

**Metro Detroit Regional
Service Committee of N.A
Guide to Policy**



**01/30/2011
Approved Revised
Region Guidelines**

**Metro Detroit Regional Service Committee of N.A
Guide to Policy**

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WELCOME

Welcome to the Metro Detroit Regional Service Committee (Region). This guide has been compiled as an aid to understanding the proceedings at Region meetings and to help us conduct our business in a practical and spiritual manner. Other references you may find useful are the parliamentary procedure references, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts of Narcotics Anonymous. This guide has been compiled with love and gratitude to NA by an Ad-hoc Policy Subcommittee in 1999 and will be updated on a regular basis.

WHAT IS POLICY?

What is policy? "Policy" can be defined as the framework of procedures, guidelines, and limitations used by the Region to carry on its business. The member's of the Region establish the policies of the Region. Policies are generally established as a result of the strength, hope, and experience of the membership of the Region for the purpose of better serving this membership and in no way conflicting with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

THE METRO DETROIT REGIONAL SERVICE COMMITTEE DEFINITION AND PURPOSE

The Region was created to serve the needs of its member's areas. It provides, coordinates, and develops services on behalf of these areas. The Region is composed of Regional Committee Members (RCM) chosen by the member areas as well as the elected Chair, Vice Chair, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, standing subcommittee Chairs, Regional Delegate (RD) and the Regional Delegate Alternate (RDA).

The Metro Detroit Region is composed of any Narcotics Anonymous Area which applies for membership. Membership will be granted by a simple majority of member Areas in attendance. To become a member of the Region, an area should send an RCM, an RCM Alternate, and a formal request for membership to a Region meeting. The member RCM's will vote on accepting the proposed new member area. It is suggested as criteria for membership in the Region that an area be functioning with an Area Service Committee (ASC) and that the location of the area makes geographical sense within boundaries of the Metro Detroit Region. (For example, an area in the Upper Peninsula would not be best served to join the Region.)

Our common welfare should come first; personal recovery depends on NA unity.

STATEMENT OF SERVICE

Area service committees provide direct NA services that help groups fulfill their primary purpose (5th Tradition). Regional service committees coordinates services and resources between the member Areas and maintains two-way communication with the N.A. World Services (NA WS). It is for this reason, in accordance with our Twelve (12) Tradition and Twelve (12) Concepts, this Committee (Metro Detroit Regional Service Committee) is created.

REGION MEETINGS

All Region meetings are open to the fellowship of Narcotics Anonymous. To encourage participation by members of the Region, the location of the Region meetings may rotate throughout the Region. Areas may submit a bid to host the next Region in the form of a motion under 'new business' during the Region meeting. Two months notice is required. Minutes of the Region meetings shall be mailed to all Region participants, within ten days after the close of each business meeting.

Special meetings may be called anytime upon the request of the administrative committee or upon written request of at least 33% of the active, participating member areas. In the event of an emergency, the Region Chair may call special meetings. A special meeting will be held after a three (3) day notification period.

All Region meetings are non-smoking meetings.

CONDUCTING BUSINESS AT REGION MEETINGS

(Quorum, Speaking, Order of Business, Motions, Rules of Order) Introduction: In order to complete business in a timely and orderly manner, the Region has adopted certain rules, procedures and guidelines to determine how things will be run at business meetings. It should always be remembered that a Region meeting is not an NA meeting and operates differently. It is not the intention of the Region to exclude anyone or to hide what is going on in the meetings. This section has been adopted to allow everyone to understand how our business is conducted. It is designed to give everyone equal access to the use of the rules that govern our meetings. This section has been adapted specifically for the Region. It is a blend of some parliamentary procedure, some experience and some common sense and is intended for use as the guide for running a Region meeting.

Robert's Rules of Order will govern any question of procedure not addressed in these guidelines.

What is a member? The members of the Region are the elected officers of the committee, the sub-committee chairs, ad-hoc committee chairs and the Regional Committee Members.

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What is a Quorum? A quorum is the minimum number of Regional Committee Members (RCM) required at a Region meeting before it can conduct business. A quorum is set at simple majority of the active, participating RCM's. Refer to Attendance Policy for definition of active/inactive members. A quorum is determined when the roll of the Region is called (see Order of Business).

What if a Quorum is not met? Should a quorum not be met at a Regional meeting, business may be conducted, but such business must be ratified at the next Region business meeting. Approval of the minutes of the meeting by 2/3 procedural vote of the body shall constitute approval of the business. If the 2/3 approval is not met, all business conducted at the previous meeting will be considered void.

Speaking at the Region: If you wish to speak to the RSC, you must first "obtain the floor" by raising your hand and being recognized by the Chair. If the Chair calls on you, you may then address the body. You may ask questions, speak for or against a motion on the floor, bring up or discuss items of old or new business or make or second motions. Try to be brief and to the point always remembering the length of the agenda. The idea is to give as many people as possible an opportunity to speak but not to ramble or rehash issues that should be handled by subcommittees. Once you have finished speaking, you no longer have the floor and must gain it again in order to speak. Please do not interrupt the person speaking. If you have a question for a speaker, wait until the speaker finishes and then obtain the floor for your question.

Who speaks at the Region? The Chair recognizes speakers during the meeting. Generally, the Chair calls on the RCM's, RCM Alternates, subcommittee chairs, ad hoc subcommittee chairs and officers to speak during Region meetings. The Chair may grant the floor to someone who is not a member of the Region to hear a special report, etc. The Chair may limit the debate and/or discussion at any time and in any manner for the purpose of completing the meeting in a timely manner. For example, the Chair may only allow two "pros" and two "cons" to be heard before a motion is put to a vote. The Region may override the Chair's limitation on speaking with an established majority vote (one more than half of those eligible to vote).

What is the Order of Business at the Region? The Order of Business (the agenda) is the sequence in which business is conducted. The Order of Business is established by the Chair and runs generally as follows:

- Opening
- Reading of the Twelve Traditions
- Reading of the Twelve Concepts
- Reading of the Definition and Purpose of the RSC
- Roll call
- Reading and approval of minutes of the last meeting

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- Nominations and Elections (if necessary)
- Administrative Committee Report
- RCM Report
- Reports of Subcommittees and Others
- Old business
- New business
- Open Floor
- Announcements
- Adjournment and closing

What are Rules of Order? The Rules of Order are defined as the rules that govern the flow of the Old and New Business portion of a Region meeting. They are generally concerned with the processing of a motion by the Region.

What is a Motion? A motion is a proposal made by a member of a subcommittee of the Region. The content of the motion and the intent (the purpose and reasons for the motion) is generally very specific as to what is proposed and why. The motion is the vehicle that allows members to present their proposals for action they feel is necessary by the Region. Motions can cover a wide range of topics all the way from accepting a letterhead for regional stationery to sending thousand of dollars to the WSC. All motions should be accompanied by an "intent" statement. The intent gives the reason and purpose for the motion. When making a motion, always be sure that it does something and is of importance to the Region. Care should be taken in the ordering of a motion. The wording should be simple and specific. Motions are serious business and thought should be put into their wording and how they are constructed.

