONFERENCE CYCLE 2006–2008</b></p>
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This policy will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your world service commitment.

You should attempt to familiarize yourself with the Travel Guidelines found earlier in this document. The most commonly asked questions are addressed here.

### **Seven Basic Rules to Keep in Mind**

1. All requests for funds must be submitted on a "Reimbursement Request." A copy is included.
2. All reimbursement requests must be submitted no later than ninety days after the last travel day of a trip or event. Submissions after ninety days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the conference.
3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. International travelers will frequently need an extra day on either end of an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis or they will not be reimbursed.
4. All requests must include a receipt for each reimbursable item, with the exception of meals.
5. Send all original documents (including receipts) to the WSO.
6. Travel expenses are typically reimbursable for portal-to-portal expenses.
7. The Internal Revenue Service does not allow for personal phone calls as a reimbursable expense.

### **Meals**

Maximum meal and tip allowance is \$55 US per day (including travel days). If you are traveling outside the US, you will be notified prior to departure of the approved Daily Meal and Tip Allowance for the particular country to which you are traveling. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

### **Travel**

You must turn in receipts for all travel expenses; airfare, cab fare, shuttle service, mileage, or other ground transportation, parking, and tolls are reimbursable. If normal receipts are unavailable, a hand-written, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money; however, in most cases this must receive prior approval. Please note that when using your own car, you must include your odometer reading from the point of origin to the point of destination and the purpose of the trip on the reimbursement request. This reimbursement request will serve as the necessary receipt for mileage reimbursement. The reimbursable mileage rate is set annually by the WB Executive Committee based on US government rates. For 2006-2007 the rate will be \$0.40 per mile.

For meetings held at the WSO-Chatsworth, ground transportation, including car rentals, do not require prior approval. The maximum allowable ground transportation from Los Angeles area airports is set annually by the Executive Committee to be comparable to shuttle transportation. For 2006-2007 this amount is \$30.00 per person each way. Any ground transportation that exceeds this amount requires prior approval.

### **Travel Reservations Procedure**

Air transportation will be reserved through the WSO or its agent whenever possible. Travelers making reservations through their own travel agents must fax or email a copy of their itinerary to the WSO at the time the ticket is booked. All travelers are required to make their travel arrangements at least twenty-one days prior to the scheduled travel. In cases when this is not possible, travelers must request special consideration for their travel by notifying the WSO prior to the twenty-one day deadline. The WSO will then ask for a decision from the designated member of the World Board. Their decision may be any of the following:

1. To approve the travel request
2. To ask the traveler to pay the difference between the ticket price and the twenty-one day advance purchase price
3. To offer an alternative mode of travel including but not limited to the use of other airlines, or air travel certificates
4. To reject the travel request

### **Sample Reimbursement Request**

The following scenario is examined: Sam (could be Samantha) Service is funded to attend a workshop at a zonal forum meeting in Dallas for three days. Sam lives in Wisconsin. Sam purchases airline tickets (after checking with the WSO travel agent for a quoted rate) from a local travel agent. *Note:* In most cases, the WSO travel agent will be the least expensive. However, occasionally, a local agent may be able to save money. A local agent should only be utilized as a means to secure a lower fare, never as a convenience. Remember to always purchase your tickets a minimum of twenty-one days prior to departure in order to qualify for the lowest fare. Sam then drives to the airport (twenty-seven miles from home) and parks at the economy parking lot. Usually, the hotel room is booked by the WSO; however, that was not possible on this occasion. The shuttle to the hotel costs \$14.00, and Sam tips the driver \$2.00. Sam attends the event, imparting great wisdom to the local fellowship, returns by shuttle (\$16 with tip) to the airport and flies home. The parking bill is \$21. Sam saves all receipts. An advance of \$165 was requested and granted. The meal allowance is \$55/day. What is reimbursable, and how does Sam fill out a request?

