

CONNECTICUT REGIONAL SERVICE COMMITTEE POLICY



Sections I - V consist of CTRSC policy and cannot be added to, changed, deleted or waived (suspended) without the conscience of the Areas, as expressed through the votes of the RCMs.

Section VI consists of Subcommittees internal guidelines and can be added to, changed, deleted or waived (suspended) at the discretion of each subcommittee. The subcommittees remain responsible to the RSC, therefore any changes to subcommittee guidelines need to be reported to the RSC within 90 days of their adoption. The RSC has the authority to ask any subcommittee to revoke any changes.

Section VII consists of BOD By-Laws and can be added to, changed, deleted or waived (suspended) at the discretion of the BOD. Any changes must also be reported in the annual tax filing. The BOD remains spiritually responsible to the RSC, therefore any changes to by-laws need to be reported to the RSC within 90 days of their adoption. The RSC has the authority to ask any subcommittee to revoke any changes.

Table of Contents

I.	PURPOSE.....	1
II.	FUNCTION.....	1
III.	RULES OF ORDER	2
III.A.	General.....	2
III.B.	Format	2
III.C.	Motions	2
III.D.	Handling of Motions.....	3
III.E.	Conference Agenda Report (12/31/89).....	3
IV.	TRUSTED SERVANTS.....	5
IV.A.	General.....	5
IV.B.	Executive Committee.....	5
IV.C.	Subcommittee Chairs	7
IV.D.	Resource Positions	7
IV.E.	WSC Nominees.....	7
V.	FUNCTIONAL POLICY.....	8
V.A.	Subcommittees	8
V.B.	Financial Policy	10
V.C.	Travel Policy (4/27/91).....	12
V.D.	Communications (2/24/96)	12
VI.	SUBCOMMITTEES	13
VI.A.	Convention Subcommittee.	13
VI.B.	Hospitals & Institutions Subcommittee. (9/24/88)	17
VI.C.	Literature Subcommittee.....	19
VI.D.	Phoneline / Public Information Committee	22
VI.E.	Schedule Committee.	25
VI.F.	Writing Steps for Recovery.....	26
VII.	BY-LAWS OF CONNECTICUT REGIONAL CONVENTION COMMITTEE, INC.....	VII-1
VII.A.	Article I -- Name, Office and Seal.....	VII-1
VII.B.	Article II -- Purpose	VII-1
VII.C.	Article III -- Directors	VII-1
VII.D.	Article IV -- Officers.	VII-4
VII.E.	Article V -- Miscellaneous Provisions.....	VII-5
VII.F.	Article VI -- Amendments to By-Laws.....	VII-6
VIII.	MOTION DESCRIPTIONS FROM WSC RULES OF ORDER (4/27/91).....	VIII-1
IX.	ADDENDUM A	IX-A

Note: Numbers in parentheses following a policy refer to the policy accepted by the CTRSC on April 23, 1988. Dates in parentheses following a policy refer to the date the policy was recorded in the minutes.

This body shall be known as the Connecticut Regional Service Committee of Narcotics Anonymous, hereinafter referred to as the CTRSC.

I. Purpose.

The Primary Purpose of the CTRSC is to carry the message of Narcotics Anonymous to the addict who still suffers and to further the unity of the Fellowship within our Region and other Regions by maintaining communications between the Areas represented and Narcotics Anonymous as a whole, in accordance with our Twelve Traditions and Twelve Concepts.

To ensure that our Primary Purpose is carried out, the CTRSC shall have Subcommittees directly responsible to those they serve.

II. Function.

- II.A. To create unity between the Areas we serve in our region.**
- II.B. To hold regularly scheduled CTRSC meetings.**
- II.C. To establish and maintain accountability throughout CTRSC, including general funds and all Subcommittees.**
- II.D. To maintain a prudent reserve, and to practice fund flow by forwarding all moneys, above prudent reserve, to the WSC each month.**
- II.E. To hold elections as needed for Executive Committee, Subcommittee Chairs and Resource Positions of the CTRSC.**
- II.F. To maintain a Post Office Box.**
- II.G. To maintain a non-interest bearing Regional checking account with two (2) signatures needed to validate checks.**
- II.H. To provide the funds necessary for our RD and AD to attend the World Service Conference of N.A.**
- II.I. To create ad hoc committees to respond to needs as they arise; to serve as a platform for the initialization of work to be finalized at the CTRSC level.**
- II.J. To sponsor two (2) service related learning days a year. One with the primary purpose of carrying awareness of service structure, and subcommittee functions. The second devoted to increasing awareness of the motions contained in the WSC Agenda Report.**
- II.K. To encourage support and coordinate all CTRSC Subcommittees.**
- II.L. To maintain communication between World Services and those we serve.**

III. Rules of Order

III.A. General

- III.A.1. Adopt currently approved Working Guide for NA Service Structure. (1)
- III.A.2. Discussion at any RSC meeting is open to all members of NA. (3)
- III.A.3. If an Area is not represented two consecutive meetings, that Area will be contacted by a member of the CTRSC Executive Committee. (6)
- III.A.4. Body follows Robert's Rules of Order. (6/29/85)
- III.A.5. RCMs may record meetings. (4/24/93)
- III.A.6. CTRSC will maintain liability insurance for all groups in the region. See addendum A for COI procedure.

III.B. Format

- III.B.1. CTRSC will meet the last Saturday of every month. (6/29/85)
- III.B.2. RSC meetings are planned for 2 PM and will start at 2 PM unless an emergency exists. (4/26/86)
- III.B.3. Upon moving to a new location, the Area next in rotation will be asked to submit a bid at following RSC meeting. Any new Area joining Region will be inserted at the end of the current rotation. The order of rotation for RSC meeting place will be: (12/31/89)
 - Greater Waterbury
 - Greater New Haven
 - Greater Hartford
 - Greater Danbury
 - Southern Fairfield County
 - United Shoreline
 - Mid-State Unity
 - Central Connecticut
 - Tunxis Valley
- III.B.4. The secretary shall read only new business and old business during his/her reports.
- III.B.5. Format for CTRSC Meetings

CALL TO ORDER

- Visitor Question and Answer Period
- Reading of the Serenity Prayer
- Reading of the Twelve Traditions and/or Twelve Concepts for NA Service
- Roll Call
- Recognition of New Areas
- Approval of last month's minutes (additions and corrections are made)

REPORTS

- Executive Committee Reports
- Subcommittee Reports
- Ad Hoc committee Reports
- Area Reports

BREAK

SHARING SESSION

OLD BUSINESS

ELECTIONS

NEW BUSINESS

ANNOUNCEMENTS

ADJOURNMENT

- III.B.6. All flyers at the regional table pertaining to NA display at least one (1) of the four (4) approved NA symbols. (see Intellectual property bulletin #1 & #2 revised). Flyers to be reviewed by the CTRSC Vice-chair each month. (10/99, 8/04)

III.C. Motions

- III.C.1. RCMs are the only voting members, or their Alternate, or a temporary representative elected at the ASC, if the RCM is not present. (5)**
- III.C.2. The only people allowed to make or second a motion are the following: (7)**
 - III.C.2.a. RCM, or RCM-Alt., in their absence.
 - III.C.2.b. RD, or AD., in their absence.
 - III.C.2.c. Subcommittee Chairs or Resource Position trusted servants can make motion pertaining only to their subcommittee.
- III.C.3. Unless otherwise specified in CTRSC policy, a motion requires a simple majority to carry. (6/24/89)**
- III.C.4. In order to set or change policy, voting is by a 2/3 majority; more than one-half of the member Areas must vote on the motion for it to carry and an abstention is not a vote. (6/24/89)**
- III.C.5. Motions concerning RSC meeting incidentals (e.g. temporary change of time, place, refreshments & atmosphere of the meeting) are not policy. All present may vote, but only if the privilege to vote is first approved by the RCMs. (12/31/88)**
- III.C.6. In matters not affecting policy, an abstention is not a vote - excessive abstention is more than half of the voting members in attendance - in the event of excessive abstention: (6/30/90)**
 - III.C.6.a. On matters that have already obtained Area conscience, table the motion back to the Areas for thirty days.
 - III.C.6.b. Otherwise, the Chair will entertain a motion to table to Areas for sixty days.
 - III.C.6.c. Otherwise, a second discussion, two pros and two cons, will be held, then a second vote will be taken, which will stand.
- III.C.7. All main motions must be submitted in writing and accompanied by a written intent on adopted motion sheets. (1/28/95)**

III.D. Handling of Motions

- III.D.1. All motions must be seconded before any discussion, then the author of the motion should be given time on the floor to begin discussion and explain the intent of the motion. (8)**
- III.D.2. Anyone has the right to voice his or her opinion once on each motion.**
- III.D.3. Motion to Discuss needs to be seconded, no vote taken. (10)**
- III.D.4. Motion to postpone to allow area consideration. (Table to Areas) (1/28/95)**
 - III.D.4.a. Must be made and seconded by RCMs, or in their absence Alt. RCMs, only.
 - III.D.4.b. The first time the motion is made and seconded it is considered approved and the postponement will be for two months.
 - III.D.4.c. If the motion is offered subsequently, it must state the length of the postponement and requires a simple majority to be approved.
 - III.D.4.d. After the motion to postpone is approved, the discussion and amendment process shall continue; only the vote on the passage of the main motion is postponed.
- III.D.5. In case of a tie, a second discussion, two pros and two cons, will be taken. If a tie ensues again, the Chair may then break the tie. (13)**
- III.D.6. If an issue falls under the responsibility of an existing subcommittee, the issue will be committed to that subcommittee. (14)**
- III.D.7. If motion intent is revised (changed) while being discussed, procedure shall stop until a new intent is clearly written by person or persons making revision. (1/28/89)**
- III.D.8. Once a motion is disposed of by bringing the question to a vote, it may not be brought to the floor again for three months, except by someone who voted with the prevailing side. (8/26/89)**
- III.D.9. Any motion having financial impact on the Fellowship shall include an itemized estimate of expenses. (2/27/93)**

III.E. Conference Agenda Report (12/31/89)

- III.E.1. The RSC will purchase a copy of the WSC CAR for all trusted servants of the RSC, each RCM & RCM Alt. as soon as possible. This will be the responsibility of the RD and the RSC Treasurer.**
- III.E.2. The RSC will hold 3 Regional Assemblies for the CAR during the month of February, at which time the RSC subcommittees will be asked to bring recommendations on motion/issues pertaining to their committee. 100 copies of motions and discussions issues/questions for the conference will be made available. The three assemblies should be planned prior to the December RSC meeting.**
(Amended 3/27/93, 11/27/93 and 8/31/02)
- III.E.3. Voting on the WSC CAR shall take place two ways:**
- 1) At the Regional Assembly where amendments and substitute motions shall be in order. Voting will be 1 addict, 1 vote. Or
 - 2) At the group level where voting will be 1 addict, 1 vote. The areas shall then add up total addict votes, which will be added in with the vote taken at the Regional Assembly, This shall take place at the special RSC. (11/27/93)
- III.E.4. It will be the responsibility of the RD to schedule a special RSC meeting, one (1) week prior to the WSC, for the purpose of collecting conscience on the CAR. This meeting will be announced at CAR learning day.**
- III.E.5. Areas may be represented by proxy and no quorum will be required at the special RSC session held for the purpose of collecting the conscience on the CAR.**

IV. Trusted Servants

IV.A. General

IV.A.1. All RSC Trusted Servants are to be elected by the RCMs only, at the RSC meeting after the position has gone out to the Fellowship. (16)

IV.A.2. Nominations for elections of all RSC Trusted Servants must be seconded, and nominees must be present. Volunteers will then be taken. An explanation of office and its commitment will be read from the current Working Guide, in order to establish each commitment's responsibilities. (17)

IV.A.3. Resignation of RSC Trusted Servants may be as follows: (23)

IV.A.3.a. In writing prior to the next RSC meeting.

IV.A.3.b. Relapse during term of office.

IV.A.3.c. Failure to perform duties and responsibilities.

IV.A.3.d. Upon missing two or more consecutive meetings, RSC Trusted Servants may be asked to step down from their position at the next meeting. In the interim, someone on the Executive committee will be assigned to make contact. (8/26/89)

IV.A.4. All reports given by RSC Trusted Servants deal only in fact. (4/25/87)

IV.A.5. Any and all trusted servants of the CTRSC attending a function at the expense of the CTRSC must stay until the function has ended. If for any reason the trusted servant is unable to attend the entire function, he/she must inform CTRSC. Upon return from the function the trusted servant must give a report to the CTRSC. (5/26/90)

IV.A.6. Regional Trusted Servants (Executive committee, standing subcommittee chairs, resource positions and the Executive Director of the CRCC, Inc.) and RCMs shall hold only one such position at any give time. (6/24/95)

IV.B. Executive Committee

IV.B.1. General

IV.B.1.a. Qualifications for CTRSC Executive Committee Members

IV.B.1.a.i. Willingness and desire to serve.

