

# **Nebraska Regional Service Committee of Narcotics Anonymous**

## **1. Agenda**

Nebraska Regional Service Committee (RSC) meetings will follow this agenda:

- \* Moment of Silence, followed by the serenity prayer
- \* Reading of the 12 Traditions and 12 Concepts
- \* PURPOSE- The purpose of a Regional Service Committee is to be accountable and supportive of its Areas and their primary purpose. By linking together the Areas and Groups we can deal with their basic situations and needs, and thereby encourage growth in the fellowship.
- \* Roll Call:
  1. Chairperson
  2. Vice Chairperson
  3. Treasurer
  4. Secretary
  5. Regional Delegate
  6. Alt. Regional Delegate
  7. Regional Committee Members and Alt. R.C. M.'s
    - \* Columbus
    - \* Central Area
    - \* Eastern Area
    - \* Elkhorn Valley Area
    - \* Fremont Area
    - \* Great Plains Area
    - \* Platte Valley Area
    - \* Southeastern Area
  8. Sub Committee Chairs:
    - \* Convention Sub Committee
    - \* Convention Sub Committee
    - \* General Assembly Sub Committee
    - \* Hospitals & Institutions Sub Committee
    - \* Out Reach Sub Committee
    - \* Policy Sub Committee
    - \* Public Information Sub Committee
    - \* IT Sub Committee
    - \* Archives Sub Committee
  9. Visitors
- \* Approval and Corrections of last meetings minutes
- \* Treasurers Report
- \* Area Reports
- \* R. D. Reports and its Alt.
- \* Sub-Committee Reports
- \* Old Business
- \* Open Floor - 15 minutes to be timed by the Vice Chairperson
- \* New Business
- \* Final Treasurers Report
- \* Review and closing: The Chair will outline the business covered in the meeting, reminding the RCM's of the items that are to be taken back to their Area/groups and reminding members of any commitment made during the meeting
- \* Motion to Close

RSC Meeting, Sub-committee meeting and location of the RSC meeting will be non-smoking. There will be a 10-minute break every hour.

## **2. RSC QUALIFICATION AND RESPONSIBILITY OF TRUSTED SERVANTS**

\* **Chairperson**

Three years clean

Two year Term

Two years N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies Co-

Signer of the bank account

**Responsibilities:** Conducts all business as stated in the agenda to provide better communication of items to be addressed

\* **Vice Chairperson**

Two years clean

Two years term

One year N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

**Responsibilities:** Conducts business in the event Chair cannot attend the RSC meeting, Secure meeting place for the Next RSC, Time keeper on Open Floor discussions, Co-singer on bank account

\* **Secretary**

Two years clean

Two years term

One year N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

Budget of \$150.00 Per quarter

**Responsibilities:** Will send the RSC minutes to all trusted servants, Region sub-committee chairs and those Requesting copies. Regional minutes will not include flyers for any NA functions due to cost. Once a year, in April all groups not represented by an area but who are registered with World will be sent an invitation and schedule of tentative dates and locations of the RSC Meeting for the year.

If such groups would like to receive minutes they will notify us by mail. Is the facilitator of the General Assembly, Keeps the minutes of the assembly, and reports them to the RSC. Co-signer on Bank account. Keeps a record of the RSC officers terms and notifies the RSC of any terms ending.

\* **Treasurer**

Three year clean

Two years term

Two year N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

**Responsibilities:** Co-signer on bank account, Gives written reports of the expenses and income at each RSC meeting Makes payments and deposits on behalf of the RSC, and gives an Audit report at the end of the term. Budget of \$100.00/ year.

\* **Regional Delegate** Eight

year clean

Two years term

Two year N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

**Responsibilities:**

Ability to communicate effectively

Willingness to travel as necessary

Represent the NRSC at the NAWS meeting

Hold Conference Agenda Report (CAR) workshops

Hold Conference Agenda Track (CAT) 1x9 cycle

Maintain effective communication with NAWS

Provide a written report at NRSC meeting

Provide copies of pertinent information when feasible ( With regards to cost and efficiency ) , or on request

Sit in on a Regional Subcommittee meeting

Attend ASC meeting at all areas per term or win ask by a area will be reimbursed up to .40 cents per trip with \ receipts for gas.

Attend a Worldwide Workshop within the continental United States once a year

\* **Alternate Regional Delegate**

Six years clean

Two years term with the possibility of four years

Two year N.A. Service experience

Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies

**Responsibilities:**

Ability to communicate effectively

Willingness to travel as necessary

Attend General Assembly meeting Attend

NAWS meeting

Assume Regional Delegate position in the absence of the RD

Assist the RD as needed

Sit in on a Regional Subcommittee meeting

Attend ASC meeting at all areas per term or win ask by a area will be reimbursed up to .40 cents per trip with \ receipts for gas.