### **Refer to the sample request attached**

- Airfare—yes, with receipt and itinerary faxed to the WSO.
- Drive to airport—yes; the beginning and ending odometer readings and the purpose of the trip must be provided. Compute mileage at \$0.40 per mile (27 X \$0.40= \$10.80).
- Shuttle (with tip)—yes, with receipt.
- Meals—Maximum meal and tip allowance is \$55 per day (includes travel days); no receipts needed.
- Hotel—yes, with receipt. *Note:* Only room rate and tax is reimbursable; anything else charged to your room (meals, movies, phone calls, etc.) is your responsibility. Single accommodations may be planned to accommodate travelers from different time

zones and/or individual personal habits like smoking, etc. This is arranged in the meeting planning and may not be done by the individual traveler. Any travelers with other special requests for single accommodations or plans to stay with a non world service traveler will be expected to pay for one half of the room. The WSO staff will let travelers know how to arrange payment.

- Parking—yes, with receipt.

Fill out the Reimbursement Request as shown and mail the signed original to the WSO. You may fax a copy to the WSO to help expedite your approval, but all originals *must* go to the office.

After approval, the balance of Sam's request (after deducting the \$165 advance) is mailed in the form of a check on the next weekly run. Because Sam filled out the request correctly and included the proper documentation (receipts), within a week (two at the most) Sam has been reimbursed for the above expenses.

### **Advances**

If you receive an advance, you **MUST** submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds (by check). No funds will be advanced or reimbursed to you until any previous advances that are outstanding for ninety days or more have been accounted for. Again, please note that any advances not accounted for will become an account receivable and will be reported to the conference.

### **A Word to the Wise**

If, after reading the World Service Travel Guidelines and this package, you are uncertain about some particular item and whether or not it is or would be reimbursable, please contact the WSO for clarification. A good rule of thumb to use is this: if something is not addressed clearly in the World Service Travel Guidelines, it most likely will require prior approval if you plan on requesting reimbursement. As with all policies, there are times when travelers may need to seek an exception. The World Board Executive Committee has the ability to consider these requests on a case-by-case basis.

We hope this has been helpful. Again, please submit your requests as soon as possible. It will help you be reimbursed more quickly and greatly aid in the administration of our travel budget.

## Reimbursement for Non-Travel Trusted Servant Expenses

Most expenses incurred in order to fulfill your service commitment are reimbursable. All require receipts and must be submitted within ninety days of purchase (in the case of supplies) or date of bill (phone/fax).

### 2006–2008 Telephone & Fax Policy

The IRS does not allow personal phone calls as a reimbursable expense. Only telephone calls that are directly related to a specific business purpose are a reimbursable expense. Telephone and fax expenses incurred by world service trusted servants in the course of authorized or necessary world service business are reimbursable using the following procedure.

- ◆ Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.
- ◆ Telephone credit cards may also be issued when authorized.
- ◆ All phone and fax expenses must be substantiated using a phone log sheet. Phone log sheets should include the purpose of the call, dates, approximate time, cost of call (including tax), and phone/fax number of the party being called. Total the cost of all calls and submit for reimbursement.
- ◆ Individuals' phone logs must be submitted to the WSO each month. (In cases where telephone billing does not occur on a monthly basis, the log and bill is to be sent to the WSO within thirty days of the date of the bill.)
- ◆ If you have been approved by world services to install a dedicated line for a fax machine, the installation and the monthly line charge are reimbursable (with receipts). These telephone lines are provided to ensure reliable communications with world services and should not be used for other purposes. Be careful not to include the charge for any enhanced plans (i.e., caller ID, call waiting, etc.), which are frequently included in the monthly line charge.
- ◆ Whenever possible, members of WS leadership should utilize the 1-800 number for all telephone calls to the WSO.

### Miscellaneous

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under "other" on a "Reimbursement Request" and include receipt(s). These expenses must fall within the project, board, or committee budget allocation as stated above.



**SAMPLE REIMBURSEMENT REQUEST**

Name: Sam Service Date of Request: 05/10/2006  
 Event/Purpose: Zonal Forum Workshop Dates of Event: 6/06–6/06/06  
 Location: Dallas, Texas, USA

**Maximum meal and tip allowance is \$55 per day**

**3 # of Days X \$55.00 \$165.00**

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
<b>Thursday</b>						
<b>Friday</b>	\$292.00 \$10.80* \$30.00**		\$30.00		Airfare *27 miles **Shuttle	\$362.80
<b>Saturday</b>			\$40.00			\$40.00
<b>Sunday</b>	\$10.80* \$30.00** \$21.00***	\$181.50	\$35.00		*27 miles **Shuttle ***Parking	\$278.30
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Totals</b>	\$394.60	\$181.50	\$105.00			\$681.10
<b>Advance</b>						\$165.00
<b>Balance</b>						\$516.10
Make & Model of Vehicle	2002 Ford Taurus		License Number	123XXX		
Odometer reading at beginning of trip	62300		Odometer reading at end of trip	62354		