IV.B.1.a.ii. Suggested active for at least one year on the CTRSC.

IV.B.1.a.iii. A good working knowledge of the 12 Steps, 12 Traditions and the 12 Concepts of NA.

IV.B.1.a.iv. Proven leadership abilities.

IV.B.1.a.v. Organizational skills.

IV.B.1.a.vi. Communication skills.

IV.B.1.a.vii. It is recommended that no officer serve more than two (2) consecutive terms.

IV.B.1.a.viii. The four (4) signers on the CTRSC checking account will be the CTRSC Chair, Vice-Chair, Treasurer and Alternate Treasurer.

IV.B.1.a.ix. Make and distribute monthly report pertaining to their commitment.

IV.B.1.a.x. All commitments are for one-year terms unless stated otherwise.

IV.B.2. Chair

- IV.B.2.a. Clean time requirement is five (5) years. (4/18/89)
- IV.B.2.b. Ability to resolve differences among individual CTRSC members. (4/18/89)
- IV.B.2.c. Willingness to facilitate the CTRSC without interjecting or being influenced by personal opinion. (4/18/98)
- IV.B.2.d. Completion of one commitment at the CTRSC. (4/18/98)
- IV.B.2.e. All Regional minutes should be sent to World. (9/28/85)

IV.B.3. Vice-Chair

- IV.B.3.a. Clean time requirement is four (4) years. (4/18/98)
- IV.B.3.b. Ability to resolve differences among individual CTRSC members. (4/18/89)
- IV.B.3.c. Willingness to facilitate the CTRSC without interjecting or being influenced by personal opinion. (4/18/98)
- IV.B.3.d. Completion of one commitment at the CTRSC. (4/18/98)
- IV.B.3.e. The RSC Vice-Chair will maintain and update a listing of all regional and area Committee (and Subcommittee) meetings, to be distributed to all members of the RSC as a part of a written report on Vice-Chair activities for the month. (4/29/89)
- IV.B.3.f. In the absence of the CTRSC Chair, CTRSC subcommittee chair or vice-chair, the CTRSC vice-chair will facilitate the CTRSC or applicable subcommittee meeting. (4/18/98)

IV.B.4. Secretary

- IV.B.4.a. Allow RSC Secretary to open a credit account at the printer to get copies (12/31/88)
- IV.B.4.b. Record accurate minutes of the monthly CTRSC meeting and distribute them in a timely manner. (4/18/98)
- IV.B.4.c. CTRSC minutes to be sent to regional policy secretary. (2/25/89)
- IV.B.4.d. A listing of planned NA events will be passed around the RSC during the meeting, displayed at break and included in the minutes. (4/29/89)
- IV.B.4.e. Maintain and distribute a current list of all CTRSC Executive committee members and subcommittee chairs telephone numbers. (10/31/98)

IV.B.5. Treasurer

- IV.B.5.a. Clean time requirement is five (5) years. (4/18/98)
- IV.B.5.b. Ability to keep accurate financial records. (4/18/98)
- IV.B.5.c. Completion of at least on NA treasurer commitment. (4/18/98)
- IV.B.5.d. Make monthly report using the CTRSC Treasurer's Report format. See Addendum A. (4/18/98)
- IV.B.5.e. The RSC Treasurer can make motions concerning budgets & Prudent Reserve. (9/24/88)
- IV.B.5.f. Set aside travel funds in January for WSC in April. (11/24/90)
- IV.B.5.g. See IV.E. Financial Policy and IV.F. Travel Policy. (4/18/98)

IV.B.6. Alternate Treasurer

- IV.B.6.a. Clean time requirement is four (4) years. (4/18/98)
- IV.B.6.b. The Alternate Treasurer shall meet the qualifications for Treasurer and in addition be available for the Treasurer position the following year. (8/28/93)
- IV.B.6.c. The Alternate Treasurer shall be a signer on the RSC checking account. (12/18/93)

IV.B.7. Regional Delegate

- IV.B.7.a. Clean time requirement is six (6) years. (4/18/98)
- IV.B.7.b. CTRSC send the Regional Delegate & Alternate Delegate to World Quarterly Workshops, provided funds are available. (6/28/87)

IV.B.8. Alternate Delegate

- IV.B.8.a. Clean time requirement is five (5) years. (4/18/98)
- IV.B.8.b. If there is an Alternate Delegate at the time for election of the Regional Delegate: the Alternate Delegate will qualify and leave the room. Voting will then take place. If the Alternate receives simple majority, they will become Regional Delegate. If Alternate fails to receive simple majority, the CTRSC will consider Alternate's obligation fulfilled. Nominations will be opened and a regular election will take place.

IV.C. Subcommittee Chairs

IV.C.1. General

- IV.C.1.a. Qualifications for Subcommittee Chairs
 - IV.C.1.a.i. see currently approved Subcommittee Policy - OR: (18)
 - IV.C.1.a.ii. Willingness and desire to serve.
 - IV.C.1.a.iii. Service experience.
 - IV.C.1.a.iv. Active for at least one year in the NA service structure.
 - IV.C.1.a.v. Strongly suggested two years abstinence from all drugs.
 - IV.C.1.a.vi. A good working knowledge of the 12 Steps and 12 Traditions of NA.
 - IV.C.1.a.vii. Leadership ability.
 - IV.C.1.a.viii. Ability to organize.
 - IV.C.1.a.ix. Ability to communicate.
 - IV.C.1.a.x. Active on that RSC Subcommittee for 6 months.
 - IV.C.1.a.xi. It is recommended that no officer serve more than two years.
- IV.C.1.b. Responsibilities of Subcommittee Chairs: (19)
 - IV.C.1.b.i. Attends all RSC meetings.
 - IV.C.1.b.ii. Holds regularly scheduled subcommittee meetings.
 - IV.C.1.b.iii. Makes and brings written reports to the RSC meeting for the Secretary, the Vice-Chair, and the Regional Committee Members.
 - IV.C.1.b.iv. The Vice-Chair of a Subcommittee acts for the Chair in the absence or vacancy of the Chair.

IV.D. Resource Positions

IV.D.1. Web Servant

- IV.D.1.a. Should be proficient in HTML and familiar with the associated technologies.
- IV.D.1.b. Suggested 2 years clean time, and 6 months prior involvement in the RSC.
- IV.D.1.c. Have a working knowledge of the 12 steps and 12 traditions.
- IV.D.1.d. Will attend a P.I. orientation.
- IV.D.1.e. Make and distribute monthly report pertaining to their commitment.
- IV.D.1.f. Recommended that the Website Coordinator not serve more than 2 consecutive terms.
- IV.D.1.g. Maintain a backup of web site and provide RSC Chair with all pertinent information, including log in names and passwords for administering the site.
- IV.D.1.h. Follow the practices of the NAWS website and published guidelines.

IV.E. WSC Nominees

- IV.E.1.a. The RSC requests that all people nominated by the CTRSC to serve on WSC committees are present at the time of their nomination. (3/31/90)
- IV.E.1.b. Members of WSC committees who have been nominated by CTRSC are requested to remain involved on the corresponding regional subcommittee. (6/30/90)
- IV.E.1.c. Any motion nominating an addict to serve as a world level trusted servant must be accompanied by a completed nomination form, if applicable.

V. Functional Policy

V.A. Subcommittees

V.A.1. General

- V.A.1.a. Suggested that each Subcommittee submit in writing any plans of their activities, for approval of the RSC. Subcommittees will also submit policies or changes in policy within 90 days of implementation. (20)
- V.A.1.b. Suggested that all Subcommittees hold workshops to promote awareness of how they function and serve within the Fellowship and participate in RSC Workshops and Learning Days. (21)
- V.A.1.c. No written or oral report will be accepted by anyone other than the Chair or Vice-Chair of a Subcommittee or the CTRSC Vice-Chair, upon request of the subcommittee. (22, amended 12/29/01).
- V.A.1.d. All subcommittees within Regional Service Committee shall submit itemized receipts to the treasurer for reimbursement. (9/28/85)
- V.A.1.e. Subcommittee minutes to be sent to Vice-chair of Region, RD and AD. (10/26/85)
- V.A.1.f. The Regional subcommittees communicate, cooperate, and coordinate only the initialization and finalization of any projects, to be addressed first at regularly scheduled RSC meetings. (11/30/85) A project is any planned activity that expends time and resources. (9/30/89)
- V.A.1.g. Send regional subcommittee chairs with corresponding WSC committee to closest quarterly to Connecticut. (4/29/89 & 4/27/91)
- V.A.1.h. It is suggested that regularly scheduled subcommittee meetings be held in public places. (1/26/91)
- V.A.1.i. That all regional subcommittee members be NA members who regularly attend NA meetings. (11/24/01)
- V.A.1.j. That only NA groups, Areas, Regions, Zonal Forums or the World Service Conference be allowed to sell merchandise at any event sponsored by the CT Regional Service Committee or it's Subcommittees. (3/30/02). Tapers shall be excluded from this policy. (5/25/02)

V.A.2. Board of Directors of the Convention Corporation

- V.A.2.a. To create a Board of Directors (BOD) comprised of Convention Committee Executive Committee plus a nominee from each of the Areas of the CT. Region to be elected at the CTRSC. The Executive Committee to serve for one year terms. The nominees from Areas to serve for three year terms. Accepting a nomination to the Board of Directors for the Connecticut Regional Convention Committee, Incorporated involves a willingness to fulfill all or part of a three year commitment. Three years continuous abstinence from all drugs is required for each BOD seat. The BOD is responsible for overseeing the financial and legal responsibilities of both the convention and the corporation. No convention experience is required, however, experience in service to a large event and an understanding of budgets and contracts will benefit the BOD. If after six months, an Area fails to submit a nominee, the RSC will have open nominations on the floor of the RSC. (1/27/90, 2/24/90, 8/25/90, 3/39/96)
 Area terms expire in March of the following years:
 CCA, SFCA and TVA -- 2006, 2009, 2012, 2015, 2018.
 GDA, GNHA and MSUA -- 2007, 2010, 2013, 2016, 2019.
 GHA, GWA and USA -- 2005, 2008, 2011, 2014, 2017, 2020.
- V.A.2.b. Approve liability insurance for the convention committee. (11/28/87)

V.A.3. Convention Committee

- V.A.3.a. Have standing [Convention] Subcommittee of the Region, open to all areas. (1/25/86), (3/27/99)
- V.A.3.b. Convention Chair of the standing Convention Subcommittee may not serve two (2) consecutive years in the same capacity. (6/28/87)
- V.A.3.c. Convention Committee seed money is \$5,000. (?93)
- V.A.3.d. All meetings and dances at all CT Regional Conventions of N.A. shall be non-smoking. Smoking will be permitted only in designated smoking rooms. (6/26/93)
- V.A.3.e. All funds left over from the CT. convention shall be considered RSC funds by the March RSC meeting. (11/26/94)
- V.A.3.f. The Convention subcommittee shall have its own subcommittees. The Convention committee shall be responsible for the oversight of these subcommittees. (4/27/96)

V.A.4. Hospitals & Institutions

- V.A.4.a. H&I shall not sell merchandise without the approval of the RSC.

V.A.5. Literature

- V.A.5.a. General
 - V.A.5.a.i. Send RLC minutes to other Regions. (11/25/89)

V.A.6. Phonenumber - Public Information.

No external guidelines

V.A.7. Schedules

- V.A.7.a. Only Areas can submit a new meeting to the Schedule Chair through their RCM. (9/30/89)
- V.A.7.b. Selling price of \$.15 per schedule for outside institutions. (3/31/90)

V.A.8. Writing Steps for Recovery

No external guidelines

V.B. Financial Policy**V.B.1. Fiscal Year and Month.**

V.B.1.a. The CTRSC shall keep its accounts on the basis of a fiscal year beginning on the day of the RSC meeting in April and ending on the day prior to the RSC meeting in April the following year. Similarly, each fiscal month shall begin on the day the RSC meets and end on the day prior to the day the RSC meets the following month. (4/27/91)

V.B.2. Budgets.

V.B.2.a. Each Regional standing subcommittee and each Regional trusted servant shall prepare an annual budget stating in detail all proposed income and expenditures arising from or related to the function of the committee or trusted servant. Proposed expenditures should be divided into two sections, the first stating those expenditures required by RSC policy and the second any additional expenditures proposed at the discretion of the committee or trusted servant. Each budget should also include the previous year's approved budget amounts. Budgets shall also include a listing of the previous year's actual expenditures for comparison. In addition, the budgets are to include a line item for schedules. These budgets should be submitted to the RSC at the January meeting. (5/25/91) (amended 2/22/97)

V.B.2.b. If a Regional trusted servant is budgeted to attend an event and that event should be canceled, the funds allocated for attendance of this servant shall be eliminated from this budget and prudent reserve adjusted accordingly.

