Agenda

CCR Assembly
Friday, January 12, 2018 from 6:00 PM to 9:00 PM PST
Monterey Conference Center

RSC Officers and Delegates in Attendance

Chair Person:	Scott N.		Secretary:	Maria C.	
Vice Chair Person:	Michael F.		Delegate:	Jocelyn F.	
Treasurer:	Arnie B.		Alternate Delegate:	J.T.	

Groups Represented

Group	Name	Group	Name
Arroyo Grande, Tuesday (131-104)		Monterey, Tuesday (131-028)	
Atascadero, Tuesday (131-033)		Monterey, Saturday (131-029)	
Atascadero, Friday (131-034)		Salinas, Thursday (131-030)	
Carmel, Wednesday (131-075)		Santa Barbara, Friday (131-066)	
Camarillo, Tuesday (131-112)		Santa Cruz, Thursday (131-126)	
Gilroy, Thursday (131-009)		Scotts Valley, Friday (131-025)	
Hollister, Thursday (131-087)		Seaside, Monday (131-031)	
Los Gatos, Sunday (131-011)		Ventura, Wednesday (131-113)	
Los Gatos, Thursday (131-010)		Watsonville, Wednesday (131-102)	

** Indicates a registered group*

Subcommittee Chairs in Attendance

Subcommittee	Chair Present		Subcommittee	Chair Present	
Outreach	Cyndy G.		Conventions / Events	Scott C.	
Literature	J.T.		Technology Services	position vacant	
Narateen	position vacant		GRS (ad hoc)	Michael F.	

Quorum Summary

Total Groups	Registered Groups	Current Quorum
18		

Agenda Summary

1. Call to Order, Prayer, Roll Call, and Readings 2
2. Adoption of Minutes of Previous Assembly 2

Agenda

CCR Assembly
Friday, January 12, 2018 from 6:00 PM to 9:00 PM PST
Monterey Conference Center

3. RSC Reports 2
4. Recess 3
5. Reconvene 3
6. Group Reports 3
7. Subcommittee Reports 3
8. Administration 4
9. Adjournment 4

1. Call to Order, Prayer, Roll Call, and Readings

6:00 PM to 6:15 PM

A) Open the meeting with the Serenity Prayer
B) Roll Call / Introductions – RSC officers, delegates, subcommittee chairs, GSRs, and other attendees
C) Announce number of voting members – Chair and Secretary
   i) _____ groups present out of a _____ registered groups.
   ii) Quorum (51%) = _____ of _____ registered groups.
D) Reading of the Twelve Traditions
E) Reading of the Twelve Concepts of Nar-Anon Service

2. Adoption of Minutes of Previous Assembly

6:15 PM to 6:20 PM

A) A motion is requested to approve minutes for the Vote by Email Assembly of September 2017. *See the Draft Minutes of Previous Assembly section of this packet*

3. RSC Reports

6:20 PM to 7:00 PM

A) Chair Report – Scott N.
See Regional Chair's Report section of this packet
   i) A motion is requested to participate in an all-California meeting list for web and print delivery.

B) Treasurer – Arnie B.
See Regional Treasurer's Report section of this packet
   i) A motion is requested to adopt the 2018 proposed budget.
   ii) A motion is requested to carry over funds from the 2017 to the 2018 calendar year.

C) Delegates – Jocelyn F. and J.T.
See Delegates Report section of this packet

4. Recess

7:00 PM to 7:15 PM

5. Reconvene

7:15 PM to 7:20 PM

A) Roll Call

6. Group Reports

7:20 PM to 8:00 PM

A) Group Reports – GSRs
See Group Reports section of this packet

7. Subcommittee Reports

8:00 PM to 8:45 PM

A) Elections Subcommittee – Scott N.
See Committee Reports section of this packet
   i) A motion is requested to confirm Scott N. as ad hoc Elections Subcommittee chair.

ii) A motion is requested to adopt the following sections of the draft Guide to Regional Services in order to hold regional elections at the July 2018 elections assembly: 1) Election RSAs, 2) RSC Officers, and 3) Regional Delegates.
   a) 2/3 majority will be necessary as 1) this is elections section has been updated since the last elections, and 2) this is a modification of a previously adopted procedure, and 3) this is important to have a consensus on a matter of this importance.

iii) A Motion is requested to adopt the elections timeline as presented in the *Nar-Anon Central California Region 2018 Elections Assembly Invitation* attachment.

B) Guide to Regional Services – Michael F.
See Draft Guide to Regional Services section of this packet

C) Conventions / Events and Outreach – Cyndy G. and Scott C.
See Committee Reports section of this packet
   i) The Conventions / Events and Outreach committees are currently operating as a single committee until more trusted servants can be found to participate on the committees.

D) Literature – J.T.
See Committee Reports section of this packet

E) Website Report – Scott N.
See Committee Reports section of this packet

8. Administration

8:45 PM to 9:00 PM

A) Next Assembly
   i) The next assembly is an elections assembly
   ii) July, 2018, somewhere at some time

B) Take Back to Meeting Information and Announcements
   i) Decide which items should be brought back to meeting by GSRs

9. Adjournment

Adjourn at 9:00 PM

A) Close the meeting with the Serenity Prayer

Draft Minutes of the Previous Assembly

Agenda

CCR Vote by Email Assembly

Email sent Sunday, 9/17/2017 at 12:33 PM PDT
Vote by Email

RSC Officers and Delegates (CC'd in Email)

Chair Person:	Scott N.		Secretary:	Maria H.	
Vice Chair Person:	Michael F.		Delegate:	Teri M.	
Treasurer:	Arnie B.		Alternate Delegate:	position vacant	

Groups Represented (Emails Sent to:)

Group	Name	Group	Name
Arroyo Grande, Tuesday (131-104)		*Monterey, Saturday (131-029)	Mary M.
Atascadero, Tuesday (131-033)	Kathy S.	Oceano, Sunday (131-115)	
Atascadero, Friday (131-033)		*Salinas, Thursday (131-030)	Janet S.
Camarillo, Thursday (131-112)		San Luis Obispo (131-116)	
*Carmel, Wednesday (131-075)	Marilynn P.	*Santa Barbara, Friday (131-066)	Scott C.
Gilroy, Thursday (131-009)		*Scotts Valley, Friday (131-025)	
*Hollister, Tuesday (131-087)	Lorri Z.	*Seaside, Monday (131-031)	Linda S.
*Los Gatos, Sunday (131-011)	Pat F.	Ventura, Tuesday (131-113)	Duncan B.
Los Gatos, Thursday (131-010)	Lisa C.	*Watsonville, Wednesday (131-102)	Sondra G.
Monterey, Tuesday (131-028)	Cyndy G.		

** Indicates a registered group*

Subcommittee Chairs (CC'd in Email)

Subcommittee	Chair Present		Subcommittee	Chair Present	
Outreach	Cyndy G..		Conventions / Events	Scott C. (Interim)	
Literature	JT		Technology Services	position vacant	
Narateen	position vacant		GRS (ad hoc)	Michael F.	

Quorum Summary

Total Meetings	Registered Meetings	Current Quorum
19	12	7

Agenda Summary

1. Adoption of Minutes of Previous Assembly 2

Agenda

CCR Vote by Email Assembly
Email sent Sunday, 9/17/2017 at 12:33 PM PDT
Vote by Email

1. Adoption of Minutes of Previous Assembly

9:15 AM to 9:20 AM

A) Motion to approve minutes for the Assembly of July 22, 2017.
First by Scott C.,
Second by Mary Lynn P.
Yes: 9
No: 0
Abstentions (no reply): 2
Motion passes

Draft Minutes of Previous Assembly were sent as an email attachment. Copy of the email below.

Dear GSR,

The purpose of this assembly is solely to approve the minutes of the July 22, 2017, assembly in Hollister. The reason to the approve the minutes is the region needs approved minutes to the World Service Conference Committee before December 31, 2017 to assure participation of our delegate and alternate delegate in the 2018 World Service Conference in Torrance on April 17 through April 30. In the interest of "keeping it simple," the RSC as agreed by consensus that a "vote by email" assembly will be simpler than an "in-person" assembly.

Your Action is Needed

GSRs, alternate GSRs, and substitute GSRs are eligible to make a motion and vote. Please reply to all.

1) May I have a motion and a second to approve the minutes of the assembly of July 22, 2017?
    a. The first two respondents will be the maker and second.
2) Please review the attached minutes.
3) Reply to this email with suggested changes.
4) You may vote in one of the following ways:
    a. Approve the minutes as presented

b. Approve the minutes as amended (changed)
c. Not approve the minutes
d. Abstain from the vote to approve the minutes

If there are changes suggested, those changes will be forwarded in a subsequent document for your review and vote.

Please enter your vote to the conscience of the region on or before Friday, September 29, 2017.

There are currently 18 meetings in the region. 11 groups are registered. We need six (6) groups to approve the minutes in order for the motion to pass.

I am open to your questions, suggestions, and concerns.

In gratitude,

Scott N. S-)

Scott N.
Nar-Anon Central California Region Chair
Scott@ScottAndTammy.com
http://www.NarAnonCentralCA.org/
Skype: ScottFromSB

Supporting Documents

Chair's Report

Report from the Chair

January 8, 2018

Dear Nar-Anon Central California Assembly,

It has been and continues to be an honor to serve as your chair. Over the past several years, I have been witness to a miraculous growth in members, the region, and the fellowship as a whole. I commend each and every one of you for the service you do, from showing up and keeping the lights on at meetings, to serving our fellowship at the group, region, and World Service levels. Nar-Anon needs all of us and it is our vast diversity of backgrounds and experience that give us strength.

I am aware of challenges facing our fellowship that manifest from the border between regions, especially the north. As trusted servants we are bound by obedience to the unenforceable as expressed in our principles as defined in the Steps, Traditions, and Concepts of Service. We must always remember our primary purpose, which is to welcome and give comfort to families and friends of addicts. To me, this means we need to make it as easy as possible for prospective members to find our meetings. Because of group autonomy, groups have the choice of which region to participate in or not. This is really an organizational issue. To the prospective member, we need to make our organization transparent to their experience.

Specifically, regional website sites and meeting directories are at issue. A member or prospective member may download or pick-up a regional meeting directory or visit a regional website looking for a meeting, and not know there is a meeting closer to them in a different region. If this person makes a decision not to go to a meeting because the distance appears to be too far, we have lost an opportunity.

I believe the solution is to create an all-California meeting directory. The result would be that no matter where someone is in California, they will always know where the closest meeting is, regardless of which region directory or website they reference. To this end, I would like to propose at the multi-region meeting in Bakersfield on Saturday, February 17, 2018 that the three California regions cooperate for the common welfare of the fellowship and create a single all-California worksheet. Each region might designate a trusted servant to keep the meetings in their respective region up-to-date. The worksheet will be continually updated. Anytime a directory is created, the worksheet can be used to generate a printable directory, meeting list web page, or interactive map.

Report from the Chair

January 8, 2018

I am asking to take the conscience of the Central California Region to Bakersfield and make a commitment to this cooperative endeavor to further our primary purpose. I am open to your thoughts and comments on this issue.

2018 is a World Service Conference year. Nar-Anon is a young fellowship and this is only our seventh conference. The Central California Region will be sending a delegate, Jocelyn F. from Santa Barbara, and alternate delegate, JT from Hollister, to the conference. All groups will be asked to render their group conscience on the 33 motions before the conference. This is an invitation to participate in the largest group conscience in the fellowship. Because we are relatively small, compared with other twelve-step fellowships, the input from each member carries a great weight. I encourage you, if you can find the time and the willingness, to review the motions and participate in this historic process. Our delegates are here to be of service to you and your group to answer questions that may arise as individuals and groups process the motions.

I am looking forward to a wonderful Monterey convention!

