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## Series 0000 Regional Operations

### 0001 Areas Old and New

- 0001.00 That new Areas be placed before Area Reports on the agenda.  
**Was: 12/4/82 - Page 1**
- 0001.01 That new Areas be admitted to the Region as policy, without voting; requiring new Areas to make a statement of intent to abide by the Twelve Traditions of N.A.  
**Was: 12/4/82 - Page 1**
- 0001.02 That in the event an Area is not represented and has not forwarded a report or donation for two (2) consecutive Regional meetings, a Regional officer (to be appointed) will direct a letter of inquiry to the representative of that Area requesting clarification of their membership status. If a response from that Area is not received prior to the next Regional meeting, the assumption will be made that the Area has withdrawn from the Region and the Area will be dropped from our mailing list.  
**Was: 12/4/82 - Page 2**
- 0001.03 During roll call that if an area was absent at last Regional, this be noted when calling, and that minutes reflect how many consecutive absences.  
**Was: 3/13/99 – Policy Motion # 2**

### 0002 Regional Service Committee Meetings

- 0002.00 That the Regional practice of having Regional Service Committee meetings be open to all N.A. members and allowing them to speak, if they are from the Region, become policy.  
**2/16/81 - Page 1**
- 0002.01 That this Region be called the "MID-ATLANTIC REGION".  
**7/18/81 - Page 2**
- 0002.02 That tape recording Regional Service committee meetings was discussed and a motion was passed to keep the secretarial procedures as they are.  
**3/6/82 - Page 2**
- 0002.03 That the Region is financially responsible for the rent and coffee of a Regional Service Committee meeting.  
**3/5/83 - Page 5**
- 0002.04 That the Mid-Atlantic Regional Service Committee adopt "Robert's Rules of Order".  
**12/17/83 - Page 3**
- 0002.05 That personal attacks are not allowed on the Regional floor.  
**6/8/85 - Page 16**
- 0002.06 That if quarterly Regional workshops (held between the regular quarterly Regional Service meetings) should be approved, the financial responsibilities of holding the workshops would be the responsibility of the area hosting the workshop.  
**12/6/86 - Page 19 - Motion 4**
- 0002.07 That the Regional Service Committee is not an N.A. group and that it is a committee; that it be supported by fund-flow and not the basket.  
**12/12/87 - Page 7**
- 0002.08 To revoke centralized meeting place policy.  
**12/11/93 – Pg. 17**
- 0002.09 To support RD and Alt RD in Zonal Forums; that they be funded to attend Zonal Forums.  
**3/12/94 - Motion 20**
- 0002.10 That the attendance at the RSC be defined as attendance for the entire length of the meeting.  
**9/13/97 – Page 13 Motion #11 – Old Business**
- 0002.11 To adopt the Guide to Local Services in Narcotics Anonymous into Mid-Atlantic

Regional Policies. Begin implementation with these changes: Change references from TWGSS to Guide to Local Services, positions of ASR to RCM and RD to RD; include the 12 Concepts wherever officer qualifications guidelines are mentioned.

**12/13/97**

0002.12 To incorporate the MARSC as a not for profit corporation with the understanding that this includes MARLCNA.

**3/14/98 – pg. 10**

0002.13 To combine all meeting lists from all Areas within our Region and create a meeting list for the Mid-Atlantic Region.

**9-12-00 Motion # 1 Policy – Old Business**

0002.14 That the Mid-Atlantic Regional Service Committee adopt this logo attached as an official logo of the Region.

**6-9-01 Policy Motion #3- Old Business**

0002.15 To have Region in September meet on the third Saturday of the month instead of the second Saturday.

**Policy Motion 0905P2**

## 0003 Reimbursement and Financial Policies

- 0003.00 That the RD and Alternate RD be reimbursed for traveling expenses incurred while attending ASC meetings.  
**12/17/83 - Page 3**
- 0003.01 Past policy of the Mid-Atlantic Region has been to pay the phone bills incurred by the RD and Alternate RD for Regional Business.  
**3/16/85 - Page 16**
- 0003.02 A check can be forwarded to the Regional Secretary prior to RSC meetings to cover acquired expenses, since policy states that reimbursements are to be made for RSC bills. (ALSO SEE 12/9/89 - Page 10)  
**9/13/86 - Page 3**
- 0003.03 That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscience.  
**12/10/88 - Page 12 - Motion #2**
- 0003.04 That the Mid-Atlantic Regional Service Committee increase its prudent reserve an additional \$1000.00. (NEW PRUDENT RESERVE - \$1500.00)  
**1/28/89 - Page 3 - Motion #9**
- 0003.05 That the RD or Alternate RD be reimbursed for all mailing and copying expenses incurred each quarter upon delivery of receipts.  
**9/8/90 - Page 14 - Motion 1 - New Business**
- 0003.06 That the MARSC set up a running budget of not more than \$300 for the secretary expenses. The secretary will receive \$300 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$300 back to the region.  
**12/13/97  
Amended 12/11/04**
- 0003.07 That the RSC Treasurer submit copies of the bank statements to be included in the RSC minutes.  
**9/13/2003 Policy Motion # 5 – Old Old Business**

## 0004 Voting Policies and Procedures

- 0004.00 That abstaining votes at Regional meetings be counted as neutral votes. AMENDMENT was passed on the original motion that an exception would be when a 2/3 majority is needed, as in votes on policy changes or literature changes, that then the abstaining votes would be counted as a NO vote.  
**12/8/84 - Page 21 - Motion 8**
- 0004.01 That this Regional body set a quorum for the voting body of this Region and that the quorum be set at 50% plus one.  
**12/8/84 - Page 22 - Motion 10**
- 0004.02 That 100% of the Regional body be notified of policy changes before a vote can be taken. (Note: As per "Robert's Rules of Order".)  
**4/11/87 - Page 8 - Motion 1**
- 0004.03 Any motion that is not seconded on the Regional floor dies on the Regional floor for the lack of a second.  
**1/28/89 - Page 2 - Motion 3**
- 0004.04 Be it resolved that any motion that affects N.A. in part or as a whole, be sent back to areas for group conscience simply by a request of an RCM or Alternate RCM or Regional Officer or Regional Sub-Committee Chair.  
**6/9/90 - Page 14 - Motion 9 - Old Business**
- 0004.05 That motions that create new policy and/or change existing policy require a 2/3 majority to pass.  
**3/9/91 - Page 13 - Motion C - Old Business**
- 0004.06 That all motions which come to the Regional floor be accompanied by an intent.  
**3/9/91 - Page 15 - Motion I - Old Business**
- 0004.07 That only RCM's carrying a group conscience on any individual motion will be counted in the vote; provided that 100% of the groups were notified.  
**3/14/92 - Page 12 - Motion 1 - Old Business**
- 0004.08 That only RCM's and ARCM's or Subcommittee Chairs or a representative of a subcommittee in the absence of the chair or vice chair can make motions.  
**12/14/2002 - Page 9 - Motion 12 - Old Business**
- 0004.09 That 100% notification for group conscience motions be defined as all Areas receiving minutes containing the motion within 6 weeks after the Mid-Atlantic Service Committee Meeting.  
**12/12/98 Policy Motion # 3 - Old Business - Page 8**
- 0004.10 Any motion brought before this subcommittee that would effect a subcommittee (other than the one the maker of the motion represents), goes back to that subcommittee and the Regional Policy committee for review and input before its sent back top home groups to vote.  
**3/10/01 Policy Motion # 4 - Old Business**
- 0004.11 All motions must be on a motion submission form provided by the Mid-Atlantic Region or a reasonable facsimile thereof. The maker shall provide three copies: one for the Policy subcommittee, one for the Secretary, and one for any other subcommittee that may be affected.  
**09/13/2003 Policy Motion # 2 Old Old Business**
- 0004.12 When making a motion, one should attach their title to whoever is making the motion and seconding it in the minutes.  
**6/4/04 Policy Motion #2**
- 0004.13 each RCM, RCM alternate or any other person designated by a member Area to act on their behalf, represents the Area in question. Therefore, Motions made on behalf of a memberArea, May be withdrawn or amended by any successor representative of that Area  
**3/10/07 Policy Motion #2 Old Business**