**I hereby certify the above is true and correct.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

## REIMBURSEMENT REQUEST

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Event/Purpose: \_\_\_\_\_ Dates of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Maximum meal and tip allowance is \$55 per day

\_\_\_\_\_ # of Days X \$55.00 \_\_\_\_\_

DAYS	TRAVEL	LODGING	MEAL/TIP	OTHER	NOTES	DAILY TOTAL
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
<b>TOTALS</b>						
<b>Advance</b>						
<b>Balance</b>						
Make & Model of Vehicle				License Number		
Odometer reading at beginning of trip				Odometer reading at end of trip		

**I hereby certify the above is true and correct.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

**IDEAS FOR WORLD SERVICE PROJECTS  
SUBMISSION FORM**

Narcotics Anonymous World Services  
PO Box 9999  
Van Nuys, CA 91409 or email to worldboard@na.org

**For use by any member, group, board, or service committee**

**DATE:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT INFO:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PROJECT OR IDEA IS (check one):**

Printed Material

Audio/Visual

New

Revision to existing material

**PROJECT IS FOR USE BY (check one):**

Members

Groups

Service Committees

Outside the Fellowship

**NAME OF PROJECT OR IDEA:** \_\_\_\_\_

**DESCRIPTION OF PROJECT OR IDEA:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHY IS THIS PRODUCT NEEDED:** \_\_\_\_\_

\_\_\_\_\_

**WHAT IS THIS MEANT TO ACCOMPLISH:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach any background information that would assist the World Board in their consideration of this idea.*





## WORLD SERVICE PARTICIPATION REQUEST FORM

This form **must** be completed and submitted when making a request for NA World Services participation at an event. This information is essential in helping NAWS plan more effectively. It can be completed online at [www.na.org](http://www.na.org); faxed to 818.700.0700, or mailed to NAWS, attn: Elaine Wickham; or emailed to [Elaine@na.org](mailto:Elaine@na.org).

### EVENT INFORMATION

**Name of Event (Full Name and Acronym):**

**Type of Event:** (i.e. zonal forum meeting, *Conference Agenda Report* workshop, multi-regional PI workshop, regional assembly, etc.)

**Regularly Scheduled/Recurring Event** \_\_\_\_\_ **One-Time/Special Event** \_\_\_\_\_

**Dates and Times of Event:** \_\_\_\_\_

**Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Secondary Contact Person:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**What Region(s) will be in attendance?** \_\_\_\_\_ **Estimated number of attendees:** \_\_\_\_\_

List Regions Here			

### NA WORLD SERVICE SESSION INFORMATION

As part of an ongoing effort to improve the communication between NA World Services and local NA communities, world services frames information and sessions on a variety of topics. In order to effectively engage in a dialogue, both preparation and time are needed. This means letting us know what you are interested in and how much time is available on your agenda. It is also important that you provide us with information about what types of sessions you would like world services to facilitate and the estimated time for each session. Background information about local issues is also helpful.

**How much time is available in your agenda for NA World Services?** \_\_\_\_\_

**How many sessions would you like world services traveler(s) to facilitate?** \_\_\_\_\_

Type or Name of Session	Outcome or Reason for Session	Time Available

**Examples of topics for the 2006—2008 conference cycle include:** Current Projects (Basic Text, Basic Service Material, Targeted Literature, Implementation of *PR Handbook*, Public Relations Development), Communications, Training and Orientation, Translations, or Issue Discussion Topics (Building Strong Home Groups, Who Is Missing from Our Meetings and Why?, and Our Service System)

### BACKGROUND AND ADDITIONAL COMMENTS

In this section please provide us with any additional information your region(s), zone, or other local issues that your fellowship may be experiencing. We will be able to use this information to make sure that each session we frame as well as the travelers we send to your event will provide the most benefit. This information also assists NA World Services in providing services to the fellowship around the world.

