

1) Agenda

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

- ❖ Moment of Silence
- ❖ 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
 - ❖ Central Nebraska
 - ❖ Eastern Nebraska
 - ❖ Elkhorn Valley
 - ❖ Fremont
 - ❖ Great Plains
 - ❖ Mc Cook
 - ❖ Northeastern
 - ❖ Southeast Nebraska
 8. Sub Committee Chairs:
 - ❖ Hospitals & Institutions Sub Committee
 - ❖ Public Information Sub Committee
 - ❖ Convention Sub Committee
 - ❖ Policy Sub Committee
 9. Visitors
- ❖ Approval and Corrections of last meetings minutes
- ❖ Treasurers Report
- ❖ Area Reports
- ❖ R.D. Report
- ❖ Sub-Committee Reports
- ❖ Nominations and Elections
- ❖ Old Business
- ❖ Open Floor – 15 minutes to be timed by the Chairperson
- ❖ New Business
- ❖ 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 Areas/Groups and reminding members of any commitments made during the meeting.

RSC Meeting, sub-committee meetings and the location of the RSC meetings 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 on 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 year Term
 - One years N.A. Service experience
 - Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies
 - Conducts business in the event the Chair cannot attend the RSC meeting
 - Is responsible to make reservations and opening the building for the RSC meetings
 - Time keeper on Open floor discussions
 - Co signer on bank account

- ❖ Secretary
 - Two years clean
 - Two year Term
 - One years N.A. Service experience
 - Working knowledge of the Twelve Traditions, Twelve Concepts and the RSC Policies
 - Will send the RSC minutes to all on the mailing list within three weeks from the date of the last RSC meeting & to all trusted servants, region sub-committee chairs and those requesting copies.
 - 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 following year. If such groups would like to receive minutes they will Notify us by return mail.
 - Co signer on bank account.

- ❖ Treasurer
 - 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 on bank account
 - Gives written reports of the expenses and income at each RSC meeting
 - Makes payments and deposits on behalf of the RSC
 - Gives audit report at the end of the term

- ❖ Regional Delegate and Alternate Regional Delegate
 - Eight years clean, RD and 6 years clean Alt.
 - Two year term(s)
 - Two years NA service experience
 - Make available copies of information from all sources when requested.
 - Communication link between Region/World and Region/Area
 - Attend at least 1 ASC meeting of each area in the region each year
 - Will be reimbursed up to \$25.00 per trip with receipts for gas

3) NOMINATIONS AND ELECTIONS

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. (1st meeting)
2. Nominations are then presented at the next RSC meeting, along with the qualifications. (2nd meeting)
3. Vote is taken at the next RSC meeting. If only one nominee, a 2/3 majority vote is required. (3rd meeting)

Nominations under "normal" circumstances for Chair, Vice Chair, Secretary and Treasurer open every odd year in July. Nominations close at the October RSC. Votes will be taken at the Jan RSC meeting and newly elected positions assumed at the April meeting.

Nominations under "normal" circumstances for RD and Alt RD open on the even year in January every fourth year. Nominations close at the April RSC, Votes will be taken at the July RSC and the new elected RD and Alt RD will assume their positions at the October RSC. If a nominee cannot be present to accept nomination then they must submit a written acceptance along with a bio to the RSC. All nominees will submit a bio to be included in the minutes.

4) VOTING MEMBERSHIP

Voting members of the Region will be elected by the RCM's, Alt. RCM's or a duly appointed representative from each area in the Nebraska Region. It is suggested that all RCM's & Alt. RCM's register at World Services, in order to receive mailings. Any Area not represented at two consecutive meetings of the RSC will forfeit voting privileges. An elected representative of Area will have voting privileges at the 2nd consecutive RSC meeting attended. Quorum is met if 2/3 of the voting membership is present.

5) RESIGNATIONS OR REMOVAL OF RSC TRUSTED SERVANTS

- ❖ Voluntary
Given in writing to the RSC Chairperson prior to the next RSC meeting.
- ❖ Involuntary
Two consecutive meetings missed
Relapse during term of 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.