## Series 0100 RCMs and Officers

### 0100 Regional Committee Members

- 0100.00 That in accordance with the N.A. Service Manual, each Area will be represented by an RCM who will be the only person allowed to vote at the meeting for their Area.  
**Proposed: Proposed: 2/6/81 - Page 1**
- 0100.01 That the RCM submit reports in written form to the secretary.  
**Proposed: 6/4/83 - Page 4**
- 0100.02 That all RCM's and Alternate RCM's and Chairs and Vice Subcommittee Chairs receive Policy Guidebooks.  
**Proposed: 3-10-01 Motion # 5 Old Business**
- 0100.03 That when an Area makes motions, for new business only, that they make copies (if possible) for each Area at the Regional meeting and submit receipts to the treasurer at each Regional meeting.  
**Proposed: 3/10/90 – Page 13 – New Motion 12**
- 0100.04 That RCM's bring an updated meeting list to each region with additions, deletions, or modifications, to be submitted to the Web Committee to update the MARSCNA.org meeting list database.  
**Proposed: 9/13/02 Motion #4- Old Business**
- 0100.05 An RCM giving an area report can turn over the floor to an Area member for an additional report, to be submitted in written form with the RCM's report, to the RSC secretary.  
**3/14/92- Page 17- Motion 16- Old Business**
- 0100.06 To provide a copy of the CAT to RCMs and Alt RCMs prior to MARLCNA.  
**0304P1**

### 0101 Officer Elections and Qualifications

- 0101.00 To accept nominations from the floor by any MARNA member.  
**2/16/81 - Page 1**
- 0101.01 It is possible to elect Regional officers from other than just those who are our RCM's and Alternate RCM's.  
**7/18/81 - Page 2**
- 0101.02 That in order to be elected as a Regional officer you must attend the Regional Service Committee Meeting.  
**7/18/81 - Page 2**
- 0101.03 To elect a new Vice-Chairperson for the Regional H&I Sub-Committee. NOTE: This sets policy that all Sub-Committee-Vice Chairpersons must be brought to the Regional floor.  
**9/8/84 - Page 15 - Motion 7**
- 0101.04 That every position on the Regional Service level have a vice or alternate person to be involved and learn the position. We would then in turn be voting primarily on the alternate or vice position for a two (2) year commitment.  
**9/8/84 - Page 17**
- 0101.05 That a Regional Officer must belong to an Area in the Mid-Atlantic Region.  
**6/8/85 - Page 20**
- 0101.06 That for the election of the RD only, a secret ballot be taken, with RCM's writing down their choices on a piece of paper and have the Chairperson tally the votes.  
**12/7/85 - Page 2**
- 0101.07 CHANGE IN POLICY: That we retain the RD and the Alternate RD from June 1986 until June 1987, at which time elections for the Alternate RD will be held every two (2) years.  
**6/7/86 – Page 12**
- 0101.08 Vice-Treasurer to be elected in March of every year, for term of Treasurer to begin June to coincide with our fiscal year.

12/11/99 – Policy Motion

0101.09 All other vice or alternate positions to be elected in September of every year.

9/19/87 - Page 6

0101.10 Change policy – General Information, Part 5 That elections for Alt RD will be held every two years, on odd years be changed to out the section 'of every odd year', so that an Alt RD can be elected in any year.

3/8/97 – Page 10

## 0102 Officer Absenteeism

0102.00 Amend Regional motion 6 - Old Business \_ 12/9/89; to take out the word 'consecutive'.

NEW MOTION READS: That any Regional officer missing two (2) Regional meetings will constitute an automatic resignation. (This is to be stated in the RSC Officer Qualifications.)

6/9/90 - Page 14 - Motion 5 - Old Business

## 0103 Officer Responsibilities

0103.00 That it is the Secretary's responsibility to keep the RCM's informed of current addresses.

3/5/83 - Page 5

0103.01 That the RD and the Alternate RD vote our group conscience at the World Service Conference.

3/5/83 - Page 5

0103.02 That the Treasurer will submit a written financial report on a quarterly basis.

6/4/83 - Page 4

0103.03 The Regional Secretary is to act as a regional contact regarding scheduling of area functions within the region and is to keep a calendar of events updated so that area committees can plan functions not to fall on the same day as other area functions.

12/8/84 - Page 19 - Motion 1

0103.04 One of the responsibilities of our RD and Alternate RD is to act as liaison with the surrounding Regions.

12/8/84 - Page 21 - Motion 7

0103.05 That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number.  
AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!!

6/8/85 - Page 6 / with Amendment

0103.06 That the Secretary send out the Regional minutes to the RCM's and Regional officers within six (6) weeks after the Regional service meeting.

4/11/87 - Page 8 - Motion 2

0103.07 That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number.  
AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!!

6/8/85 - Page 6 / with Amendment

0103.08 That a copy of "Robert's Rules of Order" be provided to the Regional Chairperson and the Regional Policy Chairperson so that they will be available at all regional meetings.

4/11/87 - Page 9 - Motion 4

0103.09 That a copy of the Regional Policy which the Policy committee has compiled be

supplied to the Regional Chairperson to be passed on to successive Regional Chairs.

- 4/11/87 - Page 9 - Motion 6**
- 0103.10 That the Regional Service Committee order WSC Agenda Reports when available to the fellowship, and distribute to the Areas within the Region. This should be the responsibility of the RD and Alternate RD.
- 6/20/87 - Page 8 - Motion 10**
- 0103.11 That in the event the Area designated to host a Regional meeting cannot host it, the Regional Chairperson has the responsibility to find another Area to host it. The Regional Secretary is to be responsible to inform by phone or letter all RCM's, Regional Officers, and Sub-Committee Chairpersons of the meeting change.
- 6/10/88 - Page 9 - Motion 1**
- 0103.12 To have all motions that die due to lack of a second be included at the end of the minutes, so that Areas will know all that has happened at the Regional meeting. Any motion that dies still has been transacted.
- 1/28/89 - Page 3 - Motion 10**
- 0103.13 That the Secretary NOT record pros and cons in the minutes.
- 1/28/89 - Page 4 - Motion 12**
- 0103.14 That the Regional bank account require two of the following four signatures to cash a check:
- 1> Regional Treasurer
  - 2> Regional Vice-Treasurer
  - 3> Regional Chairperson
  - 4> Regional Delegate
- 12/9/89 - Page 11 - New Motion 4**
- 0103.15 That the Regional Secretary send copies of the old and new business only of each set of Regional minutes to each Area's PO Box to the attention of the Area Policy Chairperson.
- 3/10/90 - Page 12 - New Motion 7**
- 0103.16 For more clarity in minutes, any letter or special report from Regional officers given in their report, is to be included at the end of the minutes as an addendum.
- 3/10/90 - Page 2**
- 0103.17 The Regional secretary is to state in the minutes whether a motion PASSES or FAILS or if it is TABLED or WITHDRAWN.
- 3/10/90 - Page 2**
- 0103.18 Rescind Regional policy that requires RD and Alternate RD to be a voting member of a standing committee at World level.
- 6/9/90 - Page 14 - Motion 6 - Old Business**
- 0103.19 That all policy update sheets be distributed via the Regional secretary to be mailed with Regional minutes. An extra copy to go to each RCM for their Area Policy Committee.
- 9/8/90 - Page 10 - Motion 2 - New Business**
- 0103.20 If a motion is tabled to be voted on at a future RSC meeting, that when the vote is taken the Regional Secretary is to restate the motion in the new minutes along with the results. Regional Secretary is to restate the motion in the new minutes along with the results.
- 12/8/90 - Page 66 - Motion 5 - New Business**
- 0103.21 That the secretary post the motions that are to go back to groups at the end of each regional meeting.
- 6/13/98 - pg.9**