V.B.3. Prudent Reserve.

V.B.3.a. The Treasurer shall calculate the prudent reserve as one-twelfth (1/12) of the total amount of all annual budgeted expenditures exclusive of the Convention Corporation and the Convention Committee. (In other words, the prudent reserve is one month's average expenses.) In cases where a subcommittee or trusted servant's budget has not been approved, the treasurer, in calculating the prudent reserve shall use either the proposed budget amount or the amount of the prior year's actual expenditures, whichever is smaller. As budgets are approved or modified by the RSC, the Treasurer shall adjust the prudent reserve. (4/27/91)

V.B.4. Special Reserves.

V.B.4.a. Special reserves may be established only by the RSC. (4/27/91)

V.B.5. Disbursements.

V.B.5.a. The Treasurer shall make disbursements for specific line items of approved budgets as the need arises, but no moneys will be disbursed without a written receipt or signed advance except in payment of verified invoices, account statements and the like. The Treasurer shall also make disbursements at the specific direction of the RSC. (4/27/91)

V.B.6. Financial Emergencies.

V.B.6.a. If a requested payment would reduce the balance of regional funds below 40% of the prudent reserve, the Treasurer shall inform all regional subcommittees and trusted servants that a financial emergency exists. The financial emergency will continue until the balance of regional funds reported at an RSC meeting rises to 60% of the prudent reserve. During a financial emergency, no subcommittee or trusted servant shall expend any funds or enter into any agreement requiring the expenditure of funds without the specific approval of the RSC. (8/30/91)

V.B.7. Financial Statements.

V.B.7.a. The Treasurer shall prepare a monthly financial statement, in writing, showing all receipts and expenditures for the fiscal month and the fiscal year to date. The statement shall break out expenditures by budget line item and provide totals for each subcommittee and trusted servant. Current approved annual budget amounts should also be shown. If no budget has been approved, the amount included in the prudent reserve calculation shall be stated. Any moneys held by the Convention Corporation for expenditure at the direction of the RSC shall be included. (4/27/91)

V.B.8. Fund Flow.

V.B.8.a. Prior to the close of each fiscal month, the Treasurer shall determine fund flow. The following are the calculations that will determine fund flow:

- Add income to the current months opening balance.
- Subtract any expenditure made during the month.
- If the result of these calculations exceeds the prudent reserve figure, the excess will be donated to the WSCNA. (3/26/94)

V.B.9. Subcommittee Funding.

V.B.9.a. All funds generated by regional subcommittees excluding the Convention Committee shall be turned over to the Regional Treasurer within forty-eight hours of the conclusion of the event. (5/29/93)

V.B.10. Funds Held by the Convention Corporation.

V.B.10.a. As suggested by Convention policy and guidelines, certain funds are held by the Convention Corporation for expenditure at the direction of the region. In every respect, these funds are to be handled and accounted for in the same manner as other regional funds. In effect, the Convention Corporation Treasurer acts as a banker to the Regional Treasurer with regards to this money. The Regional Treasurer instructs, in writing, the Convention Corporation Treasurer to make payments for expenditures authorized under regional policy. The Convention Corporation Treasurer provides the Regional Treasurer with a monthly statement of payments and balances. In some places, regional policy explicitly states that these funds should be treated in the same manner as other regional funds. This principle should be applied in all cases, even when it has not been explicitly stated. For example, in the policy on fund flow, "amounts paid out during the RSC meeting" includes any amounts the Regional Treasurer has determined will be paid by the Convention Corporation. (5/25/91)

V.B.11. Schedule Funds.

V.B.11.a. All funds collected from the sale of schedules will be set aside in the Regional Treasury. These funds will be used only for the purchases and the payment of mailing costs for schedules. (8/29/92)

V.B.11.b. Appropriate moneys shall be transferred from the Regional Treasury to the Schedule Reserve when schedules are given to Subcommittees by the Schedule Subcommittee. (10/23/93)

V.B.12. All transactions of the RSC shall be in the form of check or money order. (8/28/93)

V.B.13. The Treasurer shall order checks that have two (2) spaces for signatures and the statement that the check is not valid without both signatures. (4/30/94)

V.C. Travel Policy (4/27/91)

V.C.1. Trusted Servants who travel at the direction of the RSC shall have all necessary and reasonable expenses paid. These may include:

V.C.1.a. Transportation.

V.C.1.a.i. Economy air, train or bus fare.

V.C.1.a.ii. Sub-compact rental car.

V.C.1.a.iii. Parking.

V.C.1.a.iv. Compensation for use of a personal vehicle at a rate of no more than \$.37 per mile. (01/29/2005)

V.C.1.a.v. Tolls.

V.C.1.b. Lodging.

V.C.1.c. Meals.

V.C.2. An estimated advance of funds shall be made upon request.

V.C.3. Each trusted servant shall submit a detailed expense report, along with a refund of any unused moneys advanced, upon return.

V.C.4. It is the responsibility of the traveling trusted servant to make the most efficient use of Fellowship funds. This may be done by:

V.C.4.a. Seeking discount fares available well in advance of anticipated travel.

V.C.4.b. Sharing resources (i.e. hotel rooms, rental cars, personal vehicles, etc.) with others.

V.C.4.c. Asking fellow addicts for help. (i.e. getting a ride to the airport instead of paying for airport parking, staying in addicts' homes, getting rides to meetings instead of renting cars, etc.)

V.D. Communications (2/24/96)

V.D.1. All elements of the Regional Service Structure should communicate freely and openly.

V.D.2. Each communication, regardless of its means (for example, letters, phone calls, electronic media), must contain a clear statement of its source.

V.D.3. If a communication is from a board or committee, it must reflect the clear conscience of the board or committee. For this purpose a "clear conscience" is defined as approval of at least a majority of the voting members present at a regular meeting.

V.D.4. The Fellowship, through the RSC, should be kept fully informed.

VI. Subcommittees

VI.A. Convention Subcommittee.

VI.A.1. WSC Convention Guidelines.

VI.A.1.a. We adopted the Convention Guidelines. (4/27/96)

VI.A.2. Robert's Rules of Order

VI.A.2.a. Robert's Rules of Order are to be used at the Chairpersons discretion.

VI.A.3. Signatures for Checking Account.

VI.A.3.a. Four (4) signatures are needed to open the checking account. Two (2) out of the four (4) are needed to cash checks. The four- (4) signatures will be those of the Chairperson, Treasurer, Vice-chair, and Alternate Treasurer. (4/27/96)

VI.A.4. Handling of moneys.

VI.A.4.a. Anyone handling moneys should have a minimum of one (1) year clean time.

VI.A.4.b. Reimbursements to committee members shall be handled by check only. (3/21/99)

VI.A.5. Day and Time of Convention Committee Meetings.

VI.A.5.a. Meetings will be held the third (3) Sunday of every month, through the meeting in October. The committee will meet on the first and third Sundays in November, and every week after that until the Convention. The duration of each meeting will not exceed two and one-half (2 ½) hours. (amended 11/4/01)

VI.A.5.b. The Convention Committee kickoff meeting shall rotate on a yearly basis between areas following the rotation schedule used by the RSC. The initial meeting site shall be secured for a minimum of 3 months. (8/00)

VI.A.6. Mailing of Minutes.

VI.A.6.a. The secretary will mail minutes to the convention chair and the BOD Executive Director and make meeting minutes available at the next convention meeting. (4/30/94)

VI.A.7. Making a Motion.

VI.A.7.a. Anyone attending the convention committee meeting shall be allowed to make a motion, except when that motion will make, amend, or rescind convention committee policy. A motion that pertains to policy must be made by a voting member of the committee. (4/27/96)

VI.A.8. Voting Procedures and Privilege.

VI.A.8.a. Everyone who attends the first Convention Committee meeting has the privilege to vote. All others interested in voting at the committee meeting after the first meeting must attend two consecutive meeting prior to October 1ST to have a vote at the second meeting. If anyone misses two consecutive meetings they lose their voting privileges until once again they attend two consecutive meetings and their privilege is restored at the second meeting. A subcommittee Chair or in their absence an authorized representative of the subcommittee may vote on questions concerning their subcommittee regardless of previous attendance. (4/27/96)

VI.A.8.b. The majority will be the deciding factor in all voting. Whenever less than 60% of the voting members present vote yes (or no) on a motion, except elections, there will be a second discussion and a second vote which will be final. A two-thirds majority is needed to adopt, amend or rescind policy. (4/27/96)

VI.A.9. Defeated Motions.

VI.A.9.a. A motion that was defeated during the current Convention Committee year can only be brought to the floor again by someone who originally voted against the motion.

VI.A.10. Discussion of Motion on Floor.

VI.A.10.a. Discussion concerning a motion on the floor is open to all members of N.A., not just the voting members.

VI.A.11. Limiting Discussion.

VI.A.11.a. Everyone has the right to voice their feelings and/or their opinion once. (4/27/96)

VI.A.12. Absence (4/27/96).

- VI.A.12.a. A subcommittee chair or executive committee member who misses two consecutive convention committee meetings or any three convention committee meetings, even though they sent a representative, should be asked to resign or else show just cause as to why they have failed to fulfill their responsibilities.

VI.A.13. Budgets for Subcommittees. (4/27/96)

- VI.A.13.a. Budgets will be submitted by each Subcommittee Chair or an alternate at the May meeting of the Board of Directors. The BOD will recommend approval, with or without modifications or rejection to the Convention Committee that day.
- VI.A.13.b. Additionally, the board would have responsibility for doing a pro-forma operating statement, taking into account all subcommittee budgets, cash requirements, projections of income as well as hotel meal and coffee costs. Once this pro-forma statement is finalized, the board would be responsible for recommending, to the full Convention Committee, prices for complete packages, walk-in registration, etc. This recommendation should be made at the June meeting.
- VI.A.13.c. The Convention Committee may approve transfers from one-line item in an approved subcommittee budget to another line-item within the same subcommittee budget; however, any change that increases the total expenditure amount for a subcommittee should be brought to the BOD by the subcommittee chair for their recommendation prior to consideration by the Convention Committee.
- VI.A.13.d. Budgetary decreases are to be made at the discretion of the treasurer with the concurrence of the corresponding subcommittee chair. (July 21, 1996)

VI.A.14. Issue a Responsibility of an Existing Subcommittee.

- VI.A.14.a. If an issue falls under the responsibility of an existing subcommittee it shall be tabled to that subcommittee if time allows. (4/27/96)

VI.A.15. Decisions Concerning Money or Traditions.

- VI.A.15.a. Subcommittees can make decisions except where money or Traditions are concerned. Decisions concerning money or Traditions must be brought before the Convention Committee and voted on by the whole Committee.

VI.A.16. Contracts over \$500. (4/27/96)

- VI.A.16.a. At least three bids must be obtained for all contracts over \$500. The bids with any proposed contract language or terms and conditions will be submitted to the BOD by the subcommittee chair or an alternate with the subcommittee's recommendation. The board will either recommend approval, as is, approval with modifications or rejection to the convention committee.

VI.A.17. Planning the Convention in Conjunction with Another Recovery Oriented Fellowship.

- VI.A.17.a. The Convention should not be planned in conjunction with or affiliate itself with any other recovery oriented fellowship or institution at the same site.

VI.A.18. Free Packages.

- VI.A.18.a. N.A. members who do not have the funds may attend the convention. A procedure for applying this policy on an individual basis at the convention site will be established by the Executive Committee in consultation with the Registration Subcommittee Chair each year. (4/27/96)

VI.A.19. Coffee, tea, and other extra budget expenses.

- VI.A.19.a. No one shall sign for over budget expenses without the approval of the executive committee.

VI.A.20. Ledgers and records.

- VI.A.20.a. Trusted servants (Executive Committee members and Subcommittee Chairs) will keep ledgers and records to pass on to the next year's trusted servants. Copies should also be provided to the secretary who maintains archives. Each trusted servant should turn over a copy of any minutes and reports to the convention secretary each month. At the January meeting, each trusted servant will provide the secretary with a summary of the year's service along with a list of recommendations for the future. It shall be the responsibility of the secretary to collect and pass on the records to the incoming trusted servants.