In deep gratitude,

Scott Nelson S-)
Nar-Anon Central California Region Chair
https://www.NarAnonCentralCA.org
Chair@NarAnonCentralCA.org

Treasurer's Report

Central California Region, NFG
Treasurer's Report
December 1, 2017 through December 31, 2017

December **1, 2017**	**Balance Forward**	**$7,784.35**

Additions

Monday Nite Miracles	$115.00
Vision of Hope	$100.00
Sweet Serenity	$300.00

Total Deposits: $515.00

Subtractions

P.O. Box rent (for 2018)	$76.00
Monterey Convention (room)	$275.00
Monterey Convention	$525.00
Equalized Expenses for 2018 WSC	$3,800.00

Total Subtractions: $4,676.00

December 31, 2017	**Ending Balance**	**$3,623.35**

Submitted by: Arnie B.
Treasurer
Nar-Anon Family Groups CCR

Nar-Anon Central California Region 2017 Budget

Income

Description	Balance	To-Date	Remaining
Balance carried from December 31, 2016	$6,060.87	$6,060.87	$0.00
Narathon Annual Regional Convention and Fundraiser	$700.00	$666.00	$34.00
Area Contributions	$0.00		$0.00
Group Donations	$3,000.00	$ 2,890.50	$109.50
Total Income	**$9,760.87**	**$9,617.37**	**($143.50)**

Expenses

Description	Budgeted		
Assembly	$125.00		$125.00
Outreach	$500.00	$205.78	$294.22
Travel expense for RSC to assembly and other required meetings	$300.00		$300.00
Postal Services	$70.00	$146.00	($76.00)
Checking account expense	$35.00		$35.00
Region website expense	$200.00	$96.00	$104.00
State non-profit yearly filing expense ($0.00 Online)	$0.00		$0.00
Delegate WSC expense (equalized expense and incidentals)	$2,500.00	$1,900.00	$600.00
Alternate Delegate WSC expense (equalized expense and incidentals)	$2,500.00	$1,900.00	$600.00
Delegate/Alternate Delegate travel expense to groups	$500.00		$500.00
Conventions	$500.00	$500.00	$0.00
Events	$300.00	$291.95	$8.05
New Meeting Start Up	$300.00	$100.00	$200.00
Donation to WSO	$600.00	$600.00	$0.00
Contingency Fund	$300.00	$300.00	$0.00
Prudent Reserve (3 months operating costs)	$515.00		$515.00
Carry-over to 2018 budget	515.87		515.87
Total Budgeted Expenses	**$9,760.87**	**$6,039.73**	**$3,721.14**

Nar-Anon Central California Region 2018 Proposed Budget

Starting Cash on Hand

Description		
Cash on hand from December 31, 2017	**$**	**3,623.35**

Income

Description		
Narathon Annual Regional Convention and Fundraiser	$	700.00
Group Donations	$	3,000.00
Total Income	**$**	**3,700.00**

Expenses

Description		
Assembly	$	125.00
Outreach	$	500.00
Travel expense for RSC to assembly and other required meetings	$	300.00
Postal Services	$	76.00
Checking account expense	$	35.00
Region website expense	$	200.00
State non-profit yearly filing expense ($0.00 Online)	$	-
Delegate WSC expense (equalized expense and incidentals)	$	1,250.00
Alternate Delegate WSC expense (equalized expense and incidentals)	$	1,250.00
Delegate/Alternate Delegate travel expense to groups	$	500.00
Conventions	$	500.00
Events	$	300.00
New Meeting Start Up	$	300.00
Donation to WSO	$	400.00
Contingency Fund	$	300.00
Prudent Reserve (3 months operating costs)	$	515.00
Total Budgeted Expenses	**$**	**6,551.00**

Ending Cash on Hand

Description		
Delegate WSC expense (equalized expense and incidentals)	$	1,250.00
Alternate Delegate WSC expense (equalized expense and incidentals)	$	1,250.00
Prudent Reserve (3 months operating costs)	$	515.00
Carry-over	$	772.35
Estimated cash on hand for December 31, 2018	**$**	**3,787.35**

Delegate's Report

Nar-Anon Central California Region Delegate Report

January 8, 2018

Introduction

I am Jocelyn Favor, the Central California Region Delegate, and JT is the Central California Region Alternate Delegate. We are both new to these service positions as we were honored with the commitment at our July Regional Assembly. This is our first report.

I came into recovery on April 9 of 2011. I joined Nar-Anon later that year. I am actively sponsored and I also have a service sponsor. I served as the Group Service Representative for the Santa Barbara "I Can Be Free" Nar-Anon Family Group.

Committee(s)

I have not chosen a committee to be of service to yet.

Region Updates

We currently have 19 meetings in the Region. The Region includes meetings from Camarillo to Monterey.

At the last Regional Assembly we had Group Service Representatives (GSRs) from ten (10) meetings. As of this writing we have open sub-committee positions in Technology Services, Narateen, and Events/Conventions.

There is a sub-committee to draft the Guide to Regional Services; the purpose is to guide regional trusted servants in service elements of the region that make it distinct from other regions.

Goals as a Delegate for this WSC Cycle 2016-2018

I have several personal goals for the 2016-2018 WSC cycle.

- I would like to increase communication and participation within the region and facilitate open dialog regarding the CAR motions.
- Do what I can to inspire members to serve at the regional level.

As part of an outreach to GSRs and members at large, I have setup time for a road trip to visit many of the groups, which I will need to coordinate with the group's GSR. During these visits, I hope to be able to answer questions, share my experience and provide a way for members to better understand the motions put before the fellowship. Members may also contact me via my email address and telephone number to further heighten my accessibility to the region.

Planned Participation at WSC 2018

The Central California Region will be participating in the 2018 World Service Conference by sending both a Delegate and Alternate Delegate.

In Loving Service,

Jocelyn F. from Santa Barbara
Central California Region Delegate

Group Reports

Stairway to Freedom – Group #13187

190 Maple St - Thursday @ 7-8pm – Hollister

January 8, 2018

HISTORY - Gratefully serving the community for two and a half years this month. We have changed locations and meeting day and time.

ATTENDANCE - At this moment, we are still a willing group of 2 members. Newcomers find us thru the Nar-Anon website, flyers, word of mouth and the Meetup website.

FORMAT – Each week we choose from a different format: SESH, a speaker, writing, Nar-Anon 36. We try to incorporate all CAL. Business meetings are the 1st Thursday of the month.

TREASURY – Ended our year with a balance of $99.00/ Prudent Reserve - $68.00
In December donations went to CCR -$69.30 / WSO- $29.70. Balance Fwd: $0.00
New location has requested rent for 1 year @ 5.00 a month. Group conscious was to pay out of Prudent Reserve. Balance Fwd: 8.00

OTHER – As stated earlier, we have changed our location and meeting day and time in an effort to ensure anonymity for potential new members and availability of the space graciously provided. We are hopeful that the changes will help "attract," new members, as well as, welcome back previous members who are in need of support.

Humbly Submitted,

Lorri- GSR

"IN THE SOLUTION" – Group #131-028

6:30pm – St. James Episcopal Church – 381 High Street, Monterey CA 93940

HISTORY: First meeting was on 8/2/11 at St. James Church, upstairs.

ATTENDANCE: Ranges from 8 – 12 members.

NEWCOMERS: Most seem to learn about this meeting through other meetings, Outreach literature, internet and NA refers people on occasion. Some newcomers have heard of Nar-Anon from the after care groups and Outreach panels done at the local recovery centers.

MEETING FORMAT: On the first Monday of each month, reading of a Step from the Nar-Anon Twelve Step Program booklet that corresponds with the month. Readings from the SESH book, brochures and other CAL approved literature during the other meetings. Business meetings are held the first Tuesday of each month.

TREASURER REPORT: Period covered is 7/1/2017 – 12/31/2017

Previous Balance ……		**$ 239.00**
Collected: 7th Tradition & Literature sold		+ 370.06
	Subtotal….	**$ 609.06**
Disbursed: Rent Paid		- 150.00
Literature and misc		- 144.00
WSO Donation		- 50.00
Region (CCR) Donation . . .		- 150.00
Forwarding Balance……		**$ 115.06**

Prudent Reserve - $75.00 and GSR Travel Fund - $75.00

DONATIONS: To WSO and the REGION are done every 6 months.

SUBMITTED BY: Cyndy, GSR
Sandie, Treasurer

DATED: January 5, 2018

Thursday Sweet Serenity
Group Report #13130
Salinas
December 14, 2017

Members: Meeting attendance is stable with an average of 10. New people attend every couple of months and their continued attendance ranges. The group is pleased with its location (moved over a year ago). Service rotation occurs every three months, with the last rotation taking place in November. Group conscience re-elected Janet as GSR and Kim as the new alternate GSR effective January 2018. The group thanked Ruth (former GSR) for her long-time commitment and service to the group.

Format: We read and discuss a step each month on the fourth Thursday (yellow step booklet) and the daily reading from the SESH book other weeks. Another piece of conference approved literature is selected when there is a fifth Thursday in a month.

Finances: As of December 14, our balance was $102.25, not including the prudent reserve ($150) and GSR funds ($50). Donations were made to the Region ($300) and to the WSO ($50). Monthly rent is $50.

Other: To encourage sponsorship, the group agreed to invite members willing to serve as sponsors to make a note on the phone list. The group agreed to conduct a group inventory after its regular meeting, February 15, 2018.

Submitted by: Janet S., GSR

I Can Be Free Nar-Anon Family Group
6:00-7:00 PM Friday
Trinity Evangelical Lutheran Church
909 N. La Cumbre Road, Santa Barbara

Meeting: Currently, we are the only Nar-Anon meeting in Santa Barbara area.

Attendance: Our group attendance continues to be strong. We generally have between 15 and 25 attendees.
Newcomers: We tend to have newcomers on a regular basis. Our meeting format includes asking Newcomers to introduce themselves by their first name only so that we may welcome them. We then read the CAL Newcomer's Welcome.

Donations: Our group makes quarterly donations to WSO and the Central California Region.
After expenses and retaining a prudent reserve, we contribute 30% of the remaining balance to the WSO and 70% to the CCR.

Other Information: Over 10% of our members give service beyond the group level.

Our group maintains its own website (www.naranonsantabarbara.org) through donations of the membership. The website has both general information and a password protected "members only" area where business meeting minutes, phone lists, etc are available. We decided via group conscience to save $25 per quarter towards the website annual fee instead of taking a special collection at the time it is due.

Currently, our open service positions are: Room Set Up and Alternate GSR. We have a new secretary, new literature person, and new outreach person. This is with regard to rotation of leadership and group health.

We continue to hold business meetings monthly, and have speaker meetings on the last Friday of months with five Fridays. The GSR runs the business meeting. Additionally, we have rebuilt our weekly meeting format last year and are currently working on our service position guidelines to let trusted servants understand the responsibilities of the various positions, should they be interested.

SCOTTS VALLEY

THE CAMP RECOVER CENTER

Meets in the Bison Center

3192 Glen Canyon Road

Scotts Valley CA 95066

Fridays, 6;30 PM to 7:45 PM

The meeting continues to attract newcomers from Santa Cruz County and beyond. We are a group of 10-12 who consider the Scotts Valley Meeting our home meeting. While we currently do not have a GSR, we continue to cooperate, support, and participate with the Central California Region. A smaller number from our group meets from 9:00 – 10:30 AM, on the 1st and 3rd Saturday of each month at Palo Alto Medical Clinic, 2025 Soquel Avenue, Santa Cruz 95062. This meeting is devoted to the study of The Twelve Steps of Nar-anon Family Groups. This current 12-Step study group has been meeting for about two years.