## Series 0200 Subcommittees

0200 General Information		
0200.00	That the Sub-Committee Chairpersons submit reports in written form to the secretary.	6/4/83- Page 4
0200.01	That all Regional Sub-Committees send copies of minutes of their Sub-Committee meetings to all RCM's.	12/8/90- Page 64- Motion D- Old Business
0200.02	That all issues, public communications, letters or other activities that reflect a Regional conscience be submitted to the RSC floor for a vote prior to distribution.	3/14/92- Page 17- Motion 17- Old Business
0200.03	That Subcommittees of the Mid Atlantic Regional Service body may only make motions pertaining to the function and operation of their own Subcommittees. In addition, the Regional Policy Subcommittee may make housekeeping motions pertaining to the Policy Logbook.	6/4/2004 Policy Motion #3
0201 Web Subcommittee General Information		
0201.00	To make the Ad hoc (internet/web page) committee a standing committee of the Region. This committee is to be known as the Web Committee.	9/12/00 Policy Motion #4 Policy- Old Business
0201.01	That this Regional Body allow the Web Subcommittee to create and design a meeting list database for our Regional Web Page.	6/8/02- Page 12 Motion 5 Old Business
0201.02	That RCM's bring an updated meeting list to each region with additions, deletions, or modifications, to be submitted to the Web Committee to update the MARSCNA.org meeting list database.	9/13/02 Motion #4 – Old Business
0201.03	That the Regional Policy Manual be posted on the website. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.	9/13/2003 Policy Motion # 1 – Old Old Business
0202 H&I Subcommittee		
0202.00.00	That this Region have an H & I Sub-Committee.	3/6/82 - Page 2
0202.00.01	That the H & I Subcommittee be reimbursed for operating expenses incurred by H & I.	12/4/82 - Page 3
0202.00.02	That the June 1988 Regional H & I Guidelines be approved.	12/10/88 - Page 12 - Motion 1, AMENDED - SEE 6/9/90
0202.00.03	The RSC H & I guidelines be changed to state that all officer's positions be reduced from two (2) years to one (1) year.	6/9/90 - Page 14 - Motion 7 - Old Business
0202.00.04	Motion to make the Mobile Policy Guidelines part of the Regional H&I Guidelines.	1204P1
0203 Literature Subcommittee		
0203.00	That the Area Literature Committee Chairpersons form a Regional Literature Sub-Committee.	6/4/83- Page 4
0203.01	That the Regional Literature Sub-Committee Chairperson and Vice	

Chairperson have a suggested clean time of three (3) years.

**06/08/02 - Page 13 Motion 10**

0203.02 That a 2/3 majority is necessary for approval of new Literature or Literature changes at the Regional level.

**9/8/84 - Page 15**

## 0204 Policy Subcommittee

0204.00 That 30 copies of the Regional Policy Log be made for distribution to all RCM's, Regional Officers, and Regional Sub-Committee Chairs and Vice-Chairs. Also that changes to the Regional Policy Log will be updated and copied to be distributed each quarter. This motion is amended by the following: 3-10-01 Motion # 5 Old Business - That all RCM's and Alternate RCM's and Chairs and Vice Subcommittee Chairs receive Policy Guidebooks.

**3/10/90 – Page 12 – New Motion 10**

0204.01 All motions which effect policy are to be handed to the Regional Policy Chair before they go to the Regional Chair, so that wording problems can be avoided; excluding Area Conscience motions.

**3/9/91 – Page 15 – Motion H – Old Business**

0204.02 That the Regional Policy Committee Service Guidelines be re-voted for approval. (GUIDELINES WERE APPROVED)

**3/9/91 – Page 15 – Motion K – Old Business**

0204.03 All Policy Motions go to Policy for review before being sent back to Groups.

**6/08/02 – Page 12 – Motion 2 Old Business**

0204.04 That the Regional Policy Manual be posted the website. The Policy Subcommittee will be responsible to update the manual quarterly, with the Web Chair being responsible to post the updates quarterly.

**9/13/2003 Policy Motion # 1 – Old Old Business**

## 0205 Public Information Subcommittee

0205.00 The Regional PI Sub-Committee form a Hotline Committee for the purpose of creating a Helpline list of names and numbers of Hotline Chairs, and for communication and support of all Hotline Sub-Committees.

**9/14/85 – Page 6 – Motion 3**

0205.01 That on overlapping media coverage, Areas using TV, videos or Radio announcements will contact the PI Sub-Committee of overlapping Areas before airing the announcements.

**9/14/85 – Page 7 – PI Report**

0205.02 To establish a permanent mailing address for the MARSC PI at a mail service location.

**6/8/96 OB Motion 6**

0205.03 PI Committee create, maintain and produce a hotline list and address mailing card.

**3/8/97 – Page 10 – Motion 3 – Old Business**

0205.04 That this Regional Body create a Regional 800 Helpline Number that will direct all calls to all Helpline Numbers within our Region.

**12/14/2002 – Page 8 – Motion 6 – Old Business**

0205.05 That Regional calendar of events go to Secretary and Web committee without going to PI.

**0305P3**

0205.06 Under PI Chairperson's duties, SEC. 2 PG 25 (section ). To remove duty K which reads: Prepares a Regional calendar of events with the help of Regional PI subcommittee and submits it to the Regional Secretary to be included in the regional minutes each quarter.

**0605P2**

0206 Convenference Subcommittee and MARLCNA

0206.00	That the RCM's bring back bids from their Areas to host a Regional Service Conference. <p style="text-align: right;">6/9/84 - Page 13</p>
0206.01	That the Regional Service Committee takes the responsibility of holding an annual workshop to go over the WSC Conference Agenda Report, paying special attention to the group conscience issues; so that our Region's Groups can come to a more informed group conscience. <p style="text-align: right;">12/8/84 - Page 20 - Motion 4</p>
0206.02	The difference between "Conference" and "Convenference"? The Little Apple Area changed without objection to "Convenference." It would not be a fund raiser, but a service oriented conference. <p style="text-align: right;">9/14/85 - Page 4</p>
0206.03	That the Region establish a standing Regional Convenference Committee. <p style="text-align: right;">6/20/87 - Page 8 - Motion 9 - Old Business</p>
0206.04	The RD and Alternate RD will be funded for attendance and participation in the Mid-Atlantic Regional Learning Convenference. Funding will be for pre-registration, room, and meals at the Convenference. <p style="text-align: right;">3/9/91 - Page 16 - Motion M - Old Business</p>
0206.05	That MARLCNA surplus funds be distributed as follows:  <ol style="list-style-type: none"> <li>1) \$500.00 yearly increase in start up moneys.</li> <li>2) Cost of RD and RD-Alt travel, food and housing to that years' WSC, for which expenses will be submitted by the RD and RD-Alt at March RSC.</li> <li>3) All remaining surplus funds to be donated to WSC yearly.</li> </ol> <p style="text-align: right;">3/13/93 - Motion 4</p>
0206.06	That the MARLCNA Committee hang all existing MARLCNA banners at the banquet during MARLCNA. <p style="text-align: right;">12/11/93 - Motion 7</p>
0206.07	The MARLCNA Committee waive the registration fee and provide lodging for all RCM's and RCM-Alts of the Mid-Atlantic Region upon request if needed. Requests must be made in writing three (3) months prior to the event and forwarded to the Convenference Committee to allow sufficient time to arrange accommodations <p style="text-align: right;">3/12/94 - Motion 16</p>
0206.08	That all meetings at MARLCNA including Banquet and Breakfast be non-smoking. <p style="text-align: right;">3/08/97 - page 10</p>
0206.09	If Nar-Anon meetings will be held during the Convenference that it not be noted on any flyers or on the program as this is a blatant violation of our 6 <sup>th</sup> Tradition. <p style="text-align: right;">12/13/97</p>
0206.10	That the MARLCNA Committee hang all existing MARLCNA banners at the banquet during MARLCNA. <p style="text-align: right;">12/11/93 - Motion 7</p>