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### TRAVEL INFORMATION

**Closest airport:** \_\_\_\_\_ **Distance from airport to event:** \_\_\_\_\_

**Street Address of the Event Location:**

Street Name and Number \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_  
 Facility Phone Number \_\_\_\_\_

**Street Address of the Closest Hotel (if other than Event location):**

Street Name and Number \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_  
 Hotel Phone Number \_\_\_\_\_

### FUNDING INFORMATION

**Will the hosting region/forum/committee be making a contribution to the traveler(s) expenses (airfare, meals, lodging)?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please indicate the amount:**

\$ \_\_\_\_\_ for **Airfare** \_\_\_\_\_ **Meals** \_\_\_\_\_ **Lodging** \_\_\_\_\_

**If you are providing lodging, please provide the name and phone number of the person responsible for making reservations:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**GO TO [WWW.NA.ORG](http://WWW.NA.ORG) AND COMPLETE THIS FORM ONLINE**

## WSC RULES OF ORDER

Although the conference strives to be an issue and discussion based event, there are times when business sessions are necessary. After adequate discussions have occurred, the conference formalizes its consensus by taking a vote in a business session. The consensus of the World Service Conference is determined by a majority vote except for those decisions that require a different majority as spelled out in these Rules of Order. All activity of the World Service Conference strives to achieve the spirit of consensus-based decision making.

When conducting business, the World Service Conference utilizes the following *WSC Rules of Order*, adapted from the latest edition of *Robert's Rules of Order* (hereinafter referred to as "Robert's"). These WSC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the biennial meeting when they are not in conflict with other conference policies or the principles of NA, including the Twelve Concepts for NA Service.

In cases where the WSC Rules of Order are not comprehensive enough, the latest edition of Robert's is used. This use is solely in cases where we have not written our own rules of order. If there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC.

Within the WSC Rules of Order, *assembly* means the WSC, and *member* means conference participant. The term *facilitator* refers to the person facilitating a particular session of the WSC, which for business sessions is typically the presiding Cofacilitator. The term *committee* means the World Board unless some extraordinary circumstance and action occurs.

### I. Standing Rules

- A. Each conference participant has only one vote and may only present one motion at the same time.
- B. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. RD alternates are considered to be the same "member" as their respective RDs when acting as a participant.
- C. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the facilitator to speak.

However, the facilitator may exercise discretion to extend the time limit when in the facilitator's opinion such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

- D. There is a limit on the number of speakers on any motion. No more than three members may speak in favor (pro) of any motion, and no more than three members may speak in opposition (con) to any motion.

However, the facilitator may exercise discretion to extend the number of speakers when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

- E. Every main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the motion and the name and position of the member seconding the motion. Motions must be turned in to the motions table before the maker approaches the microphone. Motions presented by the World Board do not require a second. Motions should be worded in the positive to provide clarity on

the effect of the motion. A motion should be clear, concise, comprehensive, and have the intent visibly reflected, as the assembly will be voting on the actual wording of the motion, not the maker's intent of its effects. All motions are displayed in writing before debate or voting.

All presentations, motions, statements, etc. are made from the microphone(s) to facilitate an accurate record of the proceedings. The facilitator restates the motion clearly. The motion is now pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.

- F. Every amendment to a main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the amendment and the name and position of the member seconding the amendment. Amendments must be turned in to the motions table before the maker approaches the microphone. Amendments presented by the World Board do not require a second. All amendments are displayed in writing before debate or voting.

A second merely indicates that another member wishes the matter to come before the assembly; it does not necessarily mean that the seconder is in favor of the motion.

- G. Debate follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate addresses the motion, not the member making it. Motives should never be questioned.

Members should address each other through the presiding facilitator and should use titles or descriptions of duties, not names (for instance, "Mr./Ms. Facilitator, not "John"). The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.

Any conference participant has the right to ask the conference to consider if an item is conference business or if it should be returned to each group for a "group conscience" vote. The conference then has to decide if the issue requires the efforts of the NA groups.

- H. Adoption of Motions

1. On matters of procedure, such as *Lay on the Table*, *Recess*, *Amend*, *Commit*, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or two-thirds) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)
2. On matters of policy, such as policy of the Conference, approval, removal or change of previously-adopted literature, or change to the *Guide to World Services in NA* (or subsequent service document), two-thirds of the registered members present at the most recent roll call are required to vote in the affirmative for adoption to occur.

A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.

3. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. For any such action to be approved, two-thirds of the Regional Delegates recorded as present in the WSC roll call immediately prior to the vote must vote "yes" to the proposal.



4. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

I. Voting

1. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the facilitator putting the question. A person facilitating the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
2. Voting generally takes place by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.
3. If the outcome is unclear, or if any member challenges the validity of the vote in any way, then a standing vote is called. All in favor of the item are asked by the facilitator to stand and remain standing. The number of members standing are counted by three independent counters. Those in favor will be asked to sit, and the procedure will be repeated for those opposed and in abstention to the item in question. The tally of those in favor, those opposed, and those abstaining will be compared, and the position will be declared by the facilitator.
4. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The facilitator calls for any objections; if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly. In other words, a "friendly amendment" requires unanimous consent to be adopted to become part of the main motion.
5. There are no fractions of votes. Each conference participant shall have one and only one vote.
6. In case of a close vote, the facilitator will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.
7. A majority vote (simple majority) is more than half.  
For example, since 37 is half of 74, 38 would be more than half and is a majority of 74; since 37.5 is half of 75, 38 would be more than half and is a majority of 75.
8. Two-thirds vote (2/3 majority) means at least two-thirds.  
For example, of 74, 49.33 is two-thirds; thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly two-thirds; thus 50 would be at least two-thirds of 75.
9. There are several ways to determine the set of members to which the majority proportion (whether simple or two-thirds) applies. Some of these ways are:
  - A. those present and voting
  - B. those registered as attending
  - C. those present at the most recent roll call or the roll call adjusted for late arrivals as announced by the facilitator
  - D. all those eligible to vote whether registered as attending or not, from the entire membership
  - E. those present voting YES or NO

When the standing procedures do not specify which set of members is to be used then the first interpretation, those present and voting, is used.

10. The facilitator announces the result of the vote, and its adoption or rejection. The motion is considered to be disposed of after this announcement.

- J. An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion.
- K. Old Business sessions address motions that were sent out in the *Conference Agenda Report* and any amendments to those motions. All other items are considered New Business. Any amendment that significantly alters an old business motion could actually move the entire motion to become a new business item.
- L. Only Regional Delegates vote in old business sessions on old business motions.
- M. Regional Delegates and World Board members vote on items in new business.

## II. Standing Rules—Differences from Robert's

- A. WSC limits debate to three minutes per speaker. (Robert's is ten minutes)
- B. WSC limits the number of speakers on each pending motion to three pro and three con. (Robert's is unlimited)
- C. WSC limits debate on the motion to appeal to one pro and one con with the facilitator always the con. (Robert's is unlimited)
- D. WSC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If a motion is pending or brought up again the next day, rights of the debate begin over again.)
- E. WSC requires a two-thirds majority to adopt the motions *Lay on the Table* and *Reconsider*. (Robert's is majority)
- F. WSC will allow no amendments on the motion *Limit* or *Extend Debate*. (Robert's allows)
- G. WSC requires a simple majority to adopt the motion *Limit* or *Extend Debate*. (Robert's is two-thirds)
- H. WSC requires a two-thirds majority to adopt main motions that: amend the service structure; change the operating procedures of the WSC; change the policy of the WSC; approve literature; remove or change previously-adopted literature; or change the *Guide to World Services in NA* (or subsequent service document). (Robert's is a majority on main motions)

## III. Class (Type), Precedence, and Order of Motions

- A. Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.
- B. *M = Main motion*. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.
  1. No main motion is in order if it conflicts with United States, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.
  2. No main motion is in order that presents substantially the same question as a motion previously rejected during the same conference. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.G. Redress.

3. No main motion is in order that conflicts with a motion previously adopted at any time during the conference and which is still in force. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.C. Redress.
  4. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, *Committed, Postponed, or Tabled*). If a question has been laid on the table and the same question is brought before the assembly during the current conference, it would be more appropriate to take the original motion from the table and dispose of it than to address the new motion.
- C. *S = Subsidiary motion.* Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence, and several may be pending at one time. See table in section III F below for order of precedence.
- D. *P = Privileged motion.* Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence, and there may be several pending at the same time. See table in section III F below for order of precedence.
- E. *I = Incidental motion.* Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since precedence depends on the particular set of circumstances each time.
- F. Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

(P) Privileged Motions (not debatable):