Our Treasurer currently out of town so I don't have the financial information. Through the process of group conscience at our business meetings, we regularly make donations to the Central California Region, the WSO as well as contributing to other Nar-anon events as they may arise. While we do not have rent to pay for meeting in The Bison Center, we donate a limited supply of CAL to The Camp Recovery Center's Family Program. This literature is available to those family and friends of loved ones in the facility. Additionally, those members willing and available, perform outreach at the Family Program. We do this by sharing what Nar-anon means to us and how we have grown through our working the 12-steps. It has been my experience that while the families may come from out of town they are very interested in how to find a meeting in their own towns. Some of us provide a contact number. We are available to accept phone calls and offer support to those struggling with getting to a meeting. As with the addicts in our lives, we too need to reach our bottom.

A grateful member of our group communicated with UCSC to start a meeting on campus. Two of our members have been consistent in supporting the student staff/members at the weekly meeting. This meeting takes place at The Cove, Thursdays from 2:00 – 3:00 PM and only during those periods when UCSC is in session. While the meeting may only have 3 regular attendees, there is the hope for growth. The Cove is a place where therapy, support and access to resources is available. This is primarily for students. Parking is extremely limited. Those members who attend rely on walking, biking, city or shuttle buses to reach the meeting space.

"Monday Nite Miracles" – Group #13131

6:30pm – Monterey Peninsula Buddhist Temple, 1155 Noche Buena St., Seaside CA 93955

HISTORY: First meeting was on 10/26/09 in the office room of St Francis Xavier Church.

ATTENDANCE: Ranges from 5 – 7 approximately.

NEWCOMERS: Most seem to learn about this meeting through other meetings, Outreach literature, internet and NA refers people on occasion. Some newcomers have heard of Nar-Anon from the after care groups and Outreach panels done at the local recovery centers. A couple of our meeting members are regulars on a panel for Genesis House in Seaside.

MEETING FORMAT: On the first Monday of each month, reading of a Step from the Nar-Anon Twelve Step Program booklet that corresponds with the month. Readings from the SESH book, brochures and other CAL approved literature during the other meetings. Business meetings are held the first Monday of each month.

TREASURER REPORT: Period covered is 7/1/2017 – 12/31/2017

Previous Balance …….		**$164.25**
Collected: 7th Tradition & Literature sold		+ 228.75
	Subtotal….	**$393.00**
Disbursed: Rent Paid		- 30.00
Literature purchased		- 00.00
WSO Donation		- 77.00
Region (CCR) Donation . . .		- 115.00
Forwarding Balance……		**$ 171.00**

Included in the forwarding balance is:
Prudent Reserve - $50.00 + GSR Travel Fund - $50.00

DONATIONS: To WSO and REGION done 2 or 3 times a year.

SUBMITTED BY: Linda S., GSR

DATED: January 5, 2018

Watsonville Nar-Anon Meeting

Watsonville, Wednesdays 6:00 – 7:00pm

History: Our first meeting was held on April 27, 2016 at the Watsonville Main Library Meeting Room. We have since moved twice and are now at the Lutheran Community Church in Watsonville.

Attendance: We have a core group of about 5 members, with occasional drop-ins and newcomers.

Treasury: Treasury balance as of 12/31/2017 is $251.00. By group conscience we have decided to keep a prudent reserve of $150. Our rent now runs $10 a week.

Format: Readings are taken from the SESH Book, pamphlets and the Twelve Steps. Speaker meetings are scheduled when possible.

Outreach: Information, flyers, and meeting lists have been distributed to local organizations and health professionals. Presentation has been made to Si, Se Puede, a local rehab facility. We plan to revisit these facilities/services periodically.

Successes and Challenges: Watsonville is a Latino/Anglo community and as such, presents new challenges in communication. We include literature in Spanish in our literature orders, and it is very helpful that the WSO is providing more and more Spanish language literature. That is a plus. The Hispanic community in our area is, however, a rather closed community. Hence, it has been a challenge to encourage people to come on a regular basis.

Submitted: January, 2018 by Sondra, GSR.

Subcommittee Reports

Elections

Nar-Anon Central California Region 2018 Elections Assembly

December 24, 2017

To all Nar-Anon Central California Region members. The following information is about the Nar-Anon Central California Region 2018 elections regional service assembly. The assembly will be held in July of 2018 at a venue as yet to be determined.

The Elections RSAs

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

The Elections Process

At the November 2017 Regional Service Committee (RSC) meeting, the RSC formed an ad hoc elections subcommittee, and established Scott N. (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 elections subcommittee.

At the December RSC, the elections subcommittee presented Scott N. as the interim chair. At the January RSA, the subcommittee will present the chair for confirmation by the assembly. The committee will present the elections agenda item and entertain questions and comments from the assembly. After the elections RSA motion is passed, 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, 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.

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

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
- 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 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.

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

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 Scott N., Chair@NarAnonCentralCA.org.

December 24, 2017

Reflection on Service

Service is not an extracurricular activity, it is a foundation of recovery. When asked the question, "What is the heart and soul of the Twelve Steps?" One of the founders of the original Twelve Step program answered, "That's easy, trust God, clean house, and help other." I hope you will consider being of service beyond the group level in order to keep our fellowship strong and healthy for many generations to come.

In gratitude,

Scott N.
Nar-Anon Central California Region Chair
Elections Subcommittee Chair
Chair@NarAnonCentralCA.org
https://www.NarAnonCentralCA.org

Guide to Regional Services Subcommittee Report

CCR Draft Guidelines Committee Report

January 8, 2018

The Guidelines Committee continues to fine-tune the Draft Guidelines for the region.

The incomplete draft guidelines are included in the agenda for review of progress. The Committee invites all members to review and to attend our Committee meetings via Skype on Mondays at 6 PM. Please contact Scott N. for Skype access information.

The Committee believes that the draft is very near completion and will be ready for submission to the fellowship for review in February and for Regional Assembly review and motion for acceptance at July Assembly.

Thank you,

Michael F.
Subcommittee Chair.

Literature Subcommittee Report

CCR Literature Committee

January 2018 Assembly Report

Our dedicated group consists of 5 willing members.

We meet on the second Sunday of month via Skype @ 8:30am.

This committee is grateful to have created a draft pamphlet titled Men Sharing Experience, Strength & Hope. M.E.S.H will be presented at the World Service Conference 2018 for consideration to be printed.

The editing of Tradition One Draft has been completed and submitted to Literature Committee on November 5, 2017. Our current project is the editing of the Tradition Two draft.

Submitted by,

JT - Chair

Outreach, Conventions, and Events

STATEMENT OF PURPOSE

This event is for the Central California Region in support of Central California Nar-Anon Family Groups. The marathon meetings help our fellowship by providing experience, strength and hope from speakers, group discussions & a panel discussion. Please join us with a great day of recovery!

SATURDAY - January 13, 2018

Monterey Conference Center - **ROOMS Colton II & III**
1 Portola Plaza, Monterey, CA 93940

9:30 AM - FELLOWSHIP

10:00 AM - *"Freedom from Desperation"*
Group Discussion; SESH pg. 13

11:00 AM - *"Freedom Just For Today"*
Group Discussion; SESH pg. 78

12:00 PM - LUNCH (on your own - local restaurants)

1:00 PM - *"Twelve Steps to Freedom"* - Speakers

1:45 PM - Drawing

2:00 PM - *"What It Was Like, What Happened & What It's Like Now"*
Panel Discussion

3:00 PM - *"Mother & Daughter Share"* - *Experience, Strength & Hope*

4:00 PM - CLOSING

NA PANEL with Nar-Anon participation Saturday 10:30AM - 12:15PM Room - San Carlos IV , Marriott Hotel
NA Main Speaker Meeting Saturday 7:30PM - 9:30 PM - Serra Ballroom in Monterey Conference Center

MBCNA VII - "The Promise Is Freedom" - Jan 12-14, 2018

2018 Nar-Anon Convention

SERVICE VOLUNTEERS SCHEDULE

	1 table - 6 ft Inside	2 tables - 6 ft Inside	1 table - 8 ft. Outside	1 table - 6 ft Outside
	SESSION SECRETARY	**7th TRADITION & DRAWING TICKETS SALES**	**PROGRAMS & LITERATURE & CD SALES**	**OUTREACH on NA SIDE**
9:00 - 10:00 am	**SCOTT C. Secretary** for ALL sessions	Carole & Linda	Laura & Lynn	_____?_____ & _____?_____
10:00 - 11:00 am		Kim K & Sandie	Janet & Glenna	_____?_____ & _____?_____
12:00 - 1:00 pm (lunch)		*Cyndy & Mary O*	*Cyndy & Mary O*	_____?_____ & _____?_____
1:00 - 2:00 pm		Sandra & Chris (couple)	Ashley & Cynthia	
1:45 DRAWING				
2:00 - 3:00 pm		Lorri & Sandra - 7th Tradition only	*Cyndy & Mary O*	
3:00 - 4:00 pm		Mary B & Tami - 7th Tradition only	*Cyndy & Mary O*	
10:30 - 12:15 NA PANEL **San Carlos #4 Marriott side**	Laura & Scott N.			

PROGRAM - Volunteers	
10:00 AM	**MARIE** - Discussion Starter
11:00 AM	**STEVE** - Discussion Starter
	Noon Lunch
1:00 PM	**SCOTT N & SCOTT C** - Speakers
2:00 PM	**ROXANNE & PAUL & JT** - Speakers
3:00 PM	**RUTH & CHELSEA** - Speakers

Multi-Regional Business Meeting

Moderated by: ?

Topic	Speakers / Leaders
Multi-regional meeting directory	Scott N
7th Tradition recap Discuss donation to WSO or other	?
Planning for 2019	

The Twelve Concepts of Nar-Anon Service ©

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Regular, two-way communications are essential to the fulfillment of all these concepts, and to the integrity and effectiveness of our services themselves.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance.

Speakers on Service

Speaker and Sharing sessions every hour from 9:00 a.m. until 4:00 p.m.
Saturday, February 17, 2018

Bakersfield Marriott, 801 Truxtun Ave, Bakersfield, CA 93301
Meetings are in the Hammons Room, down the hallway southeast from the hotel front desk
For directions to the hotel call 661-323-1900

About Nar-Anon ©

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve step program — we offer our help by sharing our experience, strength, and hope. We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes. We will respect your anonymity. Our program is not a religious one, but a spiritual way of life.

© Copyright 2014 Nar-Anon Family Group Headquarters, Inc.
Used with permission from Nar-Anon Family Group Headquarters, Inc.

Speakers on Service

Time	Topic	Speakers / Leaders
9:00 a.m.	Open Share on Events	The Bakersfield Group
10:00 a.m.	Literature	Chantal-High Desert; JT-Central Cal; Trudi-World Service
11:00 a.m.	They Do Not Govern	Ed W-Torrance; Ed H-Oakland
Noon	Spanish Language	*Robert is searching for a leader*
1:00 p.m.	Representing your Group - Being a GSR	*Paula will find speakers*
2:00 p.m.	Panel of the Delegates	Jocelyn-Central Cal.; Randa-High Desert; Val-So. Cal.; Paula-Nor. Cal.
3:00 p.m.	Open Share	*Scott C is searching for a leader*
4:00 p.m.	Outreach in your community	Ruth-Fresno; Robert-Bakersfield
7:00 p.m.	Multi-regional business meeting	*Moderator not yet selected*

The Twelve Traditions of Nar-Anon Family Groups ©

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1.Our common welfare should come first; personal progress for the greatest number depends on unity.

2.For our group purposes there is but one authority -- a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants -- they do not govern.

3.The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.

4.Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.

5.Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.

6.Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.

7.Every group ought to be fully self-supporting, declining outside contributions.

8.Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.

9.Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.

10.The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.

11.Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of mass media. We need guard with special care the anonymity of all NA members.

12.Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

© Copyright 2014 Nar-Anon Family Group Headquarters, Inc.
Used with permission from Nar-Anon Family Group Headquarters, Inc.

