

Minnesota Regional Service Conference



TEMPORARY GUIDELINES

Approved February 14, 2009

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TWELVE TRADITIONS

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 non professional, 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

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 process.
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 government.

NEW STRUCTURE FORMATION MOTION

WHEREAS the Minnesota Regional Service Conference (MNRSC) is currently ineffective in serving the needs of its member Area Service Committees (ASCs), and

WHEREAS the organizational structure of the MNRSC inhibits effective service to both the ASCs, and the NA groups in Minnesota and

WHEREAS the MNRSC's ability to carry the Narcotics Anonymous message to suffering addicts in Minnesota as mandated by our Fifth Tradition is similarly restricted,

BE IT THEREFORE RESOLVED THAT the Minnesota Regional Service Committee approve the DRAFT GUIDELINES Revised August 14, 2008 as amended, changing its structure from a Sub-Committee and Reporting structure to Project-based Structure effective the end of the MNRSC on February 14, 2008. These guidelines will be in force on a temporary basis until 12/11/2010. At that time the RSC may reevaluate the structure and decide to revert to the May 2008 Guidelines or else these guidelines will become permanent. The current executive committee will serve as the interim Fellowship Services Team during the transition until the new Fellowship Services Team is elected in April 2009.

INTENT: To better serve Areas, their member groups and individual addicts; to allow more widespread participation by more individual members; and to more fully utilize its precious and limited human and financial resources.

FINANCIAL IMPACT: none

Motion #:

Date of Motion: 02/14/09

Maker of Motion: Kit

Person Seconding the Motion: Ryan

Outcome: Approved. (21-yes, 4-no)

MNRSC VISION STATEMENT

All of the efforts of the Minnesota Region 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 region has the chance to experience our message in his or her own language and culture to find the opportunity for a new way of life;
- NA communities region-wide (groups and areas), the MNRSC, the UMSO, and MNNAC, Inc. 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 from addiction.

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.

MNRSC STATEMENT OF PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose, by linking together the Areas and Groups within its Region (herein defined), by helping Areas and Groups with their basic situations and needs, reducing needless duplication, and by encouraging the growth of the fellowship.

Furthermore, the MNRSC is to further the unity of the Fellowship within our region and the World by maintaining communication with the WSC and our member Areas in accordance with our Twelve Traditions and Twelve Concepts.

To ensure that our primary purpose is carried out, the MNRSC shall have a Fellowship Services Team, Regional Committee Members, and Workgroups directly responsible to those they serve.

MNRSC MISSION STATEMENT

The Minnesota Regional Service Conference brings all elements of NA regional services together to further the common welfare of NA. The RSC's mission is to unify NA Minnesota-wide by providing a forum at which:

- Elected Participants propose and gain fellowship consensus on initiatives that further the NA Regional Service 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 means to guide and direct the activities of NA Regional Services;
- Participants ensure that the various elements of NA Regional Services are ultimately responsible to the groups they serve;
- Elected Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

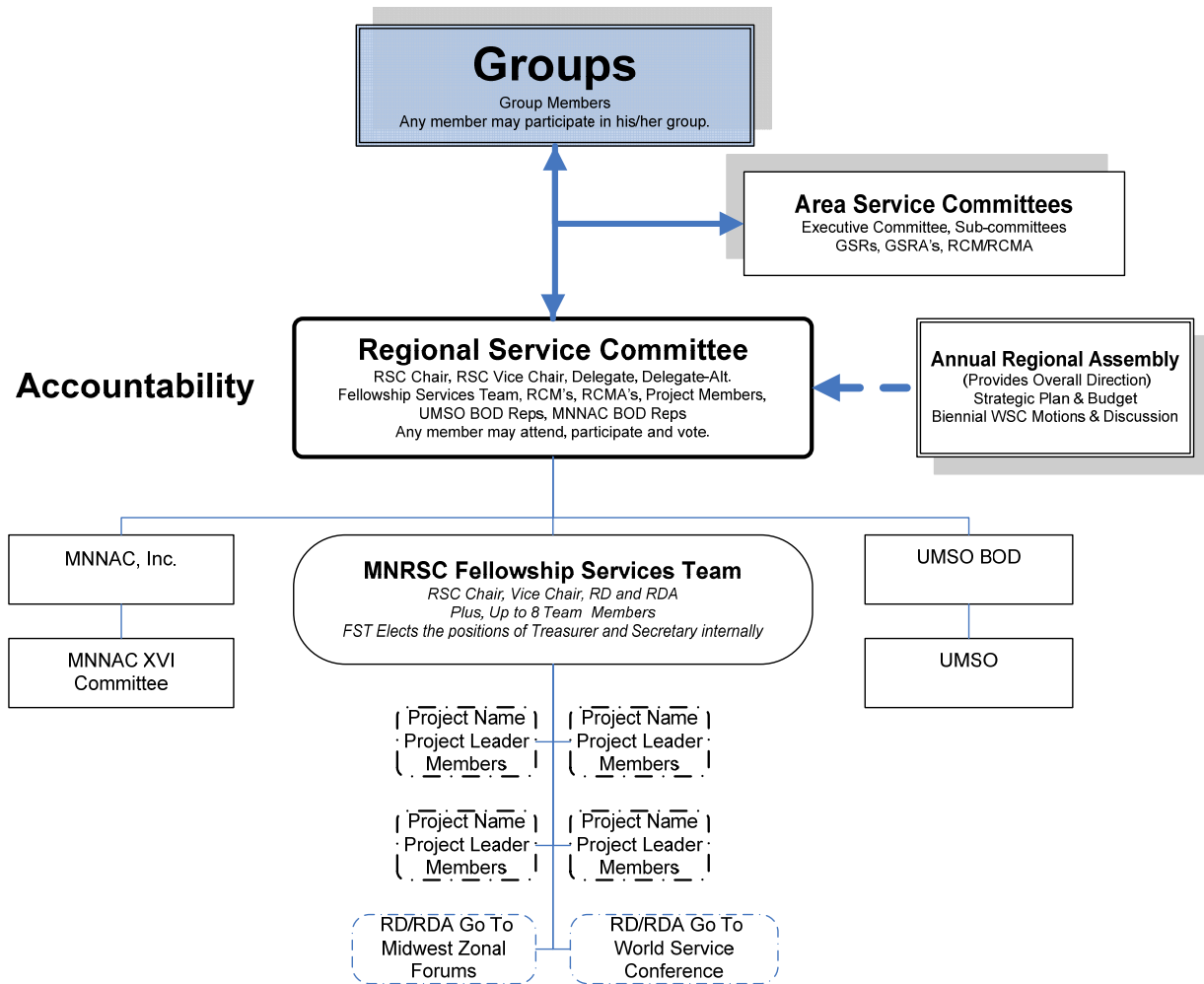
MNRSC LONG-TERM GOALS

In a continuous effort to realize our vision, MNRSC strives to achieve the following long-term goals:

<p style="text-align: center;">Concerning The Service We Provide</p>	<ul style="list-style-type: none"> ▪ To be a trustworthy leader with the foresight to identify trends and issues affecting the fellowship and the ability to develop innovative solutions to address them. ▪ To be a reliable resource for information about Narcotics Anonymous recovery and about access to our recovery process. ▪ To represent the interests and concerns of Narcotics Anonymous and the issues affecting the fulfillment of our vision. ▪ To provide products and services that meet changing needs of the Region. ▪ To foster unity of purpose and a keen sense of mutual accountability and support.
<p style="text-align: center;">Concerning How We Operate</p>	<ul style="list-style-type: none"> ▪ To be an organization characterized by integrity and consistency, whose words and actions are driven by spiritual principles contained in the 12 Steps, 12 Traditions, and 12 Concepts. ▪ To build productive partnerships throughout our Region to fulfill our vision: relationships with other components of the service structure, local NA communities, and between committees and boards. ▪ To build and sustain cooperative relationships with other organizations and entities that address issues of addiction in order to raise awareness of Narcotics Anonymous as a viable option for recovery. ▪ To be a model of service by setting high standards, being efficient in operations, avoiding needless duplication of services, and an unwavering focus on the needs of those we serve. ▪ To be responsive and accessible, inviting involvement and dialogue, and ensuring efficient delivery of services. ▪ To be a sound organization with the structure and capacity, human and financial, to achieve our goals and priorities.

MN REGIONAL SERVICE COMMITTEE RESTRUCTURE CHART

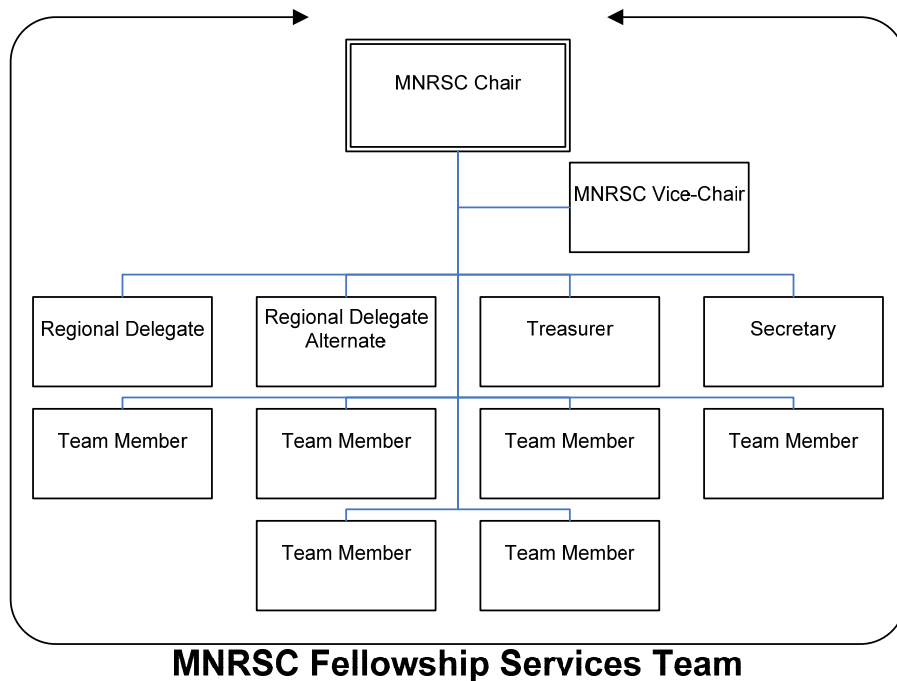
The following chart illustrates the re-structuring of the Minnesota Region. The 9th Tradition reminds us that any service board or committee is directly responsible to those they serve – the Groups. The chart below illustrates the fundamental change in the structure below by the dissolution of Regional Sub-Committees and replacing those with a Fellowship Services Team and Project Workgroups.



The MNRSC Fellowship Services Team is made up of a Chair, a Vice-Chair, a Regional Delegate, and a Regional Delegate Alternate (each specifically elected by the MNRSC), and **UP TO 8** team members (specifically elected by the MNRSC). Having up to 8 team members allows for the growth of the MNRSC in fulfilling its vision and achieving its long-term goals.

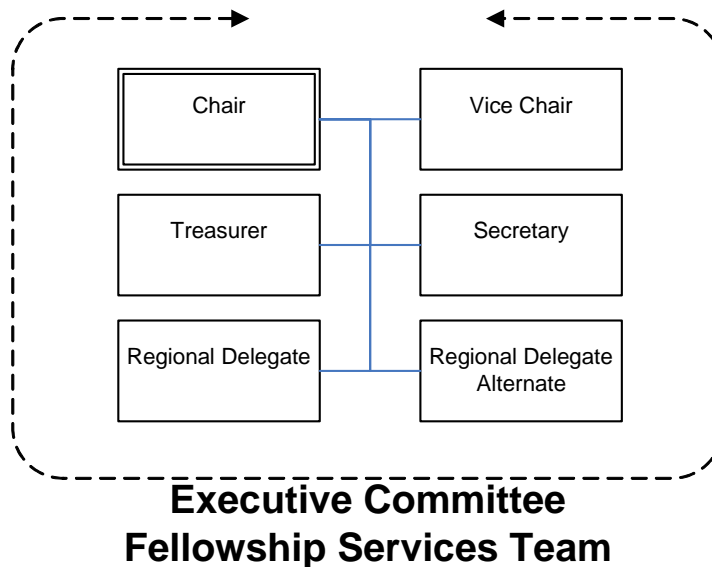
FELLOWSHIP SERVICES TEAM CHART

The following chart illustrates the MNRSC Fellowship Services Team.