	0206.12	That the MARLCNA merchandise committee purchase 15 Hospital & Institutions Handbooks to be sold at and during the World/Regional H & I workshop during MARLCNA. The money from the sales or unsold handbooks will then be given to the MARLCNA merchandise committee by the closing meeting held the weekend of MARLCNA. This is to be an annual occurrence. <b>6/13/98 –Policy Motion # 6 – Old Business – page 8</b>
	0206.13	The Mid-Atlantic Regional Learning Conference of NA (MARLCNA) be hosted by the Mid-Atlantic Regional Service Committee (MARSC) along with its Conference and MARLCNA subcommittees. <b>12/12/98 Policy Motion # 4 – Old Business – page 8</b>
	0206.14	That the MARLCNA Guidelines be approved (Guidelines passed 3/13/99) <b>3/13/99 – Policy Motion # 3</b>
	0206.15	Add Treasurer Duties to MARLCNA Guidelines (see MARLCNA Guidelines–revised 9-11-99), and changes to guidelines as outlined in revisions in 9-11-99 release. <b>6-10-2000 Policy Motion # 1 – Old Business</b>
	0206.16	Approval of MARLCNA guidelines marked as RCS A and RCS B <b>6-9-2001 - Policy Motion # Old Business</b>
	0206.17	That MARLCNA continue to be held in February for at least the next 5 years (2005) <b>3-10-2001 Policy Motion # 3 Old Business</b>
	0206.18	That MARSCNA is to put on a GSR Assembly, as described in "Guide to Service" to discuss the CAR prior to MARLCNA <b>6-9-2001 Policy Motion # 2 Old Business</b>
	0206.19	Change the MARLCNA Guidelines to include the Regional Conference Committee bring any motions that are made to the Host Committee before they are brought to Region. <b>9-13-2003 Policy Motion #4 Old Business</b>
	0206.20	That the 3 main speakers for MARLCNA each year be approved by a vote of the executive members of the HCC. Also that the vote be anonymous by an anonymous ballot. The executive members of the HCC committee must be given advanced notice (1 week) of who the speakers they are voting for are. <b>9/13/2003 Policy Motion #2 Old Old Business</b>

# Series 1000 Elections and Duties of Trusted Servants

## 1000 General Information

- 1000.00 A Regional officer must belong to an Area in the Mid-Atlantic Region.
- 1000.01 Regional officers may be elected from those other than just our RCMs and alternate RCMs.
- 1000.02 In order to be elected as a Regional officer you must attend the Regional Service meeting of the nomination and election.
- 1000.03 Every position on the Regional Service level will have a vice or alternate person to be involved and learn the position. This vice or alternate will automatically move up and a new vice or alternate will be elected each year.  
  
Exceptions: RD, RD alternate, Conference Chair and Conference Vice-Chair are all TWO year commitments.
- 1000.04 Elections for alternate RD will be held every two years, with the elections held in June.
- 1000.05 The RD and alternate RD positions only will be elected by secret ballot, with RCMs writing down their choices on a piece of paper and the RSC chairperson to tally the votes.
- 1000.06 Any Regional officer missing two Regional meetings will constitute an automatic resignation. (This policy to be stated in the qualification of officers.)
- 1000.07 Attendance at the RSC is defined as attendance for the entire length of the meeting.

## 1001 Nominations

### 1001.00 Procedures for Nominations

- 1001.00.00 The Regional Vice-Chairperson is to read the qualifications and duties of each officer prior to nominations
- 1001.00.01 The nominations will be accepted from the floor from any M.A.R.N.A. member.
- 1001.00.02 The Regional Chairperson is to ask for any volunteers
- 1001.00.03 The nominees are to state their qualifications for the position.
- 1001.00.03 The Regional Chairperson is to entertain a motion from the floor to close the nominations.

## 1001.01 Times of Nominations

- 1001.01.00 The alternate RD should be nominated in March. Nominations may be reopened in June, just prior to the election, only by passing a motion to reopen nominations.
- 1001.01.01 The vice-treasurer should be nominated in December of every year. Nominations may be reopened, just prior to the election, only by passing a motion to reopen nominations.
- 1001.01.02 The MARLCNA HCC Vice-Chair and Vice-Treasurer are nominated in December of every year.
- 1001.01.03 That nominations for the Convergence Vice-Chair be brought to region by the convergence sub-committee in the December Region & that the election for the Vice-Chair for the Convergence sub-committee be held in March.

## 1002 Elections

### 1002.00 Times of Elections

- 1002.00.00 Alternate-RD is to be elected in June of every even year.
- 1002.00.01 Vice-Treasurer is to be elected in March of every year.
- 1002.00.02 The MARLCNA HCC Vice-Chair and Vice-Treasurer be elected in March of every year.
- 1002.00.03 The election for the vice-chair of the Convergence subcommittee be held in March.
- 1002.00.04 All other Regional vice or alternate officers are to be elected in September.

## 1003 Regional Chairperson

### 1003.00 Qualifications

- 1003.00.00 A suggested minimum of three (3) years continuous abstinence from all drugs.
- 1003.00.01 Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- 1003.00.02 A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 1003.00.03 A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- 1003.00.04 An understanding of the responsibilities of the office.
- 1003.00.05 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1003.01 Duties

- 1003.01.00 Arranges an agenda for the Regional meeting.
- 1003.01.01 Presides over the Regional meeting.
- 1003.01.02 Responsible for Regional correspondence.
- 1003.01.03 Responsible to maintain Regional files and archives.
- 1003.01.04 To be one of the co-signers of the Regional bank account.
- 1003.01.05 Can only vote in the event of a tie. However, has no vote on a group conscience issue.
- 1003.01.06 Is to conduct the Regional meeting with a firm, yet understanding hand.
- 1003.01.07 Attends Regional service meetings according to policy.
- 1003.01.08 In the event an Area selected to host a Regional service committee meeting, it is the chairperson's responsibility to seek and select an Area which can host it. They will then instruct the Regional secretary to contact all RCMs, Regional officers, and sub-committee chairs, and inform them of the change.

## 1004 Regional Vice-Chairperson

### 1004.00 Qualifications

- 1004.00.00 A suggested minimum of three (3) years continuous abstinence from all drugs.
- 1004.00.01 Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- 1004.00.02 A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 1004.00.03 A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- 1004.00.04 An understanding of the responsibilities of the office.
- 1004.00.05 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1004.01 Duties

- 1004.01.00 Arranges an agenda for the Regional meeting in the absence of the Regional chairperson.
- 1004.01.01 Presides over the Regional meeting in the absence of the Regional chairperson.
- 1004.01.02 Responsible for Regional correspondence in the absence of the Regional chairperson.
- 1004.01.03 Responsible to help maintain Regional files and archives.
- 1004.01.04 Can only vote in the event of a tie in the absence of the Regional chairperson. However, has no vote on a group conscience issue.
- 1004.01.05 Is to conduct the Regional meeting with a firm, yet understanding hand in the absence of the Regional chairperson.
- 1004.01.06 Coordinates all Regional subcommittee functions.
- 1004.01.07 Attends periodic Regional subcommittee meetings when possible.
- 1004.01.08 Attends Regional service meetings according to policy.