Website Report

Website Report

January 8, 2018

In October 2017, the RSC took a group conscience to expand the website. The expansion will allow for more pages, more functionality, and the ability to take payments. Though there has been not initiative to take payments online, it may be something that the region will explore in the future. The annual cost of the website went from $96 per year to $216. It is hoped each subcommittee will create and maintain a page on the site to attract trusted servants and to let the membership at large know about their activities.

The following pages contact Google analytic data about the site. Included at the end is information about the region's MailChimp email list.

If there are analytics you would like to see that are not presented, please let me know.

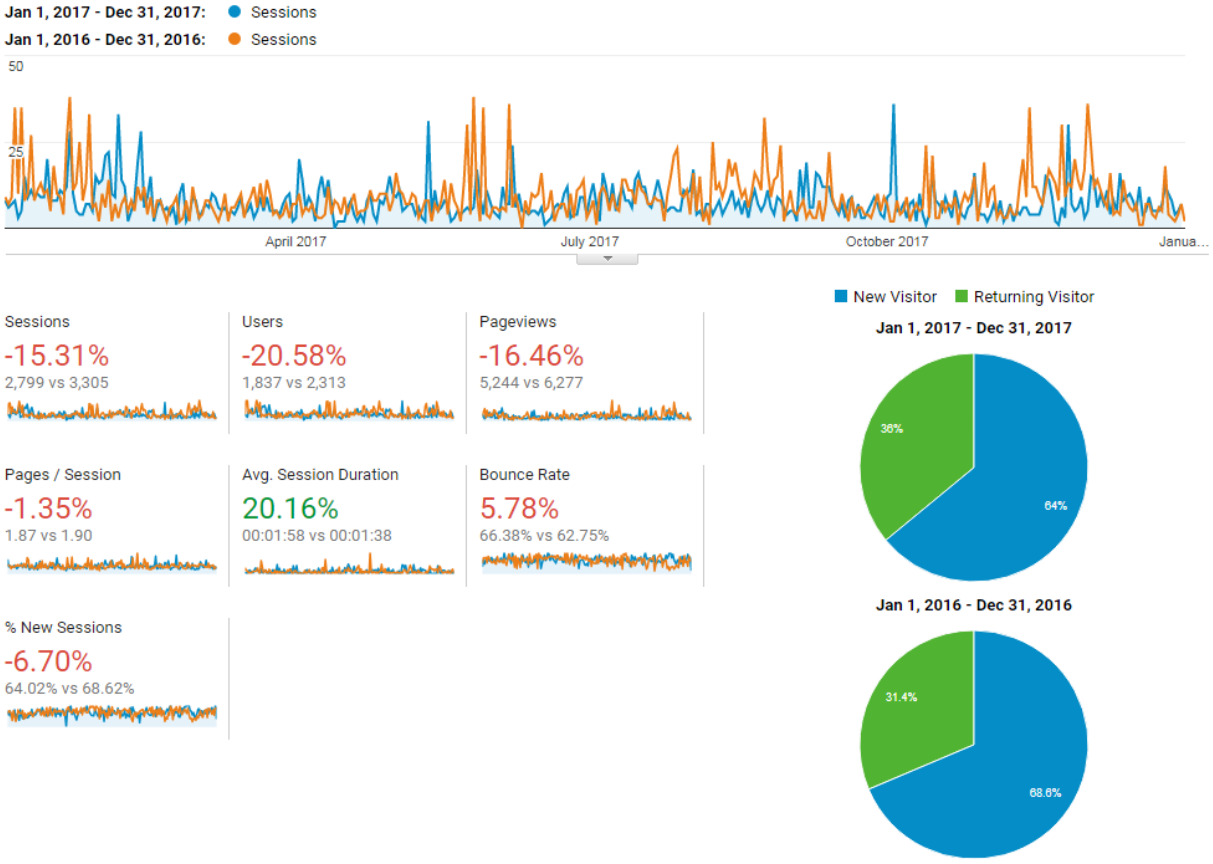
Scott N. S-)
Nar-Anon Central California Webmaster

Website Report

January 8, 2018

Google Analytics

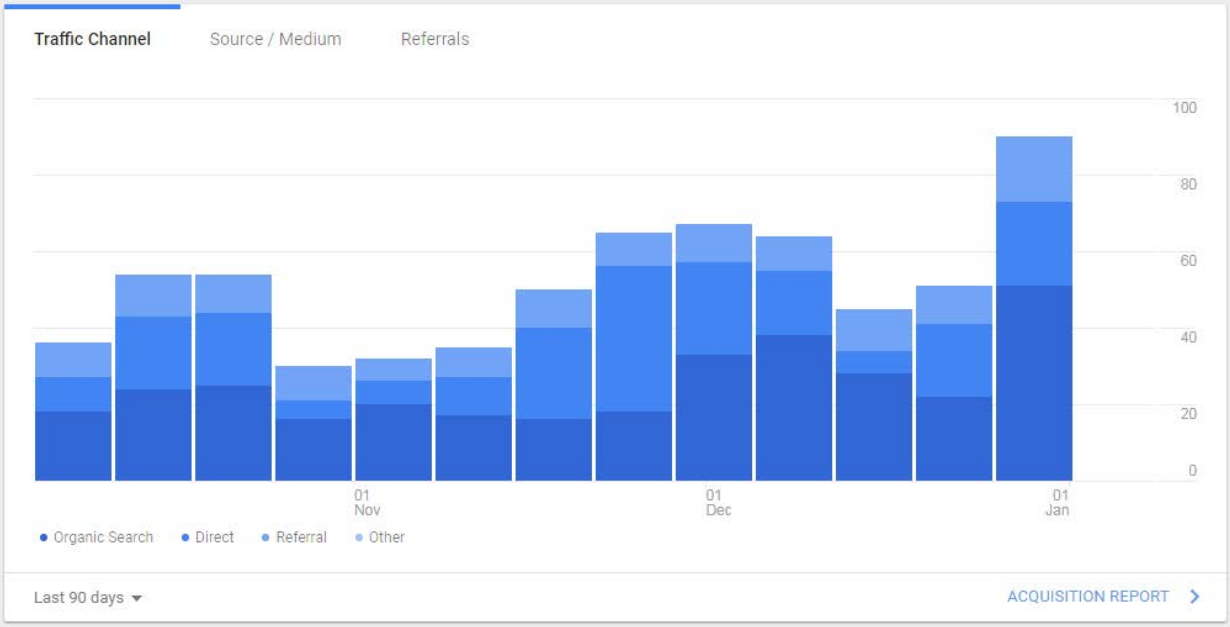
2017 / 2016 Website Analytics Comparison



Website Report

January 8, 2018

How do you acquire users?



What pages do your users visit?

Page	Pageviews	Page Value
/	405	$0.00
/meetings/meeting-list/	200	$0.00
/calendar/events/monterey2018	106	$0.00
/member-services/regional-assembly/	62	$0.00
/wso-find-a-meeting	62	$0.00
/calendar/events/	42	$0.00
/member-services/regional-assembly	38	$0.00
/member-services/take-back-to-meeting/	34	$0.00
/contact/contact/	25	$0.00
/about-nar-anon/what-is-nar-anon	24	$0.00

Last 90 days
PAGES REPORT

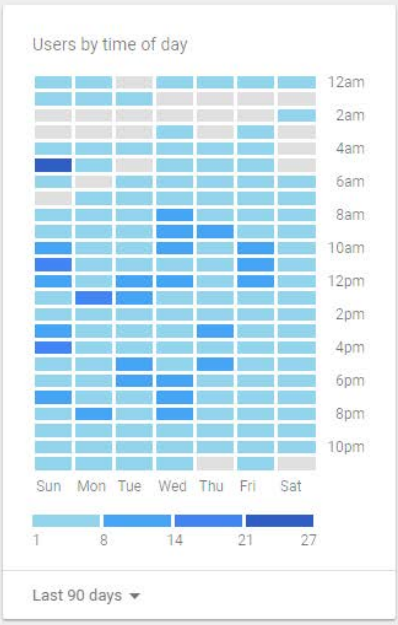
How are your active users trending over time?

Last 90 days
ACTIVE USERS REPORT

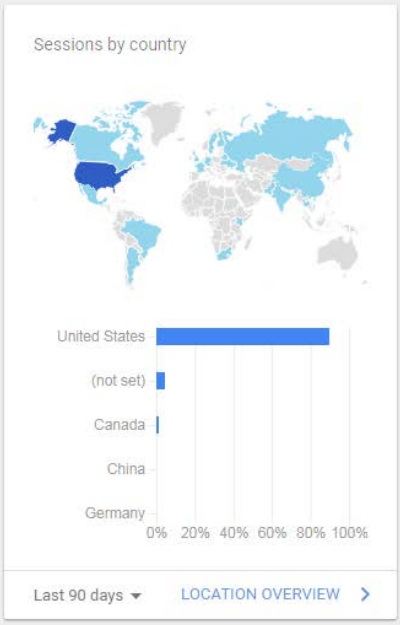
Website Report

January 8, 2018

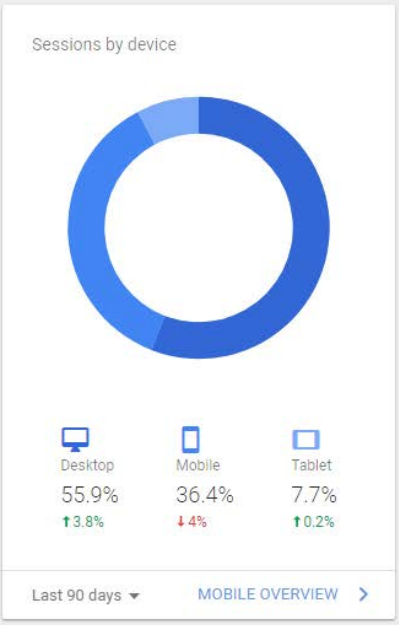
When do your users visit?



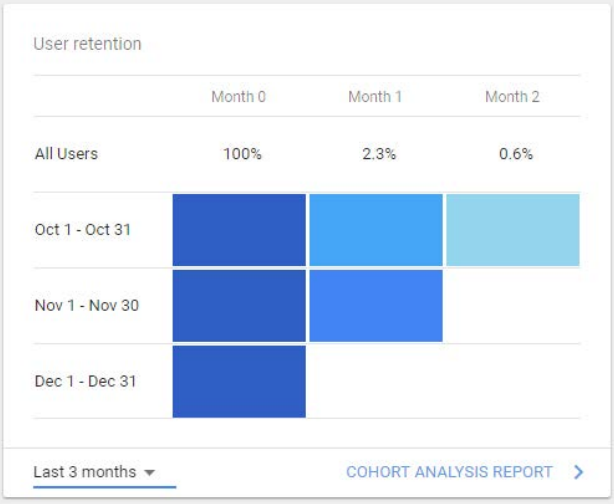
Where are your users?



What are your top devices?



How well do you retain users?