Who may make a Motion? Any member of the Region may make a motion. The Chair does not make motions. Subcommittees may make motions through their Chairs (or vice-Chairs). Areas may make motions through their RCM's (or RCM alts.). Individual NA members or NA groups may make motions through the RCM that represents them.

Making a Motion: All motions that are to be brought before the Region must be submitted in writing. The Chair may allow motions to be made without being written—such as motions for the approval of minutes, motions to override the Chair or motions for recesses. Each motion should have a written intent. Each motion should contain information about its time frame (when it takes effect and/or expires). Any motion that does not have such information included will be considered to take effect upon passage and to be permanent. Anyone making a motion should be prepared to answer questions about it. All motions should be given to the Chair or Secretary as early in the meeting as possible.

How is voting handled at Region meetings? For additional information about voting at the Region see the sections on Elections and Voting. The Chair of the Region is in charge of all voting during the meeting. The chair will clearly indicate when a vote is taking place and indicate the number of votes needed to pass a motion. If the Chair does not indicate the number of votes needed, it is assumed that the motion needs a simple majority (more than half of those choosing to vote must vote in favor of the motion) to pass. Each voting member of the Region has only one vote. Each person should vote only once on each ballot (not vote 'yes' and then 'no' on the same ballot). The Chair votes only in the case of a tie. If the Chair chooses not to break a tie, the vote will be taken again. Generally, the voting is done by a show of hands. A voice vote, a roll call vote (each voting member is polled separately by the Secretary) or a secret ballot may be called. The Chair may call for the votes in any order (yes, no or abstain). Any voting member of the Region may call for a recount of a vote. The Region may vote by an established majority (one more than half of those eligible to vote) to override the Chair and determine the voting procedure. After a vote, the Chair or Secretary will clearly announce the results of the vote and indicate whether or not the motion passes.

THE LIFE OF A MOTION

The Following is a general "life story" of a motion

I. A motion is made. In order to be considered a motion must be read aloud to the Region.

II. The motion is seconded. Each motion must have a second. A second is defined as a voting member of the Region saying, Yes, we need to discuss and/or vote on this.? It does not necessarily indicate that the person seconding the motion is in favor of it. The second may be listed on the motion form when it is given to the Chair or Secretary. If, when the Chair or Secretary reads the motion there is not a second on the form, the Chair will call (or ask) for a second. Once a motion is seconded, it is said to be "on the floor" or "on the table." This means that the Region must approve, defeat, table or refer the motion before it moves on to the next motion or item of business. If a motion is not seconded, it will not be considered by the Region.

III. The intent is read. The intent is read after a second is obtained

IV. What happens after a motion is "taken up" by the Region? There are a number of things that can happen to a motion once it becomes the current item of business.

A. A motion may be "discussed." After obtaining a second and having the intent read, members may discuss the merits of a motion. The Chair may limit such "debate" on a motion in the interest of time. It should be remembered that the debate section of the meeting is not a sharing meeting and is not a chance for everyone to talk.

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B. A motion may be “passed.” After being seconded, having the intent read and being discussed, a motion may be "passed." This means that the Region votes in favor of the motion. The Chair will indicate the number of votes needed to pass a motion.

C. A motion may be “withdrawn” by the person who made it at any time up until the actual voting begins.

D. A motion may be “defeated.” After a motion is seconded, the intent is read, and it is discussed, a motion may be "voted down." This means that it fails to pass and the action it recommends is not taken. Unless there is a motion to reconsider, it becomes a dead issue for the rest of that business meeting.

E. A motion may be “Ruled Out Of Order” if it is improper. A motion for all the members of the Region to relapse together or a motion to endorse Coca-Cola could be thrown out as being out of order since it goes against some of our basic concepts. A motion may also be thrown out if it does nothing (moot), if it is not worded correctly, or if it is made to waste the time of the Region (frivolous and dilatory). It is very important that the Chair clearly give the reasons for the ruling. If the Region feels that a ruling by the Chair is not correct, it may override the Chair by an established majority vote (more than half of those eligible to vote).

F. A motion may be “amended”. An amendment is a motion that changes the original motion. For example, a motion is made to have a meeting on Saturday at 4.00 PM. Then, another motion is made to have the meeting at 3.00 PM. The second motion is considered to be an amendment to the first. A motion may be amended at any time between the time it is seconded and the time voting on the motion actually begins. Usually the person making the amendment will state that it is an amendment. A vote is held on an amendment before a vote is held on the original motion. If there is more than one amendment, they will each be voted on before the original motion. All amendments must be voted on except when the person who originally made the motion accepts an amendment as a 'friendly' amendment. In this case, a vote on the amendment is not necessary and the motion is considered to be changed by this friendly amendment. In other respects, an amendment is generally treated as a motion (seconding, discussion, etc.). If an amendment changes the intent (the basic goal) of a motion, it is NOT an amendment and must be considered as a separate motion. It will be considered AFTER the current motion is handled. If there is a question about whether or not a motion is an amendment, the Chair will make a ruling. The Region may reverse such a ruling by an established majority vote (one more than half of those eligible to vote). If an amendment is passed, the original motion is changed and the amended form of the motion is read. Then the procedure continues. If an amendment fails, the original motion remains the same and the procedure continues. An amendment may not be amended—this would be too confusing for the Region.

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G. A motion may be “tabled.” This means that the motion is put off until a later time. The Chair may table a motion or bring it ‘back on the table.’ The Region may vote to table or to take a motion off the table at any time by a simple majority vote (a majority of members voting). The Region may override a decision by the Chair to either table or take off the table with an established majority vote (more than half of those eligible to vote). In the statement or motion tabling a motion, the time that it will come off the table will be stated. If a time is not stated, it is assumed that the motion will come back on the table at the next Region business meeting. All amendments should be taken care of before a motion is tabled if possible. Usually, a tabled motion is brought back up in the old business section of the next meeting. A motion can be tabled as many times as is deemed necessary.

H. A motion may be “committed.” This means that a motion is given to a subcommittee or person for review and recommendation. The Chair may commit a motion or it may be committed by a Region vote. The Region may override the Chair and commit or not commit a motion by an established majority vote (more than half of those eligible to vote). The statement or motion committing a motion will include a time at which the committed motion and report must be brought back to the Region. If a time limit is not given, it is assumed that the motion and report must be brought back by the next Region business meeting. The motion will generally be considered in the old business portion of the next meeting. The body or person to whom a motion is committed will report back in a clear manner. It will indicate if it is for or against a motion or if it feels that the motion needs to be changed. A recommended change can be handled as an amendment. The committed motion cannot be changed without a vote or agreement by the person making the original motion. If there is no report on a committed motion, it is assumed to be passed back to the Region without comment. If more time is required for a report, the subcommittee or person must obtain Region approval to extend the deadline. All motions that affect policy (which is defined as what appears in this Guide) must be committed.