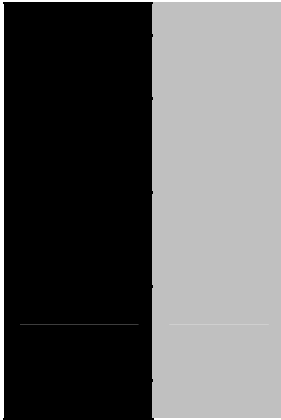
## 1005 Regional Delegate (RD)

### 1005.00 Qualifications

- 1005.00.00 A suggested minimum of five (5) years continuous abstinence from all drugs.
- 1005.00.01 Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- 1005.00.02 A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 1005.00.03 A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- 1005.00.04 An understanding of the responsibilities of the office.
- 1005.00.05 Should be selected from the best informed, most trusted, and most active members of the Region.
- 1005.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1005.01 Duties

- 1005.01.00 The RD is the voice of the Region and votes the Group Conscience of the Region at the World Service Conference.
- 1005.01.01 Whenever a voting matter occurs where the Group Conscience of the Region has not been given to them, they should evaluate each vote in terms of the needs of the members they serve.
- 1005.01.02 To prevent the necessity of tabling important clarifications and motions for the year, RDs should have, before they leave the Region, a vote of confidence that they are authorized to vote their members' Group Conscience on motions not on the World Service Conference agenda.
- 1005.01.03 Is responsible to maintain a PO box for the Region and to distribute correspondence accordingly.
- 1005.01.04 Chairs the WSC Agenda Workshop at the annual Regional Learning Conference.
- 1005.01.05 To be available whenever possible to assist Areas within the Region to conduct workshops on the WSC Agenda Report
- 1005.01.06 Is to work for the good of NA, providing two-way communication between the Region and the rest of NA.
- 1005.01.07 Is to contact the new Groups or Areas within the geographical boundaries of the Region and inform them of what the Region is, how it functions, and where the Region meets; so the Region can serve them.
- 1005.01.08 To order the WSC Agenda Report when available each year, and to distribute them within the Region according to policy.
- 1005.01.09 RD is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.
- 1005.01.10 Attends RSC meetings, WSC workshops, and the annual World Service Conference, in accordance with Regional



- policy.
- 1005.01.11 Attends member Areas' ASC meetings if possible, when requested to do so. (Is reimbursed for travel expenses)
  - 1005.01.12 Presents a projected budget to the Region for attendance of the RD and the alternate RD to WSC workshops and the annual World Service Conference.
  - 1005.01.13 Arranges transportation and lodging for the RD and Alternate RD to attend WSC workshops and the annual World Service Conference.
  - 1005.01.14 RD provides a written annual report on the Region to be included in the WSC Fellowship Report prior to the Conference.
  - 1005.01.15 Is one of the co-signers of the Regional bank account.

## 1006 Alternate Regional Delegate

### 1006.00 Qualifications

- 1006.00.00 A suggested minimum of five (5) years continuous abstinence from all drugs.
- 1006.00.01 Willingness and desire to serve and give the office the necessary time, resources, and commitment to do the job.
- 1006.00.02 A good working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
- 1006.00.03 A good working knowledge of our service structure as it relates to the office, as well as a good working knowledge of Robert's Rules of Order.
- 1006.00.04 An understanding of the responsibilities of the office.
- 1006.00.05 Should be selected from the best informed, most trusted, and most active members of the Region.
- 1006.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1006.01 Duties

- 1006.01.00 Alternate RD automatically assumes the position of the RD following their term of office. If the RD is unable, for any reason to complete their term of office, the Alternate RD assumes the RD's position for the duration of the old RD's term of office.
- 1006.01.01 Attends RSC meetings, WSC workshops, and the annual World Service Conference, in accordance with Regional policy.
- 1006.01.02 Attends member Areas' ASC meetings if possible, when requested to do so. (Is reimbursed for travel expenses)
- 1006.01.03 To be available whenever possible to assist Areas within the Region to conduct workshops on the WSC Agenda Report
- 1006.01.04 Is a source of information and guidance in matters concerning the Twelve Traditions of Narcotics Anonymous.
- 1006.01.05 Assists the RD in preparing a projected budget to the Region for attendance of the RD and the alternate RD to WSC workshops and the annual World Service Conference.
- 1006.01.06 Assists the RD in the performance of their duties.

## 1007 Regional Treasurer

### 1007.00 Qualifications

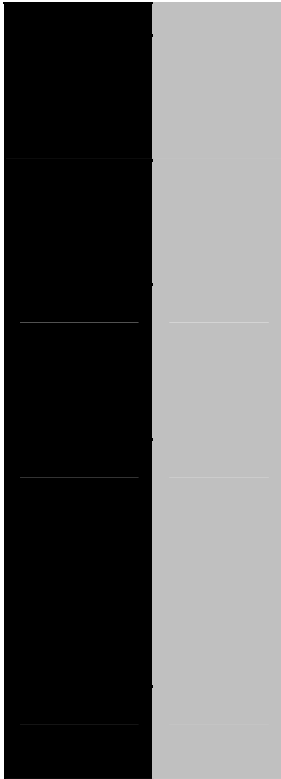
- 1007.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1007.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1007.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1007.00.03 A good working knowledge of our service structure as it relates to the office.
- 1007.00.04 An understanding of the responsibilities of the office.
- 1007.00.05 Should be financially secure, good at managing their own personal finances, and inspire the trust of the Region.
- 1007.00.06 Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.
- 1007.00.07 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1007.01 Duties

- 1007.01.00 Receives contributions from the Areas and issues receipts.
- 1007.01.01 Reimburses officers and sub-committee chairs for their budgeted expenses upon receiving receipts for the expense.
- 1007.00.02 Maintain a file of all Regional receipts for archives, which are to be passed on to the new treasurer each year.
- 1007.00.03 Submits a written financial report on a quarterly basis to the Regional secretary for inclusion in the minutes.
- 1007.00.04 Submits a written annual Regional Treasury Report at the end of the calendar year to the Regional secretary for inclusion in the minutes.
- 1007.00.05 Is one of the co-signers of the Regional bank account.
- 1007.00.06 Attends Regional service meetings according to policy.
- 1007.00.07 Maintains a Federal Tax ID number for the Regional bank account (not for use by the Conference.)

## 1007.02 Additional Duties

- 1007.02.00 To insert policies that affect the Treasurer's position under the description of that position, leaving the original intact, cross-referencing the pages upon which they appear.
- 1007.02.01 That the H&I sub-committee be reimbursed for operating expenses incurred by H&I. 0203.012
- 1007.02.02 The RD and Alternate RD will be funded for attendance and participation in the Mid-Atlantic Regional Learning Conference. Funding will be for pre-registration, room and meals at the Conference. 0206.04
- 1007.02.03 Vice-Treasurer to be elected in March for every year, for term of Treasurer to begin June to coincide with our fiscal year. 0101.08
- 1007.02.04 That the Treasurer will submit a written financial report on a quarterly basis. 0103.02
- 1007.02.05 That the RD and Alternate RD be reimbursed for traveling expenses incurred while attending ASC meetings. 0003.00
- 1007.02.06 That the Regional Treasurer apply for a Federal Tax ID number for the Mid-Atlantic Regional checking account only; and when the number is received that our existing account be closed and a new account be opened using our new ID number.  
AMENDMENT: The motion was amended to include the stipulation that the Regional Tax ID number be used ONLY for the Regional checking account - NOT FOR USE BY CONVENTIONS!!! 0103.05
- 1007.02.07 That the Regional bank account require two of the following four signatures to cash a check:  
1> Regional Treasurer  
2> Regional Vice-Treasurer  
3> Regional Chairperson  
4> Regional Delegate 0103.14
- 1007.02.08 That the RD or Alternate RD be reimbursed for all mailing and copying expenses incurred each quarter upon delivery of receipts. 0003.05
- 1007.02.09 That the Region is financially responsible for the rent and coffee of a Regional Service Committee meeting. 0002.03
- 1007.02.10 That the Regional Service Committee is not an N.A. group and that it is a committee; that it be supported by fund-flow and not the basket. 0002.07
- 1007.02.11 That any Regional funding for travel expenses for attendance at WSC Conferences by members other than our RD and RD Alternate be group conscience.