VI.A.21. The chair shall include in the kick-off flyer that anyone interested in taking part in any subcommittee please attend the kick-off meeting. (4/30/94)**VI.A.22. Kick Off Meeting Opening Statement**

- VI.A.22.a. In accepting a nomination, please consider that these commitments require an enormous investment of time. The Convention Committee meets twice in November and every week after that until the convention. Along with this, subcommittees may be meeting more than once a month. You may also need to spend large amounts of time on the phone and be required to travel anywhere in the state. (4/26/96)

VI.A.23. Executive Committee Elections (4/26/96)

- VI.A.23.a. Clean Time Requirements
- | | | | |
|----------------|---------------------|----|---------------|
| VI.A.23.a.i. | Chairperson | -- | 5 years clean |
| VI.A.23.a.ii. | Treasurer | -- | 5 years clean |
| VI.A.23.a.iii. | Alternate Treasurer | -- | 5 years clean |
| VI.A.23.a.iv. | Secretary | -- | 3 years clean |
| VI.A.23.a.v. | All Others | -- | 4 years clean |
- VI.A.23.b. Questioning of Nominees:
- VI.A.23.b.i. Questions proposed from the floor should be directed to the chair and the posed to all nominees.
- VI.A.23.c. Waiving Clean-time Requirements:
- VI.A.23.c.i. The clean time requirement may be suspended in the following manner:
- VI.A.23.c.i.(a) While nominations are open a member may move to suspend the clean time requirement in order to nominate a specific addict.
- VI.A.23.c.i.(b) If the motion is seconded, the addict to be offered in nomination is asked to qualify and the motion is discussed.
- VI.A.23.c.i.(c) A two-thirds vote of the members present is required to carry the motion to suspend the clean time requirement and nominate.
- VI.A.23.d. Each sub-committee chair shall bring a copy of their monthly report for each voting member. (3/21/99)
- VI.A.23.e. That no Convention Committee members or members of it's subcommittees speak at convention meetings or workshops. (11/19/00)
- VI.A.23.f. All subcommittee chairs must have served a minimum of 1 year in the convention service structure. All executive committee members must have served the same minimum time on the convention committee. (1/21/01)

VI.A.24. Arts and Graphics Subcommittee Responsibilities

- VI.A.24.a. The Arts and Graphics Subcommittee shall be responsible for all printed materials. Subcommittees with printing needs, other than flyers pertaining to their subcommittee, shall request them from Arts and Graphics.

VI.A.25. Merchandise sold at the Connecticut Regional convention

- VI.A.25.a. All merchandise sold at the Connecticut Regional Convention shall be sponsored by a region, area or group of NA or will be sold by a vendor that has obtained a Vendor Identification Number (VIN) from WSO, Inc. (12/1/96)

VI.A.26. Financial Accountability

- VI.A.26.a. Checks from consumers:
 - VI.A.26.a.i. There will be no check cut-off date; checks will be accepted at all times.
 - VI.A.26.a.ii. Starter checks will not be accepted.
 - VI.A.26.a.iii. Checks must have name, address and phone number (written if necessary) on them.
- VI.A.26.b. Consequences.
 - VI.A.26.b.i. No one should ever be turned away from the convention.
- VI.A.26.c. Consequences for consumers who have bounced checks:
 - VI.A.26.c.i. We will no longer accept personal checks from them.
 - VI.A.26.c.ii. Treasurer will contact the consumer and the registration committee and request an alternate form of payment from the consumer.
 - VI.A.26.c.iii. If the check bounces prior to cut off date for early registration and alternate payment is made after the cut off date then any discount is not applicable. (this should be written on the registration flier).
 - VI.A.26.c.iv. If there is an unpaid debt, (check bounced after receiving package or merchandise), the consumer is only entitled to a walk-in registration. All other monies collected will be returned.
 - VI.A.26.c.v. Consumer is responsible for all service charges related to bounced checks and all fees incurred from collection process.
- VI.A.26.d. Consequences for trusted servants who have misappropriated funds:
 - VI.A.26.d.i. While debt is outstanding, the trusted servant will not be allowed to serve on the convention committees or on the BOD.
 - VI.A.26.d.ii. The RSC will be notified of the matter (including trusted servants name) by the convention chair or the executive director of the BOD.
 - VI.A.26.d.iii. The trusted servant will be responsible for all fees incurred from collection process.
- VI.A.26.e. Collection procedures:
 - VI.A.26.e.i. Registered letter will be sent to debtor by the BOD explaining the collection process.
 - VI.A.26.e.ii. 90 days will be given from receipt of letter to either make full restitution or to make acceptable arrangements of restitution with the 1st payment being received (restitution agreement will be in writing).
 - VI.A.26.e.iii. If, after 90 days, debtor has not responded, or 90 days following the last payment on an unfulfilled agreement, the matter will be referred for criminal action.
 - VI.A.26.e.iv. The BOD will monitor all ongoing restitution agreements and may choose to implement any or all of the above procedures should the agreement remain unfulfilled.

VI.A.27. Tapes

- VI.A.27.a. The taping company shall be allowed to sell speaker tapes from the CTCNA at other NA events. (1/21/01)

VI.B. Hospitals & Institutions Subcommittee. (9/24/88)**VI.B.1. Rules of Order.**

- VI.B.1.a. Suspend Robert's Rules of Order and go by the presently approved H&I Handbook written by Narcotics Anonymous World Service from this day forward. Only Area Hospitals & Institutions Subcommittee Chairpersons may make motions and vote.

VI.B.2. Basic Purpose.

- VI.B.2.a. Primary purpose of this Subcommittee is to uphold the fifth tradition: "Each group has but one primary purpose, to carry the message to the addict who still suffers."

VI.B.3. Functions of the Subcommittee.

- VI.B.3.a. A resource for the members, Groups and Areas in their efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- VI.B.3.b. Provide a forum or pooling place for Area subcommittees to share their experience, strength and hope.
- VI.B.3.c. Maintain an updated listing of all appropriate facilities within the region and record which ones are serviced by which Area and type of service that is performed as well as which facilities are not being serviced at all.
- VI.B.3.d. Conduct and/or coordinate any meetings that carry the message into facilities that cannot be serviced by an Area.
- VI.B.3.e. Conduct workshops to address and/or work on problems the Areas are experiencing or to discuss new methods of Hospitals & Institutions work.
- VI.B.3.f. Maintain communication with the World Service Conference Hospitals & Institutions Committee so that the Areas may be informed of its activities. Communication flows both ways between Area and World levels through this committee.
- VI.B.3.g. Lend support to any activities that benefit Hospitals & Institutions efforts within the Connecticut Region.

VI.B.4. Subcommittee Members.

- VI.B.4.a. Members of this subcommittee shall be: Chairperson, Vice-chairperson, Secretary, Volunteer Liaison, Volunteer Liaison Assistant, Corresponding Secretary, Chairpersons of any Area Hospitals & Institutions Subcommittees and WSC H&I members (if applicable) Panel Chairperson as well as any member of our fellowship who wishes to better carry the message of recovery to hospitals and institutions.

VI.B.5. Format for the Connecticut Regional Subcommittee Meeting:

- VI.B.5.a. Moment of Silence.
- VI.B.5.b. Unity Version of Serenity Prayer.
- VI.B.5.c. Reading of the Traditions.
- VI.B.5.d. Attendance & Agenda circulated.
- VI.B.5.e. Election of Officers, if applicable.
- VI.B.5.f. Read and approve the minutes of the previous meeting.
- VI.B.5.g. Report from RSC given by Chair or Vice-chair.
- VI.B.5.h. Area Representatives' reports.
- VI.B.5.i. Volunteer Liaison's report or Volunteer Liaison Assistant's report.
- VI.B.5.j. WSC H&I Member's report (if applicable).
- VI.B.5.k. Ad Hoc Chair report.
- VI.B.5.l. Panel Chairperson report
- VI.B.5.m. Old Business.
- VI.B.5.n. New Business.
- VI.B.5.o. Schedule next committee meeting.
- VI.B.5.p. Hand out meeting schedules (if applicable).
- VI.B.5.q. Close meeting with unity version or Serenity Prayer.

VI.B.6. Responsibilities of the Committee Officers:

- VI.B.6.a. Chairperson.
 - VI.B.6.a.i. Clean time requirement is three years with two years Hospitals & Institutions work.
 - VI.B.6.a.ii. Keeps order in the meeting.
 - VI.B.6.a.iii. Keeps discussion on the topic and brief.
 - VI.B.6.a.iv. Brings a prepared agenda to each committee meeting.
 - VI.B.6.a.v. Ensures that the Traditions are upheld.
 - VI.B.6.a.vi. Maintains a link of communication between the Hospitals & Institutions Committee and the Regional Service Committee, including giving a monthly report to the Regional Service Committee.
- VI.B.6.b. Vice-chairperson.
 - VI.B.6.b.i. Clean time requirement is two years with one year of Hospitals & Institutions work.
 - VI.B.6.b.ii. Helps Chairperson keep proceedings orderly.
 - VI.B.6.b.iii. Acts as Chairperson in case of Chairperson's absence.
- VI.B.6.c. Secretary.
 - VI.B.6.c.i. Clean time requirement is one year and willingness to serve.
 - VI.B.6.c.ii. Takes accurate minutes at each monthly meeting and distributes them to the committee members.
 - VI.B.6.c.iii. Maintains an ongoing file of all correspondence and minutes.
- VI.B.6.d. Corresponding Secretary.
 - VI.B.6.d.i. Clean time requirement is one year.
 - VI.B.6.d.ii. Handle any and all correspondence.
 - VI.B.6.d.iii. Maintain records of all moneys spent and submit receipt for reimbursement.
- VI.B.6.e. Panel Chairperson.
 - VI.B.6.e.i. Clean time requirement is two years.
 - VI.B.6.e.ii. Primary contact between the institution(s) being serviced and the Regional H&I Subcommittee.
 - VI.B.6.e.iii. Primary contact between the institution and the area in which the institution and the geographic area in which the institution is located.
- VI.B.6.f. DOC Volunteer Services Liaison.
 - VI.B.6.f.i. Clean time requirement is three years. Also needed is one year involvement in Regional H&I and one year involvement in Area H&I for a total of two years involvement in H&I service work.
 - VI.B.6.f.ii. May not hold two positions at Regional H&I.
 - VI.B.6.f.iii. Primary contact between State of Connecticut Volunteers Services and Regional H&I.
 - VI.B.6.f.iv. Keeps an updated record of all clearance activity between State of Connecticut Volunteer Services and all Areas.
- VI.B.6.g. DOC Volunteer Services Liaison Assistant.
 - VI.B.6.g.i. Clean time requirement is two years.
 - VI.B.6.g.ii. One year H&I experience.
 - VI.B.6.g.iii. One-year commitment.
 - VI.B.6.g.iv. May not hold two positions at Regional H&I.

VI.B.7. Meeting Location.

- VI.B.7.a. Regional H&I will meet permanently in New Britain at the First Church of Christ, 830 Corbin Avenue, New Britain.

VI.B.8. Attendance policy for all Elected Trusted Servants of Regional H&I

- VI.B.8.a. Regular attendance is necessary for the proper functioning of this subcommittee. Failure to attend two consecutive subcommittee meetings will be considered a voluntary resignation. A written or oral report in lieu of attendance at the discretion of the subcommittee. A vote will be taken and a simple majority will carry the motion. (4/19/97)

VI.C. Literature Subcommittee.

This committee is a standing subcommittee of the CT Regional Service Committee.

VI.C.1. Purpose.

- VI.C.1.a. The purpose of the CT Regional Literature Committee (RLC) is to carry the message in written form to the addict who still suffers.

VI.C.2. Functions.

- VI.C.2.a. This aim is to be fulfilled by the following five (5) prioritized functions.
- VI.C.2.a.i. Supporting the Area literature committees in their primary purpose, helping them deal with their basic situations and needs.
 - VI.C.2.a.ii. Serving as a communications link between the World Literature Committee and the Connecticut Region about matters concerning N.A. literature.
 - VI.C.2.a.iii. Evaluating and commenting on literature prior to its approval (reviewing).
 - VI.C.2.a.iv. Assisting the World Literature Committee by developing new literature (writing).
 - VI.C.2.a.v. Encouraging the growth and unity of the Fellowship.

VI.C.3. Officers.

- VI.C.3.a. General membership in the RLC shall be open to all who share the purpose of the committee. The Trusted servants of the committee shall be a Chairperson, a Vice-chairperson and a Secretary. These officers shall perform the duties prescribed by these guidelines, the Temporary Working Guide to the Service Structure, the current Literature Handbook and the parliamentary authority adopted by the committee.
- VI.C.3.b. Chairperson.
- VI.C.3.b.i. As out of the handbook for N.A. Literature Committees.
 - VI.C.3.b.ii. Plan meeting agenda and mail to members ten (10) days prior to monthly RLC meetings.
 - VI.C.3.b.iii. Be in attendance at RLC meetings.
 - VI.C.3.b.iv. Be in attendance at RSC meetings.
 - VI.C.3.b.v. Communicate quarterly with World Literature Committee.
- VI.C.3.c. Vice-chairperson.
- VI.C.3.c.i. As out of the handbook for N.A. Literature Committees.
 - VI.C.3.c.ii. Communicate quarterly with Area literature chairpersons and submit quarterly written reports to the RLC Chairperson.
 - VI.C.3.c.iii. Assume the duties and responsibilities of the RSC Chair in his/her absence.
- VI.C.3.d. Secretary.
- VI.C.3.d.i. As out of the handbook for N.A. Literature Committees.
 - VI.C.3.d.ii. Record and mail the minutes of the monthly RLC meeting.