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I: A motion may be sent back to areas." This means that the motion is tabled at the Region. The intent for the motion is to be sent back to areas so that the area's can vote their groups' conscious. After the areas vote on the motion the intent is to send the results back to the Region. Finally the vote will be tallied and the motion will either be passed or failed at the 2nd Region meeting following the motion being sent back to areas. The Chair may send a motion back to areas. The Region may vote to send a motion back to areas at any time by a simple majority vote (a majority of members voting). The Region may override a decision by the Chair to send a motion back to areas with an established majority vote (more than half of those eligible to vote). All policy changes must be sent back to areas. All amendments need to be taken care of before a motion is sent back to areas. There are a few special circumstances that apply to a motion that has been sent back to areas.

1. The area can but does not need to send the results to the Region by an RCM. The area may choose to send its results back in written format. This will be considered as a vote.
2. Once a motion that was sent back to areas comes back to the table the motion cannot be committed, amended or withdrawn. The vote will be counted.
3. All Motions sent back to groups must have Pros and Cons written on the motion

V. After a motion is passed or defeated. Once a motion is either passed or defeated, it may be 'reconsidered' only once during that meeting. Usually a motion is only reconsidered if additional information comes to light during the meeting or it is realized that the original decision was made in haste. The Chair may call for a motion to be reconsidered or may rule that a motion to reconsider will not be allowed if the Chair feels that it is 'beating a dead horse.' The Region may vote to override the Chair by an established majority vote (more than half of those eligible to vote).

VI. A motion to reconsider must be made by a member of the Region who voted or spoke in the majority on the original vote. A motion to reconsider must be passed by a 2/3 established majority vote (2/3 of those eligible to vote) of the Region. It should not be used to waste the time of the Region. Once a motion to reconsider is passed, the motion in question is again 'taken up' by the Region and the process listed above begins again.

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OTHER DEFINITIONS

Listed below are some additional terms and procedures that may be used in a business meeting.

- A. **“Out of Order”** is one of the most misused terms. As can be seen from the procedures above, things move in an orderly manner in a business meeting. If something is out of order, it simply does not follow the order in which our business is conducted. For example, if a motion is made to send \$1,000 to WSC and seconded and then a motion is made to meet next Saturday, the second motion is 'out of order.' The original motion must be dealt with before such a motion can be considered. The term 'out of order' does not refer to the merits of something, but simply to its placement. It should not be used as a way to say that someone or something is wrong.
- B. **“Point of Order”** is another misused term. This is a question about whether or not something fails within the orderly procedure of business. For example, if the issue on the floor is an H & I matter and a person starts talking about PI, then someone could ask about a 'point of order' and inquire if the second line of discussion is 'in or out of order.' It is not used to ask a question about what is going on.
- C. **The “Call to a Vote”** is the way that the Region can shut off debate on a motion and bring an immediate vote. What actually happens is that, in effect, someone makes a motion to vote immediately. A voting member of the Region should say, 'I call for a vote.' Such a call requires a second. After a call to a vote has been made and seconded, the Chair asks if there is any objection, and, if there is not, a vote is taken on the motion immediately. If there is an objection, the 'Call to a Vote' is then voted on as a special motion. If it passes, a vote on the motion is held immediately. If it fails, debate continues. A voting member may ask a question after a call to a vote, but this is the only thing that can happen after the 'call' has been approved.
- D. **When the Chair “Entertains a Motion” or “Calls for a Motion,”** the Chair is asking for someone to make a motion. There may be cases where the Chair sees a need for a motion, but the Chair is not allowed to make motions. The Chair then 'prods' the Region to get a motion going. The Chair may also use this type of statement to get other things going such as calling for a second or calling for debate.
- E. **On occasion, the Region may need to “Suspend the Rules.”** This means that we temporarily do not use some specific part or all of the Rules of Order. For example, if a member of the Region, who is going to bring up a very important motion, is suddenly called away from the meeting, the Region could temporarily stop what it was doing (even debating another motion) and consider that member's motion. The Chair may rule that the Rules of Order need to be suspended, and, if there is no objection, go ahead with the important item of business. If there is an objection, a vote will be held on whether or not to suspend the rules (such a vote must pass by an established majority). Also, any member of the Region may make a motion to suspend the Rules of Order. A motion to suspend the rules requires an established majority vote (more than half of those eligible to vote).

REGIONAL PROCEEDINGS

A. What if you do not understand what is going on? Any member of the Region may ask a question at any point in the meeting if the member does not understand what is going on. It is very important for everyone to know what is going on. This is the only way to achieve an informed group conscience. Never be afraid to ask a question. Keep your question short and to the point.

Do not make any sort of statement while asking a question. It is to be used to get information or to clear up what is happening in your mind. Generally, all questions should be directed to the Chair. Any member of the Region may ask that a motion be read again or that something be repeated at any time.

B. What if there is a problem with the facility or the meeting? Any member of the Region may ask the Chair to take care of a problem with the facility such as asking to turn the temperature up or down, asking that doors be shut or asking that lights be turned on or off. Region members may also ask the Chair to take care of problems with the meeting such as asking that side conversations be kept down, that a speaker speak up or that speakers keep their remarks shorter.

C. What if the Region needs a short break? There may be times when the Region may need a short break—when tempers flare or when everyone gets too tired. The Chair may call for a 'recess.' A recess is simply a break in the meeting. Any member of the Region may ask the Chair to recess the meeting. The Region may pass a motion for a short recess by a simple majority vote. The Chair must clearly state the length of the recess.

D. Who enforces the rules? It is the responsibility of the Chair to run the meeting and apply the Rules of Order. If the Chair has a question or does not know what to do, the Vice-Chair has the responsibility of determining what should happen next. The Vice-Chair should maintain a good working knowledge of the Rules of Order and other Region policies that govern the running of our meetings. In a traditional sense the Vice-Chair acts as the parliamentarian. The Chair and Vice Chair may consult the Policy subcommittee at any time, but it is not the responsibility of the Policy subcommittee to enforce Policy or the Rules of Order. Being the Chair of the Region is a very difficult job and the Chair's efforts should be supported. The Region may override the Chair at any time, but it is recommended that such a step not be used very often. If a member of the Region does not agree with what the Chair is doing, the member is free to say so and to make motions to override the Chair. All motions to override the Chair must be passed by an established majority vote (more than half of those eligible to vote).

Such actions should not be made to obstruct the business at hand. The Region should support the Chair and the Chair should support the Region—this is the only way business can run smoothly.

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F. What is the chain of responsibility at the Region meeting? If, for some reason, the Chair becomes unable to chair the meeting (or needs to leave the room), the Vice-Chair will chair the meeting. If the Vice-Chair becomes unable to chair, the following officers will be used. If the officer at the top of the list is unable or unwilling to chair, the next person on the list becomes the Chair. If no one on the list is able or willing to serve, the meeting should be adjourned or a recess declared until a Chair is obtained.

