

Nomination Period is Open for the Nar-Anon Central California Region 2022 Elections Assembly

March 26, 2022

To all Nar-Anon Central California Region members. The next Central California Region Elections Assembly (RSA) will be held on **Saturday, July 16 from 10:30 AM to 4:00 PM PDT** via web-based video conference. In observance with the CCR's Guide to Regional Services, elections for the Regional Service Committee (RSC) and confirmations of subcommittee chairs will be held at the July 2022 Regional Assembly. If you feel called be of service beyond the group level, please review the CCR's Guide to Regional Services, posted on the Regional Documents page. Service on the Ad Hoc Election's Subcommittee is offered to all members. If you want more information, contact Michael F., Chair@NarAnonCentralCA.org.

The Elections RSAs

Elections RSAs are held in or near July of even numbered years to elect new RSC officers, delegate, and alternate delegate. GSRs, being the only voting members, are strongly encouraged to attend.

The Elections Process

At the November 2021 Regional Service Committee (RSC) meeting, the RSC formed an ad hoc elections subcommittee, and established Michael F., (Chair@NarAnonCentralCA.org), as the point of contact for the formation of the subcommittee and requested via *Take Back to Meeting Information and Announcements*, member participation in the ad hoc election's subcommittee.

At the December RSC, the elections subcommittee presented Michael F. as the interim chair. At the January RSA, the subcommittee presented the chair for confirmation by the Assembly. The subcommittee presented the elections agenda item and entertained questions and comments from the assembly. An elections RSA motion passed, and the nomination invitation can be sent to groups via *Take Back to Meeting Information and Announcements* following the March RSC meeting.

In March, the subcommittee sends notification that the nominations period is open. Notification will include a list of open positions, suggested experience for positions,

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description of positions, timeline for nomination period, and nomination email address. A nomination invitation will be sent to GSRs via *RSC Take Back to Meeting Information and Announcements*.

The member nomination process allows members to nominate themselves or other members for one or more positions. Nominated members will be contacted by the subcommittee. The nominated member may or may not agree to accept the nomination. Nominations are received by the subcommittee via email at Chair@NarAnonCentralCA.org.

In April, nominees who have accepted nomination submit a statement of qualifications to the subcommittee via email.

In May, the subcommittee creates a ballot and drafts a slate of nominees for officers, delegate, and alternate delegate for the elections RSA agenda, including each nominee's statement of qualifications. Ballots will allow for write-in nominees.

In June, elections subcommittee disseminates anonymous ballots to GSRs. GSRs take a group conscience to provide guidance for selecting officers, delegate, and alternate delegate at the elections RSA. The ballots will be sent via *RSC Take Back to Meeting Information and Announcements*.

The subcommittee writes a motion for submission to the RSA to dissolve the ad hoc elections committee at the conclusion of the elections process.

Open Positions

- Chair
- Vice Chair
- Secretary
- Treasurer
- Delegate
- Alternate Delegate

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Description of Positions

Regional Officers

RSC officers are the chair, vice chair, secretary, and treasurer. Officers are elected to serve for two years. New officers start their term upon the bank's acceptance of the transfer of leadership. When a GSR is elected RSC officer, they no longer serve as GSR. To be of utmost benefit to those they serve, it is recommended that officers attend Nar- Anon meetings on a regular basis. RSC officers may serve two full consecutive terms, in addition to any interim term served. Interim positions have a voice and a vote on the RSC.

Chair

The chair should have leadership and organizational skills and be capable of conducting business meetings. Recommended experience for this position is three years continuous service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account
- Presides over RSC and RSA
- Works with RSC to plan RSC meeting agendas
- Posts RSC meeting agenda for fellowship review on the CCR website (<http://www.NarAnonCentralCA.org>)
- Submits draft RSA agendas for GSRs and RSC to add agenda items
- Submits RSA agendas to RSA and RSC
- Posts RSA agenda for fellowship review on the CCR website
- Stays informed of subcommittee activities and is available for support
- Submits approved RSA minutes to WSC Committee (wscconference@nar-anon.org) verifying election or continued endorsement of delegate and alternate delegate according to conference timeline
- Calls for an interim RSA whenever the RSC deems it necessary
- Is responsible for RSC correspondence

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- Has post office box access

Vice Chair

The vice chair should be willing to become chair at the end of the current chair's term. If the chair is unable to fulfill the position, the vice chair assumes the chair's position for the term's duration or until an election RSA is held. The recommended experience for this position is three years continuous service in Nar-Anon.