MNRSC FELLOWSHIP SERVICES TEAM EXECUTIVE COMMITTEE CHART

The MNRSC participants elect the Fellowship Services Team. The MNRSC Fellowship Services Team internally chooses the Secretary and Treasurer from available team members. The Executive Committee shall be made up of the MNRSC Chair and Vice-Chair, the Treasurer, the Secretary, Regional Delegate and Regional Delegate Alternate. The chart below illustrates the roles within the Executive Committee.



MNRSC DEFINITION

The Minnesota Regional Service Conference (RSC) is a Committee made up of the Regional Committee Members (RCMs) from Areas within the Minnesota Region, the MNRSC Fellowship Services Team, UMSO BOD Representative, MNNAC, Inc. BOD Representative, Project Leaders, Project Members, and other interested members of Narcotics Anonymous.

The MNRSC is defined by the following statements:

1. This body shall be known as the Minnesota Regional Service Conference, herein after referred to as the MNRSC or simply RSC.
2. The first function of the MNRSC is to realize its vision, carry out its purpose, act on its mission, and continually attempt to achieve its long-term goals through a prioritized series of projects that fulfill these goals.
3. The second function of the RSC is to carry the message of recovery through the actions of the RSC, the MNRSC Fellowship Services Team, and its defined workgroup projects.
4. The third function of the RSC is to contribute to the growth of NA worldwide by participating in much of the service work to be finalized at the World Service Conference, and by assisting our Narcotics Anonymous World Services in any way it can that does not disrupt or supersede the services we provide within our Region.
5. The bi-monthly meeting shall be known as the Minnesota Regional Service Conference, held on the 2nd Saturday of even numbered months (February, April, June, August, October, and December).
6. The MNRSC shall serve the geographic area including but not limited to Minnesota as deemed appropriate.
7. The MNRSC is a part of the World Service Conference of Narcotics Anonymous and thereby is a member of the World Service Conference, hereinafter referred to as the WSC.
8. The MNRSC is also part of the Midwest Zonal Forum, herein referred to as the MZF.

MNRSC FUNCTIONS AND FINANCIAL POLICIES

These guidelines are set forth for the sole purpose of having continuity in the areas of financial responsibility and accountability between the areas, the RSC, the groups they serve, and the fellowship as a whole.

1. The MNRSC shall maintain a permanent mailing address and bank accounts.
2. The Executive Committee shall draft an annual budget and present it at the Regional Assembly. The annual budget will be approved by the RSC at the June Conference.

3. Each Project shall have a project plan that includes a budget that covers the expected costs of completing that project under the scope and timeframe the project plan indicates.
4. All committee and project funds will be handled through the RSC treasury, in accordance with the Treasurer's Handbook from NAWS. All checks the MNRSC receives will be deposited within 7 days. Electronic ledgers and journals will always be maintained.
5. All RSC funds will be handled through consistent checking and savings accounts. The treasurer and one of the following must sign all checks: Secretary, Regional Chairperson, Regional Vice-Chairperson. Funds in the savings account can only be transferred to the checking account and not withdrawn as cash.
6. An electronic bimonthly report will be provided by the RSC treasurer for inclusion in the minutes. This report will include at a minimum:
7. A statement of cash flow (income/expenses) for the previous four months.
8. Actual and Budgeted expenses for each project and the Executive Committee.
9. Any expenses over budget require prior RSC approval.
10. In the event that there should ever be a lack of funds to sufficiently meet the budgeted expenses, the priority of the expenses will be in the following order; 1) Meeting room rent, 2) P.O. Box Rental, 3) Secretary Expenses, 4) All other projects as proposed to the RSC for Approval.
11. All non-sufficient funds returned checks will be debited from the records. The MNRSC treasurer will make one effort in writing and a follow-up phone call to contact the check writer to make an attempt to counter balance the returned check.
12. The MNRSC shall hold excess Conventions funds until the end of the fiscal year.
13. NA World Services pays the travel expenses for all regional delegates. The RSC will pay for airfare, hotel and per diem for the Regional Delegate Alternate (RDA) to attend the World Service Conference at the prevailing reimbursement rates as established by NAWS.
14. NA World Services will pay for airfare, hotel and per diem for the Regional Delegate to attend the World Service Conference.
15. Unbudgeted service travel shall be approved by the MNRSC at the prevailing non-profit reimbursement rate as defined by the IRS."
16. The MNRSC fiscal year is January 1 to December 31.
17. The regional chair shall schedule an audit at least every two years. The audit shall include at least one member of the fellowship services team, and at least one

RCM. The regional treasurer shall attend the audit only to answer questions. The audit shall reconcile each bank transaction with a receipt, and ensure that all debits and credits are categorized properly. The Audit Group shall provide a written report to the RSC upon completion of the audit. Any elected participant can call for an audit at any time for any reason.

MNRSC PROCEDURES

The procedures adopted herein are the MNRSC's expression in achieving its long-term goals. They are not meant to conflict with the spiritual principles contained in the 12 steps, 12 traditions, or 12 concepts. The MNRSC procedures (and the Rules of Order) are a series of operations, actions, or acts that need to be executed in the same manner in order to always obtain the same result in the same circumstances, thus creating a fair and equal treatment of MNRSC participants. The result of a given procedure usually induces or produces a change.

1. The Chair, with input from the MNRSC Fellowship Services Team, will draft the MNRSC Conference agenda prior to each meeting. The draft agenda will be emailed out to participants at least 3 days prior to the RSC, along with a reminder of the time and place of the Conference.
2. The agenda is created in a trust between the MNRSC Fellowship Services Team and the Areas, and the Groups they ultimately serve.
3. The agenda is a list of activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be considered. It may, but is not required to, include specific times for one or more activities.
4. Any motions not already on the agenda are to be given in writing to the Chair (using the preferred format indicated on the Motion Form) at the beginning, or during the Regional Service Conference. The motions not included on the agenda shall be discussed during open forum and put on the agenda for the next RSC.
5. Main Motions submitted after the start of new business will be put on the agenda of the next RSC under New Business after discussion during open forum. The exception to this is a motion deemed urgent (requiring a suspension of the rules) or deemed as housekeeping.

