

# Michigan Regional Procedures

## December 1998

### **Article 1. Definition and Purpose**

#### Definition

This regional service committee is made up of regional committee members from all areas within the Michigan region of NA (MRSCNA).

#### Purpose

Our purpose is to serve as an educational and a communications tool for the areas that we serve. WE meet regularly to exchange experience, strength and hope to help unify our member areas. As shown by the trust embodied in the members of this committee, we shall seek to find respectful and loving completion of the committee's goals.

### **Article 2. Voting Procedures**

#### Consensus

For a formal decision making process for resolution of matters brought to the MRSCNA, the committee will seek consensus. We shall strive for substantial consensus of all regional elected or appointed members in our decision making process. If this is not found, substantial consensus by the RCM's only will be sought. Failing consensus of RCM's the matter will be given to the ASC's for a resolution.

#### Quorum

A quorum shall consist of a simple majority of active member areas. If an area is not represented at two consecutive regularly scheduled RSC meetings it will be accorded "inactive" status for the sake of quorum computation at the second meeting. Active status shall be returned upon that area attending a RSC meeting. A quorum must be reached and maintained for the committee to conduct business.

#### Motions

All members of the committee may make motions.

#### Discussion of Motions

Through the use of a facilitator, consensus will be sought of the Regional Committee. All NA members in attendance at the RSC meeting shall have the right to participate in discussion. The facilitator will recognize members participating in discussions before they speak and comments should be directed to the committee as a whole.

### **Article 3. Election of Trusted Servants**

The regional committee will hold an election in February for the positions of facilitator, co-facilitator, secretary, co-secretary, treasurer and co-treasurer for one-year terms. Selection of Resource persons to provide sub-committee support shall be selected as needed. Election of the Regional delegate and Alternate Delegate will take place in June.

### **Article 4. Duties of Trusted Servants**

#### Facilitator

To guide the MRSCNA decision making process of consensus, to keep meetings orderly and peaceful, to provide advance notice of topics for discussion and to attempt to maintain a cooperative atmosphere of recovery in meetings through the use of principled discussion.

#### Co-facilitator

To assist the facilitator in the performance of their duties, and to assume the duties of the facilitator in their absence.

### Treasurer

Keeps full and accurate financial records for the RSC, is to present a financial report at every RSC meeting, will receive and deposit funds as presented, distributes funds as directed by the RSC, is the primary signer of all checks, along with the hired accountant to assume account accuracy, receipts all transactions, presents a yearly report at the February RSC meeting, will attempt direct purchases of items whenever possible, will relocate bank account if approved, will forward donations as directed by decisions of the RSC. Treasurer will distribute funds for the following items without formal approval: expense for RSC minutes distribution, agenda mailings, copies of materials needed for discussion, post office box rental and phone bills properly submitted with nature of business indicated on the photocopied billing.

### Co-Treasurer

To assist the Treasurer in the completion of their duties, and to assume the duties of the Treasurer in their absence.

### Secretary

Outline of duties and responsibilities of Secretary

1. Responsible for written records of RSC meetings.
2. Maintains a listing of all RSC members throughout the region.
3. Notifies RSC members of all RSC meetings by mail.
4. Types and distributes minutes no later than ten days following each RSC meeting.
5. Distribution of these minutes to the following:
  - a. RSC members – priority given to facilitator and the RCM's
  - b. Michigan Service Office archive files.
6. May be a co-signer on all bank accounts of the MRSCNA.

### Co-Secretary

To assist the Secretary in the completion of their duties, and to assume the duties of the Secretary in their absence.

### Regional Delegate

To serve as the primary liaison between the WSC and MRSCNA, to make materials available from NAWS to the Regional Committee as requested, attends the RSC, WSC meetings and Area meetings as requested, to be a co-signer of the RSC bank account, as needed.

### Regional Delegate Alternate

To assist the RD in their duties, will perform the Rd's duties in their absence, to attend RSC and WSC meetings and Area meetings as requested.

### Resource Members

The region shall, with its collective experience, attempt to appropriately respond to all subcommittee requests from its member areas and the Narcotics Anonymous World Services (NAWS), to assist in accomplishing tasks as identified by the ASC's, to serve as a liaison to any subcommittee within the Region seeking information, assistance or communication for any service activity.