- Regional Delegate
- Regional Delegate Alternate
- Secretary will designate a temporary Chair

G. What happens if something is not covered in the rules? There may be times when something happens or something comes up that is not covered in these Rules of Order (see def. Rules of Order). The first course of action will be to 'apply' these Rules of Order to the situation. It is the responsibility of the Chair, Vice Chair and Policy subcommittee to figure out what to do. If these Rules of Order cannot be applied, the Region will refer to Robert's Rules of Order. The Chair (in conjunction with the Vice-Chair and the Policy subcommittee) will make a ruling on what to do. Whenever possible, the Traditions and Concepts will be used as guiding principles for determining the correct course of action. The Chair should ask if anyone has a problem with the ruling, and, if there is no objection, the ruling will be implemented. If there is an objection, the Chair should state the reasons for the ruling and ask for a vote to override the Chair's decision (requiring an established majority vote—more than half of those eligible to vote). If the Region fails to override the ruling, it will be implemented.

If the Region votes to override the ruling; the Chair will attempt to find an acceptable, practical and spiritual solution.

If no solution is found, the matter should be committed to the Policy subcommittee and the meeting will continue. The Region and the Chair should always work together to keep the meeting running smoothly.

REGION VOTING

The voting members of the Region are the Regional Committee Members (or RCM Alternates if RCM is absent*) chosen by the member areas of the Region. A quorum of RCM's (2/3 of active member areas) must be present in order for the Region to conduct business, including voting. If this condition is not met, please refer to the section Conducting Business at the Region.

There are three types of votes cast at the Region as follows.

- YES (for, in favor of)
- NO (opposed, against)
- ABSTAIN (not voting or neutral)

Most issues voted on at the Region need a simple majority to pass unless it is specifically stated otherwise. A simple majority means 51 percent of those choosing to vote yes or no is needed to pass an issue. Those choosing to abstain from the vote are not counted.

Some issues, as indicated in policy, need an established majority such as 2/3, to pass.

Established majority of 2/3 means over 66.6% of those voting (voting yes or no) must vote yes in order for the issue to pass.

ANYWHERE A SIMPLE MAJORITY OR A 2/3RD MAJORITY IS REQUIRED, ONLY YES AND NO VOTES WILL BE CONSIDERED IN DETERMINING SUCH MAJORITIES.

REGION MINUTES AND ARCHIVES

Minutes:

Minutes for the purpose of this guide are defined as an official record of the proceedings of the Region meeting. The secretary is to prepare the minutes and then distribute them to the Region officers, subcommittee chairs, RCM's, and other qualified members. The minutes are to be distributed within 10 days of the Region meeting taking place.

The minutes should contain the following information:

1. An order of business in which summarizes all business conducted at the Region meeting and what date the meeting took place. The order of business should be structured with the following main topics:
 - A. The opening section - summarizing the opening proceeding, quorum and the officers of the Region.
 - B. The area reports section – summarizing the attendance and donations of the areas.
 - C. The subcommittee reports section – summarizing the subcommittee attendance and reports
 - D. The old business section – summarizing any motions or business that was tabled or discussed at a prior Region meeting
 - E. The new business section – summarizing any vacant positions, elections of new members to positions and the details of new motions presented to the Region, their intent and their outcome.
 - F. The closing section – summarizing open floor, fund flow donations, what time the meeting closed and when the next meeting will be.
2. Photo copies of the reports of the officers and detailed Region treasury report and bank statement
3. Photo copies of the area reports
4. Photo copies of the subcommittee reports
5. Photo copies of any motions presented at this meeting or tabled from a prior meeting
6. Photo copies of budget requests
7. Any additional material not pertaining to regional business will require a motion to go into the minutes. A simple majority is all that is needed to pass the motion to add material.

Minutes can be offered for distribution in two formats, electronically and paper copies. All officers, subcommittee chairs and RCM's will receive a copy of the minutes. They may choose which type they would like to receive. Additionally any one that attends the Region meeting may receive an electronic copy of the minutes for free.

If anyone else would like to receive copies of the minutes they may request for them on an annual basis. Only electronic copies will be offered for free. If you would like a paper copy you will need to pay a resource and shipping fee. This fee will be assessed by the

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Region secretary or treasurer. The cycle for minutes runs on an annual basis from January to December. Copies of minutes may be requested at any time; the cost for minutes will be pro-rated to the time left in the current cycle. The record of who has requested minutes will be kept by the secretary while the fee will be handled by the Region treasurer.

ARCHIVES

Archives for this guide's purpose are defined as records of past Region minutes and motions.

An archive will be kept of all the past minutes for the Region meetings, and a second folder will be kept for just motions.

The location of the archive will be selected by the Region committee. Once a location is selected it may be changed by passing a motion to do so.

The location for the archive must meet the following requirements:

1. The Region must be able to have access to the archive at least 5 day a week during normal business hours.
2. The location must not be at a private residence.
3. There must be at least 2 officers on the Region who has access the archive.
4. A location where a hard copy archive can be maintained is a must. A second electronic archive will be kept.

The archive can be updated at anytime but must be updated within the first 2 months of a new secretary being elected. The secretary may then update the archive no less than on a bi-monthly basis. The records in the archive must only be removed from the archive for the purpose of making copies. Anyone requesting records from the archive will be provided with a copy of those records within a 60 period of time. The archive must maintain a format of folders dated by month and year of the minutes and a second binder for all motions.

REGION ELECTION POLICY

The Annual election of the officers of the Region will be held at the May meeting. Election of the Regional Delegate and Alternate will be held biannually (every other year) with the election taking place at the July meeting. The annual election of Sub-Committee Chairs will be held at the July meeting. Elections to fill any open positions will be held during the meeting following the notification of the vacancy (notification of a vacancy must be communicated to the body at a regular meeting of the Region). Furthermore, elections may be held to fill any temporary or special positions created by the Region or by the Chair at any time.

TERMS OF OFFICE

The term of office for all Trusted Servants will be from the end of the meeting at which the election was held through the end of the next meeting at which an election for that position is held.

WHO IS ELECTED

The following are elected at the May meeting

- Chair
- Vice-Chair
- Secretary
- Vice-Secretary
- Treasurer
- Vice-Treasurer
- Policy Coordinator
- Policy Co-Coordinator

NOMINATIONS

The Region Chair coordinates and supervises the nominating process during regular and special elections. Any member of NA can be nominated. Any member of the Region body may make a nomination. Only voting members of the Region may second nominations.

ELECTIONS

The Region Chair coordinates and supervises the election process during regular and special elections. Voting is by secret, written ballot. The Chair may dispense with the written ballot and call for a show of hands if there is only one candidate nominated for a position. The Chair may ask nominees to leave the room. Election to a Region office is by an established majority vote—more than half of those eligible to vote must vote yes. When only one candidate is nominated for an office, the nominee must receive a 2/3 established majority—2/3 of those eligible to vote must vote yes. When more than two persons are nominated, a primary election will be held. A final election will be held between the two nominees receiving the most votes.

Any nominee receiving an established majority in the primary election is considered to be elected.

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Only Regional Committee Members (RCMs) may vote. In the case of a tie, the Chair must call for a second vote. If at the end of the second vote no one has been declared the winner, the Chair may choose to break the tie. If the Chair chooses not to break a tie, the Chair will choose the winner by lot (drawing from a hat).