Website Report

January 8, 2018

Mail Chimp Email List

Overview

49	0	5	0
Subscribed Contacts	Non-subscribed Contacts	Unsubscribed Contacts	Cleaned Contacts

List performance

Average open rate	54.3%	Average click rate	9.9%
Average subscribe rate	100.0%	Average unsubscribe rate	0.1%

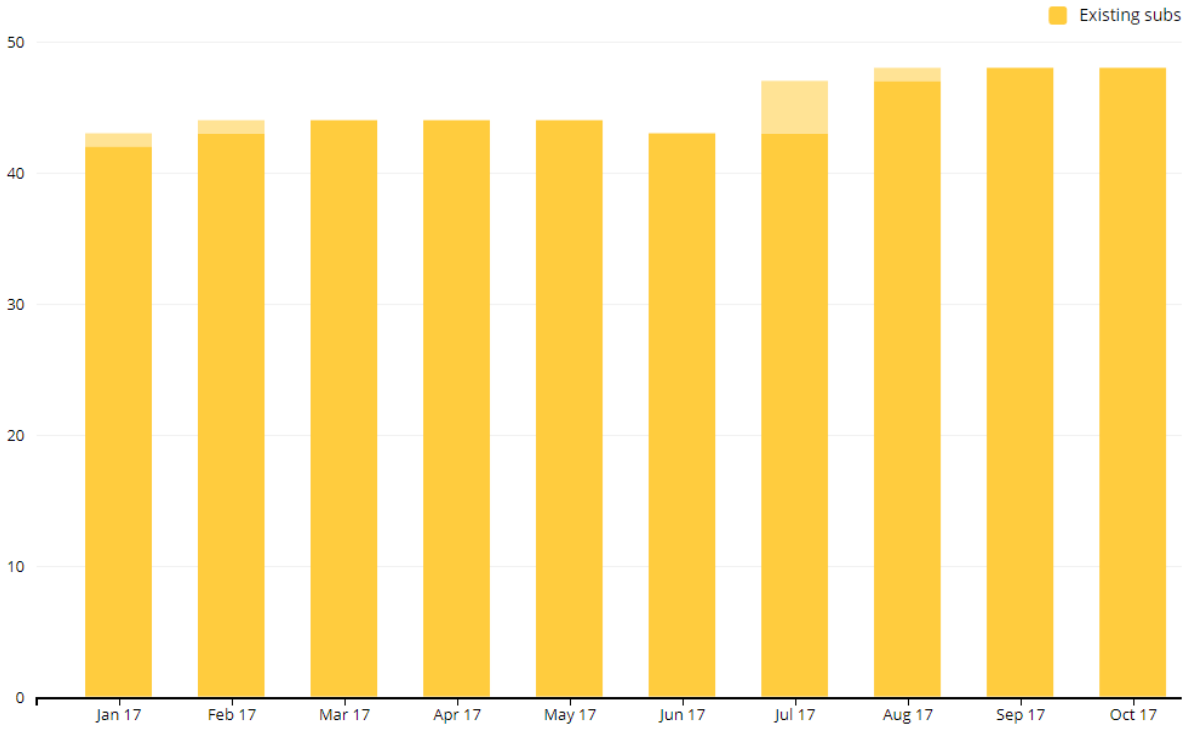
Top Email Clients

Desktop	55.3%	Mobile	44.7%
Gmail	31.9%	iPhone	38.3%
Apple Mail	12.8%	Chrome Mobile	4.3%
Outlook 2013	6.4%	Safari mobile	2.1%
AOL	2.1%		
Hotmail	2.1%		

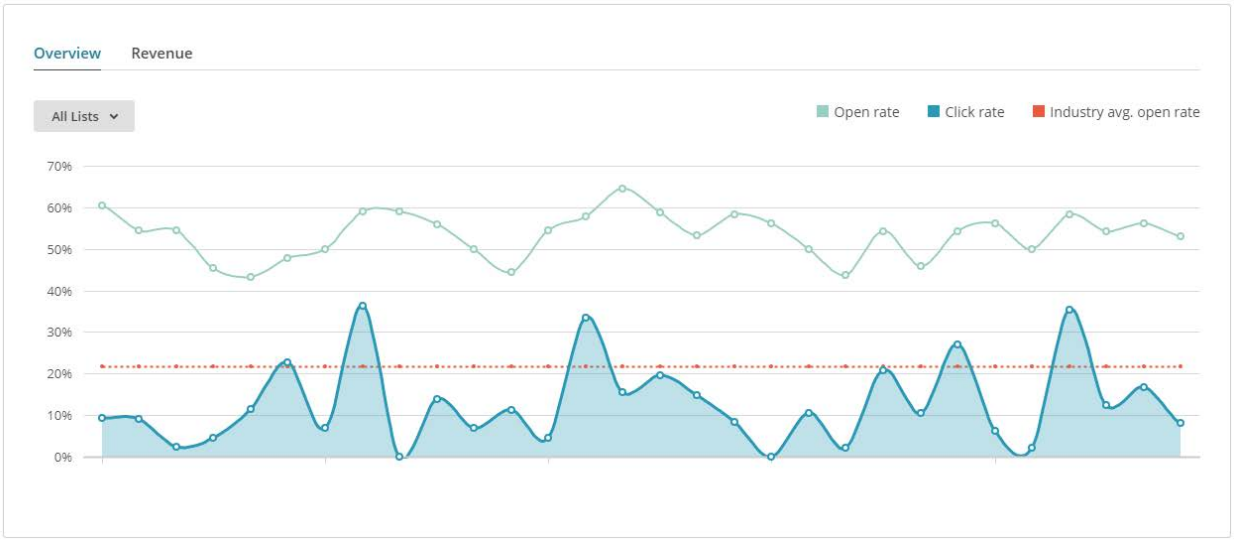
Website Report

January 8, 2018

Audience Growth



Campaign Effectiveness



Meeting Directory

ARROYO GRANDE

Grace Bible Church
100 Rodeo Drive
Arroyo Grande, CA 93420
The meeting room is the last door on the left, past the main entrance & opens onto the parking lot.
Tuesdays, 10:30 am

ATASCADERO

The Redeemer Lutheran Church
4500 El Camino Real
Atascadero, CA 93422
Park in back. Meets downstairs.
Tuesdays, 6:00 PM

The Redeemer Lutheran Church
4500 El Camino Real
Atascadero, CA 93422
Park in back. Meets downstairs.
Fridays, Noon

CAMARILLO

Camarillo Health Care District
3639 Las Posas Road
Camarillo, CA 93010
Building E - Suite 117
Thursdays, 7:00 PM

CARMEL

Carmel Presbyterian Church
Junipero Street, CA 93953
On Junipero across from Carmel Plaza. In church building on street level, enter from sidewalk/parking lot through glass doors.
Wednesdays, Noon

GILROY

First Baptist Church
8455 Wren Avenue
Gilroy, CA 95020
Meets in room 202.
Thursdays, 7:30 PM

HOLLISTER

Oasis Gym
190 Maple Street
Hollister, CA 95023
Enter on right hand side of building, third door down. Contact: HollisterNarAnon@Gmail.com.
Thursdays, 7:00 pm

LOS GATOS

Faith Lutheran Church
16548 Ferris Avenue
Los Gatos, CA 95032
Meets in Room 13. Enter through back of parking lot.
Sundays, 7:00 pm

Mission Oaks Hospital
15891 Los Gatos Almaden Road
Los Gatos, CA 95032
Mission Oaks Hospital (2nd Floor).
Thursdays, 7:30 pm

MONTEREY

St. James Episcopal Church
381 High Street
Monterey, CA 93940
Large wooden house, use back door and upstairs.
Tuesdays, 6:30 PM

MONTEREY

St. Timothy Lutheran Church
52 Soledad Drive
Monterey, CA 93940
Newcomers welcome at 8:45 AM.
Saturdays, 9:00 AM

SALINAS

Lincoln Avenue Presbyterian Church
536 Lincoln Avenue
Salinas, CA 93901
Thursdays, 6:30 PM

SANTA BARBARA

Trinity Evangelical Lutheran Church
909 North La Cumbre Road
Santa Barbara, CA 93110
Fridays, 6:00 PM

SANTA CRUZ

Trinity Evangelical Lutheran Church
1156 High Street
Santa Cruz, CA 95064
Thursdays, 2:00 PM

SCOTTS VALLEY

The Camp Recovery Center
3192 Glen Canyon Road
Scotts Valley, CA 95066
Meets in Bison Center.
Fridays, 6:30 PM to 7:45 PM

SEASIDE

Monterey Peninsula Buddhist Temple
1155 Noche Buena Street
Seaside, CA 93955
Parking in the rear. Meeting in smaller building on the left as you enter the temple gates.
Mondays, 6:30 PM

VENTURA

21 North Dunning Street
Ventura, CA 93003
Meeting is held in the Parish House, side room facing Dunning.
Wednesdays, 7:00 PM

WATSONVILLE

Lutheran Community Church
95 Alta Vista Avenue
Watsonville, CA 95076
(831) 200-3756
The meeting is held in Adam Dan Hall in back of the church. More information: (831) 200-3756 and WatsonvilleNarAnon@Gmail.com.
Wednesdays, 6:00 PM

Meeting day, time, and venue are subject to change without notice. Please visit the WSO website for the latest meeting information, www.Nar-Anon.org.

Meeting List Updated 1/8/2018

WHAT IS NAR-ANON?

Are you sick and tired of being sick and tired? Have you tried everything you can think of to change the addict and nothing seems to work? Don't give up. There is hope. You are at a turning point. If you would like your life to be different, Nar-Anon can offer you a better way to live. You will meet people at Nar-Anon meetings who understand your frustration.

Nar-Anon is a fellowship for families and friends of addicts whose lives have been or are being affected by someone else's addiction.

The Nar-Anon Family Group is primarily for you who know or have known a feeling of desperation concerning the addiction problem of someone very near to you.

When you come into the family group, you are no longer alone but among true friends who understand your problem as few others could. We will respect your confidence and anonymity, as we know you will respect ours. We hope to give you the assurance that no situation is too difficult and no unhappiness is too great to be overcome.

Excerpt taken from *Affected by a Loved One's Addiction?* © 2016 Nar-Anon Family Group Headquarters, Inc.

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(310) 534-8188 — (800) 477-6291
www.nar-anon.org

Nar-Anon Family Groups

Central California Region

Meeting Directory

Nar-Anon offers hope for relatives and friends of addicts

www.NarAnonCentralCA.org

Nar-Anon Central California Region Meetings

City	Title	Location Name	Address	State	Zip	Day/Time	Area	Notes	URL	Group ID
Arroyo Grande	Key to Survival	Grace Bible Church	100 Rodeo Drive	CA	93420	Tuesdays, 10:30 am	Central Coast	The meeting room is the last door on the left, past the main entrance & opens onto the parking lot.		131-104
Atascadero	Bridge to Serenity	The Redeemer Lutheran Church	4500 El Camino Real	CA	93422	Fridays, Noon	Central Coast	Park in back. The meeting is downstairs.		131-034
Atascadero	Candle Light	The Redeemer Lutheran Church	4500 El Camino Real	CA	93422	Tuesdays, 6:00 pm	Central Coast	Park in back. The meeting is downstairs.		131-033
Camarillo	Camarillo Nar-Anon Family Group	Camarillo Health Care District	3639 Las Posas Road	CA	93010	Thursdays, 7:00 pm	Southern	At northeast corner of North Ponderosa Drive and Las Posas Road, in building E, Suite 117		131-112
Carmel	Serenity by-the-Sea	Carmel Presbyterian Church	Junipero Street	CA	93953	Wednesdays, Noon	North Coast	On Junipero across from Carmel Plaza. In church building on street level, enter from sidewalk/parking lot through glass doors.		131-075
Gilroy	Guide to Serenity	First Baptist Church	8455 Wren Avenue	CA	95020	Thursdays, 7:30 pm	Central Valley	Meets in room 202.		131-009
Hollister	Stairway to Freedom	Oasis Gym	190 Maple Street	CA	95023	Thursdays, 7:00 pm	Central Valley	Enter on right hand side of building, third door down. Contact: HollisterNarAnon@Gmail.com.		131-087
Los Gatos	Peace and Serenity on Sunday	Faith Lutheran Church	16548 Ferris Avenue	CA	95032	Sundays, 7:00 pm	North Coast	Meets in Room 13. Enter through back of parking lot.		131-011
Los Gatos	Vision of Hope	Mission Oaks Hospital	15891 Los Gatos Almaden Road	CA	95032	Thursdays, 7:30 pm	North Coast	Mission Oaks Hospital (2nd Floor).		131-010
Monterey	Circle of Hope	St. Timothy Lutheran Church	52 Soledad Drive	CA	93940	Saturdays, 9:00 am	North Coast	Newcomers welcome at 8:45 am.		131-029
Monterey	In the Solution	St. James Episcopal Church	381 High Street	CA	93940	Tuesdays, 6:30 pm	North Coast	Large wooden house, use back door and upstairs.		131-028
Salinas	Sweet Serenity	Lincoln Avenue Presbyterian Church	536 Lincoln Avenue	CA	93901	Thursdays, 6:30 pm	Central Valley			131-030
Santa Barbara	I Can Be Free	Trinity Evangelical Lutheran Church	909 North La Cumbre Road	CA	93110	Fridays, 6:00 pm	Southern		http://www.NarAnonSantaBarbara.org/	131-066
Santa Cruz	Nar-Anon UCSC	UCSC the Cove	1156 High Street	CA	95064	Thursdays, 2:00 pm	North Coast			131-126
Scotts Valley	Sharing Experience, Strength, and Hope	The Camp Recovery Center	3192 Glen Canyon Road	CA	95066	Fridays, 6:30 pm to 7:45 pm	North Coast	Meets in Bison Center.		131-025
Seaside	Monday Nite Miracles	Monterey Peninsula Buddhist Temple	1155 Noche Buena Street	CA	93955	Mondays, 6:30 pm	North Coast	Parking in the rear. Meeting in smaller building on the left as you enter the temple gates.		131-031
Ventura	Ventura Nar-Anon Family Group	College Methodist Church	21 North Dunning Street	CA	93003	Wednesdays, 7:30 pm	Southern	Meeting is held in the Parish House, side room facing Dunning.		131-113
Watsonville	Watsonville Nar-Anon Family Group	Lutheran Community Church	95 Alta Vista Ave	CA	95076	Wednesdays, 6:00 pm	North Coast	The meeting is held in Adam Dan Hall in back of the church. More information: (831) 200-3756 and WatsonvilleNarAnon@Gmail.com.		131-102