MNRSC PROJECTS

The “work” that Fellowship Services Team and the RSC as a whole undertakes will become known as projects. Ideas for projects may be developed at the Group level, Area level, the Regional Assembly, the RSC, and the MNRSC Fellowship Services Team. These project ideas will be further developed at the RSC through connecting them with the Region’s Long-term Goals and match these with the Region’s resources. Further development may be done by the Fellowship Services Team. A project leader is chosen to manage the project, and project members are recruited to serve and assist. A project plan is then developed and approved by the Executive Committee. The project is then implemented and executed with regular reports given to the RSC.

MNRSC SEATING PROCEDURES

The following requirements shall be met before an Area shall be seated at the MNRSC:

1. Area shall be registered with NAWs, assistance will be provided if necessary.
2. Area representative reports on the ASC’s development and its commitment to the vision, purpose, mission, long-term goals and functions of the MNRSC.
3. Motion to seat by an RCM to be voted on during New Business.
4. An area ceases to be “recognized” as a member area by the MNRSC when they have not attended the MNRSC for 12 consecutive MNRSC meetings.

MNRSC ATTENDANCE

1. All MNRSC meetings shall be closed to the general public unless specifically approved by the Chair.
2. MNRSC meetings are open to any member of Narcotics Anonymous.

MNRSC QUORUM

Quorum requirements for the MNRSC shall be defined as:

1. At least 50% of elected Participants and 50% of the “active” Areas represented by an RCM or RCMA or acting RCM.
2. An Area ceases to be considered “active” in this quorum when its RCM, RCMA, or acting RCM is absent from two consecutive RSC meetings.
3. An elected Participant will cease to be counted as part of quorum after missing two consecutive RSC meetings.
4. The Chair will “call for quorum” prior to old business based on the sign-in sheet distributed by the Secretary or through a show of hands.
5. If a quorum is not present, a meeting may be opened and normal activities may proceed, however, no motions will be brought to the floor and elections shall not take place.

MNRSC DECISION-MAKING

The MNRSC holds to the ideal that consensus or near consensus can be achieved if discussion is given an effective and efficient manner of demonstration. Further, we believe that a “simple majority rules” does not necessarily constitute a clear conscience. Moreover, we believe that the principles of open-mindedness and humility will prevail if we all practice: hearing, not simply listening; empathy and understanding; surrender and unity. With this understanding, it is necessary for the MNRSC to adopt a set of decision-making procedures.

1. Old business and New Business will be guided by WSC Rules of Order adopted herein.
2. Open forum and the Regional Assembly will be guided by Consensus-based decision making.
3. All changes in RSC Guidelines must receive 2/3 vote of eligible voters when a quorum exists. MNRSC recommends that these changes be brought up at least one MNRSC meeting prior to voting on them so that RCMs may have time to discuss them with their respective ASCs. The exception to this is motions deemed to be “housekeeping motions”.
4. All motions made at the RSC must be clearly written on a “motion form” and must include the intent of the motion clearly stated and understood.
5. The maker of a motion must be present.

MAKING MOTIONS

The following are Elected Participants and can make or second motions:

1. RCMs or RCMA: All Motions must be either made or seconded by a RCM or RCMA.
2. MNRSC Fellowship Services Team.
3. UMSO Inc. Board of Directors Representative.
4. MNNAC Inc. Board of Directors Representative.

DISCUSSION LIMITS

The following procedures address the time discussion is given during old or new business.

1. Main Motions – The Chair shall begin with (up to) 3 pros and up to 3 cons with a reasonable time limit – but the chair may use her/his discretion in extending discussion. Preference shall be given to different voices during discussion.
2. Amendment to Motions – 2 pros and 2 cons unless changed by the Chair.

VOICES ON FLOOR DURING DISCUSSION OF MOTIONS

The following section describes who the Chair or acting Chair will recognize to be heard during old or new business during the discussion of motions, or who the chair or acting chair will recognize during open forum or other times during the RSC.

1. Any NA Member may be acknowledged to speak on the floor.

TYPICAL MNRSC BUSINESS

The following section describes some of the types of decisions and deliberations the MNRSC engages in during its meetings.

1. Elects Chair, Vice-Chair, up to 8 Fellowship Services Team Members, UMSO BOD Representative, and MNNAC, Inc. BOD Representative
2. Reviews the Concepts, Traditions, Vision, Mission and Long-term Goals
3. Discusses Objectives and Approaches for Projects
4. Prioritizes Projects based on achieving long-term goals
5. Discusses Project approaches and objectives based on Key Result Areas
6. Approves Overall Budget
7. Receives Status Updates on Projects
8. Discusses Best Practices
9. Participates in workshops and discussion topics
10. Participates in projects as leaders or workgroup members
11. Coordinates projects between Areas as necessary
12. Encourages participation on projects throughout the fellowship
13. Continues to build Project Resource Pool
14. Communicates effectively with Areas and Groups
15. Reviews Projects
16. Approves Projects
17. Sets Project Priority Tiers

VOTING

The MNRSC encourages any NA member to participate in the bi-monthly conference and demonstrates this encouragement by allowing them to vote on motions during old and new business.

1. Any Narcotics Anonymous member who is present may (but is not required to) vote at a MNRSC.
2. In order to temporarily suspend the rules, a 2/3 majority of voting members is required.
3. An abstention is not counted as a yes or no.
4. Voting for elected MNRSC Fellowship Services Team member or other RSC positions will be done by secret, paper ballot.

SIMPLE MAJORITY

A majority vote is defined as more than half of voting members voting yes or no. Abstentions shall not be counted as a yes or no.

TWO THIRDS MAJORITY

2/3 majority is determined by dividing Yes votes by the total of Yes + No votes. Abstentions shall not be counted as a yes or no. A motion needing 2/3 passes if it exceeds the 2/3 majority threshold.

RULES OF ORDER SUMMARY CHART

The following chart outlines the rules of order for business at the RSC.