- Adjourn
- Recess
- Raise a Question of Privilege
- Call for Order of the Day

(S) Subsidiary Motions (debatable)

- Lay on the Table
- Previous Question
- Limit or Extend Debate
- Postpone to Definite Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely

(M) Main Motion

G. Redress

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone or tabled at adjournment die. However, they can be brought up at a later conference as new questions.
2. Matters rejected:  
 During the same conference, the motion *Reconsider* would be in order. If the question is substantially different, due to a change in circumstances or new information or other significant changes in intent, a new motion might be in order.  
 At a later conference, a motion can be "renewed"—that is, the same question can be introduced again as if new.
3. Matter adopted:  
 During the same conference, the motions *Reconsider* or *Amend Something Previously Adopted* would be in order. The motion to *Reconsider* is in order if the original motion was voted on yesterday or today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the reconsider time limit has passed, the appropriate motion would be *Amend Something Previously Adopted*. During the same conference, *Reconsider* is the preferred motion; however, *Amend Something Previously Adopted* is in order at any time before or after it is too late to reconsider.  
 At a later conference, the appropriate motion would be *Amend Something Previously Adopted*. Any member may make that motion, and there is no time limit.
4. Matters temporarily disposed of:  
*Suspend the Rules, Discharge a Committee, or Take from the Table* would be appropriate depending on the circumstances, or to *Reconsider a Motion* (if reconsiderable) that temporarily disposed of a motion, e.g., *Commit* or *Postpone*.
5. Matters on the floor:  
*Appeal the Facilitator, Point of Order, Call for the Order of the Day, Division of the Question, etc.*, and other parliamentary tools may be appropriate.

#### H. To Remove a Pending Motion from the Floor

There are several options, some of which are:

1. *Lay on the Table*: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to *Take from the Table* is appropriate.
2. *Postpone Definitely*: if the intent is to put off consideration to a more convenient time or pending more information.
3. *Postpone Indefinitely*: if the intent is to kill the motion for that conference.
4. *Objection to Consideration*: if the intent is to avoid consideration of the motion for that conference. This objection must be made before debate begins.
5. *Commit to Committee*: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.
6. *Extend* or *Limit Debate*: if the intent is to limit or extend the number of speakers, the amount of time each may speak, or the total time for debate, or to set the time that debate will close.
7. *Previous Question*: if the intent is to stop debate immediately and put the question to vote.

- 8. Vote against the motion: if the intent is to defeat the pending motion.
- 9. Vote for the motion: if the intent is to adopt the pending motion.
- 10. *Recess*: if the intent is for the assembly to take a brief time out before continuing.
- 11. *Adjourn*: if the intent is let the matter die. However, no more business of any kind will be taken up until the next biennial conference.

I. Recess or Adjourn

The differences between *Recess* and *Adjourn* are:

*Recess* means to take a short intermission within a session. After the recess, proceedings are immediately resumed at the point where they were interrupted.

*Adjourn* means to terminate the conference, i.e., the biennial meeting.

A *conference* is a series of sessions wherein each succeeding session is scheduled with the view to continuing business at the point where it was left off at the previous session.

J. Since the WSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

<u><b>Formal Name</b></u>	<u><b>Common Name</b></u>
<i>Adopted</i>	Carried
<i>Amend by Substitution</i>	Substitute
<i>Amend Something Previously Adopted</i>	Includes <i>Rescind</i>
<i>Entertain a motion</i>	the facilitator sensing the assembly's intent, mentions the motion that would be in order that might accomplish the assembly's goal
<i>Previous Question</i>	call the pending motion to a vote; call for the question; call for the vote
<i>Put the Question</i>	Vote
<i>Question of Privilege</i>	point of personal privilege
<i>Rejected</i>	Failed
<i>Suspend the Rules</i>	Includes <i>Change the Order of the Day</i>
<i>Unanimous Consent</i>	"friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
<i>Unfinished Business</i>	old business (although this term is misleading, since addressing previously-handled, i.e., old business is different than addressing business yet undone.)

#### IV. Description of Motions

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions, further describing their use and characteristics.