Region officers/subcommittee Chairs may hold only one Region office at a time. Therefore, upon election, a Region officer/subcommittee Chair must resign any other Region position (excluding ad-hoc positions).

ELECTION OF CONVENTION SUBCOMMITTEE CHAIR:

See CONVENTION POLICY Section

ATTENDANCE POLICIES

DEFINITION: For the purpose of these guidelines, “attendance” shall include arriving at the meetings and events on time, and staying until they are over. Excessive tardiness and/or leaving early may be considered as grounds for removal. Attendance records shall be maintained by the secretary and reflected in the minutes.

REGIONAL COMMITTEE MEMBERS (RCM): RCMs are accountable to their areas in matters of attendance. In the absence of an RCM, an RCM Alternate may vote. If an Area has not been represented at two consecutive Region meetings, then that Area becomes an inactive member and is not considered when the quorum is determined at the beginning of the Region meeting. The Area becomes an active, voting member as soon as an RCM or an RCM-alt represents it at the Region. The purpose of this policy is to allow the Region to conduct its business in the prolonged absence of a member Area. Inactive member Areas should be contacted by the Region Vice-Chair for the purpose of keeping lines of communication open. Each Area is encouraged to report, in writing, to the Region at each business meeting. The reports should be typewritten, if at all possible. To be included in the minutes, a report must be received by the Secretary at the Region meeting.

SUBCOMMITTEE CHAIRS: Attendance at Region meetings by subcommittee Chairs are mandatory. If a subcommittee Chair must be absent from a Region meeting, the subcommittee Chair must submit a report for the subcommittee and an explanation for the absence to the Region Chair by way of the subcommittee Vice-Chair (or designated representative). Failure to do so will be considered just cause for removal from office unless just cause is shown to the Region Chair prior to the next meeting of the Region.

REGION VICE CHAIR, SECRETARY, VICE-SECRETARY, TREASURER, VICE-TREASURER, AD HOC CHAIRS, REGIONAL DELEGATE, REGIONAL DELEGATE ALTERNATE:

Attendance at Region meetings by these officers is mandatory. In the event of an absence, these officers must submit an explanation for the absence to the Region. Failure to do this will be considered just cause for removal from office unless just cause is shown to the Region Chair prior to the next meeting of the Region.

REGION CHAIR: Attendance at all Region meetings is mandatory. In the event of an absence, the Chair must submit a written report to the administrative committee including an explanation for the absence. Failure to do so will be considered just cause for removal from office.

OFFICERS OF THE REGION

All trusted servants of the Region shall meet the following criteria:

- A working knowledge of the 12 steps, 12 traditions & 12 concepts of Narcotics Anonymous.
- Time and resources to be an active participant.
- Sufficient experience to fulfill the duties and responsibilities of the position (ex.: Area, Regional or Professional).

CHAIR: The Chair has the vital responsibility of communication within our region and with other regional service committees and the World Service Office. The Chair presides over all regular and special meetings of the Region and must be capable of conducting a business meeting with a firm, yet understanding hand. The Chair should have a complete knowledge and understanding of the regional service committee's policies and should implement them when conducting business. The Chair acts as a liaison between Region and any officers or subcommittee Chairs who fail to function as responsible trusted servants.

The Chair is responsible for the timely preparation of an agenda for each regular and special meeting of the Region and for overseeing, within the designated time period, the distribution of the minutes to Region participants. The Chair will also be a signer on the committee's bank account(s).

- Clean time requirement is 5 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

VICE-CHAIR: The Vice-Chair should be prepared to step in and assume the responsibilities of the Chair of the Region or any subcommittee Chair at any time. The Vice-Chair should possess all the qualifications described for Chair and upon election shall be willing to serve the Region as Chair following completion of his or her term. The Vice-Chair maintains an active working knowledge of the activities, schedules, meetings, and progress of all regional subcommittees. The Co-Chair will also be a signer on the committee's bank account(s).

- Clean time requirement is 5 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

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SECRETARY: The Secretary keeps accurate minutes of the Region meetings and coordinates with the Chair and the Region to see that the minutes, agendas, and other correspondences to the members are mailed in a timely manner (minutes of Region meetings are to be mailed within ten days of the meeting). The Secretary assists the Chair in any correspondence that is necessary on the part of the Region to the World Service Office or any other entity. The Secretary actively seeks to train the vice-Secretary when possible and will keep attendance records. The Secretary may assist the Region in maintaining archives and should be a competent typist. The Secretary will have on hand minutes of the past one year of Region meetings at all meetings of the Region. The secretary will also be a signer on the committee's bank accounts(s).

- Clean time requirement is 3 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

VICE-SECRETARY: The Vice-Secretary actively seeks to learn the position of Secretary in anticipation of election to the position following the completion of the term. The Vice-Secretary will be prepared to step in and assume the responsibilities of the Secretary at any time and will assist the Secretary with the duties throughout the year. The Vice-Secretary possesses all the qualifications described for Secretary and upon election shall be willing to serve the Region as Secretary following completion of the term.

- Clean time requirement is 3 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

TREASURER: The Region Treasurer is responsible for paying all Region bills in a timely manner, maintaining a bank account with the prudent reserve approved by the Region, and maintaining appropriate and detailed financial records according to accepted accounting practices. The Treasurer will submit a written report to the Region at each regular meeting of the Region. This report will include all income and expenditures. It will also include a breakdown of the spending of all budgets. The report will also include a breakdown of the amount of each budget remaining to be used. It is suggested that the Treasurer possess experience and knowledge in the areas of finance, accounting, and tax procedures. Funds will be disbursed by the Treasurer as directed by the Region. The Treasurer will also be a signer on the committee's bank account(s).

- Clean time requirement is 5 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

REVISED REGION GUIDELINES

January 30, 2011

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VICE-TREASURER: The Vice-Treasurer actively seeks to learn the position of Treasurer in anticipation of election to the position following the completion of the term. The Vice-Treasurer will be prepared to step in and assume the responsibilities of the Treasurer at any time and will assist the Treasurer with the duties throughout the year. The Vice-Treasurer possesses all the qualifications described for Treasurer and upon election shall be willing to serve the Region as Treasurer following completion of the term.

- Clean time requirement is 5 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

REGIONAL DELEGATE: The Regional Delegate (RD) is to a region what an RCM is to an Area and a GSR is to a group. The RD represents and speaks for the regional service committee. The primary responsibility of the RD is to work for the good of NA, providing two-way communication between the region and the rest of NA. The RD is the Region's link with Narcotics Anonymous World Services. The RD provides two-communication between these service levels and the various Areas within their Region and any other Regions. The RD presents minutes of the WSC and the WSB to the Region. The RD attends all Region meetings and as many ASC meetings as possible. The office of Regional Delegate is a year round job. The RD participates in the World Service Conference, the Mid-West Zonal Forum (MZF) and takes part in any decisions that affects NA. The RD communicates regularly with the World Service Board, works closely with Regional officers, and is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

- Clean time requirement is 6 years
- Two year commitment
- 4 years service involvement
- 2 years Regional service involvement

REGIONAL DELEGATE ALTERNATE: The Regional Delegate Alternate (RDA) should possess all the qualifications described for RD and should be ready to assume the office of Regional Delegate at any time. The RDA will assist the RD with his or her duties throughout the year. The RDA should possess all the qualifications described for RD and upon election shall be willing to serve as the RD following completion of his or her term.