Rule	In Order When Another Has Floor	Second Required	Debatable	Amendable	Vote Required to Adopt
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	Yes	Yes	Majority
Appeal the Chair	Yes	Yes	I Pro I Con - Con is Chair	No	Majority in Negative
Commit or Refer to executive committee	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Limit or Extend Debate	No	Yes	No	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Parliamentary Inquiry	Yes	No	No	No	No Vote
Point of Information	Yes	No	No	No	No Vote
Point of Order	Yes	No	No	No	No Vote
Postpone	No	Yes	Yes	Yes	Majority
Previous Question or Close of Debate	No	Yes	No	No	Two Thirds
Point of Privilege	Yes	No	No	No	No Vote
Recess	No	Yes	Yes	Yes	Majority
Reconsider	No	Yes	Yes	No	Two Thirds
Suspend the Rules	No	Yes	No	No	Two Thirds
Table	No	Yes	No	No	Majority

ELECTIONS REQUIRE TWO THIRDS MAJORITY

For the purposes of MNRSC elections, 2/3 majority is determined by dividing Yes votes by the total of Yes + No votes. A person is elected if the person exceeds the 2/3 majority threshold.

ELECTION OVERVIEW

The MNRSC shall elect up to 8 Fellowship Services Team Members for two-year terms. Five of these Team Members will be up for Election each February. If Team Member positions are not filled each February, the RSC may choose to fill these at any RSC for the remainder of the specific term. Candidates receiving the most votes above the required 2/3 majority are elected to the Fellowship Services Team.

The MNRSC shall elect a Chair and a Vice-Chair who shall serve as the MNRSC Chair and Vice-Chair, as well as the Chair and Vice-Chair of the MNRSC Fellowship Services Team. These Elections will happen in December of Even Number of Years.

The MNRSC shall elect a Regional Delegate and a Regional Delegate Alternate. These elections will happen in June of Even Numbered of Years.

PROCEDURES ON ELECTIONS

1. Voting is done by secret, paper ballot.
2. Chair and Vice-Chair are elected in December.
3. All other MNRSC Fellowship Services Team members, UMSO Rep, and MNNAC BOD Rep are elected in February.
4. Names of individuals who meet the qualifications are printed on paper ballots and distributed to the body. Individuals can vote yes or no or simply leave a candidate choice blank. Individuals can vote for as many candidates as they want.
5. Those individuals receiving the most votes, and exceeding the 2/3 majority threshold, are elected to be MNRSC At-Large Fellowship Services Team.
6. In the unlikely event that there are more candidates than positions, AND, more candidates receive more than the 2/3 majority threshold, AND, tie for most votes, the RSC can decide whether to expand the team or have an immediate run-off.

MNRSC TERM LENGTHS FOR MNRSC FELLOWSHIP SERVICES TEAM

The length of terms for members of the Fellowship Services Team as well as the chair and vice-chair shall be two years with half of the team members overlapping a new half. This process allows for continuity and rotation of trusted servants. This process also coincides and overlaps with the two year budget cycle. The exception to this rule is the first year (2009) of restructuring. The chart below illustrates how the MNRSC Fellowship Services Team Members shall get in sync with the two year cycle.

ID	Position	First Term Elected	First Term Ended	Duration	2009			2010				2011				2012				2013
					Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
1	MNRSC Chair	4/13/2009	12/10/2010	87w																
2	MNRSC Vice Chair	4/13/2009	12/10/2010	87w																
3	Regional Delegate	4/13/2009	6/11/2010	61w																
4	Regional Delegate Alternate	4/13/2009	6/11/2010	61w																
5	Up to Four Team Members	4/13/2009	2/12/2010	44w																
6	Up to Four Team Members	4/13/2009	2/11/2011	96w																
7	Secretary (from Team Members)	4/13/2009	4/9/2010	52w																
8	Treasurer (from Team Members)	4/13/2009	4/8/2011	104w																

MNRSC FELLOWSHIP SERVICES TEAM POSITIONS AND ROLES

The MNRSC Fellowship Services Team consists of the following: Chair, Vice-Chair, Regional Delegate, Regional Delegate Alternate and up to 8 Team Members. This team chooses necessary roles among the team members in order to best serve the MNRSC. The Fellowship Services Team shall meet at least once between each RSC and each member of the team shall be required to participate. Members of the Fellowship Services Team shall visit each Area

Service Committee of the Minnesota Region at least once per year in order to develop working relationships with each Area Service Committee and to increase communication.

TYPICAL MNRSC FELLOWSHIP SERVICES TEAM BUSINESS

The following describes some of the decisions and deliberations the MNRSC Fellowship Services Team engages in during its meetings.

1. Assigns/Elects Internal Executive Committee roles (exceptions: Chair and Vice-Chair)
2. Reviews project ideas
3. Reviews project plans
4. Sets Project Priority Tiers
5. Project Resource Pool Collection
6. Project Development
7. Attends each ASC within the region at least once per year
8. Actively assists to arrange and facilitate the regional assembly

MNRSC EXECUTIVE COMMITTEE ROLES

The MNRSC Executive Committee is a subset of the MNRSC Fellowship Services Team. It consists of the following: Chair, Vice-Chair, Secretary, Treasurer, Regional Delegate, and Regional Delegate Alternate. The Secretary and Treasurer are elected by the MNRSC Fellowship Services Team from among the available team members. The Executive Committee shall meet at least once in between each RSC and each Executive Committee Member shall be required to participate.

The Executive Committee works together in a team effort to plan and implement the MNRSC, the Regional Assembly, and the Midwest Zonal Forum (when hosting). In addition, the Executive Committee will audit the treasury accounts on an annual basis, or more often if requested by the RSC.

This body, serving as a Committee, per suggestions from the RSC as a whole, may appoint members to a workgroup for a specific need for a specified time period to bring to completion a certain project.

TYPICAL MNRSC EXECUTIVE COMMITTEE BUSINESS

The following describes some of the decisions and deliberations the MNRSC Executive Committee engages in during its meetings.

1. Manages the project program of priorities
2. Approves Project Plans
3. Assists in developing and writing project plans
4. Sets the MNRSC Agenda

MNRSC ELECTED MEMBERS RESPONSIBILITIES, AND QUALIFICATIONS

MNRSC FELLOWSHIP SERVICES TEAM MEMBERS

TERM: 2 Years; 3 Years Clean (Exception: half of the Team Members of the first year of restructuring will be one year terms.)