Attend a Worldwide Workshop within the continental United States once a year

**SUBCOMMITTEES**

For the smooth operation of the RSC, the sub-committee does much of the work involved in carrying message on the Regional level.

\* Chairperson is elected by the RSC

\* Chairperson for the sub-committee will be a two year term Clean time Requirement 2 yrs., with the exception of the convention chair, this will be a one year term

\* All other sub-committee members positions are elected within the sub-committee.

\* Sub-committee will furnish the RSC with their guidelines for approval.

\* The RSC will host the sub-committee Learning Day annually

**Public Information (P I)**

\* Responsible for the coordination of all Regional PI efforts.

\* Maintains reports with surrounding PI committees

\* Assists Area PI committees and ASC's without PI committees.

\* Conducts productive PI activities.

\* Maintains reports with WSC PI committee.

\* Budget of \$200.00 quarterly

\* Qualifications

\* 3yrs Clean

\* 2yrs NA service experience

**Information Technology Chair**

\* Requirements & Responsibilities

\* -4yrs Clean

\* -Minimum 2 yrs of service(Area or Region)

\* -Knowledge of Web page design

\* Responsibilities:

\* -Keeping online meeting schedule up to date

\* -Keeping current events posted & removing old events both in the Region & outside the Region.

\* -Posting Regional business meeting & Treasurers Reports, & Policy changes

\* -Show up to all Regional business meetings.

\* Budget of \$325/year \$81/quarterly

\* "Web Contact for NAWS"

**Hospitals and Institutions (H&I)**

\* Responsible for the coordination and carrying on of H&I activities on a Regional basis.

\* Assists communication between Area H&I meetings and committee.

\* Maintains reports with WSC H&I committee.

\* Budget of \$450.00 per quarter

\* Region H&I to host two Learning Days yearly with a budget of (each) \$100.00 facility rent, \$15.00 copies/ H&I handbook

\* Qualifications

\* 3yrs Clean

\* 2yrs NA service experience

## Convention

- \* Start up Funds of \$2000.00
- \* Open bid proposals at the April RSC meeting. ( 18 months prior to the proposed convention)
- \* Close bid proposals at the July RSC meeting.
- \* Vote on bid proposals at the October RSC meeting
- \* A bid proposal shall consist of, but not limited to:
  1. Tentative location
  2. Tentative date for convention
  3. Ideally, the NRCNA convention should be scheduled on the time frame of mid September to mid October.
- \* All left over merchandise items will be passed on to the next convention chairperson at the first RSC following the convention.
- \* Convention financial records will be audited in January of each year.
- \* NRCNA Chairperson shall serve from election till all books are audited and turned into Region
- \* We will stop selling our old banners.

## Policy

- \* Chair will have a full understanding of Policies.
- \* Responsible for updating and printing of Regional Policies
- \* Will print Regional Policies with changes at least once per year ( January Quarter.)
- \* Will work in conjunction with Secretary and Chairperson of the RSC to assure accuracy of Policy.
- \* Budget \$50.00 per year unless full printing is needed in another quarter, Chair will recommend printing if more than 3 policy changes are made and that expense will be confirmed by RSC.
- \* Qualifications
- \* 4 year clean
- \* 2 years service experience at the RSC level
- \* Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies
- \* Plus access to Robert's Rules of Order

## Out-Reach

\* **Purpose-** The main purpose of outreach is to help overcome the isolation that hinders the growth and survival of our groups. The focus tends to be on groups that are geographically isolated, but may also include assistance to groups isolated by such things as personal choice, language, cultural differences, or location within a locked facility not served by H&I committee. While the main emphasis of this material is on outreach efforts that are aimed at bringing geographically isolated NA members into the larger community, outreach committee are not limited to those activities. What outreach dose should depend upon local needs.

- \* Qualifications
- \* Two years clean
- Two years term
- One year N.A. Service experience.
- Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies
- Budget of \$200.00 per year

**Responsibilities:** Try to over come the isolation that hinders the growth and survival of our groups.

## Archives Committee

- \* Purpose- To preserve our history. Financial Impact: \$200.00 per year

## General Assembly

- \* **Purpose-** To be a resource for the fellowship of Narcotics Anonymous. By providing an open forum for the discussion of the topics that affect our Groups and Areas.
- The General Assembly will meet quarterly in conjunction with RSC beginning at 12:00 noon and not lasting longer than 2:00 pm.

## Nomination and Election

The process of electing trusted servants for the RSC shall be as follows:

1. Notification of need.

The secretary of the RSC keeps record of the length of terms and notifies the RSC of any terms ending months in advance. Description of the position is read from the appropriate service manual. ( 1<sup>st</sup>. Meeting)
2. Nomination are the presented at the next RSC meeting, along with their qualifications. (2<sup>nd</sup> meeting)
3. Vote is taken at the next RSC meeting. If only one nominee, 2/3 majority vote is required. (3<sup>rd</sup> meeting)

In the event that a Regional position becomes vacant during term. Nominations come open automatically at the next RSC meeting.