VI.C.4. Meeting Schedule.

- VI.C.4.a. The committee shall meet bi-monthly, the third (3rd) Wednesday of every month. Any revision of the meeting schedule must be approved by the full RLC. Administrative committee meetings may be called by the Chair. (amended 8/04)

VI.C.5. Meeting Format.

- VI.C.5.a. Trusted servants from at least two (2) Areas must be present for the Chairperson to convene a meeting of the CT RLC.
- VI.C.5.b. A minimum of nine (9) months clean time is strongly suggested for any member of the CT RLC.
- VI.C.5.c. A quorum, for the purpose of conducting the business of the CT RLC, consists of trusted servants from at least two (2) different Areas and the Chairperson of the CT RLC.

VI.C.6. Voting.

- VI.C.6.a. Voting members of the regular RLC shall consist of:
 - VI.C.6.a.i. RLC administrative committee members (Vice-chair and Secretary).
 - VI.C.6.a.ii. Area literature committee representatives.
 - VI.C.6.a.iii. Any N.A. member who has expressed an interest in the RLC by attendance at the previous two (2) RLC meetings.
 - VI.C.6.a.iv. Voting privileges may be retained in the event of absence by notifying a member of the administrative committee.
 - VI.C.6.a.v. The Chair shall vote only to break a tie.
 - VI.C.6.a.vi. Any member of the RLC may make a motion or participate in discussion. Seconds must be made by a voting member.
 - VI.C.6.a.vii. Motions may be amended or withdrawn at any time by the maker prior to voting. A motion amended in this manner must be re-seconded.
 - VI.C.6.a.viii. A 2/3 majority is required to pass all matters and 3/4 majority is required to change guidelines.

VI.C.7. Elections.

- VI.C.7.a. To be eligible for election to the position of Chair or Vice-chair, prior experience at the Area and Regional Literature Committee level is necessary.
- VI.C.7.b. To be eligible for election to the position of secretary, prior experience (at any level of service) is suggested.
- VI.C.7.c. Suggested clean time requirements for the trusted servants are:
 - VI.C.7.c.i. Chairperson -- Three (3) years.
 - VI.C.7.c.ii. Vice-chairperson -- Two (2) years.
 - VI.C.7.c.iii. Secretary -- One (1) year.

VI.C.8. Responsibilities & Accountability.

- VI.C.8.a. Any member of the committee may nominate a qualified individual for an RLC position.
- VI.C.8.b. A simple majority is required to elect these trusted servants.
- VI.C.8.c. A trusted servant may be removed from their position for non-compliance. A two-thirds (2/3) majority of voting members present is required for removal. Non-compliance includes but is not limited to:
 - VI.C.8.c.i. Loss of clean time relapse (automatic resignation).
 - VI.C.8.c.ii. Non-fulfillment of the regional duties.
 - VI.C.8.c.iii. Non-attendance at regular RLC meetings without prior notification to the RLC administrative committee.
 - VI.C.8.c.iv. Non-attendance at regular RLC meetings for three (3) consecutive months (automatic resignation).
- VI.C.8.d. A six month interim for a trusted servant who resigns or is removed from their position of service to the RLC. This may be waived by a two-thirds majority of the voting members present.
- VI.C.8.e. Trusted servants shall be elected to serve a one-year term or until their successors are elected and their term of service shall begin at the close of the RLC meeting in which they are elected.
- VI.C.8.f. No member shall hold more than one RLC position at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same trusted servant position.
- VI.C.8.g. RLC trusted servant positions shall be elected yearly by the committee except for the Chairperson. The RLC Chairperson shall be elected by the RSC.
- VI.C.8.h. In the event of mid-year removal or resignation, an interim shall be appointed by the chair at the time of removal or resignation, with elections to fill the interim position at the following RLC meeting.

VI.C.9. Subcommittees.

- VI.C.9.a. The RLC may establish subcommittees from time to time to carry on the work of the RLC. These subcommittees shall follow RLC guidelines.
- VI.C.9.b. These special subcommittees may be appointed by the Chairperson or they may be formed by motion upon approval by the voting members.

VI.C.10. Spiritual Guidance.

- VI.C.10.a. The committee shall not make any motion nor take any action that conflicts with the spiritual principals of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

VI.C.11. Funds.

- VI.C.11.a. A quarterly budget shall be submitted by the RLC for review and revision. Revision of the yearly RLC budget, submitted to and approved by the Regional Service Committee, shall be done by voting RLC members. If a revision is voted, the RLC Chairperson will present the revised budget to the RSC for approval.
- VI.C.11.b. All motions requiring new monetary expenditures require a two-thirds (2/3) majority vote of the members present.

VI.C.12. Amendments to Guidelines.

- VI.C.12.a. Any voting member may propose an amendment to these guidelines at a regular meeting of the RLC. The proposal must be seconded and submitted in writing at such regular RLC meeting then referred to the Area literature committees for approval. A two-thirds majority of the voting members present is necessary to amend.
- VI.C.12.b. The amendment shall go into effect upon its approval by the CT Regional Service Committee unless the motion to adopt specifies a time.

VI.D. Phonenumber / Public Information Committee**VI.D.1. Purpose.**

- VI.D.1.a. Public Information is informing the public about recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
- VI.D.1.b. The purpose of the Connecticut Regional Public Information and Phonenumber Committee is to inform the public in the CT. Region that N.A. exists and offer recovery from the disease of addiction.

VI.D.2. Functions.

- VI.D.2.a. To facilitate Areas in carrying the message of Narcotics Anonymous to the general public.
- VI.D.2.b. To provide a forum for the exchange of experience, strength and hope and to prevent duplication of effort.
- VI.D.2.c. In keeping with our Fourth Traditions, the CT. Regional Public Information / Phonenumber Committee should be responsible for fulfilling public information spots which effect the Region as a whole.
- VI.D.2.d. To cooperate with the Regional Hospitals & Institutions Committee on presentations to institutions.
- VI.D.2.e. To maintain lines of communication with WSC Public Information and Phonenumber committees.
- VI.D.2.f. To submit written input on WSC Public Information and Phonenumber matters via the CT. Regional Service Committee, in order to maintain accountability.
- VI.D.2.g. To communicate and cooperate with other Regional Public Information committees on overlapping public service announcements.
- VI.D.2.h. To participate in Regional Learning Days.
- VI.D.2.i. To propose and create yearly budget
- VI.D.2.j. To form ad-hoc committees to perform specific tasks

VI.D.3. Trusted Servants & Responsibilities.

- VI.D.3.a. Chair-person.
 - VI.D.3.a.i. Attends all RSC meetings.
 - VI.D.3.a.ii. Chairs monthly Regional Public Information meeting and maintains order.
 - VI.D.3.a.iii. Makes and brings written reports to the RSC meeting for the Secretary, the Vice-chair, and the Area Service Representatives.
 - VI.D.3.a.iv. Willingness and desire to serve, service experience, active for at least one year in the NA service structure.
 - VI.D.3.a.v. Two years continuous clean time and six months involvement with Public Information and/or Phonenumber.
 - VI.D.3.a.vi. A good working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.a.vii. Leadership ability, ability to organize, and ability to communicate.
 - VI.D.3.a.viii. Active on PI/PL Committee for 6 months.
 - VI.D.3.a.ix. It is recommended that the Chairperson serve no more than two years.
 - VI.D.3.a.x. Maintain lines of communications with WSC Public Information.
 - VI.D.3.a.xi. Channel written input to WSC PI through the CTRSC.
 - VI.D.3.a.xii. Appoint ad-hoc committees to specific tasks.
 - VI.D.3.a.xiii. The Chair only votes in case of a tie.
 - VI.D.3.a.xiv. The Chair will step down after missing two consecutive RSC / Regional PI meetings.

- VI.D.3.b. Vice-Chair.
- VI.D.3.b.i. The Vice-Chair of a Subcommittee acts for the Chair in the absence or vacancy of the Chair
 - VI.D.3.b.ii. Chair ad-hoc committees.
 - VI.D.3.b.iii. Act as chair in the absence of the Chair-person.
 - VI.D.3.b.iv. Assist the Chair, when requested.
 - VI.D.3.b.v. Two years continuous clean time and six months involvement with Public Information and/or Phonenumber.
 - VI.D.3.b.vi. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.
 - VI.D.3.b.vii. Willingness and desire to serve, service experience, active for at least one year in the NA service structure.
 - VI.D.3.b.viii. Time and resources to fulfill the commitment.
 - VI.D.3.b.ix. Leadership ability, ability to organize and ability to communicate.
 - VI.D.3.b.x. May be asked to step down after missing two consecutive meetings.
- VI.D.3.c. Secretary.
- VI.D.3.c.i. Records and types Minutes form the monthly Public Information and Phonenumber Committee.
 - VI.D.3.c.ii. Provides the Chair-person with a copy of the minutes before the Regional Service Committee.
 - VI.D.3.c.iii. Brings copies of the minutes to the PI/PL meeting.
 - VI.D.3.c.iv. Suggested six months clean time.
 - VI.D.3.c.v. Time & resources, except budgetary expenses, to fulfill the commitment.
 - VI.D.3.c.vi. Ability to take accurate minutes.
 - VI.D.3.c.vii. Ability to communicate effectively.
 - VI.D.3.c.viii. Willingness and desire to serve.
 - VI.D.3.c.ix. May be asked to step down after missing two consecutive meetings.
- VI.D.3.d. Phone Line Coordinator
- VI.D.3.d.i. Coordinates and assists in Phone Line operation.
 - VI.D.3.d.ii. Communicates with Regional Phone Line answering service and telephone company.
 - VI.D.3.d.iii. Coordinates and assists Areas with Phone Line.
 - VI.D.3.d.iv. One year continuous clean time and six months involvement with Public Information and/or Phone Line.
 - VI.D.3.d.v. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.d.vi. Time and resources to fulfill the commitment.
 - VI.D.3.d.vii. Willingness and desire to serve.
 - VI.D.3.d.viii. May be asked to step down after missing two consecutive meetings.
 - VI.D.3.d.ix. Ability to communicate effectively.
- VI.D.3.e. Spanish Phone Line Coordinator
- VI.D.3.e.i. Coordinates Spanish Phone Line.
 - VI.D.3.e.ii. One year commitment, recommended serving no more than two years.
 - VI.D.3.e.iii. One year continuous clean time and six months involvement with Public Information and/or Phone Line.
 - VI.D.3.e.iv. Have a working knowledge of the 12 Steps and 12 Traditions of NA.
 - VI.D.3.e.v. Willingness and desire to serve.
 - VI.D.3.e.vi. Attend Regional PI/PL and submit report.
 - VI.D.3.e.vii. May be asked to step down after missing two consecutive meetings.
 - VI.D.3.e.viii. Ability to communicate in Spanish effectively.
 - VI.D.3.e.ix. Will attend PI/PL Phone Line Orientation.

VI.D.4. Members and Voting.

- VI.D.4.a. Any recovering addict with a desire to serve, may attend and debate issues.
- VI.D.4.b. Area Chair-persons, or their substitute, have a vote.
- VI.D.4.c. On issues sent back to Area committees, each Area shall have one vote.
- VI.D.4.d. The Chair-person, or their substitute, votes only in case of a tie.

VI.D.5. Format.

- VI.D.5.a. The committee meets on the second Wednesday of the month, at a location determined by bid. In the case of no bids, the meeting place is the basement of Trinity Lutheran Church, Orange and Wall, New Haven, CT.
- VI.D.5.b. Robert's Rules of Order are used only to the extent needed to maintain order, in particular:
 - VI.D.5.b.i. A motion must be made and seconded in order to be discussed.
- VI.D.5.c. The format of the meeting includes:
 - VI.D.5.c.i. Opening by the Chair.
 - VI.D.5.c.ii. Reading of the Twelve Traditions.
 - VI.D.5.c.iii. Reading of the previous minutes, by the Secretary.
 - VI.D.5.c.iv. Reading of Area Reports, by the Area Chairs.
 - VI.D.5.c.v. Old Business.
 - VI.D.5.c.vi. New Business.
 - VI.D.5.c.vii. Closing.
- VI.D.5.d. The Chair prepares an agenda, which is passed around and supplemented by the members.

VI.D.6. Past Policy.