- A. Adjourn means to close the conference immediately.
- B. Amend (a pending motion) means to modify the wording and possibly the effect of a pending motion and is considered a primary amendment--that is, it applies directly to the main question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.
1. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.
  2. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.
  3. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments(s), but vote in favor of the motion, or vice versa.
  4. The motion to *Substitute*, a form of the motion *Amend*, proposes that a substitution shall come before the assembly in place of the pending resolution. During consideration of the motion to substitute, debate may consider the merits of the pending resolution and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to substitute fails, the original pending resolution comes to the assembly for vote.
- C. Amend Something Previously Adopted means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made if done during the current business session.
1. *Rescind, Repeal, Annul*, a form of the motion to *Amend Something Previously Adopted*, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.
  2. *Amend the Bylaws* (for WSC, *Amend the Guide to World Services in NA* etc.) is a form of the motion *Amend Something Previously Adopted*. Generally, the document to be amended should have a provision within it stating how it can be

amended. If the document does not state how it can be amended, then *Amend the Bylaws* is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the bylaws to give the membership adequate time for review.

- D. *Appeal the Facilitator* means that the ruling is taken from the facilitator and decided by the assembly. By electing a facilitator, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the facilitator unless they appeal the decision. A member who does not choose to appeal a ruling may speak directly to the facilitator at a later time or bring the issue up in an open forum.
- E. *Commit or Refer to Committee* means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. For the WSC, this committee would be the World Board unless some extraordinary action had taken place to create an ad-hoc committee.
- F. *Discharge a Committee* means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that, in effect, discharges the committee. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.
- G. *Division of Question* means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) should be.
- H. *Lay on the Table* means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that conference. However, the matter may be introduced at another conference as a new motion.
- I. *Limit or Extend Debate* means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be *Previous Question*.
- J. *Main Motion* is the introduction of new business or, in some cases, the reconsideration or amendment of previously adopted business.
- K. *Objection to Consideration of the Question* means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the facilitator is phrased so that members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be renewed during the same conference except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding conference.

- L. Order of the Day (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then *Suspends the Rules* or *Changes the Order of the Day*.
- M. Parliamentary Inquiry is a question to the facilitator to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the facilitator to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The facilitator is not obligated to answer hypothetical questions.

The facilitator's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and, if ruled out of order, to appeal such a ruling.

- N. Point of Information is a request directed to the facilitator, or through the facilitator to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.

If the point of information is a question to a member who is speaking, the facilitator will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member yielding is strictly responding to a question, however, the time is not deducted from the speaker's time.

- O. Point of Order means a member believes the rules of the assembly are being violated and is asking the facilitator to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.
- P. Postpone to a Definite Time (Definitely) means to put off action on a pending motion until a definite day, session, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present conference.
- Q. Postpone Indefinitely means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the conference and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.
- R. Previous Question means to immediately close debate and the making of any subsidiary motions, except *Lay on the Table*, of a pending motion. If *Previous Question*



is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.

- S. Question (Point) of Privilege, (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The facilitator rules (subject to appeal) only on whether this matter should interrupt pending business. If the facilitator rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question then requires a second; is debatable, amendable, etc.; and is handled by the assembly.

- T. Recess means a short intermission in the assembly's proceedings, which does not close the session, and after which business will be resumed immediately, at exactly the point at which it was interrupted.
- U. Reconsider enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side), and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.
- V. Suspend the Rules enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The facilitator cannot move this but can entertain a motion from another member to do so.
- W. Take from the Table enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same conference as the motion to lay on the table, the matter dies although the matter can be reintroduced later as a new question.
- X. Voting, (motions about) enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.
- Y. Withdraw/Modify a Motion, (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the facilitator. After the question is stated by the facilitator, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker of the motion accepts the amendment.

	<b>IN ORDER WHEN ANOTHER HAS FLOOR</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED TO ADOPT</b>
Adjourn	No	Yes	No	No	Majority
Amend a pending motion	No	Yes	If motion to be amended is	Yes	Majority for amendment
Amend Something Previously Adopted (Includes Rescind)	No	Yes	Yes	Yes	Two-thirds
Appeal the Facilitator (must be made immediately following decision)	Yes, at time of appealed ruling	Yes	1 Pro/1Con Con is always facilitator	No	Majority in negative to reverse facilitator
Commit or Refer to Committee – of a pending question	No	Yes	Yes	Yes	Majority
Commit or Refer to Committee –of a matter not pending	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Lay on the Table	No	Yes	No	Yes	Two-thirds
Limit or Extend Debate – pending question	No	Yes	No	No	Majority
Limit or Extend Debate – for duration of session	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	See Standing Rules
Objection to Consideration of the Question – prior to debate	Yes	No	No	No	Two-thirds against consideration sustains objection
Order of the Day	Yes	No	No	No	On demand of member unless set aside by two-thirds
Parliamentary Inquiry	Yes	No	No	No	Facilitator response only
Point of Information	Yes	No	No	No	Response only
Point of Order	Yes	No	No unless submitted to body by facilitator	No	Facilitator ruling or majority of body