**Nominations under “normal” circumstances for Chair, Vice Chair, Secretary and Treasurer open every odd year in July every two years. Nominations close in October. Voting will be taken in January and newly elected positions assumed in April’s RSC’s meeting.**

**Nominations under “normal” circumstances for RD and Alt. RD open on the even years in January every two years. Nominations close in April. Voting will be taken in July, and the newly elected RD and Alt RD will assume their positions at the October RSC meeting. If a nominee cannot be present to accept nomination then they must submit a written acceptance along with a Bio to the RSC. All RSC nominees will submit a Bio to be included in the minutes.**

### **Voting Membership**

Voting members of the Region will be elected by the RCM’s (Regional Committee Member), Alt RCM’s or a duly appointed representative from each area in the Nebraska Region. It is suggested that all RCM’s and Alt RCM’s register at World Services, in order to receive mailing. Any Area not represented at two consecutive meetings of the RSC will forfeit voting privileges. An elected representative of the Area will have voting privileged at the 2<sup>nd</sup> consecutive RSC meeting attended.

### **Resignations or Removal of RSC Trusted Servants**

#### **\* Voluntary**

Given in writing to the RSC Chairperson Prior to the next RSC meeting. In the event that a Regional position becomes vacant during term. Nominations come open automatically at the next RSC meeting.

#### **\* Involuntary**

Two consecutive meeting missed Relapse during term office

RSC retains the option to remove an officer of the RSC in the case of gross negligence or fraud by 2/3 vote of the RSC.

### **Motions**

Any member of Narcotics Anonymous may attend and participate in discussion. Motions can be made and seconded only by RSC officers, Sub-committees chairs, and voting participants. Voting participants are the RCM’s of the RSC area or their Alternate. Discussion after motion is made will have 10 minute time limit, with an option to increase to an extra 5 minute. The Chair can extend debate at their discretion on items requiring clarification. All voting members familiarize themselves with the rules of order for a smooth running meeting. A motion that requires additional input or consideration from Area/Groups will be table until the next RSC meeting. A 2/3’s-majority vote is required for all motions regarding RSC finances AND 2/3’s of all voting body to make changes to RSC Policy. A Quorum is met when 2/3’s of the voting membership is present. When a motion is made as a amendment to RSC policy, the policy change should be announced by the RSC Chair or acting Chair. When counting votes on motions a majority wins and abstentions are not counted.

## **7) Rules of Order**

On the following pages, you will find a simple set of rules of order. They have been adapted from Robert's Rules Of Order, which in turn are based on the Rules of the U.S. House of representatives. These sample rules differ in some details from Robert's Rules Of Order; to cover such differences, your committee may wish to make a blanket decision to accept these rules as authoritative. Service Committees may want to consider adapting these rules so that they conform to those commonly used.

### **Decorum Statement**

Meetings will be conducted according to these rules of order, adapted from Robert's Rules Of Order. This time- honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in minimum amount of time, and get it done regardless of the degree of disagreement among the participants. By following these rules of order, we strive to be sure that we are making our decisions on the basis of principle, rather than

personality. In keeping with that spirit, we encourage all participants to become familiar with these rules of order and conduct themselves accordingly. Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson's right to be in control of the *process* of this meeting, so that you can have maximum benefit of its content.

### **Debate Limits**

*Debate is the formal exchange of views on an idea. Unless otherwise specified, debate on both main motions and parliamentary motions is usually limited to two or three pro's and two or three con's (speakers for and against the motion) Speakers addressing a motion in debate; usually have two or three minutes in which to speak their mind.*

### **Motions**

There are two basic types of motions. It is important to understand the difference between them. The two kinds are *main motions and parliamentary motions*.

### **Main Motions**

A motion is a statement of an idea by a committee member wants the committee to put into practice. After being recognized by the chair, the member says "I move that such and such be done by (this committee, one of its committees, or a particular individual) under these terms" The person making the motion then speaks briefly about why he feels the idea is important-this is called speaking to the intent of the motion.

Because the exact wording of all motions must be recorded in the minutes, the maker should write it out whenever possible. This is especially important for complicated or long motions. Every motion requires a *second*- the backing of another person who also wants the idea put into practice, or who simply wants to see further discussion of the idea take place. The Chairperson will ask, after one person makes a motion, whether the motion has a second. The person seconding the motion simply raises his hand and, when recognized by the chair, says, "*I second that.*" If nobody seconds a motion, the chair will say, "*The motion dies for lack of a second.*" This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves onto other business.