6) MOTIONS

Any member of Narcotics Anonymous may attend and participate in discussion. Motions can be made and seconded only by RSC officers, subcommittee chairs, and voting participants. Voting participants are the RCM's of the RSC area or their alternate. Discussion after motion is made will have a 10 minute time limit, with an option to increase to an extra 5 minutes. 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. Motions that require additional input or consideration from areas/groups will be tabled until the next RSC meeting. The *intent* of a motion will be included with all motions and will be included in the minutes. A 2/3-majority vote is required for all motions regarding RSC finances. Please refer to the finance section.
When a motion is made as an amendment to RSC policy, the policy change should be announced by the RSC chair or acting chair.

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 committees 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, “ *I 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. Of it passes, the committee moves on to it’s 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 RESIND
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 PROCEDURES

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*.

8) SUBCOMMITTEES

For the smooth operation of the RSC, the subcommittee does much of the work involved in carrying the message on the Regional Level.

- ❖ Chairperson is elected by the RSC.
- ❖ Chairperson for the sub committees will be a two-year term, with the exception of the convention chair; this will be a one-year term.
- ❖ All other subcommittee members are positions elected within the subcommittee.
- ❖ Subcommittees will furnish the RSC with their guidelines for approval.
- ❖ RSC will host the subcommittee 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

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 committees
- ❖ Maintains reports with WSC H & I Committee

Convention

- ❖ Start up Funds of \$ 1500.00
- ❖ Open bid proposals at the April RSC Meeting
- ❖ 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 in 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
- ❖ Chair Responsibilities: - to be discussed and added – noted July 2004

POLICY

- ❖ Chair will have full understanding of Policies.
- ❖ Responsible for updating and printing of Regional Policies.
- ❖ Will print Regional Policies with changes at least once per year (Jan. Qtr.)
- ❖ Will work in conjunction with Secretary and Chairperson of Region to assure accuracy of Policies.
- ❖ 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 Region.

9) FINANCES

- ❖ 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 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, RD Alt. will conduct a yearly audit on the books in January.
- ❖ All RSC Committees/persons that receive funds turn 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, PO Box, Secretary Expenses, Executive committee expenses.
 - H & I
 - P.I.
 - RD and Alt. RD Expenses
 - Convention
 - Policy

10) 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 con 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 subcommittee, Area and RD Reports.
- ❖ Areas must be registered with the WSO and the Nebraska Region to have a vote at the RSC meetings. 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 PO Box in Lincoln, Nebraska will be done by the Southeastern NE RCM or person/persons delegated by the RCM. The PO Box needs to be checked at least once every two weeks.
- ❖ Poll votes will be used on all votes that are not unanimous.
- ❖ All regional Service Positions are limited to 2 consecutive terms.

REVISIONS, ADDENDUMS and ADDITIONS updated April 2005

- 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 – 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.
- 3) Passed 4/99
BUDGET Amendment – RD and RD Expense
Increase budget for RD and RD Alt. for October quarter to \$800.00 to cover travel expenses for fulfilling our Zonal Commitments.
- 4) Passed 4/99
BUDGET Amendment – RD and RD Expense
Increase budget for RD and RD Alt. for January and July quarters to \$60.00
- 5) Passed 7/00
New Subcommittee
Region will develop an Internal Fellowship Communications Task Force.
** Please note this was amended in October 2002 to absorb this committee into the Region PI Committee along with their budget. See below.
- 6) Passed 1/02
BUDGET Amendment – Region H & I Sub-Committee
To increase the H & I Budget from \$150.00 per quarter 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
BUDGET Amendment – Region P.I. Sub-Committee
To increase the P.I. budget \$30.00 per quarter for the website.
- 10) Passed 4/03
BUDGET Amendment
To increase RD and RD Alt. Budget \$450.00 over the next two year periods.
- 11) Passed 4/03
Budget Amendment
To raise start up funds for NRCNA from \$ 1000.00 to \$ 1500.00
- 12) Passed 10/03
CHANGE to: Section 2 RSC QUALIFICATION AND RESPONSIBILITY OF TRUSTED SERVANTS
To change the RD and RD Alt. term from 2 to 4 year 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 RD alt. and 8 years for RD.
- 14) Passed 10/03
Miscellaneous
Poll votes will be used on all votes that are not unanimous.
- 15) Passed 1/04
To remove nomination for convention chair under Convention bid proposal process.
- 16) Passed 1/04
Amendment to FINANCE SECTION
All RSC Committees/persons that receive funds turn in receipts for expenses and any excess funds or over budget expense receipts be presented to the treasurer.
- 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 1/05
To Limit all Regional service positions to Two consecutive terms.
- 19) Passed 1/05
To change terms of RD and RD Alt. To two years per term.
- 20) Asked to enter 10/04 (Miscellaneous)
Quorum is made when 2/3 of the voting membership is present.
- 21)
- 22)
- 23)
- 24)