- Clean time requirement is 5 years
- Two year commitment
- 4 years service involvement
- 2 years Regional service involvement

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The Regional Delegate is the voice of the region, and votes the conscience of the region at the World Service Conference. Whenever a voting matter occurs where the group conscience of the region has not been given to the delegate, the delegate should evaluate each vote in terms of the needs of the region they serve. The RD has the authority to vote in the Region's best interest on all matters not previously considered by the Region. The RD should be selected from the best informed, most trusted and most active members, in order that they may serve their region's needs and the needs of Narcotics Anonymous. The RD and RDA work as a team. They support and assist each other in order to better serve the region.

MICHIGAN SERVICE OFFICE REPRESENTATIVE: The Michigan Service Office (MSO) Representative is elected by the Region to seat one of the MSO Board of Directors. The MSO representative is the voice of the Region, and votes the conscience of the Region at the Board of Directors. Whenever a voting matter occurs where the group conscience of the region has not been given the MSO representative, he or she should evaluate each vote in terms of the needs of the region. The MSO representative has the authority to vote in the region's best interest on all matters not previously considered by the region. He or she shall submit written reports to both the region and the Board of Directors during every regularly scheduled meeting.

- Clean time requirement is 3 years
- 4 years service involvement
- Three year commitment
- 2 years Regional service involvement

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POLICY COORDINATOR: The policy coordinator shall determine, write for recommendation and review policy changes for approval of the MDRSCNA, seek guidance in a better understanding of our Traditions and Concepts, and report back to the Region. The policy coordinator shall maintain an updated policy log of all approved business that affects the Regional procedures and subcommittee procedures. The policy coordinator is responsible for all housekeeping changes to the Region's guidelines and subcommittee guidelines. The policy coordinator shall list all recommended changes by Page and Section and submit them to the Region for approval. During the course of the Region meeting the policy coordinator is responsible to address any questions regarding current Region policies. The policy coordinator is responsible recommend to commit any policy affecting motions being made during the Region meeting. The policy coordinator is to bring to the attention of the Region admin body any time current policy is not being properly followed. It is not the task of the policy coordinator to enforce policy. The policy coordinator may submit motions for Region guideline and sub-committee guideline changes. The policy coordinator is responsible for revisions or re-writes to the currently Region guidelines and sub-committee guidelines. The policy coordinator is responsible to be familiar with and read all current Region policies and sub-committee policies

- Clean time requirement is 5 years
- One year commitment
- 3 years service involvement
- 1 year Regional service involvement

POLICY CO-COORDINATOR: The Policy Co-Coordinator actively seeks to learn the position of the Policy Coordinator in anticipation of election to the position following the completion of the term. The Policy Co-Coordinator will be prepared to step in and assume the responsibilities of the Policy Coordinator at any time and will assist the Policy Coordinator with the duties throughout the year. The Policy Co-Coordinator possesses all the qualifications described for Policy Coordinator and upon election shall be willing to serve the Region as Policy Coordinator following completion of the term.

- Clean time requirement is 5 years
- 3 years service involvement
- One year commitment
- 1 year Regional service involvement

ADMINISTRATIVE COMMITTEE

The administrative committee of the Region is composed of the Region Chair, Vice-Chair, Secretary, Vice-Secretary, Treasurer, Vice-Treasurer, RD, RDA, Policy Coordinator, and Policy Co-Coordinator. The administrative body of the Region will be non-voting members of this committee, (the Chair will vote only to break a tie). No administrative member of the committee shall hold more than one office at a time or be eligible to serve more than two complete terms consecutively in the same office. 60 percent of a term will be considered a full term of office.

REGION SUBCOMMITTEES

Subcommittees accomplish the bulk of the work of the Region. Issues are discussed and new ideas are developed. The Region subcommittees report on their progress to the Region and will function as a communication link between area subcommittees. A Vice-Chair shall be nominated and elected by the sub-committee and submitted for approval by the Region (simple majority required). No subcommittee Chair shall hold more than one office at a time or be eligible to serve more than two complete terms consecutively in the same office. 60 percent of a term will be considered a full term of office.

- Clean time requirement for sub-committee chair is three years.
- One year commitment.

All Region subcommittees are required to do the following:

- Submit and maintain a set of written guidelines to the Region concerning committee operation to be included in Region Guidelines. Guidelines must be approved by the Region. Consult WSC Guidelines when Regional Guidelines don't cover a given issue.
- Propose a quarterly budget and must submit progress reports at every regularly scheduled regional meeting.

The standing subcommittees of the Region are the following:

- **Convention:** Shall be to provide the fellowship with a local celebration of recovery from addiction and in so doing, help carry the Narcotics Anonymous message by creating collective demonstration of our unity.
- **Helpline:** Shall provide volunteers to answer the phone line and take Twelve (12) step calls, facilitate contact between the addict and the Twelve (12) Step volunteer.

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- Hospitals & Institutions: Shall initiate and unify efforts of Twelve (12) Step work within hospitals and institutions.
- Unity: Shall spearhead discussion and resolution of sensitive issues related to the 1st Tradition, including racism, prejudice, acts and threats of violence, sexual abuse, harassment and other attitudes and/or behaviors that negatively impact the unity of the Fellowship. The goal is to become unified through and with our diversity.
Shall plan, schedule, set the program and present activities of a special nature or other events as directed by the Committee. It shall also in support of our Fifth (5th) Tradition help coordinate various Area activities and Regional Subcommittee workshops, learning days, etc.
Shall support Area Outreach Subcommittees by being an information exchange for Area Outreach Subcommittees as well as learning and coordinating resource for Area Outreach Subcommittees efforts.
- Public Relations: Shall initiate and unify efforts of public information and relations inside and outside the fellowship.
Shall handle tech things such as regional website and other computer needs that will help carry the message to the addict that still suffers.
Shall assemble, edit, publish and distribute a periodical newsletter.

AD-HOC SUBCOMMITTEES: Ad Hoc subcommittees are temporary subcommittees created by the Region to accomplish a specific purpose as directed by the Region. The Chair of an ad hoc subcommittee will be appointed by the Chair and must make a written report at each Region meeting.

SUBCOMMITTEE REPORTS: All subcommittee Chairs must submit a written report at each regular meeting of the Region.

REGIONAL CONVENTION POLICY

The Chair and Vice-Chair of the Regional Convention Sub-Committee shall be nominated and elected by the members of the convention sub-committee and submitted for approval to the Region (simple majority required). The clean time requirement for both positions is five years. At the conclusion of the regional convention, all master tapes of all meetings and workshops become the property of the Region.