Once a motion has been made, the chairperson may rule it *out of order*. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee's standing policy, clearly contradicts one of the Twelve Concepts for N.A. Service, or the Twelve Traditions, or is inappropriate at that particular point in the meeting. Robert's Rules of Order can be consulted for more specific examples of motions that are out of order at any given time. Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, the decision of the chair is upheld and the committee moves on to other business.

### **Parliamentary Motions:**

*Parliamentary Motions can be best understood as "sub motions" that are made during debate on a main motion, which affect in some way the main motion. There are many more of these than space and practicality permits us to include here, but a few that seem to be the most practical are discussed here.*

#### **1) MOTION TO AMEND**

**Simply majority required Is  
Debatable**

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, she can say, "*I move to amend the motion...*" and suggests specific language changes in the motion. If an amendment has been moved and seconded, debate then turns to the merits of the amendment. The debate resumes on the merits of the main motion. (As amended, if the amendment carried) When debate is exhausted on the merits of the main motion itself, a vote is then taken and the body moves onto the next item of business.

#### **2) Motion to call the PREVIOUS Question.**

**TWO-THIRDS majority required.  
IS Not Debatable.**

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, "*Call for the question*" or "*I move for the previous question.*" It is another way of saying, "I move that debate stops right now and that we vote immediately." This is one of the many ways that can be used to prevent

needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chair must recognize you when you make this motion, and a vote must be taken with no debate. If two-thirds majority of the body feels that no more debate is necessary, then it is time to vote and move on.

One point worth making about this motion is that you must be careful not to squelch debate before an issue has been thoroughly aired. Be sure to vote NO to this motion if you are still confused about the issue, or if you are unsure of how to vote. By allowing debate to continue, we avoid half-baked decision about half understood questions. On the other hand, the liberal use of this motion makes it unnecessary for the chair to be heavy handed in stopping discussion because he knows it will stop soon enough.

### **3) Motion to Table Simple Majority required. Is NOT Debatable.**

One way of disposing of a motion that is not ready for a vote is to *table* it. This is done by saying, "I move to table this motion until such and such date/meeting." This motion is not debatable: if it is made and seconded, it is voted on immediately. If it fails, debate continues on the motion itself. If it passes, the committee moves on to its next item of business. The tabled motion will be included in the committee agenda on the date specified.

### **4) Motion to REMOVE FROM THE TABLE. SIMPLE majority required Is Debatable**

A motion that has been tabled can be taken up before the time originally set in the motion to table. This is done by saying, "I move to remove from the table the motion such and such." If this motion passes, the motion that had been tabled becomes the main motion, and debate on it begins again. If the motion to remove from table fails, the body moves on to the next item of business.

### **5) Motion to REFER Simple majority required Is NOT Debatable**

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to one of the subcommittees for further study; or, it can be sent to a special ad hoc committee. This can be done by a member saying, "I move to refer the motion to such and such committee." If the motion to refer passes, the committee assigned will take it up at its next meeting. The subcommittee will report back on what it has come up with at the next meeting of the full committee.

### **6) Motions to RECONSIDER or RESCIND TWO THIRDS majority required Is Debatable**

Sometimes a member feels that a motion the committee has passed will prove harmful. He can move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motion to reconsider or rescind:

- \* The motion must have been passed in either last quarter or current meeting.
- > The member making the motion must have information on the issue that was not available in the original debate on the motion.
- < The member must have been with the winning side in the original vote.

These limits are placed to protect the committee from having to reconsider again and again the motions it passes, while still allowing it to examine potentially harmful situations it has created inadvertently. If any of the requirements are not met, the chairperson will declare the motion out of order.

### **7) Request to WITHDRAW A MOTION UNANIMOUS CONSENT required Is Not Debatable**

Once a motion is made and debate begins, the maker of the motion may move to withdraw it. The chair asks if there are any objections. If there is even one objection, the motion stays on the floor, and debate resumes. If there are no objections, the motion is withdrawn and the body moves on.

### **8) Offering a SUBSTITUTE MOTION Simple majority required Is Debatable**

A substitute motion is the same thing as an amendment to a main motion. The only difference is that it is offered to entirely replace the original idea instead of merely revising a portion of it. It is handled the same way an amendment is handled.

## 9) Motion to ADJOURN

### TWO THIRDS majority required Is NOT debatable

Any voting member may move to adjourn at any time. This motion is always in order, is not debatable and requires two-thirds to pass. Obviously frivolous motions to adjourn may be ruled out of order. After all business is finished, the chair may declare the meeting adjourned without a motion.

### OTHER PROCEEDURES:

In addition to parliamentary motions, there are many other ways in which members may alter or clarify the proceedings. Here are a few of the most common.

**ORDER OF THE DAY-** If a committee member feels that business is going to far astray from the original agenda; he can help get things back on track. He says, "I call for the order of the day." This means, " I move that the chair bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second and is not debatable. Regardless of what else is going on at the time, it requires an immediate vote.