- VI.D.6.a. No interview be granted without prior written consent to proofread before publication. (4/8/87)
- VI.D.6.b. PSA policy: No Area is to do a PSA until brought to Regional PI/Phoneline. (4/8/87)
- VI.D.6.c. Moves to suggest to RSC that Regional PI & Phoneline stand as one committee with one chair and one set of officers. (8/12/87)
- VI.D.6.d. Moved that presentations arising from an Area which may have Regional impact should be handled by the Regional Public Information Committee. (8/12/87)
- VI.D.6.e. Moved that if Regional PI is contacted for a PI presentation without time for Regional PI to meet, that the respective Area Chairs be contacted. (10/14/87)
- VI.D.6.f. Moved that the SNETCO bill be put in care of the Regional Treasurer. (10/14/87)
- VI.D.6.g. Moved to accept WSC PI and Phoneline Guides as policy, with an exception of CT having one committee and include present regional PI policy. (12/9/87)
- VI.D.6.h. Regional PI/PL quorum will be set at 50% of the three previous meetings. (04/26/03)
- VI.D.6.i. Moved that 75% quorum be present to change policy, and a 2/3 majority vote carries. (12/9/87)
- VI.D.6.j. If an Area PI or Phoneline Chair takes a position on the Regional PI/PL Executive Committee, they will give up their Area Chair.

VI.E. Schedule Committee.**VI.E.1. Chairperson:**

- VI.E.1.a. Three years continuous clean time.
- VI.E.1.b. One year commitment.

VI.E.2. Vice Chairperson:

- VI.E.2.a. Two years continuous clean time.
- VI.E.2.b. One year commitment.

VI.E.3. Secretary:

- VI.E.3.a. One year continuous clean time.
- VI.E.3.b. One year commitment.

VI.E.4. Responsibilities of Chairperson

- VI.E.4.a. Attend monthly RSC meetings & bring written report.
- VI.E.4.b. Co-ordinate work of subcommittee.
- VI.E.4.c. Keep accurate records of expenses and of checks received for orders.
- VI.E.4.d. Liaison between CTRSC and Regional Service Committee.
- VI.E.4.e. Holds regularly scheduled Subcommittee meeting.

VI.E.5. Function & Purpose of the Regional Schedule Subcommittee.

- VI.E.5.a. To produce and distribute periodic meeting schedules for the CT. Region.
- VI.E.5.b. To obtain new meeting and changes form Area Service Representatives on the appropriate CT. Region registration forms.
- VI.E.5.c. To contract for the printing of schedules.
- VI.E.5.d. Make schedules available to Areas through RCMs and to subcommittees through chairperson at RSC.
- VI.E.5.e. Have schedule es available for purchase by outside organizations.

VI.E.6. Voting Policy.

- VI.E.6.a. A member must attend two consecutive meetings to vote at the third meeting. A member losses voting rights after missing two consecutive meetings. A member must attend two consecutive meetings to regain a vote at the third meeting.

VI.F. Writing Steps for Recovery

VI.F.1. Dedication and purpose:

- VI.F.1.a. The primary purpose of this committee is to provide written Narcotics Anonymous step guidance to any incarcerated addict desiring recovery within Narcotics Anonymous.

VI.F.2. Guidelines for functions

- VI.F.2.a. All letters would be sent via the NA WSR PO box with no personal last names, addresses, or phone numbers of step guides, committee members, or any one else given to step writers. Step guides will use pen names. Correspondence Only agreements with these signatures will be filed with the WSR committee, the CT DOC volunteer office, and the inmate step writer's facility.
- VI.F.2.b. Step guides from the WSR committee will have an individual addict assigned in the order that the step guides have qualified and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their "turn" comes up. The step guides agree to have no prior knowledge of their assigned inmate step writer, and to respect the confidentiality of their assigned addict.
- VI.F.2.c. After the initial letter is read (anonymously) to the committee, all correspondence between step guide and step writer is confidential.
- VI.F.2.d. All incoming and outgoing letters are logged by date with name, facility, and DOC identification number of the inmate step writer, and name, pen name, and phone number of the step guide by the coordinating secretary.
- VI.F.2.e. No arrangements for rides, visits, loans, phone calls, materials for corresponding, photos, books, drawings, tapes, contacting family members or friends will be made between the step guide and step writer. The step writer may request The Introductory Guide to Narcotics Anonymous and upon notification of the request this guide will be sent by the Corresponding Secretary.
- VI.F.2.f. The 12 Traditions of NA will be strictly upheld.
- VI.F.2.g. All rules and regulations of the institution will be strictly upheld.
- VI.F.2.h. Only women will write to women, and only men will write to men.
- VI.F.2.i. At H&I commitments, the availability of WSR can be announced, including information that the committee meets monthly, and that informational cards will be available upon request of the addicts behind the walls.
- VI.F.2.j. Informational cards will also be available for the prison addictions and volunteer services staff so that inmates who are unable to attend the H&I presentations can have equal access to WSR.
- VI.F.2.k. Any addict behind the walls or anyone who thinks they may have a problem may write to the WSR committee as a whole with any questions or concerns at any time.
- VI.F.2.l. Presentations to the fellowship and to facilities will include the WSR statement of dedication and purpose, as well as the above 12 guidelines for function. WSR will be offered to addicts at institutions only after the institution has received a presentation and has confirmed this in writing.

VI.F.3. Voting Procedure

- VI.F.3.a. NA members present at WSR committee meetings have a vote.

VI.F.4. How to Become a WSR Step Guide

VI.F.4.a. Addicts will qualify and become an oriented CT DOC volunteer at the committee. They will discuss and be able to answer affirmatively all of the following questions. Step guides will be assigned an inmate step writer in the order that they have qualified, and that addicts of the same sex become available. The coordinating secretary will notify the new step guide if they are not present at the meeting when their "turn" comes up.

1. Is your recovery based in Narcotics Anonymous?
2. Have you done a 4th and 5th step?
3. Do you work the steps in writing with an NA sponsor?
4. Do you have at least 3 years clean?
5. Do you attend NA step meetings regularly?
6. Do you have a working knowledge of the 12 Steps and 12 Traditions of NA?
7. Do you have experience as an NA sponsor?
8. Do you have the means to provide stationery and stamps for regular correspondence?
9. Do you have the willingness and availability to reply to any letter you receive within 2 weeks, and to notify the coordinating secretary each time?
10. Are you able to attend at least two WSR meetings yearly?
11. Are you willing to sign and follow the NA WSR Correspondence Only agreement?

VI.F.5. Cleantime Guidelines

- VI.F.5.a. WSR step guide -- 2 years.
- VI.F.5.b. Chair – 2 years.
- VI.F.5.c. Vice Chair -- 2 years.
- VI.F.5.d. Coordinating Secretary -- 2 year.
- VI.F.5.e. Assistant Coordinating Secretary -- 18 years.
- VI.F.5.f. Postal Facilitator -- 2 years.
- VI.F.5.g. Committee member – one day

VI.F.6. Responsibilities of Trusted Servants

- VI.F.6.a. Chair.
 - VI.F.6.a.i. Minimum clean time requirement is 2 years.
 - VI.F.6.a.ii. Keeps order in the meeting.
 - VI.F.6.a.iii. Keeps discussion on the topic.
 - VI.F.6.a.iv. Prepares an agenda for each meeting.
 - VI.F.6.a.v. Ensures that the Traditions are upheld in all matters.
 - VI.F.6.a.vi. Maintains a link of communication between the WSR and CT Regional NA Service Committee, including giving a monthly report at that meeting.
 - VI.F.6.a.vii. Attends each meeting of CT Regional Service Committee.
 - VI.F.6.a.viii. Keeps accurate records of funds received and spent.
 - VI.F.6.a.ix. Obtains check from CTRSC in March for PO BOX 1541 (yearly payment due on April 1)
 - VI.F.6.a.x. Makes sure committee has a monthly meeting place.
- VI.F.6.b. Vice Chair.
 - VI.F.6.b.i. Minimum clean time requirement is 2 years.
 - VI.F.6.b.ii. Helps chairperson keep proceedings orderly.
 - VI.F.6.b.iii. Acts as chairperson in the case of chairperson's absence. Fills in for any other trusted servant position as necessary.
 - VI.F.6.b.iv. If the office of chairperson becomes vacant, serves as chair until confirmed by CT. Regional Service Committee or until a new chair is elected.
 - VI.F.6.b.v. Attends all WSR and CT Regional Service Committee meetings.
 - VI.F.6.b.vi. May have other responsibilities depending on the needs of WSR.

- VI.F.6.c. Coordinating Secretary.
 - VI.F.6.c.i. Minimum clean time is 2 years.
 - VI.F.6.c.ii. Attends monthly WSR meeting.
 - VI.F.6.c.iii. In the absence of an Assistant Coordinating Secretary takes an accurate set of minutes at each meeting and distributes them to subcommittee members prior to next meeting.
 - VI.F.6.c.iv. Maintains an ongoing file of all WSR minutes.
 - VI.F.6.c.v. Is responsible for the extra Post Office Box Key.
 - VI.F.6.c.vi. To assure accountability, keeps a complete log of all WSR step guides/step writer communications (as described in Guidelines for Function #4)
 - VI.F.6.c.vii. Mails Correspondences Only agreements to DOC Volunteer Office and to inmate's facility each time the step guide is assigned a new inmate step writer.
 - VI.F.6.c.viii. May have other responsibilities depending on the needs of WSR.
- VI.F.6.d. Assistant Coordinating Secretary
 - VI.F.6.d.i. Minimum clean time is 18 months.
 - VI.F.6.d.ii. Attends monthly WSR meeting.
 - VI.F.6.d.iii. Goal of the position is to assist the coordinating secretary and to learn the duties of the coordinating secretary so that the assistant can function in the absence of the coordinating secretary.
 - VI.F.6.d.iv. Takes an accurate set of minutes at each meeting and distributes them to subcommittee members prior to next meeting.
 - VI.F.6.d.v. May have other responsibilities depending on the needs of WSR
- VI.F.6.e. Postal Facilitator
 - VI.F.6.e.i. Minimum clean time is 2 years.
 - VI.F.6.e.ii. Attends monthly WSR meetings.
 - VI.F.6.e.iii. Is responsible for one of the Post Office Box keys.
 - VI.F.6.e.iv. Picks up WSR mail on a weekly basis and within 48 hours forwards all mail to the corresponding secretary.
 - VI.F.6.e.v. Notifies/Reminds WSR Chair upon receipt of Post Office Box renewal to assure that Post Office Box 1541 is renewed on or before every April 1.
 - VI.F.6.e.vi. May have other responsibilities depending on the needs of WSR.

VI.F.7. Terms of Commitment

- VI.F.7.a. All trusted servant positions are for 1 year, with a 2 year limit on consecutive terms in the same position.

VII. By-Laws of Connecticut Regional Convention Committee, Inc.

Connecticut Regional Convention Committee, Inc. is a non-profit corporation formed by the Connecticut Regional Service Committee of Narcotics Anonymous to provide fiscal oversight and protection for the Convention (operations) Committee. This corporation, while a legally independent entity, maintains a spiritual accountability to the recovering addicts within the Region of Connecticut through the Connecticut Regional Service Committee of Narcotics Anonymous.

VII.A. Article I -- Name, Office and Seal

- VII.A.1. The name of the corporation shall be Connecticut Regional Convention Committee, Inc.
- VII.A.2. The principal office of the corporation shall be located at Suite 160, 60 Skiff St., Hamden, CT, 06518 or at such other place in the State of Connecticut as the Board of Directors may determine or as the affairs of the corporation may require from time to time.
- VII.A.3. The corporate seal of the corporation shall have inscribed thereon the name of the corporation, the year of its incorporation and the words "Seal" and "Connecticut".

VII.B. Article II -- Purpose

- VII.B.1. To organize, manage and direct an annual convention for Narcotics Anonymous in the State of Connecticut, and to perform other functions as deemed appropriate by the board of directors in line with the primary purpose of Narcotics Anonymous, which is to carry the message of recovery from addiction to addicts who still suffer and to provide support for others who are still affected by the disease of addiction, and to carry on such activity and to deal with and expend any corporate property or income therefrom for the aforementioned purpose without limitations, except such limitations, if any, as may be contained in the instrument under which such property is received, the Certificate of Incorporation, or any other limitations as are prescribed by law. Provided, however, that the corporation shall not attempt to influence legislation by propaganda or otherwise and provided that no part of the net earnings of this corporation shall inure to the benefit of any director or private individual, and no director or officer of the corporation shall receive any other pecuniary benefit from the corporation. Notwithstanding any other provision of these By-Laws, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954.

VII.C. Article III -- Directors

VII.C.1. Management.

- VII.C.1.a. The business and affairs of the corporation shall be managed by a Board of Directors.

VII.C.2. Power and Duties.

- VII.C.2.a. The Board of Directors shall have all the powers and duties necessary for the effective administration of the business and affairs of the corporation, and shall do all such acts and things as are not inconsistent with law or the corporation's Certificate of Incorporation.