- 1007.02.12 That the Mid-Atlantic Regional Service Committee increase its prudent reserve an additional \$1000.00. (NEW PRUDENT RESERVE - \$1500.00) 0003.03
- 1007.02.13 Past policy of the Mid-Atlantic Region has been to pay the phone bills incurred by the RD and Alternate RD for Regional Business. 0003.04
- 1007.02.14 A check can be forwarded to the Regional Secretary prior to RSC meetings to cover acquired expenses, since policy states that reimbursements are to be made for RSC bills. (ALSO SEE 12/9/89 - Page 10) 0003.01
- 1007.02.15 That the MARSC set up a running budget of not more than \$300 for the secretary expenses. The secretary will receive \$300 at the region when this motion is approved. At each region thereafter the secretary will be reimbursed for their expenses after presenting receipts to the treasurer. At the end of the term, the secretary will give the \$300 back to the region. 0003.02
- 1007.02.16 That the RSC Treasurer submit copies of the bank statements to be included in the RSC minutes. 0003.06
- 0003.07

## 1008 Regional Vice-Treasurer

### 1008.00 Qualifications

- 1008.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1008.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1008.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1008.00.03 A good working knowledge of our service structure as it relates to the office.
- 1008.00.04 An understanding of the responsibilities of the office.
- 1008.00.05 Should be financially secure, good at managing their own personal finances, and inspire the trust of the Region.
- 1008.00.06 Experience in business, accounting, bookkeeping, or as a successful Area treasurer is very helpful.
- 1008.00.07 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1008.01 Duties

- 1008.01.00 Attends Regional service meetings according to policy.
- 1008.01.01 Is one of the co-signers of the Regional bank account.
- 1008.01.02 Learns the responsibilities of the Regional treasurer by working hand-in-hand with the Regional treasurer to assist them in the completion of their duties.
- 1008.01.03 To fill-in and assume the duties of the Regional treasurer in the absence of the treasurer at any Regional service committee meeting.

## 1009 Regional Secretary

### 1009.00 Qualifications

- 1009.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1009.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1009.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1009.00.03 A good working knowledge of our service structure as it relates to the office.
- 1009.00.04 An understanding of the responsibilities of the office.
- 1009.00.05 Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.
- 1009.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1009.01 Duties

- 1009.01.00 Attends Regional service meetings according to policy.
- 1009.01.01 To take clear, accurate minutes of all Regional service committee meetings according to Regional policy.
- 1009.01.02
  - 1) To mail Regional minutes to the Regional service officers, RCMs, alternate RCMs and the sub-committee chairs and vice-chairs within six (6) weeks after the Regional meeting.
  - 2) To mail condensed minutes of old and new business only to all Area policy chairs.
- 1009.01.03 To make available to any surrounding region or World Service officer, that sends a written request, copies of the Mid-Atlantic region's minutes each quarter.
- 1009.01.04 Send copies of the Regional minutes to World Service office to have them admitted to our region's archives.
- 1009.01.05 To maintain archival copies of all the Regional minutes, original Regional motion forms, original Area reporting forms, and original sub-committee reporting forms of each Regional meeting and turn same over to the new Regional secretary upon completion of term of office.
- 1009.01.06 Keep an adequate supply of Area reporting forms, regional motion forms, and sub-committee reporting forms available for Regional service committee meetings.
- 1009.01.07 To hand in receipts for all copying costs, mailing costs, supplies, or other expenses to the Regional treasurer.
- 1009.01.08 To keep the RCMs, and Alternates, Regional officers, and sub-committee chairs and vice-chairs informed of all of the current address and phone numbers of same through the Regional minutes.
- 1009.01.09 To be responsible for ordering and the distribution of the bulk subscription of the quarterly WSC Fellowship Report to all Regional officers. RCMs and alternates, and sub-committee chairs and vice-chairs of the region.
- 1009.01.10 In the event an Area selected to host a Regional service committee meeting cannot host the meeting, it is the secretary's responsibility, upon being informed by the



Regional chairperson, to contact all RCMs, Regional officers, and subcommittee chairs, and inform them of the change.

- 1009.01.11 The Regional Secretary is to act as a regional contact regarding scheduling of area functions within the region and is to keep a calendar of events updated so that area committees can plan functions not to fall on the same day as other area functions.
- 1009.01.12 That the secretary post the motions that are to go back to groups at the end of each regional meeting.

## 1010 Regional Vice Secretary

### 1010.00 Qualifications

- 1010.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1010.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1010.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1010.00.03 A good working knowledge of our service structure as it relates to the office.
- 1010.00.04 An understanding of the responsibilities of the office.
- 1010.00.05 Experience in typing, and access to a typewriter, as well as experience as a successful Area secretary is helpful.
- 1010.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1010.01 Duties

- 1010.01.00 Attends Regional service meetings according to policy.
- 1010.01.01 To learn the responsibilities of the Regional secretary by working hand-in hand with the Regional secretary to assist them in the completion of their duties.
- 1010.01.02 To fill in and assume all of the responsibilities of the Regional secretary in the absence of the secretary at any Regional service committee meeting.

## 1011 Regional Hospitals and Institutions Sub Committee Chairperson

### 1011.00 Qualifications

- 1011.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1011.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1011.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1011.00.03 A good working knowledge of our service structure as it relates to the office.
- 1011.00.04 An understanding of the responsibilities of the office.
- 1011.00.05 Should have at least six (6) months experience in Regional H&I sub-committee work.
- 1011.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1011.01 Duties

- 1011.01.00 Attends Regional service meetings according to policy.
- 1011.01.01 Prepares an agenda for all Regional H&I sub-committee, meetings and workshops.
- 1011.01.02 Chairs Regional H&I sub-committee meetings and workshops.
- 1011.01.03 Coordinates all Regional H&I sub-committee workshops.
- 1011.01.04 Submits a written report quarterly at the RSC meeting to the Regional secretary for inclusion in the Regional minutes.
- 1011.01.05 Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body.
- 1011.01.06 Serves as communications link between the Regional H&I sub-committee and the world service H&I sub-committee.
- 1011.01.07 Serves as a communications link between hospitals and institutions within the Mid-Atlantic Region that request information about H&I meetings; and Area H&I sub-committees within, the Region. (Receives requests and forwards them to appropriate Areas within the Region.)
- 1011.01.08 Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- 1011.01.09 Makes any motions regarding H&I matters on behalf of Regional H&I sub-committee and submits them in written form to the Regional chairperson.
- 1011.01.10 Registers the Regional H&I sub-committee and assists member Area's H&I subcommittees in registering with the World Service H&I sub-committee.