SCHEDULED TIMELINE FOR NEBRASKA REGIONAL GUIDELINES

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 sent to World.

Second Quarter (April)

- ❖ Invitation to groups not represented by an Area. See PG 2 secretary.
- ❖ Open convention bid proposals
- ❖ Amount over prudent goes to World.

First Quarter Additions

- ❖ Vote on the nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Sub Committee Chairs every odd year.
- ❖ Nominations for RD and Alt RD open every even year. (Or every two years)

Second Quarter Additions

- ❖ Newly elected RSC Chair, Vice Chair, Secretary, Treasurer and Sub - Committee Chairs take office every odd year.
- ❖ Nominations for RD and Alt RD close every even year. (Or every two years)

Third Quarter (July)

- ❖ Close convention bid proposals
- ❖ Amount over prudent goes to World.

Fourth Quarter (Oct)

- ❖ Vote on convention bid proposals
- ❖ Amount over prudent goes to World.

Third Quarter Additions

- ❖ Nominations for RSC Chair, Vice Chair, Secretary Treasurer and Sub Committee Chairs open every odd year.
- ❖ Vote on Nominations for RD and Alt RD every even year. (Or every two years)

Fourth Quarter Additions

- ❖ Nominations for RSC Chair, Vice Chair, Secretary, Treasurer and Sub Committee Chairs close every odd year.
- ❖ Newly elected RD and Alt RD take office every even year. (Or every two years)

April-June 2004			April-June 2005		
Rent		\$ 15.00	Rent		
RD & Alt.		\$ 880.00	RD & Alt.		\$ 250.00
Sec		\$ 75.00	Sec		\$ 75.00
H & I		\$ 300.00	H & I		\$ 300.00
PI		\$ 275.00	PI		\$ 275.00
Storage		\$ 75.00	Storage		\$ 75.00
	Total	\$ 1,620.00		Total	\$ 975.00
July-Sept 2004			July-Sept. 2005		
Domain Name	1 x per yr	\$ 37.50	Domain Name	1 x per yr	\$ 37.50
Rent		\$ 45.00	Rent		
RD & Alt.		\$ 600.00	RD & Alt.		\$ 900.00
Sec.		\$ 75.00	Sec		\$ 75.00
H & I		\$ 300.00	H & I		\$ 300.00
PI		\$ 275.00	PI		\$ 275.00
Storage		\$ 75.00	Storage		\$ 75.00
	Total	\$ 1,407.50			\$ 1,662.50
Oct.-Dec. 2004			Oct.-Dec. 2005		
Rent			Rent		
RD & Alt.		\$ 600.00	RD & Alt.		\$ 1,370.00
Sec		\$ 75.00	Sec		\$ 75.00
H & I		\$ 300.00	H & I		\$ 300.00
PI		\$ 275.00	PI		\$ 275.00
Storage		\$ 75.00	Storage		\$ 75.00
	Total	\$ 1,325.00		Total	\$ 2,095.00
Jan.-March 2005			Jan.-March 2006		
Policy		\$ 50.00	Policy		\$ 50.00
Rent			Rent		
RD & Alt.		\$ 900.00	RD & Alt.		\$ 800.00
Sec		\$ 75.00	Sec		\$ 75.00
H & I		\$ 300.00	H & I		\$ 300.00
PI		\$ 275.00	PI		\$ 275.00
Storage		\$ 75.00	Storage		\$ 75.00
P.O. Box		\$ 45.00	P.O. Box		\$ 45.00
NRCNA XXIII		\$ 1,500.00	NRCNA XXIV		\$ 1,500.00
	Total	\$ 3,220.00		Total	\$ 3,120.00