VII.C.3. Number and Term.

- VII.C.3.a. The directors shall be not less than ten (10) and not more than sixteen (16) in number.(2/21/99) Beginning March 31, 1989, the Board of Directors shall be staggered such that nine (9) directors shall hold office for a term of three (3) years (or the balance remaining on such term at the time of their election), and five (5) directors shall hold office for a term of one (1) year (or the balance remaining on such term at the time of their election).
- VII.C.3.b. Four (4) directors shall be elected by the Board of Directors in its sole discretion, taking into account the recommendations of the Convention (operating) Committee participants. The remaining directors shall be elected by the Board of Directors in accordance with the recommendations of the Connecticut Regional Service Committee of Narcotics Anonymous.

VII.C.4. Vacancies

- VII.C.4.a. Any vacancy occurring on the Board of Directors and any directorship to be filled by reason of an increase in the number of directors shall be filled by affirmative vote of a majority of the remaining directors, in accordance with the recommendations of the Connecticut Regional Service Committee of Narcotics Anonymous. A director elected to fill a vacancy shall be elected for the unexpired portion of the term of the director whose place shall have become vacant and shall serve until the election of his successor.

VII.C.5. Annual and Regular Meeting.

- VII.C.5.a. The annual meeting of the Board of Directors shall be held during the month of March in each year, and regular meetings shall be held from time to time as determined by the Board. Meetings of the Board of Directors may be held at the principle office of the corporation or at such other place as a majority of the Directors may from time to time designate or as may be designated in the notice calling the meeting. Notice of the annual meeting shall be given to each director, personally or by mail, at least ten (10) days before the date of the annual meeting. The purpose of the annual meeting shall be to elect directors and officers of the corporation, except the Executive Director, and to transact such other business as may properly come before the meeting. Notice of the regular meetings of the Board of Directors shall be given to each director, personally or by mail, at least three (3) days prior to the day named for such meeting. Special meetings of the Board of Directors may be held at any time upon call of the Executive Director or three (3) directors in the same manner and with the same notice as regular meetings.

VII.C.6. Waiver of Notice.

- VII.C.6.a. Either before or after any meeting of the Board of Directors, any director may, in writing, waive notice of such meeting and such waiver shall be deemed equivalent to the giving of such notice. Attendance by a director at any meeting of the Board shall be a waiver by him of notice of the time and place thereof. If all directors are present at any meeting of the board, no notice shall be required and any business may be transacted at such meeting.

VII.C.7. Quorum and Voting.

- VII.C.7.a. At all meetings of the Board of Directors, a majority of the directors in office shall be necessary to constitute a quorum for the transaction of business, and the affirmative vote of a majority of the directors present at a meeting at which a quorum is present, represented in person, shall decide any matter submitted to the directors for a vote. Each director shall be entitled to one (1) vote upon each matter submitted to the directors for a vote. If, at any meetings of the directors, there is less than a quorum present, the majority of those present may adjourn the meeting from time to time. At any such adjourned meeting, any business which might have been transacted at the meeting as originally called may be transacted without further notice.

VII.C.8. Removal.

VII.C.8.a. In the event that the actions of a director pose a threat to the corporate or non-profit status of the corporation, said director may be removed from the BOD by a two-thirds majority vote of those directors present. In the event that a director shall miss, without proper notice, either two consecutive BOD meetings or three BOD meetings over the course of a twelve-month period; or in the event that a director shall fail to perform any duties or responsibilities assigned him/her by the BOD; the BOD may, by simple majority, offer a motion at the RSC requesting a recommendation from the RSC to remove said director. The BOD may remove any director after receiving such a recommendation. (5/26/01)

VII.C.9. Consent.

VII.C.9.a. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors.

VII.C.10. Conduct of Meetings.

VII.C.10.a. The Executive Director, or in his absence, the Alternate Executive Director, shall preside at all meetings of the directors, and in the event of both being absent, the directors may elect their own Chairman. The Secretary of the corporation, if present, shall act as Secretary of any such meeting, unless the directors shall otherwise order.

VII.C.11. Order of Business.

VII.C.11.a. The order of business at all meetings of the directors shall be as follows, to the extent desirable:

- VII.C.11.a.i. Roll call.
- VII.C.11.a.ii. Proof of notice of meeting or waiver of notice.
- VII.C.11.a.iii. Reading of minutes of preceding meeting.
- VII.C.11.a.iv. Reports of officers.
- VII.C.11.a.v. Reports of committees.
- VII.C.11.a.vi. Unfinished business.
- VII.C.11.a.vii. New business.
- VII.C.11.a.viii. Adjournment.

VII.C.12. Parliamentary Procedure.

VII.C.12.a. At all meetings of the Board of Directors, Robert's Rules of Order, as to such date amended, shall be followed. However in the event of conflict, these By-Laws shall prevail.

VII.C.13. Liability of Board of Directors.

VII.C.13.a. The members of the Board of Directors shall not be liable to the corporation for any mistake of judgment, negligence or otherwise, except for their own individual willful misconduct and bad faith. The corporation shall indemnify and hold harmless, the extent permitted by law, each of the members of the Board of Directors against all liability arising out of their conduct on behalf of the corporation, unless such conduct shall have been in bad faith or willful misconduct. It is intended that the members of the Board of Directors shall have no personal liability with respect to any contract made by them on behalf of the corporation.

VII.C.14. Compensation.

VII.C.14.a. No compensation shall be paid to any director for his services as director.

VII.D. Article IV -- Officers.**VII.D.1. Election and Term.**

VII.D.1.a. The officers of the corporation shall consist of an Executive Director, Alternate Executive Director, Secretary, Treasurer, Alternate Treasurer and such other officers as the Board of Directors may from time to time appoint. Only current directors of the corporation shall be eligible for nomination to serve as an officer of the corporation. The Executive Director shall be elected upon recommendation of the Connecticut Regional Service Committee of Narcotics Anonymous. The remaining officers shall be elected by a majority vote of the Board of Directors, which Board shall take into account the recommendations of the Convention (operations) Committee. All officers of the corporation, except the Executive Director, shall be elected by the Board of Directors at their annual meeting and shall serve until the next annual meeting of the Board of Directors or until their successors have been duly elected and qualified. The Executive Director shall be elected at a regular meeting held during the month of August and shall serve until the next August or until their successor has been duly elected and qualified. The officers of the corporation shall serve under direction of the Board of Directors.

VII.D.2. Executive Director.

VII.D.2.a. The Executive Director shall be the chief executive officer of the corporation. He shall preside at all meetings of the Board of Directors. He shall have charge of such of the books and papers as the Board of Directors may direct, all of which shall, at all reasonable times, be open to the examination of any director, upon reasonable notice to the Executive Director. He shall have custody of the seal of the corporation and affix it to such documents as require attestation. He shall have all of the general powers and duties which are usually vested in the office of Executive Director of a corporation and such other duties as may be assigned to him by the Board of Directors from time to time.

VII.D.2.b. This office of Executive Director of the Board of Directors is separate and distinct from the Chairperson of the Convention (operations) Committee. The director elected to this position shall not hold office on the Convention (operations) Committee.

VII.D.2.c. One of the duties of the Executive Director of the Board of Directors is to report the actions of the Board to the Connecticut Regional Service Committee of Narcotics Anonymous.

VII.D.2.d. The Executive Director also holds the title President. This title shall be used only as legally required. (5/21/95)

VII.D.3. Alternate Executive Director.

VII.D.3.a. The Alternate Executive Director shall perform such duties as may from time to time be assigned to him by the Board of Directors or delegated to him by the Executive Director. In case of death, disability or absence of the Executive Director, the Alternate Executive Director shall fulfill all duties and be vested with all the powers and responsibilities of the Executive Director.

VII.D.3.b. This office of Alternate Executive Director is separate and distinct from the Vice Chairperson of the Convention (operations) Committee. The director elected to this position should not hold office on the Convention (operations) Committee.

VII.D.4. Secretary.

VII.D.4.a. The secretary shall keep the minutes of all meetings of the Board of Directors of the corporation. He shall give notice as required by law or by the By-Laws of this corporation of all meetings of the Board of Directors. He shall, in general, perform all the duties as from time to time may be assigned to him by the Executive Director or the Board of Directors.

VII.D.4.b. The Board of Directors may create a position of Recording Secretary to assist the Secretary in recording and disseminating the minutes of the Board of Directors, to be elected by the Directors and may be of the directors. Requirements for this position are one (1) year continuous recovery from the disease of addiction, willingness and desire to serve, organizational abilities and good note taking skills.

VII.D.5. Treasurer.

- VII.D.5.a. The Treasurer shall have charge and custody of and be responsible for all the corporation's funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the corporation. He shall deposit all moneys and other valuable effects in the name and to the credit of the corporation in such depositories as may from time to time be designated by the Board of Directors. In general, he shall perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the Executive Director or by the Board of Directors.
- VII.D.5.b. This office of Treasurer of the Board of Directors is synonymous with the Treasurer of the Convention (operations) Committee.

VII.D.6. General Provisions.

- VII.D.6.a. All agents of the corporation shall perform such duties as may be imposed upon them and have such powers as may be specifically given them by the Board of Directors or the Executive Director and shall be subject at any time, with or without cause, to be removed by the Board of Directors or Executive Director.

VII.D.7. Vacancy.

- VII.D.7.a. If the office of any officer shall become vacant for any reason, the vacancy shall be filled by the majority vote of the Board of Directors for the unexpired portion of the term.

VII.D.8. Removal of Officers.

- VII.D.8.a. Any officer by the Board may be removed, with or without cause, by the affirmative vote of a majority of the Board of Directors.

VII.D.9. Compensation.

- VII.D.9.a. No compensation shall be paid to any officer for his services as an officer of the corporation.

VII.E. Article V -- Miscellaneous Provisions.**VII.E.1. Miscellaneous Committees.**

- VII.E.1.a. The Board of Directors may from time to time elect or appoint such committees of directors, officers or other persons as it shall deem advisable and may delegate to any such committee such powers and prescribe for it such duties and discretion, concerning the business and affairs of the corporation, as the Board of Directors may decide wise and proper.
- VII.E.1.b. Specifically, the Board of Directors delegates the operations of the convention to a Convention (operations) Committee which is open to the fellowship of recovering addicts and has its own guidelines. The Directors shall not serve as subcommittee chairs of the Convention (operations) Committee; however, the Executive Committee members of the Convention (operations) Committee shall be members of the Board of Directors and retain their voting privileges on the Convention (operations) Committee.

VII.E.2. Checks and Notes.

- VII.E.2.a. All checks, drafts, trade acceptances and promissory notes of the corporation shall be signed by such officer or officers as the Board of Directors may from time to time designate.

VII.E.3. Fiscal Year.

- VII.E.3.a. The fiscal year of the corporation shall end on March 31 of each year.

VII.E.4. Deposits.

- VII.E.4.a. All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may from time to time select or as may be selected by any officer or representative of the corporation to whom such power may from time to time be delegated by the Board of Directors; and for purpose of such deposit, any officer, or any representative to whom such power may be delegated by the Board of Directors, may endorse, assign and deliver checks, drafts and other orders for the payment of money which are payable to the order of the corporation.

VII.E.5. Acceptance of Gifts and Donations.

VII.E.5.a. No gift, donation, bequest or subscription to the corporation shall be deemed to have been accepted until acted upon affirmatively by the Board of Directors.

VII.E.6. Books and Records.

VII.E.6.a. The corporation shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the corporation's principal office a record giving the names and addresses of the directors entitled to vote. All books and records of the corporation may be inspected by any director for any proper purpose at any reasonable time.

VII.E.7. Invalidity.

VII.E.7.a. The invalidity of any part of these By-Laws shall not impair or affect in any manner the validity, enforceability or effect of any other part of these By-Laws.

VII.E.8. Gender.

VII.E.8.a. The use of the masculine gender in these By-Laws shall be deemed to include the feminine gender and the use of the singular shall be deemed to include the plural whenever the context so requires.

VII.F. Article VI -- Amendments to By-Laws.

VII.F.1. Amendments.

VII.F.1.a. These By-Laws may be altered, amended or repealed at any regular or special meeting of the Board of Directors by the affirmative vote of two-thirds (2/3) of the directors, represented in person or by proxy, at any meeting called for such purpose at which a quorum of fifty percent (50%) of the directors are present, after submission of all such proposed amendments to Connecticut Regional Service Committee of Narcotics Anonymous for its advise and recommendations.

VIII. Motion Descriptions from WSC Rules of Order (4/27/91)

VIII.A.1. Description of Motions.

The following descriptions are adapted directly from the 1989 WSC Rules of Order and may assist in conducting business on the RSC floor.