## 1012 Regional Hospitals and Institutions Sub Committee Vice-Chairperson

### 1012.00 Qualifications

- 1012.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1012.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1012.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1012.00.03 A good working knowledge of our service structure as it relates to the office.
- 1012.00.04 An understanding of the responsibilities of the office.
- 1012.00.05 Should have at least six (6) months experience in Regional H&I sub-committee work.
- 1012.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1012.01 Duties

- 1012.01.00 Attends Regional service meetings according to policy.
- 1012.01.01 To learn the responsibility of the Regional H&I chair by working hand in hand with the Regional H&I chairperson to assist them in the completion of their duties.
- 1012.01.02 To fill in and assume all of the responsibilities of the Regional H&I chairperson in the absence of the chairperson at any Regional H&I sub-committee meeting or workshop or at Regional Service Committee meetings.

## 1013 Regional Literature Sub Committee Chairperson

### 1013.00 Qualifications

- 1013.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1013.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1013.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1013.00.03 A good working knowledge of our service structure as it relates to the office.
- 1013.00.04 An understanding of the responsibilities of the office.
- 1013.00.05 Should have at least six (6) months experience in Literature sub-committee work.
- 1013.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1013.01 Duties

- 1013.01.00 Attends Regional service meetings according to policy.
- 1013.01.01 Prepares an agenda for all Regional Literature sub-committee, meetings and workshops.
- 1013.01.02 Chairs Regional Literature sub-committee meetings and workshops.
- 1013.01.03 Coordinates Regional Literature sub-committee workshops.
- 1013.01.04 Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- 1013.01.05 Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body. Serves as communications link between Regional Literature sub-committee and World Service literature sub-committee.
- 1013.01.06 Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- 1013.01.07 Makes any motions regarding literature matters on behalf of Regional literature subcommittee and submits them written form on Regional motion forms to Regional chair.
- 1013.01.08 Registers Regional Literature sub-committee and assists the member Areas Literature sub-committees in registering with the World Service Literature sub-committee.

1014 Regional Literature Sub Committee  
Vice Chairperson

1014.00 Qualifications

- 1014.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1014.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1014.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1014.00.03 A good working knowledge of our service structure as it relates to the office.
- 1014.00.04 An understanding of the responsibilities of the office.
- 1014.00.05 Should have at least six (6) months experience in Literature sub-committee work.
- 1014.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

1014.01 Duties

- 1014.01.00 Attends Regional service meetings according to policy.
- 1014.01.01 To learn the responsibility of the Regional Literature chair by working hand in hand with the Regional Literature chairperson to assist them in the completion of their duties.
- 1014.01.02 To fill in and assume all of the responsibilities of the Regional Literature chairperson in the absence of the chairperson at any Regional Literature sub-committee meeting or workshop or at Regional Service Committee meetings.

## 1015 Regional Public Information Sub-Committee Chairperson

### 1015.00 Qualifications

- 1015.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1015.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1015.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1015.00.03 A good working knowledge of our service structure as it relates to the office.
- 1015.00.04 An understanding of the responsibilities of the office.
- 1015.00.05 Should have at least six (6) months experience in Public Information sub-committee work.
- 1015.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1015.01 Duties

- 1015.01.00 Attends Regional service meetings according to policy.
- 1015.01.01 Prepares an agenda for all Regional Public Information sub-committee, meetings and workshops.
- 1015.01.02 Chairs Regional Public Information sub-committee meetings and workshops.
- 1015.01.03 Coordinates Regional Public Information sub-committee workshops.
- 1015.01.04 Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- 1015.01.05 Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body. Serves as communications link between Regional Public Information sub-committee and World Service Public Information sub-committee.
- 1015.01.06 Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- 1015.01.07 Makes any motions regarding Public Information matters on behalf of Regional Public Information subcommittee and submits them in written form on Regional motion forms to Regional chair,
- 1015.01.08 Registers Regional Public Information sub-committee and assists the member Areas Public Information sub-committees in registering with the World Service Public Information sub-committee.

1016 Regional Public Information Sub-Committee  
Vice-Chairperson

1016.00 Qualifications

- 1016.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1016.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1016.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1016.00.03 A good working knowledge of our service structure as it relates to the office.
- 1016.00.04 An understanding of the responsibilities of the office.
- 1016.00.05 Should have at least six (6) months experience in Public Information sub-committee work.
- 1016.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

1016.01 Duties

- 1016.01.00 Attends Regional service meetings according to policy.
- 1016.01.01 To learn the responsibility of the Regional Public Information chair by working hand in hand with the Regional Public Information chairperson to assist them in the completion of their duties.
- 1016.01.02 To fill in and assume all of the responsibilities of the Regional Public Information chairperson in the absence of the chairperson at any Regional Public Information sub-committee meeting or workshop or at Regional Service Committee meetings.

## 1017 Regional Policy Sub-Committee Chairperson

### 1017.00 Qualifications

- 1017.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1017.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1017.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1017.00.03 A good working knowledge of our service structure as it relates to the office.
- 1017.00.04 An understanding of the responsibilities of the office.
- 1017.00.05 Should have at least six (6) months experience in Policuy sub-committee work.
- 1017.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1017.01 Duties

- 1017.01.00 Attends Regional service meetings according to policy.
- 1017.01.01 Prepares an agenda for all Regional Policy sub-committee, meetings and workshops.
- 1017.01.02 Chairs Regional Policy sub-committee meetings and workshops.
- 1017.01.03 Coordinates Regional Policy sub-committee workshops.
- 1017.01.04 Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- 1017.01.05 Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body
- 1017.01.06 Serves as communications link between Regional Policy sub-committee and World Service Policy sub-committee.
- 1017.01.07 Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- 1017.01.08 Makes any motions regarding Policy matters on behalf of Regional Policy subcommittee and submits them in written form on Regional motion forms to Regional chair.
- 1017.01.09 Provides clarification of current policy at RSC meetings and serves as resource to Regional body in this regard.

## 1018 Regional Policy Sub-Committee Vice Chairperson

### 1018.00 Qualifications

- 1018.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1018.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1018.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1018.00.03 A good working knowledge of our service structure as it relates to the office.
- 1018.00.04 An understanding of the responsibilities of the office.
- 1018.00.05 Should have at least six (6) months experience in Policy sub-committee work.
- 1018.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1018.01 Duties

- 1018.01.00 Attends Regional service meetings according to policy.
- 1018.01.01 To learn the responsibility of the Regional Policy chair by working hand in hand with the Regional Policy chairperson to assist them in the completion of their duties.
- 1018.01.02 To fill in and assume all of the responsibilities of the Regional Policy chairperson in the absence of the chairperson at any Regional Policy sub-committee meeting or workshop or at Regional Service Committee meetings.

## 1019 Regional Conference Sub-Committee Chairperson

### 1019.00 Qualifications

- 1019.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1019.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1019.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1019.00.03 A good working knowledge of our service structure as it relates to the office.
- 1019.00.04 An understanding of the responsibilities of the office.
- 1019.00.05 Should have experience in convention sub-committee work.
- 1019.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1019.01 Duties

- 1019.01.00 Attends Regional service meetings according to policy.
- 1019.01.01 Prepares an agenda for all Regional sub-committee, meetings and workshops.
- 1019.01.02 Chairs Regional sub-committee meetings and workshops.
- 1019.01.03 Coordinates Regional sub-committee workshops.
- 1019.01.04 Submits a written report quarterly at the RSC meeting to Regional secretary for inclusion in the Regional minutes.
- 1019.01.05 Makes a report to the Regional body of the sub-committee meeting and is available to answer any questions from the body
- 1019.01.06 Serves as communications link between Regional sub-committee and World Service sub-committee.
- 1019.01.07 Prepares a budget with the sub-committee for the upcoming year to be approved by the Regional body.
- 1019.01.08 Makes any motions regarding conference matters on behalf of Regional conference subcommittee and submits them in written form on Regional motion forms to Regional chair.
- 1019.01.09 Assists-the Area currently hosting the Mid Atlantic Regional Learning Conference in any way they request.
- 1019.01.10 Assists any Area requesting information or help in placing a bid for an upcoming Mid-Atlantic Regional Learning Conference.