**POINT OF ORDER** - If a committee member feels that something that is happening is in violation of the rules of order, and if the chairperson does not appear likely to do anything about it, the member can raise a point of order. He need not raise his hand, but may simply say out loud, "Point of Order." The chairperson then says, " What is your point of order?" The member then states how he feels the rules of order are being violated. If the chair agrees with his judgment, he says " your point is well taken" and the situation is cleared up. If he does not agree, he says, "Overruled" This decision, as all others, may be appealed. **POINT OF APPEAL** - Any time the chair makes a decision, that decision may be appealed.

Any voting member who wishes to appeal a decision may do so by saying, " I appeal the decision of the chair." The chair then says, "On what Grounds?" The member states his reasons. The chair then briefly speaks to the intent of his ruling. A vote is taken, requiring a two-thirds majority to override the decision of the chair. **PARLIAMENTARY INQUIRY** - If a committee member wants to do something, but doesn't know how it fits in with the rules of order, all he has to do is ask. Without raising his hand, he simply states out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize him, so that he may ask how to do such and such. The chair will answer the question, possibly by referring to a specific passage in this document in his explanation.

**POINT OF PERSONAL PRIVILEGE-** If the smoke is getting to heavy for you, the air conditioner or heater is too high, or if there is too much noise in the room, you can ask that something be done about it. You may interrupt the proceedings by saying, " Point of personal privilege."The chair must recognize you immediately. State the situation, and ask that it be corrected. The chair will request that whatever needs to be done and is reasonable, be done to help make you comfortable.

### VOTING PROCEEDURES

There are several ways that votes can be taken. Two of them are described here.

**SHOW OF HANDS** - This is the most commonly used method. With rare exceptions, votes will be taken by a request from the chair to see the hands of all in favor, all opposed, then all abstaining on each issue. The chair should ask for all three categories every time just to be thorough, even when the majority is overwhelming. **ROLL CALL VOTE-** Sometimes when a vote is taken on a controversial issue, or is a very important one, members may call for a roll call vote. This request must be honored. Whether or not it is made after a show of hands vote was already taken. The secretary asks for the voice vote yes or no. Each person's vote is then recorded in the minutes by position title or group.

### COMMITTEES

There are two kinds of committees: Standing committees and ad hoc committees.

**Standing Committees-** These are the regular committees of the areas, such as H & I and P.I. The basic description of these, and how they relate to the committee as a whole, is detailed elsewhere under the description of each level of service.

**Ad Hoc Committees** - Sometimes a question or special project needs to be referred to a sub committee, but the question does not fit in with the focus of the existing sub committee. In such cases, the motion can be made to refer to a special committee. These special committees are set up for specific purposes, and they have limited lives - when they have finished their jobs and have reported back, they are disbanded. A motion to refer to a special committee should specify what the committee's purpose would be. The chair may then appoint an ad hoc committee in its entirety, or he may appoint just the ad hoc committee chairperson, who will put the committee together himself later.

These are only brief notes on Rules of Order for business meetings. For further information, see *Robert's Rules of Order* -

*Newly revised.*

## **Finance**

- \*RSC Bank account will be a two-signature account. Two of the five co-signers are required to sign checks. Chairperson, Vice Chairperson, Secretary, RD, and Treasurer may be signers on the account.
- \*At least once a year a donation will be made to WSO (World Service Conference) with the amount to be determined by the RSC
- \*This Region will establish a prudent reserve ( the amount which is the highest quarterly budget). Any Quarter our Balance is in excess of this amount it will be donated to World.
- \* Chairperson, Vice Chairperson, Secretary, RD, and Alt RD will conduct a yearly audit on the books in January
- \*All RSC Committees/persons that receive funds turns in receipts for expenses and any excess funds or over budget expense receipts be presented to the treasurer.
- \* The RSC budget priorities are as follows:
  - \* Mandatory expenses; Rent , P.O. Box, Secretary expenses, Executive committee expenses.
  - \* H&I
  - \* P.I.
  - \* RD and Alt. RD
  - \* Convention
  - \* IT
  - \* Policy
  - \* Outreach
  - \* Archives

## **Miscellaneous**

- \*If an Area has a motion that needs to be discussed at the next RSC meeting, they should send the motion to all Areas no later than 6 weeks prior to the RSC with a short intent, pro, and cons of such motion
- \*All reports from sub-committees, RCM's, RD's, and Executive committee members should be submitted to the RSC Secretary in writing at the RSC meeting to be included in the minutes.
- \* Only questions of clarification will be allowed during the RSC sub-committee, Area, and RD reports.
- \*Areas must be registered with the WSO and the Nebraska Region to have a vote at the RSC meeting. An Area Receives voting rights at the second consecutive RSC attended after stating its intentions to become part of the Nebraska Region.
- \*P.O. Box mail key maintenance and pick up of Region mail from the P.O. Box in Lincoln, Nebraska will be done by Southeastern area RCM or person/persons delegated by the RCM. The P.O. Box needs to be checked at least once every two weeks.
- \* A poll vote will be used on all votes that are not unanimous.
- \* During the RSC Business Meeting there is to be no one selling any kind of non-eatable merchandise from the beginning of General Assembly, to the end of business meeting.
- \* Any Area requesting to host Region in a motion needs to have a place reserved when motion is presented to NRSC.