Duties:

- Acts as parliamentarian for the RSC and RSA
- Assists the RSC chair in performing their duties

Secretary

The secretary keeps accurate minutes of each RSC and RSA. Recommended experience for this position is two years of service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account
- Produces draft minutes for review by the chair within 14 days of the meeting date
- Submits preliminary RSC minutes for Chair to review
- Maintains archives of RSC and RSA minutes for incoming secretary
- Updates log of approved RSC and RSA policy motions
- Maintains a current directory of RSC and RSA members
- Collects and archives completed *Group Service Representative (GSR) and Alternate GSR Registration Forms* and *Area Service Committee and Regional Service Assembly Registration Forms*
- Works with the Technology Services subcommittee to maintain electronic archives for fellowship review
- Prepares *Take Back to Meeting Information and Announcements* to be posted on CCR website and emailed to GSRs and ASRs. *Take Back to Meeting Information and Announcements* are information and action items from RSC and RSA. This is to

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facilitate effective two-way communication between groups and other service levels.

Treasurer

The treasurer is custodian of the RSC's finances and bank account. Recommended experience for this position is two years continuous service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the region bank account
- Maintains records of RSC financial transactions
- Issues receipts for contributions received
- Disburses funds to cover RSC expenditures
- Submits a written report at RSC and RSA meetings of financial transactions since prior meeting
- Presents an annual summary of income and expenses to RSC for budget planning
- Presents the RSC's proposed budget at the RSA for approval
- Prepares an appeal letter to groups, as needed, requesting contributions to cover RSC expenses
- Assures region follows current bank standards for nonprofit accounts
- Maintains post office box
- Forwards delegates' equalized expense to WSO by WSC's established deadline

Regional Delegates

Recommended experience for this position is a minimum of two years continuous service as a GSR, experience as alternate delegate, experience as an area or RSC trusted servant, and exposure to service at the world service level. Exposure to the world service level may include observing a WS Conference or participation on a world service committee. It is important for a delegate to have a mentor, who is a member who has

experience in service beyond the group level, who can help them understand and navigate the service structure at the World Service level.

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A delegate and alternate delegate do not hold office in the area or region. Delegate and alternate delegate are elected to serve for two years. Delegates are elected in July of even number years. The term of service begins following the election. The alternate delegate should be willing to become delegate at the end of the delegate's term. In the event the delegate is unable to fulfill their duties the alternate delegate becomes delegate in an interim capacity and may continue to serve two subsequent full terms.

The delegate and alternate delegate may be reimbursed for travel expenses associated with the service commitment by submitting the *Delegate and Alternate Delegate Group Visit Expense Form* (included in the *Forms* section at the end of this guide) to the RSC for approval.

Delegate

Duties:

- Provide two-way communication between region and WSC
- Speak for members, groups, and areas within the region at the world service level
- Attend RSC & RSA, and when invited, area meetings
- May serve on one or more RSC subcommittees, although not as chair
- Contact inactive areas to encourage region participation
- Are a source of information to members, groups, areas, and region regarding Twelve Traditions and Twelve Concepts of Service
- Inform region of the Conference Agenda Report (CAR) when available
- Assist groups in understanding CAR motions to obtain a group conscience
- Obtain region's groups' consciences on CAR motions as guidance to vote at the WSC
- Region's groups give their voice and vote to the delegate on CAR motions and unanticipated matters at the WSC
- Reports WSC results to RSC and RSA for distribution to groups
- Become an active member of one or more world service committees - Budget and Finance, Conference, Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Website, World Convention, and World Pool

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Alternate Delegate

Duties:

- Perform delegate's duties in delegate's absence
- May assist with delegate's duties
- Attend RSC & RSA, and when invited, area meetings
- May serve on one or more RSC subcommittees, and may serve as chair
- Attend WSC, upon approval by region and WSO, to familiarize with WSC process
- Become an active member of one or more world service committees

Contact

If you have questions, suggestions, or you would like to nominate yourself or another member, please send an email to Michael F., Chair@NarAnonCentralCA.org.

Regional Chair's Message regarding this election cycle.

This Region cannot exist legally without a Chair, Secretary, and Treasurer.

All the positions of the Regional Service Committee are to be elected at this coming Election Assembly and any member has the right to be nominated and elected.

All positions, per this Region's Guide to Regional Service, are allowed to serve two terms in addition to serving in an interim capacity. So, to make the election process less stressful on the Groups and their members I have asked sitting RSC members if they are interested in serving another term if they have not served a second term. Our Delegate and Treasurer have indicated they would accept another term.

The final slate of nominations will have incumbents in Treasurer and Delegate positions. The Chair, Vice Chair, Secretary, and Alternate Delegate positions will need to be filled.

Scott N, your Secretary and our first Chair of the Central CA Region, is terming out. I served with Scott as Vice Chair and then transitioned into the Chair when he transitioned to Secretary; and I too am terming out.

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I, and I'm sure Scott is also, very grateful to have had this opportunity to be of service.

Michael F.

Nar-Anon Central California Region Chair

Elections Subcommittee Chair

Chair@NarAnonCentralCA.org