Draft Guide to Regional Services

NAR-ANON FAMILY GROUPS'

GUIDE TO REGIONAL SERVICES

CENTRAL CALIFORNIA REGION

2017

TABLE OF CONTENTS

Introduction....6
Group Structure....6
Group Service Representatives (GSR)....6
GSR....6
Alternate GSR....7
Substitute GSR....7
Healthy Meetings....7
Group Finances....8
Prudent Reserve....8
Use of Group Funds....9
Area Structure....10
Area Service Committee (ASC)....10
ASC Officers....10
Interim Officers....12
Removal and Resignation of Officers....12
ASC Meetings....13
Election ASC Meetings....14
Interim ASC Meetings....16
Non-Area Affiliated Groups....16
Regional Structure....17
Regional Service Committee (RSC)....17
RSC Officers....17
Interim Officers....20
Removal and Resignation of Officers....20
RSC Meetings....20
RSC Policies and Procedures....21
Financial Policies....23
Subcommittees....24
Removal and Resignation of Subcommittee Chairs....25
Regional Delegates....30
Delegate....30
Alternate Delegate....31
Regional Service Assembly (RSA)....31
Group Registration....32
Substitute GSR....32
RSA Agendas....33
Election RSAs....33
Interim RSAs....35
Service....35
Twelve Concepts of Nar-Anon Service....35
Sponsorship....36

DRAFT

Speakers 36
Guidelines for Selecting Speakers 37
Guidelines for Nar-Anon Speakers 37
Guidelines for NA Speakers 37
Nar-Anon Outreach Speaking 38
Abbreviations & Acronyms 38
Forms

- Nar-Anon Central California Region Group Service Representative (GSR) and Alternate GSR Registration Form
- Nar-Anon Central California Region Area Service Committee and Regional Service Assembly Registration Form
- Nar-Anon Central California Region Group/Area Contribution Form
- Nar-Anon Central California Region Group/Area/Region Contribution Form
- Nar-Anon Central California Region Delegate and Alternate Delegate Group Visit Expense Form

DRAFT

PREAMBLE

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

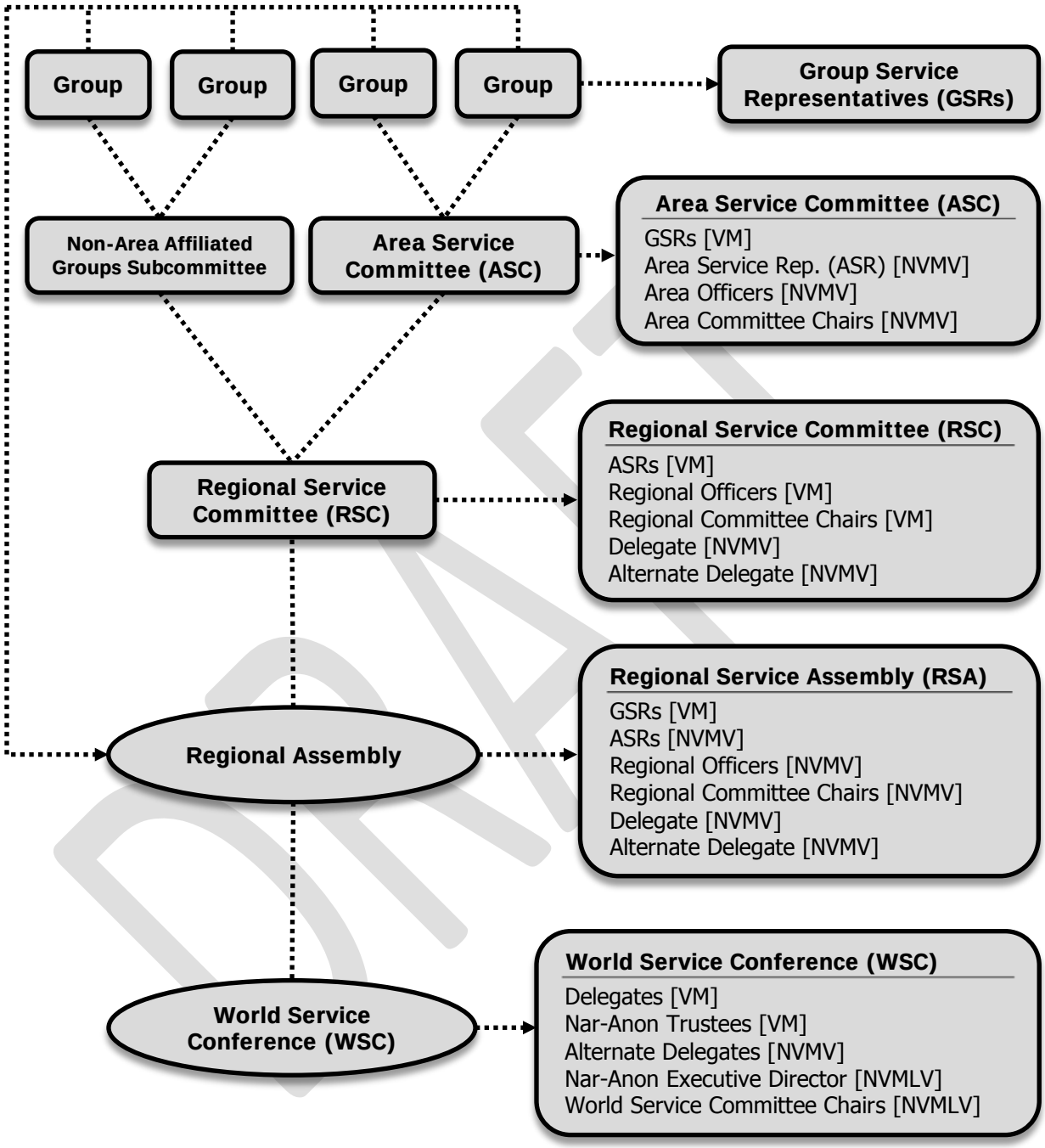
VISION STATEMENT

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- Letting them know they are no longer alone.
- Practicing the Twelve Steps of Nar-Anon.
- Encouraging growth through service.
- Making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- Changing our own attitudes.

NAR-ANON SERVICE STRUCTURE



Key

[VM] – Voting Member with Voice
[NVMV] – Non-Voting Member with Voice
[NVMLV] – Non-Voting Member with Limited Voice

Introduction

The *Central California Guide to Regional Services* (CCGRS) is guided by the Nar-Anon Family Groups *Guide to Local Services* (GLS) and *Guide to World Services* (GWS). Where there are differences, the GRS supersedes the GLS and GWS.

The purpose of the CCGRS is to guide regional trusted servants in service elements of this region that make it distinct and unique from other regions. The GLS and GWS are the main guiding documents for the region and the CCGRS is meant to work in conjunction with and not replace the GLS and GWS. As the GLS and GWS are modified by the Conference, the Regional Service Committee (RSC) shall revisit the CCGRS to assure it is in agreement with the principles and direction of the GLS and GWS.

The CCGRS can be modified by a two-thirds majority vote of the assembly. Spelling, grammatical, and formatting changes that do not change intent of the document can be made at the direction of the RSC with notification to the RSA as an agenda item.

Group Structure

Organizing a group should be kept simple. Officers are elected by group conscience to serve for a period decided by the group, often from two to six months. Regular rotation of service in positions throughout the fellowship gives members the privilege of serving. Officers are trusted but servants, as they do not govern. Groups need a meeting leader, sometimes called a chair or secretary. A group may also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each group also needs a group service representative who participates in the wider service organization of Nar-Anon.

Group Service Representatives (GSR)

The GSR is a vital link in continuing the functioning, growth, and unity of the worldwide Nar-Anon fellowship. It is suggested that GSRs are elected by their groups for a two-year term for consistency of rotation with the area and region, however, group conscience will determine the actual length of service.

GSRs should be members with experience and continuity in the Nar-Anon program and an understanding of the Twelve Traditions and Twelve Concepts of Service. It is suggested that each group have an alternate GSR.

GSR

Duties:

- Becomes familiar with the Nar-Anon Guides for Local, Regional, and World Services
- Attends ASC meetings and RSAs, then reports information to the group
- Votes their group's conscience at ASC meetings and RSA
- Completes and submits the GSR registration form to the Regional Service Committee (RSC) secretary (a sample form is found at the end of the GLS - http://www.nar-anon.org/service-literature/)
- Brings group's viewpoint on any situation or problem to area meetings or RSA
- Reads regional *Take Back to Meeting Information and Announcements* during announcements period at group meetings. It is suggested announcements are made over three consecutive weeks. A hard copy might be left in the meeting notebook, in case the GSR and alternate GSR are not in attendance.

When a GSR is elected to be an ASC officer, RSC officer, delegate, or alternate delegate they no longer serve as GSR.

Alternate GSR

Duties:

- Becomes familiar with the Nar-Anon Guides for Local, Regional, and World Services
- Perform GSR's duties in GSR's absence
- Attend RSA and area meetings
- May serve on one or more RSA or RSC subcommittees, and may serve as chair
- Should be willing to become GSR at the end of the current GSR's term

When an Alternate GSR is elected to be an ASC officer, RSC officer, delegate, or alternate delegate they no longer serve as Alternate GSR.

Substitute GSR

A Substitute GSR provides their group with a voice and a vote at an ASC meeting or RSA for which they are registered. This is consistent with one vote per group. The Substitute GSR will report back to the group as the GSR would. Only the process of registration, utilizing the *Area Service Committee and Regional Service Assembly Registration Form* found in back of the GRS, authorizes the Substitute GSR. Authorization for substitution is only valid for one ASC or RSA.