All excess funds remaining at the end of the convention (after all bills have been paid) shall be given to the RSC Treasurer within thirty days. The Convention subcommittee treasurer shall also provide a full, financial accounting of the convention to the RSC Treasurer. The format of such a report shall be determined by the regional Vice-Treasurer who shall act as liaison between the Convention subcommittee and the Regional Treasurer.

FUNDRAISING AND SPECIAL EVENTS

Cash registers shall be used at all events that are expected to handle \$100 or more. A donations only sign shall be placed in front of the table of all events and fundraisers. Allow all addicts admission to all events/fundraisers regardless of their ability to make a donation.

That there be no cash raffles at any regional activity/event or fundraiser or special event. Six weeks notice is the minimum requirement for any regional event/ activity/ fundraiser. The flyers are to be provided to the RSC at the start of the six-week period.

MICHIGAN SERVICE OFFICE

The Michigan Service Office is supervised and operated by an elected board of directors (BOD) chosen from members of the Metro Detroit Region, individual Area Service committees within the region and one member of the Michigan Region. This body is directly and spiritually responsible to the Region. One Director is elected by the Region to represent the Region at all meetings of the BOD. Five directors are elected by the Region on an at-large basis on a three-year cycles spelled out in the MSO By-Laws. Additionally, the Region may need to fill seats designated for the ASC's if they go unfilled for three or more months.

The at large Directors are elected directly by the Region and may be removed at any time, with or without cause. They are elected to particular seats and serve for the amount of time remaining on the seat. The clean time requirement is three years, and at-large directors are limited to two consecutive terms lasting up to three years each. (Please refer to the MSO By-Laws for more information.) All nominees for at-large positions will be tabled to Area's before they are seated. The Michigan Service Office provides a number of services to the groups, areas, and the Region. It distributes literature and other items related to Narcotics Anonymous (such as key tags and literature racks). The office can act as a resource for information on events throughout the Region and can distribute such information with literature orders. The office also provides clerical and administrative support for Regional subcommittees and officers. A complete list of services and order forms can be obtained from the office. Any group, area, or subcommittee is encouraged to use the office on a regular basis.

The office employs one or more special workers. The special workers are directly supervised by the Personnel Chair of the BOD. All comments or complaints should be directed to the personnel chair. Volunteer efforts are vital to the successful operation of our service office. More information on volunteering at the service office is available from the MSO. The Metro Detroit Regional Service Committee is a corporate entity as well as a service board created to serve the groups and areas of Narcotics Anonymous throughout the Metro Detroit Region. This corporate entity has been established in an attempt to be productive and responsible in the areas of finance and to be fair and accountable as we administer the 7th Tradition funds to serve the still suffering addicts. We wish to comply with all local, state, and federal laws and regulations in the administration of any funds.

IMPLEMENTATION OF AREA AND REGIONAL REPRESENTATIVES

The procedure by which the Region implements area and regional representatives to be directly accountable to the body that elects them is as follows:

A. In January of 2004:

Seat One shall remain the Region Representative seat

Seat Two shall be filled as a Region 'at large' seat

Seat Three shall be filled by Detroit East

Seat Four shall be filled by Detroit Central

Seat Five shall be filled by Western Wayne.

B. In January of 2005:

Seat Six shall remain the Region Representative seat

Seat Seven shall be filled by Tri-City

Seat Eight Detroit West shall fill

Seat Nine shall be filled by Macomb

Seat Ten shall be filled as a Region 'at large' seat.

C. In January of 2006:

Seat Eleven shall be filled by Blue Water

Seat Twelve shall be filled by Oakland

Seats Thirteen through Fifteen shall be filled as Region 'at large' seats.

This procedure is to insure that control over each seat will rest with the service body the seat is 'assigned' to, including election and removal. Suggest that terms last three years, but it is ultimately up to the Areas. Allow for seats left vacant by ASCs to be filled temporarily by the Region, but include language reassuring Areas that the designated seats will be theirs once they are able to fill them.

FINANCIAL POLICY

A quarterly budget will be submitted by all parties in the months of March, May, September and November. The budget, when approved, will serve as an expenditure authorization. The treasurer is authorized to disburse funds up to the budgeted amount. Any additional funding must be approved by the Region. The treasurer will present a quarterly report of the actual budgeted expenditures. The treasurer will maintain records of cash receipts and disbursements using generally accepted accounting procedures. All regional funds shall be held in accounts overseen by the Region Treasurer. All regional checking accounts shall have at least three signatories of which two signatures shall be required on any check. These signatories shall not be financially interested or related parties and shall be approved by the Region upon election of a new treasurer. The Region Chair shall be one of the signatories, and the Treasurer shall be one of the signatories. All contracts in the amount of \$1,500 or more of any Regional Sub-Committee be signed for approval by Region Chairperson, upon approval of the RCM's (5th Concept) Travel funds to include lodging and food may be approved for subcommittee Chairs to attend WSC workshops or quarterly meetings that pertain to the subcommittees they chair. This funding also extends to the RD and RD Alternates.

TRAVEL FUNDING POLICY

(Travel Outside the Region) Funding for service-related travel for trusted servants of and from the Metro Detroit Region will be disbursed according to the following priority list, in descending order, depending on availability of funds:

- Regional Delegate (RD)
- Regional Delegate Alternate (RDA)
- Subcommittee Chairs (or Vice Chairs)
- Other

In order to receive funding for this travel, trusted servants will submit a budget proposal to the Region, which will have the final vote of approval.

Service-related travel in this section only is defined to include travel to and from WSC quarterlies, the World Service Conference, world committee meetings, workshops, etc., or any combination of these and may include transportation expenses, food expenses, and lodging. Service-related travel, as defined in this section, does not include funding for travel to and from Region meetings, Region workshops, or Region subcommittee meetings.

**Financial Responsibility Addendum
METRO DETROIT REGIONAL SERVICE COMMITTEE
OF NARCOTICS ANONYMOUS
FINANCIAL RESPONSIBILITY POLICY**

The 11th concept for NA Service establishes the sole absolute priority for the use of NA funds: to carry the message. The 11th Concept also gives the Region a mandate that calls for total financial accountability. With this in mind, any misuse of funds by Regional Trusted Servants cannot be tolerated. Should any Regional trusted servant be found to have misappropriated or misused MDRSC funds, the presiding Officer of the MDRSC, immediately upon calling the MDRSC meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their 10th Concept right to redress at this time.

MDRSC ACTION:

The Metro Detroit Regional Service Committee, once informed of the alleged misuse of funds, may remove the individual(s) involved with “just cause” by a 3/4 vote. Should the MDRSC remove a member with just cause, said individual’s participation anywhere within the MDRSC is immediately terminated.

Additionally, any time just cause for misappropriation and/or theft of funds is established that member may not hold an elected seat anywhere within any MDRSC committee or sub-committee for a period of (5) years. This is done for the protection of the Fellowship.

RESTITUTION:

Individuals removed with just cause for misappropriation of funds will make full restitution of all MDRSC funds within a 90 day period. Should a member removed for misuse of funds fail to make full restitution, said member will be subject to criminal and/or civil prosecution by the region.