1020 Regional Conference Sub-Committee  
Vice Chairperson

1020.00 Qualifications

- 1020.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1020.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1020.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1020.00.03 A good working knowledge of our service structure as it relates to the office.
- 1020.00.04 An understanding of the responsibilities of the office.
- 1020.00.05 Should have experience in convention sub-committee work.
- 1020.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

1020.01 Duties

- 1020.01.00 Attends Regional service meetings according to policy.
- 1020.01.01 To learn the responsibility of the Regional Policy chair by working hand in hand with the Regional Policy chairperson to assist them in the completion of their duties.
- 1020.01.02 To fill in and assume all of the responsibilities of the Regional Policy chairperson in the absence of the chairperson at any Regional Policy sub-committee meeting or workshop or at Regional Service Committee meetings.

## 1021 Regional Host Conferference Committee Chairperson

### 1021.00 Qualifications

- 1021.00.00 A suggested minimum of five (5) years of continuous abstinence from all drugs and is a responsible, productive member of society, and has administrative abilities.

### 1021.01 Duties

- 1021.01.00 Chairs the HCC meetings as well as the Conferference.
- 1021.01.01 Keeps activities within the principles, Twelve Traditions, Twelve Concepts and in accord with the purpose of the Conferference.
- 1021.01.02 Follows Robert's Rules of Order for all committee meetings.
- 1021.01.03 Prepares the agenda for the Host Conferference Committee meetings.
- 1021.01.04 Proof-reads the minutes before they are mailed to HCC members.
- 1021.01.05 Organizes sub-committee's and delegates major tasks to specific sub-committees. Stays informed with activities of each subcommittee and provides help when needed.
- 1021.01.06 Allows the sub-committees to do their jobs while providing guidance and support. Sub-committees should be given trust and encouragement to use their own judgment.
- 1021.01.07 Prevents important questions from being decided prematurely, in order to foster by the full HCC prior to action.
- 1021.01.08 Helps resolve personality conflicts.
- 1021.01.09 Monitors the fund flow and overall Conferference costs, and helps organize the sub-committee budgets.
- 1021.01.10 Ensures that all contracts signed by the committee are available for reference during the conferference.
- 1021.01.11 Votes only to break a tie.
- 1021.01.12 Is a member of the HCC Budget Sub-Committee
- 1021.01.13 Attends and participates in all Regional Conferference Sub Committee meetings.

1022 Regional Host Conference Committee  
Vice Chairperson

1022.00 Qualifications

1022.00.00 Five (5) years suggested clean time, is personable and familiar with all committee members in order to serve as a liaison between the subcommittees and the HCC.

1022.01 Duties

1022.01.00 Acts as Chairperson if the Chairperson is unavailable.

1022.01.01 Co-ordinates subcommittee meetings in order to ensure that they get the necessary support to do a good job.

1022.01.02 Works closely with the chairperson to help delegate responsibilities to each subcommittee.

## 1023 Host Conference Committee Treasurer

### 1023.00 Qualifications

- 1023.00.00 Five (5) years suggested clean time, is a responsible and productive member of society. Has accounting skills and has service experience with conference or other large-scale fellowship activities and has accessibility to other committee members, especially the registration committee.

### 1023.01 Duties

- 1023.01.00 Changes signatures of signers on the bank account and informs bank of new P.O. box number. The signatories required for the account are any two of the following officers:

HCC Chairperson  
HCC Vice-treasurer

HCC Vice Chairperson  
RCS Chair

HCC Treasurer  
RCS Vice Chair

The cards and account information are filled out at the HCC meeting.

- 1023.01.01 Works with the HCC to follow the budget, which was developed by the RCS and reviewed and adopted by the HCC for the Conference.
- 1023.01.02 Writes all appropriate checks and is responsible for collecting receipts from subcommittees for money paid out.
- 1023.01.03 Responsible for reporting and transporting all money collected during the planning process, including revenues from registration, banquet tickets, etc., and advises the chairperson of ticket supply, income flow, and of expenditures.
- 1023.01.04 Accountable for funds collected and deposited during the conference.
- 1023.01.05 Quarterly and closing Treasurer's report will be submitted at RCS meetings.
- 1023.01.06 Meets with the accountant to determine how to set up the treasurer's ledger book.
- 1023.01.07 Turns in all reports and receipts to the RCS Chair and provides necessary information to file appropriate tax forms at the end of the fiscal year (April-1st through March 31st)
- 1023.01.08 Attends and is a member of the HCC budget subcommittee.

1024 Host Conference Committee Vice Treasurer

1024.00 Qualifications

1024.00.00 A suggested minimum of five (5) years of continuous abstinence from all drugs.

1024.01 Duties

1024.01.00 The vice treasurer will fill in as treasurer in the absence of and will share the responsibilities of the Treasurer.

1024.01.01 Shares in the responsibility of collecting and depositing funds during the conference.

## 1025 Regional Web Committee Chairperson

### 1025.00 Qualifications

- 1025.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1025.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1025.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1025.00.03 A good working knowledge of our service structure as it relates to the office.
- 1025.00.04 An understanding of the responsibilities of the office.
- 1025.00.05 A demonstrated ability to successfully perform NA service.
- 1025.00.06 Should have at least six (6) months experience in Regional Web Committee work.
- 1025.00.07 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1025.01 Duties

- 1025.01.00 Has the ability to create and edit hypertext markup language (HTML) documents
- 1025.01.01 Use file transfer protocols (FTP) in order to upload and download files
- 1025.01.02 Maintains passwords for account information
- 1025.01.03 Maintain disk file in accordance with paragraph 5 of the Web Committee Guidelines.
- 1025.01.04 Minimize the size of graphic files while maintaining the integrity of the images
- 1025.01.05 Must remain current with Internet and e-mail technologies
- 1025.01.06 The Web Chair will periodically check all links to make sure that they are still active and contain NA Public Information that is in line with our Traditions. These guidelines and the PI Handbook.
- 1025.01.07 The willingness to advise Service Bodies when changes might be needed to the Web Committee's guidelines

## 1026 Regional Web Committee Vice Chairperson

### 1026.00 Qualifications

- 1026.00.00 A suggested minimum of three (3) years of continuous abstinence from all drugs.
- 1026.00.01 Willingness desire to serve and give the office the necessary time, resources and commitment to do the job
- 1026.00.02 A good working knowledge of the Twelve Steps, the Twelve Traditions and the 12 Concepts of Narcotics Anonymous.
- 1026.00.03 A good working knowledge of our service structure as it relates to the office.
- 1026.00.04 An understanding of the responsibilities of the office.
- 1026.00.05 Should have at least six (6) months experience in Regional Web Committee work.
- 1026.00.06 Any Regional officer missing two (2) Regional Meetings will constitute an automatic resignation.

### 1026.01 Duties

- 1026.01.00 To assist and learn the responsibilities and/or protocol of the Web Chairpersons duties and responsibilities.
- 1026.01.01 To Assume the Web Chairpersons position in the absence of the Chair
- 1026.01.02 Has the ability to create and edit hypertext markup language (HTML) documents
- 1026.01.03 Use file transfer protocols (*FTP*) in order to upload and download files
- 1026.01.04 Must remain current with Internet and e-mail technologies

## Series 2000 Subcommittee Guidelines

2000.00 Web Subcommittee

2001.00 Hospitals and Institutions Subcommittee

2001.00 Literature

2002.00 Policy

2003.00 Public Information

2004.00 MARLCNA Guidelines