1. Demonstrates integrity and leadership (as discussed in our Fourth Concept) with the ability to organize, direct and motivate. Honors discretion—the ability to fulfill their responsibilities with the Region’s confidence that confidential information will be protected. Enhances her/his own knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, as well as the spiritual principles found within.
2. Completes a service resume prior to being elected to the position.
3. Does not hold other regional-level service positions by the time they assume their duties, but can be a project leader as defined by a project workgroup.
4. Possesses Regional Experience.
5. Ability to read and write English.
6. A working computer and/or internet access are strongly preferred in order to communicate effectively with MNRSC participants the Fellowship Services Team.
7. Participates in all MNRSC Conferences.
8. Participates in all MNRSC Fellowship Services Team Meetings.
9. Participates in all MNRSC Executive Committee Meetings, if applicable.
10. Performs other duties as agreed to perform.

MNRSC CHAIR

1. Meets all of the qualifications of a MNRSC Fellowship Services Team Member; PLUS
2. Takes the lead in compiling a pre-arranged agenda before the RSC.
3. Presides over all meetings of the Minnesota RSC, MNRSC Fellowship Services Team, and Executive Committee.
4. Maintains a line of communication between the Minnesota RSC and any/all Areas throughout the year.
5. Strives with the utmost strength to remain completely fair and impartial, and refrains from discussing a motion when presiding.
6. When an Area is not represented for two consecutive MNRSC meetings, the Chair contacts the RCM or RCMA and investigates the matter.
7. Allowed to temporarily appoint another Executive Committee Member or MNRSC Fellowship Team Member to preside as Chair over any part of the RSC as needed.

MNRSC VICE-CHAIR

1. Meets all of the requirements of an MNRSC Fellowship Services Team Member; PLUS
2. Performs all duties and responsibilities of the Chair in her/his absence.
3. Becomes a liaison between any and all elected Trusted Servants in order to assist in conflict resolution.
4. Records motions in an organized fashion requiring future action by the RSC, to make sure that these items come up at those future times and do not fall through the cracks.
5. Performs other duties as agreed to perform.

MNRSC REGIONAL DELEGATE

1. Meets all of the qualifications of the MNRSC Fellowship Services Team Member; PLUS.
2. Links the Region with the World and vice versa through effective communication and leadership.
3. Presents minutes of the World Service Conference, information from Narcotics Anonymous World Services (NAWS), information from the World board of NA, or other Regional news or information available (Conventions, Conferences, etc.) or from The NA News or The NA Way.
4. Participates as a member of the MNRSC Executive Committee.
5. Attends as many Midwest Zonal Forum meetings as possible.
6. Attends and participates in the World Service Conference.
7. Attends as many Worldwide Workshops as possible.
8. Able to accept nominations to become a member of Project Workgroup, World board, or invitation as a member of WSC Project workgroup.
9. Performs all other duties as agreed to perform.

MNRSC REGIONAL DELEGATE ALTERNATE

1. Meets all of the qualifications of the MNRSC Fellowship Services Team Member; PLUS.
2. Assists the RD in her/his duties and responsibilities
3. Performs all duties and responsibilities of the RD in her/his absence.

4. Perform all other duties as agreed to perform.

ROLE OF MNRSC SECRETARY

1. Meets all of the requirements of the MNRSC Fellowship Services Team Member; PLUS.
2. Participates as a member of the Executive Committee.
3. Records and is responsible for a written record of MNRSC Conferences, Executive Committee meetings, and MNRSC Fellowship Services Team meetings.
4. Keeps a contact list of all Elected Participants, RCMs, and regular participants.
5. Emails minutes out two weeks following each RSC meeting. Minutes are delivered to Executive Committee members, RCMs from each area, Project Leaders, project members attending the RSC, and the MNNAC and UMSO. The Secretary will mail Minutes to any RCM without an email account at the MNRSC's expense.
6. Ensures that all approved minutes are available on www.naminnnesota.org for download by NA members.
7. Maintains possession of motion forms, project pool forms, project plan templates, and any other form or worksheet developed and issued by the MNRSC.
8. Works with other members of the Fellowship Services Team as an archivist.
9. Performs other duties as agreed to perform.

ROLE OF MNRSC TREASURER

1. Meets all the qualifications of the MNRSC Fellowship Services Team Member; PLUS
2. Keeps an accurate record of all transactions, including receipts for income and expenditures in relation to their respective budget line item or project plan. Prepares a financial report to be distributed at each RSC meeting, including a copy of the bank statement and quarterly reports.
3. Disburses money in accordance with the approved RSC biennial budget and specific project plan budgets.
4. Collects all donations from Groups, Areas, individual NA members, or project workgroups.
5. Participates as a member of the Executive Committee and is not allowed to serve as Treasurer for any other regional or area service body or event while serving as Treasurer for the MNRSC Fellowship Services Team.
6. Performs other duties as agreed to perform.

MNNAC, Inc. BOARD OF DIRECTORS REPRESENTATIVE

TERM: 2 Years; 3 Years Clean

1. Demonstrates integrity and leadership (as discussed in our Fourth Concept).
2. Completes a Service Resume and possesses regional experience with the ability to read and write English.
3. Obtains a working computer and internet access in order to communicate effectively with the rest of the RSC and participates in all RSC's.
4. Presents a written report at each MNNAC Fellowship Services Team meeting outlining RSC's activities, concerns, and requests.
5. Delivers a written report at each RSC outlining the MNNAC board of Director's activities, finances, concerns, and requests.
6. Works toward improving the bonds of communication and unity between the Fellowship Services Team and the RSC.
7. Serves as a full member of both the MNRSC and the MNNAC, Inc. Fellowship Services Team, attending all meetings of both bodies.

UMSO, Inc. BOARD OF DIRECTORS REPRESENTATIVE

TERM: 2 Years; 3 Years Clean

1. Demonstrates integrity and leadership (as discussed in our Fourth Concept).
2. Completes a Service Resume and possesses regional experience with the ability to read and write English.
3. Obtains a working computer and internet access in order to communicate effectively with the rest of the RSC and participates in all MNRSC Conferences.
4. Fulfills the duties of Director-at-Large, as defined by the UMSO Guidelines and By-Laws.
5. Delivers a written report at each RSC outlining the board of Director's activities, finances, concerns, and requests.
6. Presents the RSC's ideas, concerns and understandings to the UMSO board of directors.
7. Works toward improving the bonds of communication and unity between the UMSO board of directors and the RSC.