	<b>IN ORDER WHEN ANOTHER HAS FLOOR</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED TO ADOPT</b>
Postpone to Definite Time	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
Previous Question	No	Yes	No	No	Two-thirds
Question of Privilege – main motion not in order	Yes but not to interrupt	No	No	No	Facilitator ruling subject to appeal
Question of Privilege – main motion in order	No	Yes	Yes	Yes	Majority
Recess-pending question	No	Yes	No	Yes, to time	Majority
Recess–no pending question	No	Yes	Yes	Yes	Majority
Reconsider	Yes, before person has spoken	Yes	If original motion is	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds
Take from the Table	No	Yes	No	No	Majority
Voting – motion about while question is pending	No	Yes	No	Yes	Majority, if not to open or reopen polls
Voting – motion about while question is not pending	No	Yes	Yes	Yes	Majority
Withdraw or Modify a motion after stated by facilitator	Yes, if needs immediate attention	Yes, if made by maker. No, if by another	No	No	Majority



**Projects Approved for the 2006–2008 Conference Cycle**

- ◆ Business Plan Workgroup
- ◆ Basic Text
- ◆ Implementation of the *PR Handbook*
- ◆ Training and Orientation
- ◆ Public Relations Development
- ◆ NAWS Communications & Publications
- ◆ Basic Service Material
- ◆ Workshops
- ◆ Targeted Literature
- ◆ Fellowship Issue Discussions



## Issue Discussion Topics—Selection and Discussion

At WSC 2002, the following process was approved for use for two conferences.

**INITIATION AND CHOOSING TOPICS:** The WSC meeting is the best place to initiate fellowship discussions. Without the efforts of all conference participants when they leave the conference, the fellowship would not be aware of what these issues are or why they are important.

The conference may select issue discussion topics through any combinations of the following:

1. The World Board can come to WSC with a variety of topics, derived from many sources, for participants to either rank or choose from. The sources for topics would include reports from the worldwide workshops, WSO Fellowship Services' correspondence, topics submitted from regions or members, world convention workshops, etc.
2. The World Board can come to WSC with one or two topics already chosen for the next conference cycle. These topics would come from the same sources mentioned above.
3. Conference participants can generate topics throughout the week and choose one or two from a compiled list near the end of the week.

**CONFERENCE PARTICIPANTS AND FELLOWSHIP INVOLVEMENT:** The general steps below provide for wide participation of conference participants and members of the fellowship.

Conference participants, in small groups, can generate points to help establish the type of information in the "*News Flash*" for each topic.

The WB can finalize the *News Flashes* after the WSC meeting and distribute them widely.

The WB will invite input from the fellowship discussions. It will be important to actively encourage members and committees to share their experience, strength, and hope instead of asking for their opinion or "position" on the topic. Our recovery is built on this kind of sharing of experience rather than taking a position.

**FINALIZATION:** The World Board will provide feedback to the fellowship in the form of a synopsis or report on the input received. This could be in *The NA Way*, *NAWS News*, a special report, on the website, etc. The input might or might not be usable as input for a bulletin or even for a new project plan.

The approach outlined above delivers what is hoped to be an inclusive process that has a definable outcome. It accomplishes outlines the selection of issue discussion topics, and the initiation and finalization of discussions. It allows for the board to draw from staff, worldwide workshops, convention workshops, member ideas, regional submissions, and board correspondence. The *News Flash* idea that was so well received during the last conference cycle is utilized, the selection process is taken out of the *CAR*, and "position papers" are discouraged in favor of shared experience.

This approach also preserves the value of holding fellowship discussions in many different settings while creating the sense of building community among the discussion participants.



## **Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one 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. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.





## Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the 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 rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities 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.