## **REVISIONS, ADDENDUMS AND ADDITIONS updated April 2014**

- 1) Passed 4/99  
Budget for Policy committee \$50.00 yearly for copying expense to be paid in January quarter
- 2) Passed 4/99  
Amend Policy under Finances - The Region will establish a prudent reserve. ( the amount which is the highest Quarterly budget) Any Quarter our balance is in excess of this amount it will be donated to World.
- 3) Passed 4/99  
Budget Amendment - RD and Alt RD expense To increase budget for RD and Alt RD for October quarter to \$800.00 to cover travel expenses for fulfilling our Zonal Commitments.
- 4) Passed 4/99  
Budget Amendment - RD and Alt RD expense For January and July quarters to \$60.00
- 5) Passed 7/00  
New Sub-committee Region will develop an Internal Fellowship Communications Task Force.
- 6) Passed 1/02  
Budget Amendment - Region H&I Sub-committee  
To increase the H&I budget from \$150.00 to \$300.00 per quarter.

- 7) Passed 10/02  
Budget Amendment - Region P.I. Sub-committee  
To increase the P.I. budget from \$180.00 to \$225.00 per quarter.
- 8) Passed 10/02  
To disband the Internal communications committee and add the responsibilities to the Region P.I. committee.
- 9) Passed 10/02  
To increase the P.I. budget \$30.00 per quarter for the website.
- 10) Passed 4/03  
Budget Amendment - To increase RD and Alt RD budget \$450.00 over the next two year period.
- 11) Passed 4/03  
Budget Amendment - To raise start up funds for NRCNA from \$1,000.00 to \$1,500.00
- 12) Passed 10/03  
CHANGE to: Section 2 RSC Qualification and Responsibility of Trusted Servants To change the RD and Alt RD terms from 2years to 4 years commitments.
- 13) Passed 10/03  
CHANGE to: Section 2 RSC Qualification and Responsibility of Trusted Servants To change clean time requirements to 6 years for Alt RD and 8 years for the RD.
- 14) Passed 10/03  
Miscellaneous - Poll votes will be used on all votes that are not unanimous.
- 15) Passed 1/04  
Amend Policy under Finances  
All RSC Committees/persons that receive funds turns in receipts for expenses and any excess funds or over budget expense receipts be presented to the treasurer.
- 16) Passed 1/04  
To have all the Region Meetings held in the Giltner, Nebraska town hall unless an Area is willing to host it.
- 17) Passed 4/04  
Creation of Policy Committee Officially added to the RSC as a standing committee with a \$50.00 year budget. If other funds are needed majority vote is needed.
- 18) Passed 10/04  
To limit all Regional Service positions to two consecutive terms.
- 19) Passed 10/04  
To limit to change the term of the RD and Alt RD to a two year term.
- 20) Passed 10/04  
To create a 2<sup>nd</sup> Alt RD Whose duties would be to attend 2 Zonal meetings per term and to assist the RD and Alt RD in attending Area meetings.
- 21) Passed 7/05  
That any one individual may only hold one elected Regional position at Region at one time.
- 22) Passed 1/06  
Budget Amendment - Region P.I. Sub-committee Increase  
P.I. budget from \$250.00 to \$450.00 per quarter.
- 23) Passed 1/06  
Miscellaneous - To have the General Assembly be a part of the NRSCNA
- 24) Passed 10/06  
To change the current policy for funding RD and Alt RD \$25.00 per trip, to visit each Area to read 40 cents per mile.
- 25) To remove the Alt to the Alt RD position and suggest that the out going RD remain as a non funded advisor to the RD and Alt RD.
- 26) Passed 10/06  
To raise the startup funds for NRCNA from \$1,500.00 to \$2,000.00
- 27) Passed 1/07  
To spend up to \$1,500.00 annually, to purchase a general liability insurance policy.
- 28) Passed 10/08  
To increase Insurance budget to \$1697.00
- 29) Passed 4/08  
To keep the Region Meeting centrally located, within a 50 mile radius of Grand Island, Nebraska. Unless an Area is Willing to host within the Region.
- 30) Passed 10/08  
To raise the Regional H&I quarterly budget from \$300.00 to \$450.00

31) Passed 10/08

To give Outreach a budget of \$100.00 per year.

33) Passed 4/09

To include a clean time requirement for Regional subcommittee chairs in Regional policy. Suggested clean time being 2 years.