8. Serves as a full member of both the MNRSC and the UMSO Inc. board of directors, attending all meetings of both bodies.

REMOVAL OF ELECTED PARTICIPANTS OR FELLOWSHIP SERVICES TEAM MEMBERS

VOLUNTARY REMOVAL

1. Given in writing to the RSC Chair prior to the next RSC meeting.

INVOLUNTARY REMOVAL

1. An elected member of the MNRSC can be removed for the following causes: Missing two or more consecutive meetings, Relapse during term of office, Felony conviction, consistently not completing assigned work.
2. A motion for removal can be presented at the MNRSC with said due cause, and the vote will taken at the following RSC; a two-thirds majority (yes votes)/ (yes + no votes) is needed for impeachment.

GUIDELINES FOR EVENTS, FORUM, AND REGIONAL ASSEMBLIES

MNNAC

1. Bids by Areas to host the Minnesota Regional Convention of NA, need to be brought to the MNRSC by June two years prior to the convention and then given to the MNNAC BOD for review.
2. The MNNAC BOD will bring the bids and their recommendation on which bid to accept to the MNRSC in August, where the MNRSC will vote to select the host Area.
3. The host Area will bring candidates for the Convention Chair to the October MNRSC and the body elects the Convention Chair.

MIDWEST ZONAL FORUM

PURPOSE OF MZF

- Provides an opportunity for discussion and exchange of information on problems and issues confronting NA
- Facilitates communication, cooperation, and growth among regions in the Midwestern United States and between the regions and NA world services.
- Helps Regional Delegates prepare for the biannual World Service Conference and learn from each other, former Delegates, and other experience trusted servants
- Assists local NA members or communities who have questions about NA service or how to handle challenging situations
- Conducts workshops and learning days on various topics in NA service
- Sponsors multi-regional events with participation from NA World Services
- Serves as a point of contact for public information requests

ATTENDANCE AT MZF

1. Regional Delegate
2. Regional Delegate Alternate

RESPONSIBILITIES TO THE MZF

1. To attend as many of the meetings during the MZF weekend as possible.
2. To report to the Minnesota RSC any pertinent information received at the Forum.

HOSTING A MIDWEST ZONAL FORUM

1. A project plan must be developed if hosting a MZF and approved by the MNRSC.

REGIONAL ASSEMBLY

PURPOSE OF REGIONAL ASSEMBLY

The annual Regional Assembly is a meeting of all the GSRs, RCMs, and other interested members of NA in the Minnesota Region. We come together to meet, grow in unity, and develop a regional consensus on a variety of local and global issues in NA. It is a key ingredient in the maintenance of the NA groups' final responsibility and authority for our fellowship's services, spoken of in our Second Concept.

- I. A Project Plan must be developed and produced for each Regional Assembly and approved by the MNRSC Fellowship Services Team.

REGIONAL ASSEMBLY OBJECTIVES

Overall Objectives

- To get as much participation and representation from as many groups as possible throughout the region
- To inform the members of Narcotics Anonymous in our Region about the structure, functions, and importance of Local, Area, Regional and World Services

Specific Even Year Objectives

- To develop at a regional consensus on each motion presented in the Conference Agenda Report (CAR) for the annual meeting of the World Service Conference (WSC) of NA.
- To provide verbal and written input to our conference delegates on important aspects of the specific issues on the Conference Agenda.
- To discuss regional issues facing the Minnesota RSC that requires a consensus from the expanded population of GSRs.

Specific Odd Year Objectives

- To strategically plan for the RSC for the next biennium
- To present and discuss the budget for the next biennium
- To discuss regional and/or relevant issues facing the MNRSC

REGIONAL ASSEMBLY STRUCTURE

Small Group Discussion

- Small groups are formed in order to provide informal, Chair-led discussions designed to allow for in-depth brainstorming and the generating of ideas for the issues at hand.
- Issues and motions in that topic are discussed in the small group.
- Discussions are led by a qualified participant of the MNRSC.

Presentation/Discussion

- Small groups are formed in order to provide informal, Chair-led discussions designed to allow for in-depth brainstorming and the generating of ideas for the issues at hand.
- Issues and motions in that topic are discussed in the small group.
- Discussions are led by a qualified participant of the MNRSC.

Large Group Discussion

- The large meeting of all members of the Minnesota Region.
- Facilitated by the Regional Chair with the assistance of the Vice-Chair.
- Formal discussion and voting takes place on all issues on the agenda.
- RSC Rules of Consensus are used to provide an orderly way to conduct discussions, to promote discussion.

REGIONAL ASSEMBLY PROCEDURES

- Any member attending may participate in the consensus process at the Regional Assembly.
- Consensus is the preferred means of decision-making.
- Guidelines for consensus decision-making will be made available prior and at the start of each Regional Assembly.

EXECUTIVE COMMITTEE RESPONSIBILITIES FOR THE REGIONAL ASSEMBLY

The Executive Committee works together in a team effort to develop and create a project plan to be approved at the February RSC, and implement the project plan in order to achieve a successful Regional Assembly.

ADDENDUMS

SAMPLE REGIONAL SERVICE CONFERENCE SCHEDULE

The agenda is developed by the Chair's with input from the MNRSC Fellowship Services Team. Below is a sample agenda and does not necessarily reflect an actual agenda.

MNRSC 2nd Saturday of Even Months (February, April, June, August, October, and December)

10:30 AM to 11:30 AM	Recovery Meeting – Just for Today
11:30 AM to Noon	Newcomer Orientation RCM & RCMA Support Group
12:05 PM to 12:15 PM	Open, Introductions, Readings, Welcome
12:15 PM to 12:45	MNRSC Executive Committee Reports
12:45 PM to 1:15 PM	Old Business (Elections in Feb of New FST Members in Feb)
1:15 PM to 1:30 PM	Recess
1:30 PM to 2:00 PM	New Business
2:00 PM to 2:30 PM	Open Forum (Items that become motions are voted on at the next regularly scheduled MNRSC)
2:30 PM to 2:45 PM	Recess
2:45 PM to 3:15 PM	Project Leader Updates (Written and Verbal)
3:15 PM to 4:00 PM	Workshop Presentation or Discussion Topic
4:00 PM Time Certain	Close
4:30 PM	Fellowship

COMMON TERMS AND GLOSSARY OF DEFINITIONS

Additional Needs – addicts with additional needs arise from physical challenges such as blindness, hearing impairment, or mobility limitations imposed by use of wheelchairs. Reaching addicts with additional needs and making our meetings and other services more accessible to them is an obligation our fellowship takes very seriously at all levels of its service structure.