Healthy Meetings

Every group may be a little different from another. Groups choose which pieces of Conference Approved Literature (CAL) are read at their meetings. Groups decide the number of meetings held per week and how long meetings last. Each group is autonomous but still has a responsibility to work within Nar-Anon guidelines. Imagine

that all Nar-Anon groups make up one worldwide meeting. Every member should be able to attend any meeting in the world and feel welcome and safe, knowing they have the support of the entire Nar-Anon fellowship. To understand how to have a healthy group, we need to be aware of what leads to unhealthy meetings.

Healthy Meetings:

- Start and end on time
- Read steps and traditions at each meeting
- Read only from Conference Approved Literature (CAL)
- Hold step and tradition study meetings
- Hold regular business meetings (see GLS sections 4-3 through 4-5)
- Become familiar with the Guide to Local Services and Guide to Regional Services
- Encourage sponsorship
- Respect each member's viewpoint

For a better understanding of what a healthy group is, view the following service documents on the WSO website at this URL: http://www.nar-anon.org/service-literature/

Service literature for meetings:

- *Appropriate Sharing & Crosstalk* (S-308)
- *Guidelines for Healthy Meetings* (S-303)
- *Let's Talk About Anonymity* (S-307)
- *Nar-Anon Group Inventory* (S-316)
- *Sample Format for Beginner Meetings* (S-319)
- *Sample Format for Nar-Anon Meetings* (S-304)
- *Group Conscience and Business Meetings* (S-305)

Group Finances

Prudent Reserve

A prudent reserve is an agreed upon amount to be held in reserve for operating expenses. Operating expenses vary depending on the group conscience. Operating expenses are costs that allow operations to continue; not budget items. It is suggested that a prudent reserve equal three months of the group's operational expenses, which may include the following:

- Rent
- Literature
- Travel expense for GSR to RSA
- Outreach

- Photocopying, postage
- Website

Each group decides its prudent reserve with a group conscience. It is suggested that monies accumulated in excess of the prudent reserve be sent to the next service levels based on a group conscience (see *Donations to Area, Region, and WSO* section).

Use of Group Funds

Meeting Space

The Seventh Tradition suggests that groups pay for its meeting space. Providing Nar-Anon/Narateen Conference Approved Literature (CAL) to a facility is an appropriate alternative where monetary payments may not be accepted.

Literature

Groups purchase CAL from WSO for use at meetings, outreach, and to sell to members. Donations to WSO may be included with literature orders. Only CAL may be purchased with group funds.

GSR Travel Expenses

Group funds may be used to pay for the GSR's travel expenses to RSAs.

Donations to Area, Region, and WSO

Group support of the fellowship is accomplished through regular donations to the area, region, and WSO. Groups may choose to allocate funds in excess of the group's budget and prudent reserve for donation beyond the group level. Two suggestions are to send the following percentages to service arms.

- 75% to area
- 15% to region
- 10% to WSO

In the event there is no area:

- 80% to region
- 20% to WSO

Some groups send quarterly donations. Group conscience determines the group's actual donations and when donations are given. Areas may pass on donations in excess of their budget to the region and WSO. The region may pass on donations in excess of their budget to the WSO. Groups, areas, and the region may include the *Group/Area* and *Group/Area/Region Contribution Forms* (included in the *Forms* section at the end of this guide) when sending donations to the region and WSO.

Refreshments and Supplies

Group funds may be used to purchase refreshments and supplies for group purposes.

Childcare

Some members must bring their children to meetings. Using group funds or taking a special collection to pay for childcare at meetings is within a group's autonomy.

Gifts to Members

Group funds are only used for group purposes, not for personal gifts to members, such as baby showers, flowers for the sick, or financial assistance to needy members. Members may provide such gifts on an individual basis outside the group.

Area Structure

An area is a network of groups that have joined together to support each other, provide a single point of communication, and facilitate two-way communication between groups and region. The formation of an area rests solely with the groups.

Area Service Committee (ASC)

The ASC's purpose is to develop, coordinate, and maintain services on behalf of the Nar-Anon groups it serves. The ASC's plans for general improvement of groups by holding regular business meetings. ASC members perform duties described in this guide and follow parliamentary procedures (Robert's Rules of Order). Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups, and are bound by the Twelve Traditions and Twelve Concepts of Service.

State laws require a minimum of chair, treasurer, and secretary positions for any committee needing banking services, therefore an ASC cannot exist without these positions filled.

ASC Officers

ASC officers are the area service representative (ASR), secretary, and treasurer. The ASR is the ASC chair. Officers are elected to serve for two years. New officers' terms start as soon as bank requirements are fulfilled in approximately thirty to sixty days after the election ASC meeting. When a GSR is elected to be an ASC officer, they no longer serve as GSR. To be of utmost benefit to those they serve, it is recommended that officers

DRAFT

attend Nar-Anon meetings on a regular basis. ASC officers may serve two full consecutive terms, in addition to any interim term served.

Area Service Representative (ASR)

The chair should have leadership and organizational skills and be capable of conducting business meetings. Recommended experience for this position is a minimum of one term as a GSR.

Duties:

- At the beginning of the term, establish signature on the area bank account
- Presides over ASC meetings
- Stays informed of subcommittee activities and is available for support
- Attends RSC and RSA
    - Votes area's group conscience
    - Brings matters of group misunderstandings or concerns
    - Reports on area activities, outreach, events and a financial summary
- Visits area groups providing support and direction, particularly new groups
- Supports members starting new groups
- Works with groups to understand and apply the Twelve Traditions and Twelve Concepts
- Provides a current GSR contact list to RSC secretary
- Reminds GSRs to update group registration form on the WSO website
- Verifies disbanded groups to the RSC and WSO
- Assists the delegate in informing GSRs regarding WSO activities and WS Conference (WSC) process and results
- Responsible for committee correspondence
- Has post office box access

An ASR may be a region officer. If an ASR holds office at the regional level, they may only vote as an ASR at RSC meetings. An ASR may not vote at an RSA.

Secretary

The secretary keeps accurate ASC meeting minutes. Recommended experience for this position is one year minimum service in Nar-Anon.

Duties:

- At the beginning of the term, establish signature on the area bank account
- Works with area officers to plan meeting agenda

DRAFT

- Submits a draft agenda to GSRs in time to add items under new business
- Distributes minutes to ASC within 14 days of meeting date
- Maintains ASC archives and minutes for incoming secretary
- Updates a log of approved ASC policy motions
- Maintains a current GSR directory
- Informs RSC when ASC officers change

Treasurer

The treasurer is the custodian of the ASC's finances and bank account. Recommended experience for this position is one year minimum service in Nar-Anon.

Duties:

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

Interim Officers

If ASC positions become vacant between ASC meetings, interim officers can be appointed by the ASC. Recommended experience for each position is the same as for officers being replaced. An officer fulfilling an interim term is eligible for two additional terms.

Removal and Resignation of Officers

ASC officers may be removed from their positions by the ASC after written notification of non-compliance. Non-compliance includes, but is not limited to, failure to fulfill duties, and failure to attend two consecutive regular ASC meetings without prior notification to the chair. It is within the ASC's discretion to accept a written report in lieu of attendance. A two-thirds majority vote of ASC members is required for removal.

DRAFT

If removal or resignation occurs, that position shall be filled on an interim basis by the ASC majority vote. The chair will call an interim ASC for a special election to fill position until the next election ASC.

ASC Meetings

ASC meetings are held in a mutually agreed time and location. It may include participation via conference calls. These meetings are attended by area officers, GSRs, and subcommittee chairs. ASC meetings are open to all Nar-Anon members. At the chair's discretion, speaking by nonvoting members may be limited. It is suggested ASC meetings be held at minimum twice a year. A sample ASC meeting agenda may be found in the GLS. Members conduct business following Robert's Rules of Order. ASC meetings are a vital link between groups and the area.

Voting members are GSRs, or in their absence, alternate GSRs, or in their absence, a substitute GSR as described in the *Substitute GSR* section of the *Regional Service Assembly (RSA)* section. This is consistent with one vote per group.

To conduct business, a quorum of 51% of the area's GSRs voting their group's conscience is required. In the case of a tie, the motion fails. Failed motions may be reconsidered by a motion and second to reconsider. Discussion and vote follows, and majority rules.

ASC business:

- Set ASC policies and procedures
- Develops and approves ASC budget
- Elects area officers
- Receives and discusses
    - ASC officers' reports
    - GSR group reports
    - subcommittee reports
- Reviews, discusses, and disseminates information from the WSO and region, such as
    - *The NFG Guide to Local Services*
    - *The NFG Guide to World Services*
    - steps, traditions, and concepts
    - new Conference Approved Literature (CAL)
    - *Conference Agenda Report* (*CAR*)
- Establishes subcommittees, such as events, Narateen, outreach, technology services, and others as deemed necessary
- Coordinates area events
- Organizes workshops for sponsorship, service positions, step/tradition study

DRAFT

- Shares outreach resources (e.g., hospitals, institutions, public information)
- Encourages writing submissions to the World Service (WS) Literature Committee, and articles of interest to the *Serenity Connection*
- Discusses and seeks to resolve group concerns
- Refers unresolved concerns to region

Election ASC Meetings

It is suggested election ASC meetings are held in July of odd numbered years to elect new ASC officers. GSRs, being voting members, are strongly encouraged to attend.

When an officer cannot fulfill their term, the position shall be filled on an interim basis either by ASC majority vote, or the chair may call for an interim ASC meeting for a special election to fill the interim office, or wait until the next election ASC meeting. An elected interim officer is eligible for two additional terms. Interim positions have a voice and a vote on the ASC.

No member shall hold more than one office at a time or hold the same office more than two consecutive terms, in addition to any interim term served.

When a subcommittee is formed, it chooses an interim chair until the next ASC confirms. Interim chairs have a voice and vote on the ASC.

Election Process before Election ASC Meeting

1) In January the ASC calls for the formation of an ad hoc elections subcommittee, and establishes a point of contact for the formation of the subcommittee. ASC requests member participation in the ad hoc elections subcommittee, via GSR or other announcements in meetings. The point of contact will facilitate the subcommittee appointing a chair.
2) In February the elections subcommittee presents the interim chair to the ASC for confirmation. The subcommittee then drafts an agenda item for the next ASC meeting. The agenda item is to include, but is not limited to:
   a) List of open positions: ASR, secretary, and treasurer
   b) Descriptions of positions and suggested experience (see the *Regional Structure* section of this document)
   c) Timeline for nomination period and the election (as defined below)
   d) Determine an email address for nominations to be sent
   e) Nomination invitation to be sent to groups via GSR or other announcements in meetings.
3) In March, the ASC reviews and approves the subcommittee's agenda item. The subcommittee sends notification that the nominations period is open. Notification

will include a list of open positions, suggested experience for positions, description of positions, timeline for nomination period, and nomination email address. A nomination invitation will be sent to groups via GSR or other announcements in meetings.

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.

4) In April, nominees who have accepted nomination submit a statement of qualifications to the subcommittee via email.
5) In May, the subcommittee creates a ballot and drafts a slate of nominees for ASR, secretary, and treasurer for the elections ASC meeting agenda, including each nominee's statement of qualifications. Ballots will allow for write-in nominees.
6) In June, elections subcommittee disseminates anonymous ballots to GSRs. GSRs take a group conscience to provide guidance for selecting ASR, secretary, and treasurer at the elections ASC meeting. The ballots will be sent via GSR or other announcements in meetings.

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

Election Process at Elections ASC Meeting

1) The elections process is the first agenda item. A representative from the elections subcommittee recaps nominees and asks for nominations from the floor by position; in order of ASR, secretary, and treasurer. Floor nominations are given an opportunity to share their qualifications.
2) GSRs are given ample time to consider new nominations before voting. GSRs submit their anonymous ballot to the subcommittee.
3) Two subcommittee members tally the ballots. In case of a tie, a new ballot is issued for tied positions. The process is repeated for a maximum of three tie-breaker ballots. If a tie persists, the position is determined by a short-straw process to eliminate one nominee. The short-straw process is repeated until one nominee is selected for the position.
4) If someone is elected to multiple positions, that person selects one position, and the remaining position(s) is determined by the next highest tally.
5) An elections subcommittee representative reads the results and then hands the meeting back to the chair to continue with other business of the ASC.
6) The motion to dissolve the elections subcommittee until the next elections cycle can now be made.
7) The secretary includes a signature block in the elections ASC meeting minutes for ASR and Secretary to sign and validate for presentation to the bank in compliance

with 501(c)(3) non-profit status.