34) Passed 4/09

To instruct the RD & Alt RD to include a complete, written financial report each quarter including receipts to be included in Regional policy (requirements of RD and Alt RD).

35) Passed 7/09

To put in policy to fund the RD and RDA to go to a Worldwide Workshop, within the continental US, once a year

36) Passed 7/09

Requirements for Policy chair- 4 year clean, 2yr. Service experience at the RSC level, a good working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies. Plus, access to Robert's Rules of Order.

37) Passed 7/09

To adopt the new RD and Alt RD requirements & responsibilities.

Regional Delegate (RD) Requirements

1. 8 years clean time
2. Past service experience at the regional level.
3. Ability to communicate effectively.
4. Willingness to travel as necessary.
5. This is a 2 year position following conference cycles.

**Duties**

6. Represent the NRSC at the NAWS meetings.
7. Hold Conference Agenda Report (CAR) workshops.
8. Maintain effective communication with NAWS.
9. Provide a written report at each NRSC meeting.
10. Provide copies of pertinent information when feasible (With regards to cost and efficiency), or upon request.
11. Sit in on a Regional Subcommittee meeting.
12. Attend ASC meeting at all Areas per term or when asked by the Area.

Regional Delegate Alternate (RDA)

**Requirements**

1. 6 years clean time
2. Past service experience at the Regional level.
3. Ability to communicate effectively.
4. Willingness to travel as necessary.
5. This is a 2 year position following conference cycles.

**Duties**

6. Attend General Assembly meetings
7. Attend NAWS meeting.
8. Assume Regional Delegate position in the absence of the RD.
9. Assist the RD, as needed.
10. Set in on a Regional Subcommittee meeting.
11. Attend ASC meeting at all Areas per term or when asked by the Area.

38) Passed 4/09

To, include in the regional policy keep from selling any kind of non-eatable merchandise from the beginning of region beginning at noon and ending after the business meeting.

39) Passed 4/09

To include in Regional policy that we do not include flyers for any NA functions in our Regional minutes.

40) Passed 10/09

For Region H&I to host two Learning Days yearly. To be budgeted in first and third quarters of Budget.

Financial Impact (each) \$100.00 facility rent, \$15.00 copies/ H&I handbook

41) Passed 4/10

To give RSC Treasurer a budget of \$100.00 a year for expenses, ie. ink, paper, checks. To be used as needed & reimbursed each quarter.

42) Passed 1/10

NRCNA Chairperson shall serve from election till all books are audited and turned into Region.

43) Passed 1/10

To create a subcommittee on the RSC for the webmaster chair (IT Subcommittee) known as Internet Technology Subcommittee.

44) Passed 7/10

To adopt Region Convention Guidelines as written including all corrections.

45) Passed 7/10

When counting votes on motions a majority wins and abstentions are not counted.

46) Passed 10/10

1: To accept IT Subcommittee Guidelines and requirements. Intent: To have guidelines in place for IT Subcommittee.

Information Technology Chair

Requirements & Responsibilities

-4yrs Clean

-Minimum 2 yrs of service (Area or Region)

-Knowledge of Web page design

Responsibilities:

-Keeping online meeting schedule up to date

-Keeping current events posted & removing old events

both in the Region & outside the Region.

-Posting Regional business meeting & Treasurers Reports, & Policy changes

-Show up to all Regional business meetings.

47) Passed 10/10

Change NRSC Policy, under "MOTIONS", to add the wording to the sentence "A 2/3's- majority vote is required for all motions regarding RSC finances 'AND 2/3 of a Quorum to make changes to RSC Policy. A Quorum is met when 2/3's of the voting membership is present'.

48) Passed 1/11

Change NRSC Policy, under "MOTIONS", to add the wording to the sentence "A 2/3's-majority vote is required for all motions regarding RSC finances AND 2/3's of all voting body to make changes to RSC Policy.

49) Passed 4/12

IT Chair will be our "Web Contact for NAWS"

50) Passed 1/12

To lower PI Budget from \$450.00 to \$100.00.

51) Passed 1/12

In the event that a Regional position becomes vacant during term. Nominations come open automatically at the next RSC meeting.

52) Passed 7/12

To lower the H&I budget to \$300.00 from the current \$450.00.

52) Passed 7/12

To establish IT yearly budget of \$325/year \$81/quarterly

53) Passed 7/12

Any area requesting to host Region in a motion needs to have a place reserved when motion is presented to NRSC.

54) Passed 7/12

RD & Alt. RD responsibilities that a presentation for the C.A.T be included 1x9 conference cycle.

55) Passed 1/13

We shall stop selling our old convention banners.