Area Fellowship Support Group – meeting held each Saturday of the Minnesota RSC facilitated by a RCM picked by the group of RCMs. All area and regional trusted servants are encouraged to participate and discuss issues and topics of interest to their areas, as well as best practices.

Area service committee (ASC) – A committee created to provide common services for NA groups in a specific locale: composed of GSRs, ASC officers, and subcommittee chairpersons. The ASC is usually part of a region, to which it sends Regional Committee Members (RCMs).

Biennium – refers to a period of two years.

Biennial Budget – refers to a budget for a two year period.

Closed meetings – NA recovery meetings that are closed to non-addicts.

Common needs (special interests) – A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men’s or women’s groups and gay or lesbian groups.

Conference – refers to the formal meeting of the Minnesota Regional Service Committee that occurs on the 2nd Saturday of even numbered months in February, April, June, August, October, and December each year.

Conference-approved service material – Material approved by the World Service Conference that is intended primarily for use within the context of an NA service board or committee.

Consensus Based Decision Making - is a method in which a group of likeminded individuals come to a decision facing the group. It eliminates the need for voting, but, when an individual has an opposition, they may bring it to the group, and they may discuss the issue to come to a decision.

Group service representative (GSR) – A trusted servant elected by an NA group to participate on the group’s behalf in the ASC and the regional assembly.

Home group – the group an NA member calls “home.” Home group membership calls for regular attendance of its recovery meetings, financial and voluntary service support, and participation in conscience- building and decision-making processes.

Hospitals and institutions (H&I) – A field of service devoted to carrying the NA message primarily to correctional inmates and treatment facility patients.

Member – describes the individuals who are active participants of the MNRSC, Individual Projects and project work groups.

MNRSC Fellowship Services Team – describes the RSC Elected members who make up the MNRSC Fellowship Services Team. Within the Fellowship Services Team there are 8 team member positions with 2 year terms. The MNRSC elects the Chair, Vice-Chair, Regional Delegate and Regional Delegate Alternate directly. The MNRSC Fellowship Services Team then elects the roles of Treasurer and Secretary.

NA-approved literature – Recovery literature that is officially sanctioned by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates to the World Service Conference, also referred to as “fellowship-approved literature.”

Narcotics Anonymous World Services (NAWS) – Refers to Narcotics Anonymous World Services, Inc., the legal name for the World board. (See World board description.)

NA Way Magazine, The – The NA Fellowship’s quarterly journal, published in various languages.

Open meetings – NA recovery meetings that allow attendance by non-addicts.

Project – describes a select activity of the MNRSC Fellowship Services Team whereby Leaders and Members complete a necessary task via a workgroup to a desired goal.

Project Leader – describes the individual who leads individual projects (i.e. Project Leader is the equivalent of “chairperson” of a given project and takes responsibility for the direction, scope, resources, and completion of that project.)

Project Plan – describes a planning document that answers the following questions: what is the project, why is it being proposed, how will it get done, what long-term goals will it achieve, when will it get done, how much will it cost in terms of money and human resources. Regular status updates will be necessary.

Project Resource Pool – describes a means of collection for members who are interested in various tasks that are necessary in completing projects. The project resource pool uses a sign up sheet distributed at every RSC and every ASC in the hopes of collecting a diverse group of members with varying interest in initiating and completing projects. The members are kept in a database managed by the one of the Fellowship Services Team.

Public Relations (PR) *formally Public Information or PI* – A field of service devoted to carrying the NA message to government and private agencies, the public media, community leaders, those in the helping professions, religious, civic organizations, and the community-at-large so that addicts seeking recovery will be referred to Narcotics Anonymous.

Regional Assembly – refers to the formal meeting that is held annually each year in March. The even numbered year is for discussion of WSC motions and topics. The odd numbered year is for strategic planning.

Regional committee member (RCM) – Elected by an ASC to participate on the area’s behalf on the regional service committee (RSC).

Regional delegate (RD) – A World Service Conference participant elected by a region.

Regional service committee (RSC) – A body that draws together the combined service experience of a number of adjoining areas for those areas’ mutual support in providing services that enhance the long-term goals of that region.

Roundtable Discussion – describes one method used to arrive at a consensus decision during the open forum or Regional Assembly.

Service Resume Forms – describes a form used by the Minnesota RSC to gather current and accurate information about willing trusted servants who would like to participate in regional service in one form or another.

Special interests (common needs) – A name tag referring to specialized groups formed to provide additional identification for addicts with particular needs or interests in common—for example, men’s or women’s groups and gay or lesbian groups.

Straw Polls – describes a simplified procedure used to arrive at a consensus based decision in business meetings.

Trusted servant – An NA euphemism for “leader,” derived from NA’s Second Tradition, in which NA leaders are characterized as “trusted servants” as opposed to governors.

Twelve Concepts for NA Service – One of three bodies of basic NA principles, the concepts apply specifically to the development, coordination, and maintenance of NA services on behalf of the groups.

Workgroup – describes a group of trusted servants selected in order to initiate and complete a project.

World Board – The World Board is the service board of the World Service Conference. It provides support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction; and oversees the activities of NA World Services, including our primary service center, the World Service Office. The board also holds in trust for the NA Fellowship the rights for all their physical and intellectual properties (which include literature, logos, trademarks and copyrights) in accordance with the will of the WSC.

World Service Conference (WSC) – A deliberative body composed of regional delegates and world-level trusted servants; the WSC provides an effective voice and active conscience for the worldwide NA Fellowship.

World Service Conference Report – The full reports of the World Service Conference and the World board and its committees.

World Service Office (WSO) – World Service board headquarters (Los Angeles) and branch facilities (Canada, Europe).