VIII.A.2. Adjourn

Means to close the session immediately.

VIII.A.3. Amend (a pending motion):

Means to modify the wording of a pending motion and is considered a primary amendment - that is it applies directly to the main question. The amendment is voted on by itself and before the pending motion. If the amendment is adopted, the main motion is pending in the amended form; if the amendment is not adopted, the main motion is pending in its original form.

An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself and before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendment and pending motions are voted on separately, it allows each member the freedom to be in opposition to the amendment(s) but in favor of the motion, or vice versa.

The motion to substitute, a form of the motion Amend, proposes that a substitute shall come before the assembly in place of the pending resolution. During the consideration of the motion to Substitute, debate can go into the merits of the pending resolution and the proposed substitute, and both may be perfected by secondary amendment, but any amendments to the originally pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to Substitute is voted on. If carried, the substitution comes to the assembly for vote.

VIII.A.4. Amend Something Previously Adopted:

Means to change a part of a motion already adopted. This motion can be moved by any member regardless of how they voted on the original question. There is no time limit on when this motion can be made.

Rescind, Repeal, Annul, a form of the motion to **Amend Something Previously Adopted**, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how they voted on the original question. There is no time limit on when this motion can be made.

Amend the Bylaws (for WSC, Amend the TWGSS, etc.) is a form of the motion **Amend Something Previously Adopted**. Generally, the document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then the **Amend the Bylaws** is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to **Amend the Bylaws** to give the membership adequate time to review.

VIII.A.5. Appeal the Chair:

Means the ruling is taken from the Chair and decided by the assembly. By electing a Chair, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have not right to criticize a ruling of the Chair unless they appeal the decision.

VIII.A.6. Commit or Refer to Committee:

Means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. The motion should specify which committee. If a special or ad hoc committee is needed, the committee can be formed in the same or amending motion.

VIII.A.7. Discharge a Committee:

Means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that in effect discharges it. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

If the matter was originally given to the committee with the subsidiary motion of Commit attached to a pending motion, then the question comes immediately before the assembly. On the other hand, if the matter was given to the committee with a main motion, the matter dies when the committee is discharged. Another main motion is needed to bring it up again.

VIII.A.8. Division of the Question:

Means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) is to be.

VIII.A.9. Lay on the Table:

Means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that session. However, the matter may be introduced at another session as a new motion.

If the mover's intent is anything other than temporarily laying the matter aside until an emergency situation is taken care of, then the proper motions/actions are: **Postpone Definitely; Postpone Indefinitely; Objection to Consideration**; or vote against the motion. The motion **Lay on the Table** should be ruled out of order if its intended effect is to kill the motion for the current session. It is proper for the maker to state his reason or for the Chair to ask for the reason of Laying on the Table.

Since a motion that has been laid on the table is still within the control of the assembly, no other motion on the same subject that would substantially conflict or present the same question would then be in order. To consider a conflicting motion or substitute, the tabled motion would first need to be taken from the table and disposed of.

VIII.A.10. Limit or Extend Debate:

Means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of motions. This motion cannot impose an immediate closing of debate, the appropriate motion then would be **Previous Question**.

VIII.A.11. Main Motion:

The introduction of new business, or in some cases the reconsideration or amendment of previously adopted business.

VIII.A.12. Objection to Consideration of the Question:

Means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the Chair is phrased so members are asked to vote for or against consideration. Therefore, those who wish to prevent consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

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

VIII.A.13. Order of the Day, to Call for:

Means any member can require the assembly to conform to its own agenda, unless the assembly then **Suspends the Rules** or **Changes the Order of the Day**.

VIII.A.14. Parliamentary Inquiry:

Is a question to the Chair to obtain information on a matter of parliamentary procedure or the guidelines of the assembly bearing on the business being considered. It is the duty of the Chair to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The Chair is not obligated to answer hypothetical questions.

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

VIII.A.15. Point of Information:

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

If the **Point of Information** is a question to a member who is speaking, the Chair will ask the member who correctly has the floor if he will yield to a **Point of Information**; the member has the right not to yield, since the time consumed for the **Point of Information** will be taken out of the speaker's allowed time. If the member does not yield, the member raising the point is required to raise the issue in the form of a question to the Chairperson, but the Chairperson usually allows the member who correctly has the floor to answer. After the question is stated, the member raising the matter is obligated to remain silent and allow the member who has the floor to continue.

VIII.A.16. Point of Order:

Means a member believes the rules of the assembly are being violated and is asking for recognition from the Chair to make a determination as to whether or not the procedure that the member feels is pertinent is being violated. A **Point of Order** is not a method or procedure to dispute the accuracy of something that another member has stated, but a way to keep the assembly working on the business that it is supposed to be working on and in accordance with its guidelines and other rules of order.

This point needs to be made immediately at the time the perceived breach occurs. If a member is uncertain there is a breach of order, he can make a **Parliamentary Inquiry**. Also, it is undesirable to raise **Points of Order** on minor irregularities, if it is clear that no one's rights are being infringed on.

VIII.A.17. Postpone to a Definite Time (Definitely):

Means to put off action on a pending motion until a definite day, meeting or hour or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present session.

When the time to which a question has been postponed arrives, the question can be postponed again if additional delay will not interfere with the proper handling of the postponed motion.

When consideration of the question is resumed at the specified time, the business is in the same condition as it was immediately before the postponement, including any adhering motions. If the postponed motion is taken up on a different day, the business is in the same condition as it was immediately before postponement with all adhering motions, except the rights of debate begin over again as if it had never been updated.

VIII.A.18. Postpone Indefinitely:

Means the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without undesirable consequences.

VIII.A.19. Previous Question:

Means to immediately close debate and the making of any subsidiary motions, except **Lay on the Table**, of a pending motion. If **Previous Question** is not adopted, debate continues. If adopted, the pending motion immediately goes to vote.

VIII.A.20. Question (Point) of Privilege, to Raise:

Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

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

If there is not urgency, a **Question of Privilege** can be brought to the assembly as a regular motion and handled in the normal course of business.

VIII.A.21. Recess:

Means a short intermission in the assembly's proceedings which does not close the meeting, and after which business will immediately be resumed at exactly the point where it was interrupted.

If a recess is provided for in the agenda, the Chair simply declares the assembly in recess. If the Chair does not announce a pre-scheduled recess at the scheduled time, a member can **Call for the Order of the Day**. If the assembly wishes to postpone a pre-scheduled recess, it can move to **Suspend the Rules**.

VIII.A.22. Reconsider:

Enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side) and it must be moved either on the same or next day of the original vote. If the **Reconsider** is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

If the **Reconsider** is debatable, a member has the right to debate the **Reconsider** motion regardless whether his rights to debate were exhausted on the original motion. If the **Reconsider** is adopted the same day as the original vote, a member whose rights to debate the original motion were exhausted are still exhausted; if **Reconsider** is adopted the next day, a member's rights to debate the original motion begin over again.

VIII.A.23. Suspend the Rules:

Enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring a matter up at a different time than originally scheduled. The Chair cannot move this, but can entertain another member to.

To **Change the Order of the Day** is an application of **Suspend the Rules**, and means to take a question out of its proper order or to consider one before the time to which it was postponed.

VIII.A.24. Take from the Table:

Enables the assembly to make pending again a motion that had previously been **Laid on the Table**. If a matter is not **Taken from the Table** within the same session as the motion to **Lay on the Table**, the matter dies; although the matter can be reintroduced later as a new question.

If the motion to **Take from the Table** is adopted, the original motion becomes pending in its exact form, including all adhering motions, as when it was laid down. If a matter is **Taken from the Table** on another day, debate rights start over again.

VIII.A.25. Voting, motions about:

Enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

VIII.A.26. Withdraw/Modify a Motion, To Grant the Maker Permission:

Means the assembly gives permission to the maker to alter or withdraw his motion. This permission is only required after the motion has been stated by the Chair. After the question is stated by the Chair, the motion becomes a pending motion and the property of the assembly which has to dispose of it in some way. A pending motion can be amended only by vote or unanimous consent even if the maker of the motion accepts the amendment.

Before a question is stated by the Chair, the maker has the right to modify or withdraw it. If the maker of a motion modifies it before it is stated, the seconder has the right to withdraw his second; if a modification is accepted by the maker as suggested by another member, either before or after the motion has been seconded, the suggestion has in effect seconded the modified motion, so no other second is necessary.

VIII.B. Table of Formal Motions.

The following chart contains thirty of the more relevant formal motions contained in Robert's Rules of Order, Newly Revised, 1990 edition. While the RSC does not require this level of formality, each of these forms is proper and could be used when in order. The column labeled "Type" refers to the general class of motion: M = Main Motion; S = Subsidiary Motion; P = Privileged Motion; I = Incidental Motion; B = Motions that bring a question again before the assembly.

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Adjourn	P	No	Yes	No	No	Majority	No
Amend a pending motion	S	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes (vote is on amendment only)
Amend something previously Adopted (includes Rescind)	B	No	Yes	Yes	Yes	2/3	Negative vote only
Appeal the Chair (must be made immediately following decision)	I	Yes, at time of appealed ruling	Yes	1 Pro/1 Con; Con is always the Chair.	No	Majority in negative to reverse the Chair	Yes
Commit or Refer to Committee							
Of a pending question	S	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work
A matter not pending	M	No	Yes	Yes	Yes	Majority	Yes, if committee has not begun work.
Discharge a Committee	B	No	Yes	Yes and can go into question in hands of committee	Yes	2/3	Negative vote only
Division of Question	I	No	Yes	No	Yes	Majority	No
Lay on the Table (applies to entire motion pending)	S	No	Yes	No	No	2/3	No
Limit or Extend Debate							
On pending question	S	No	Yes	No	No	Majority	Yes, but if vote was yes, only unexecuted part of order
For duration of meeting	M	No	Yes	Yes	No	Majority	Yes
Main Motion	M	No	Yes	Yes	Yes	Majority	Yes
Objection to Consideration of the Question (must be made prior to consideration)	I	Yes, until consideration has begun	No	No	No	2/3 against consideration sustains objection	Negative vote (sustaining objection) only
Order of the Day, to Call for	P	Yes	No	No	No	Must be enforced on demand of a member unless set aside by 2/3	No
Parliamentary Inquiry	I	Yes	No	No	No	Not voted on -- Chair responds	N/A
Point of Information	I	Yes	No	No	No	Is not voted on	No
Point of Order	I	Yes	No	No (unless Chair submits question to the assembly, then Yes)	No	Chair Rules (unless submitted to assembly, then majority)	No
Postpone to Definite Time (applies to entire motion pending)	S	No	Yes	Yes	No	Majority	Yes

Motion	Type	In order when another has the floor	2nd Required	Debatable	Amendable	Vote Required for Adoption	Can be Reconsidered
Postpone Indefinitely	S	No	Yes	Yes, debate can go into main question	No	Majority	Affirmative vote only.
Previous Question	S	No	Yes	No	No	2/3	Yes, but if vote was yes, only before vote has been taken under it.
Question of Privilege (when Main Motion is not in order)	P	Yes, but should not interrupt a person speaking unless unavoidable	No	No	No	Chair only rules on whether Question should interrupt (subject to Appeal)	No
Question of Privilege (when Main Motion is in order)	M	No	Yes	Yes	Yes	Majority	Yes
Recess							
If moved while question is pending	P	No	Yes	No	Yes as to time	Majority	No
If moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	B	Yes, but only before person has begun to speak.	Yes	If motion to be reconsidered is debatable	No	2/3	No
Suspend the Rules	I	No	Yes	No	No	2/3	No
Take from the Table	B	No	Yes	No	No	Majority	No
Voting, motions about							
If moved while question is pending	I	No	Yes	No	Yes	Majority except 2/3 to close polls	To close polls no; to reopen polls negative vote only; all others yes
If moved while not question is pending	M	No	Yes	Yes	Yes	Majority	Yes
Withdraw/modify motion, to grant maker permission to, after stated by Chair	I	Yes, if requires immediate attention	Yes, if made by maker; no if made by another	No	No	Majority	As to withdrawal, negative vote only; as to modification, Yes

IX. ADDENDUM A

Certificate of Insurance (COI) Procedures

Group contact:

The groups will make requests to the RCM of their area.

CTRSC Point of contact:

CTRSC CHAIR RCM will contact CTRSC Chair. CTRSC Chair will contact the insurance carrier.

COI Request Information:

Name of **Group**

Name, Address (including zip code) of **Facility** where group meets.

Contact Person for **Facility** where group meets.

- Two copies of the COI will be mailed out by the insurance company. One to CTRSC, and one to the meeting Facility.

Accountability:

CTRSC Chair will keep log and make summary report at regional meeting of all requests.

Special Events COI:

Contact RCM of Area **90 days in advance in writing**. RCM and CTRSC Chair will exchange information to obtain COI.