56) Passed 4/13

To increase Outreach annual budget from \$100.00 to \$200.00

57) Passed 7/13

Wish to create the position of Regional Archives Committee Intent: To preserve and protect Regional Convention archives and preserve our history .Financial Impact: \$200.00 per year

58) Passed 10/13

Increase the H&I budget from \$300.00 back to \$450.00 because of the growing number of facilities

<p style="text-align: center;"><b>SCHEDULED TIMELINE FOR NEBRASKA REGIONAL GUIDELINES</b></p>
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### First Quarter (Jan)

- \* Yearly RSC financial audit
- \* Yearly Convention financial audit
- \* All RSC subcommittees and Regional components are to provide quarterly projections of their annual expenses. To enable setting the Prudent reserve.
- \* Amount over Prudent reserve sent to World

### Second Quarter (April)

- \* Invitation to groups not represented by an Area ( See page 2 Secretary)
- \* Open Convention bid proposals
- \* Amount over Prudent reserve sent to World

### First Quarter Additions

- \* Vote on the nominations for RSC Chairs, Vice Chair, Secretary, Treasurer and Subcommittee Chairs every EVEN year.
- \* Nominations for RD and Alt RD open every second EVEN year (Or every four years)

### Second Quarter (April)

- \* Newly elected RSC Chair, Vice Chair, Secretary, Treasurer, and Subcommittee Chair take office every EVEN Year
- \* Nominations for RD and Alt RD close every second EVEN year. (Or every four year)

### Third Quarter (July)

- \* Close Convention bid proposals
- \* Amount over Prudent reserve sent to World

### Fourth Quarter (Oct.)

- \* Vote on Convention bid proposals
- \* Amount over Prudent reserve sent to World

### Third Quarter Additions

- \* Nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Subcommittee chairs open every ODD year
- \* Vote on Nominations for RD and Alt RD every second even year (Or every four years)

### Fourth Quarter Additions

- \* Nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Subcommittee chairs close every ODD year.
- \* Newly elected RD and Alt RD take office every second even year. (Or every four years)

<b>April-June Even Yr.</b>		<b>April-June Odd Yr.</b>	
Rent	\$ 50.00	Rent	\$ 50.00
RD & Alt RD	\$ 250.00	RD & Alt RD	\$ 250.00
Secretary	\$ 150.00	Secretary	\$ 150.00
H & I	\$ 450.00	H & I	\$ 450.00
PI	\$ 200.00	PI	\$ 200.00
Storage	<u>\$ 75.00</u>	Storage	<u>\$ 75.00</u>
<b>Total</b>	<b>\$1,175.00</b>	<b>Total</b>	<b>\$1,175.00</b>
<b>July-Sept. Even Yr.</b>		<b>July-Sept. Odd Yr.</b>	
Rent	\$ 50.00	Rent	\$ 50.00
RD & Alt RD	\$ 900.00	RD & Alt RD	\$ 900.00
Secretary	\$ 150.00	Secretary	\$ 150.00
H & I	\$ 450.00	H & I	\$ 450.00
PI	\$ 200.00	PI	\$ 200.00
IT	\$ 325.00	IT	\$ 325.00
Storage	<u>\$ 75.00</u>	Storage	<u>\$ 75.00</u>
<b>Total</b>	<b>\$2,150.00</b>	<b>Total</b>	<b>\$2,150.00</b>
<b>Oct.-Dec. Even Yr.</b>		<b>Oct.-Dec. Odd Yr.</b>	
Rent	\$ 50.00	Rent	\$ 50.00
RD & Alt RD	\$ 600.00	RD & Alt RD	\$ 1,370.00
Secretary	\$ 150.00	Secretary	\$ 150.00
H & I	\$ 450.00	H & I	\$ 450.00
PI	\$ 200.00	PI	\$ 200.00
Storage	\$ 75.00	Storage	\$ 75.00
Insurance	<u>\$1,697.00</u>	Insurance	<u>\$1,697.00</u>
<b>Total</b>	<b>\$3,222.00</b>	<b>Total</b>	<b>\$3,992.00</b>
<b>Jan.-March Odd Yr.</b>		<b>Jan.-March Even Yr.</b>	
Policy	\$ 50.00	Policy	\$ 50.00
Rent	\$ 50.00	Rent	\$ 50.00
RD & Alt RD	\$ 800.00	RD & Alt RD	\$ 800.00
Secretary	\$ 150.00	Secretary	\$ 150.00
H & I	\$ 450.00	H & I	\$ 450.00
PI	200.00	PI	\$ 200.00
Storage	\$ 75.00	Storage	\$ 75.00
P. O. Box	\$ 45.00	P. O. Box	\$ 45.00
NRCNA	\$2,000.00	NRCNA	\$2,000.00
Outreach	\$ 200.00	Outreach	\$ 200.00
Archives	\$ 200.00	Archives	\$ 200.00
Treasurer	<u>\$ 100.00</u>	Treasurer	<u>\$ 100.00</u>
<b>Total</b>	<b>\$4,320.00</b>	<b>Total</b>	<b>\$4,320.00</b>