REMOVAL OR RESIGNATION OF REGION OFFICERS AND SUBCOMMITTEE CHAIRS

There are two ways that a position can be declared vacant before the term of that position is complete.

1. The Region officer or subcommittee chair may resign
2. A motion may be passed to removal a Region officer or subcommittee chair.

Removal of a Region officer or subcommittee chair is a serious step, and should only be undertaken as a last resort. To pass a motion to remove a Region officer or subcommittee chair one must be submitted or seconded by an RCM. The reason for removal must be stated in the intent of the motion. The motion will require a $\frac{3}{4}$ established majority vote to pass.

REASONS FOR REMOVAL

The reason for removal must fit into one or more of the following categories:

1. Relapse
2. Attendance- as defined in this or the subcommittee guidelines
3. Dereliction of duties as defined by regional guidelines and/or as assigned by the regional body.
4. Theft and/or misappropriation of Region funds and/or property
5. Threats and/or acts of violence at a Region meeting, event or subcommittee meeting.

When a motion is submitted to remove a Region officer or subcommittee chair the motion may be, if needed, committed to an ad-hoc committee to establish whether or not just cause exists. To commit the motion to the ad-hoc committee a motion to commit will need to be passed. A simple majority is needed to pass the motion to commit to an ad-hoc committee. The motion to remove will be tabled until the ad-hoc committee's report. Anytime that reason number 4 is used for removal it is recommended that motion be committed to an ad-hoc committee to establish whether or not just cause exists.

ESTABLISHING JUST CAUSE

Just cause where this guide is concerned is defined as a legally and/or morally sufficient reason. Just cause is sometimes referred to as good cause, lawful cause or sufficient cause. An ad-hoc committee that is created to establish just cause is tasked to decide whether or not just cause exists and therefore the requested action or ruling should or should not be granted. The committee must consist of at least 4 members in order to conduct business. Their sole purpose is to gather and examine evidence, and to report their findings back to the Region. Hearsay is not considered evidence and will be ignored during this process. Records, audits, witnesses, documents, and media can be considered evidence. Once all the evidence is gathered and examined the committee will then vote on whether or not just cause has been established and report their findings back to the Region. The vote to establish that just cause does exist must be a $\frac{3}{4}$ established majority vote in favor to pass; other wise the report will read that just cause could not be established.

REVISED REGION GUIDELINES

January 30, 2011

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**AFTER AN REGIONAL OFFICER OR SUBCOMMITTEE CHAIR HAS RESIGNED
OR BEEN REMOVED**

If a motion to remove a Region officer or subcommittee chair is approved or the person resigns, the position will then be declared vacant until the next Region meeting. At that time someone may then be elected to fill the position.

Zero Tolerance Policy for Violent or Disruptive Behavior at Region Meetings

Violence and disruptive behaviors for the purpose of this guide is defined as threats, belittling, name-calling, yelling, intimidation, physical harm, sexual harassment and other behaviors meant to force control on others.

Although we will allow some heated debate and occasional loud voices, we must insist on our Region meetings being free from acts of violence and disruptive behaviors. We must recognize these acts and behaviors and protect ourselves from members who would use them towards others. This would also include behaviors that are meant to disrupt the meeting so as business can not be conducted.

With that understanding the following policy rule will be used at our meetings:

1. Any person committing an act of violence at the Region meeting will be required to leave the meeting immediately upon the request of any combination of two Administrative member, Sub-committee member or RCM. If the person refuses to follow the request to leave the meeting the local police may be called and/or the Region meeting may be adjourned until the person leaves or until the following regularly scheduled meeting, if necessary.
 - a) The eligible voting members present may override the request of the two administrative members by passing a simple “motion to override” by a majority of the eligible voting members present.
 - b) Any person who commits two such acts of violence will not be allowed at the Region for the duration of that year, unless a motion is made and 2/3 of the voting members wish to allow the person back.
2. If the person fails to comply the local police will be called to remove the person or persons from the facility.

AMENDMENTS

Motions proposing amendments or changes to the Guide to Policy must be submitted to the Policy Coordinator for review and recommendation prior to a Region vote.

The Region must send all changes, except general housekeeping, in guidelines and by-laws back to the areas through the service structure with enough time for this process to return a group conscience back to this body. (2nd regional meeting from the time the motion is submitted)

When a guideline change is written into a motion that is to be sent back to areas the motion must contain the change that is being made along with the section being changed. If the change being made is a brand new section then the motion need not contain anything but the new addition to the guidelines.

General housekeeping is defined as grammar, spelling, position and wording corrections. If one part of the guidelines contradicts a new addition due to a wording conflict, the wording of the old section may be changed as long as it does not change the general intent or idea of that section. If any correction modifies or goes against the intent or general idea of the section being corrected, it is not considered a general housekeeping change and will have to be approved by the areas.

General housekeeping to the guidelines may only be performed by the Policy Coordinator or Co-Coordinator. General housekeeping changes only take effect during a re-write or revision of guidelines. A log must be kept of all general housekeeping changes and a report on them must be submitted to the region

STANDING RULES

Standing Rules are related to the details of the Regional Service Committee rather than parliamentary procedures. Standing Rules can be adopted or changed upon need.

Motion Number

002810-004

Date Carried

05/30/10

Motion

Fund Flow

This section is to describe the regular financial donations that the Region has agreed to make. An established majority vote is required to change the fund flow. The following donations are to be made unless a motion is made to otherwise temporarily suspend or increase them:

\$220.00 MSO monthly shared expense (updated 12/26/10)

\$150.00 quarterly donation to the Mid West Zonal Forum

\$100.00 monthly donation to NAWS

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501(C)3

I. The Committee shall be limited to such purposes as will qualify it as an exempt organization under section 501(C)3 of the Internal Revenue Code of 1954 or corresponding provision of any subsequent federal tax law, including, for such purpose, the making of distributions to organizations which qualify as tax exempt organizations under the code.

II. This Committee shall have and exercise all rights and powers conferred on unincorporated rights associations generally under the laws of the State of Michigan providing, however, that the Committee is not empowered to engage in any activity which is not of itself in furtherance of its purpose as set forth in Section One (1) and Two (2) of this Article, nor is it empowered to engage in activity mentioned in Section Four (4) of this Article.

III. No part of the net earnings, properties, or assets of this Committee shall inure to the benefit of any private person or individual or any member or officer of the Committee, on dissolution or otherwise; and on liquidation or dissolution, all properties and assets of this Committee remaining after payment or provisions for all debts and obligations shall be distributed and paid over to the Narcotic Anonymous service designated by the member Areas.

IV. For the purpose of carrying out its objectives and purpose, the committee may acquire, receive and hold in its name, by purchase, gift, or bequest any real or personal property, and transfer, sell, mortgage, convey, let or otherwise use the subject to and in accordance with these guidelines and any guidelines hereafter adopted, consistent with the purpose for which the Committee is formed in accordance with the Twelve (12) Traditions of Narcotics Anonymous.