8) Signed minutes, ballots, tally sheets, and records of tie breakers are submitted to the ASC secretary for scanning and upload to the ASC's electronic document storage system.
9) The new officers start their term upon the bank's acceptance of the transfer of leadership.

Interim ASC Meetings

Interim ASC meetings may be called by the chair, as needed between regularly scheduled ASC meetings, to discuss critical matters affecting the area.

Non-Area Affiliated Groups

Groups are encouraged to create areas. Areas establish group representation at the RSC and provide more efficient and responsive services. It is encouraged that non-area affiliated groups form areas as the number of groups increase. If the group density makes forming an area impossible, groups may choose to be a non-area affiliated group.

The region may establish a subcommittee of non-area affiliated groups. The subcommittee is comprised of GSRs from groups not associated with an area. The subcommittee's purpose is to provide non-area affiliated groups' representation at the RSC (see RSC subcommittees). When a subcommittee is formed an interim chair is chosen, then presented at the RSA for confirmation. A chair is elected and confirmed to serve for one year. The term of service begins following confirmation. A chair may serve two full consecutive terms, in addition to any interim term served.

Chair

The chair provides two-way communication between groups and the RSC. Recommended experience for this position is one year continuous service in Nar-Anon.

Duties:

- Presides over subcommittee meetings
- Attends RSC meetings
    - Votes subcommittee's group conscience
    - Brings matters of misunderstandings or concerns
    - Reports on activities, outreach, and events
- May visit groups providing support and direction, particularly to new groups
- Supports members starting new groups
- Helps groups understand and apply Twelve Traditions and Twelve Concepts of

Service
- Provides a current GSR contact list to RSC secretary
- Reminds GSRs to update group registration form on WSO website
- Notifies RSC and WSO when groups disband
- Responsible for subcommittee correspondence

Regional Structure

CCR was established in February 2014 and is comprised of Nar-Anon Family Groups located within Central California that have determined that being in the CCR best serves their members interests.

CCR supports areas and groups by providing opportunities to communicate with each other, acting on behalf of their common interest, and encouraging growth of the fellowship. The structure consists of the RSC and the RSA.

The region's purpose is to support and serve groups within the region. Each Nar-Anon family group is autonomous and may choose the region in which the groups' conscience determines it will be best served. A geographic boundary is therefore determined by the groups and is subject to change. The region's geographic boundary is not reflected in this document.

Regional Service Committee (RSC)

The RSC's purpose is to develop, coordinate, and maintain services on behalf of the Nar-Anon groups it serves. The RSC strives for the general improvement of groups and areas by holding regular business meetings and conducting RSAs. RSC members perform duties described in this guide and follow parliamentary procedures (Robert's Rules of Order) adopted at the first RSA held October 26, 2014. Its members endeavor to work for the common good of Nar-Anon as a whole, guided by the conscience of the RSA and are bound by the Twelve Traditions and Twelve Concepts of Service.

State laws require a minimum of chair, treasurer, and secretary positions for any committee needing banking services, therefore an RSC cannot exist without these positions filled.

RSC 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
- 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

DRAFT

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 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

Interim Officers

If RSC positions become vacant between election RSAs, interim officers can be appointed by the RSC and presented at the next RSA for confirmation. Recommended experience for each position is the same as for officers being replaced. An officer fulfilling an interim term is eligible for two additional terms.

Removal and Resignation of Officers

RSC officers may be removed from their positions for non-performance of their duties by a two-thirds majority vote of the RSA. Non-performance includes, but is not limited to, failure to fulfill duties or failure to attend two consecutive regular RSC meetings without prior notification to the chair. It is within the RSC's discretion to accept a written report in lieu of attendance. After an officer has been removed by the RSA, the RSC chair will provide written notice to the officer. If the chair is removed, the vice chair will send the correspondence.

If removal or resignation occurs, that position shall be filled on an interim basis by the RSC majority vote and presented at the next RSA for confirmation.

RSC Meetings

RSC meetings are held in a mutually agreed time and location. It may include participation via conference calls. Regional officers, ASRs, regional subcommittee chairs, delegate, and alternate delegate attend these meetings. RSC meetings are open to all Nar-Anon members. At the chair's discretion, speaking by nonvoting members may be limited. It is suggested RSC meetings be held at minimum four times a year. The RSC agenda may be modeled after the sample ASC meeting agenda found in the GLS. Members conduct business following Robert's Rules of Order. RSC meetings are a vital link between groups, areas, and the region.

Voting members are the officers (chair, vice chair, secretary, and treasurer), ASRs, subcommittee chairs, and interim chairs. Delegate and alternate delegate are not voting members of the RSC. Voting members have one vote regardless of multiple eligible positions.

To conduct business, a quorum of 51% of the RSCs voting members is required. A motion fails in the case of a tie. Failed motions may be reconsidered by a motion and second to reconsider. Discussion and vote follows, and majority rules.

RSC business:

- Hears and discusses region, delegate, area, and subcommittee reports
- Reviews ways of keeping groups informed and involved
- Establishes subcommittees with RSA approval
- Develops policies and procedures for RSA approval
- Develops region's budget for RSA approval
- Drafts a slate of nominees for election at the RSA
- Nurtures an understanding of the importance of service work in personal recovery

RSC Policies and Procedures

Spiritual Guidance

The region shall be guided by principles of unity, group conscience, and the spiritual nature of our fellowship. Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to The Twelve Traditions of Nar-Anon. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

Compliance

In its actions the region shall be guided by with the following:

- The Twelve Traditions
- The Twelve Concepts of Service
- The NFG Guides to Local and World Services
- Current edition of parliamentary procedures (Robert's Rules of Order)
- Past region motions
- Local, state, and federal laws

Minutes

Meeting minutes will be posted for members review. Upon request, any Nar-Anon member may be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

Motions

Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second. Members may discuss the motion prior to voting.

Tie Breakers

In case of a tie vote on a motion, a body of three (chair, treasurer, secretary) shall cast one vote each to decide the issue. If one or more is absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tie breakers do not apply in actions requiring a two-thirds majority.

Special Rules of Order

Business resulting from a member's report or recommendation shall become new business.

World Service Conference

The region will support Nar-Anon as a whole by sending a delegate and/or alternate delegate to the biennial WSC. For a delegate or an alternate delegate to be recognized at the WSC, the region must submit a copy of the minutes verifying election or continued endorsement of the delegate and alternate delegate or other written confirmation that they were previously elected and that their term will be in effect through the current WSC. A regional officer, not the delegate or alternate delegate, must submit the eligibility verification to the WSC committee at wscconference@nar-anon.org.

The WSC sends an invitation to the conference by email to the region chair the year prior to the conference. The invitation contains the conference cycle timeline. It is important that the region chair's current contact information, including email address, is on file with the WSO.

Contributions to WSO

The region will make regular donations to WSO of funds over its established prudent reserve.

Post Office Box

The chair or treasurer shall establish a post office box as a point of contact for the region. This box may be shared with an area if convenient and the cost is divided between them.

The box may be changed as the RSC deems necessary and the information distributed to all the groups.

Financial Policies

Budgeted Funds

Funds accumulated from area contributions and other Nar-Anon sources shall be maintained in a bank account and distributed as follows:

- RSC, RSA, events, and workshop expenses
- Delegate's equalized expenses, and if possible, incidental expenses incurred for WSC attendance
- Subcommittee expenses
- Delegate and alternate delegate mileage and expenses
- Travel expense for RSC to assembly and other required meetings
- Region website
- New meeting startup
- Miscellaneous expenses such as phone, photocopies, postage, and banking
- Prudent reserve to cover costs that will allow operations to continue; not budget items

Expenditures

RSC expenditures shall be recorded. No expenditure over $25 shall be reimbursed without receipt or proof of payment. Minor expenses may be requested and described by written statement.

Prudent Reserve

The region should maintain a prudent reserve as protection from unforeseen expenses and to allow the financial flexibility necessary to provide continuous services to the groups. This is not meant to allow the accumulation of more money than necessary. The intent is to allow the region to avoid financial hardships that can be avoided.

It is suggested that a prudent reserve equal at least three (3) months of the region's operational expenses, which may include the following:

- Rent for meetings
- Regional assembly meeting room costs
- Literature for meetings
- Travel expense for GSR, ASR, RSC to assembly and other required meetings

DRAFT

- Committed outreach projects at group level
- Photocopying, postage
- Checking account expense
- Region website expense
- Region information phone line expense
- State non-profit yearly filing expense
- Delegate and alternate delegate expense

It is suggested that all monies accumulated in excess of the prudent reserve be sent to WSO based on a group conscience of the assembly.

Non-Budgeted Funds

Non-budgeted expenses will not be reimbursed without an approved RSA motion.

Budget Changes

Motions that require a budget modification require an RSA two-thirds majority vote.

Bank Account

Funds shall be maintained in a bank account readily available to officers with signature authority. Donations shall be deposited in the account no later than 30 days from date of receipt.

Signatures on Bank Account

There are three signatories on the account: chair, treasurer, or secretary. Checks require a signature of the chair, treasurer, or secretary.

Treasurer's Absence

In the treasurer's absence at an RSC or RSA, the chair or secretary shall obtain the checkbook and take custody of funds.

Subcommittees

With prior or subsequent approval by the RSA, the RSC may define and support subcommittees to carry out the region's work. Subcommittees shall include, but are not limited to, Convention/Events, Literature, Narateen, Outreach, and Technology Services. When a subcommittee is established, an interim chair is chosen by the subcommittee to be presented to the RSC and at the RSA for confirmation. Chairs are confirmed to serve

for one year. The term of service begins following confirmation. A chair may serve two full consecutive terms, in addition to interim term served. Recommended experience for subcommittee chairs is one year recovery in Nar-Anon.

Once a chair is chosen, the subcommittee may elect its officers. Regular meetings are usually held in central locations or via conference call. The chair is responsible for keeping the meeting safe for group conscience; the spiritual means by which we invite a loving Higher Power to influence our decisions, while helping committee members stay on task. Each subcommittee submits a written report of its activities and finances at RSC and RSA. An itemized subcommittee budget is to be prepared as needed to submit for RSA approval.

Members may serve on the same subcommittee for four full consecutive years. A one-year break from a subcommittee is necessary after four years of continuous service.

Subcommittees may form service boards as they see fit to accomplish specific tasks.

Removal and Resignation of Subcommittee Chairs

Subcommittee chairs may be removed from their positions for non-performance of their duties by a two-thirds majority vote of the RSA. Non-performance includes, but is not limited to, failure to fulfill duties or failure to attend two consecutive regular RSC meetings without prior notification to the chair. It is within the RSC's discretion to accept a written report in lieu of attendance. After a subcommittee chair has been removed by the RSA, the RSC chair will provide written notice to the subcommittee chair.

If removal or resignation occurs, that position shall be filled on an interim basis by the RSC majority vote. The chair may call an interim RSA for a special election to fill position until the next election RSA.

Outreach

This subcommittee is a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. It is a resource to groups and members in their efforts to carry the Nar-Anon message into hospitals, institutions, addiction treatment centers, and elsewhere. Conventions and community events are an opportunity for outreach. Involvement with the Conventions/Events Subcommittee is suggested. The focus of outreach is to let families and friends of addicts know that help is available. For more information see http://www.nar-anon.org/outreach/.

DRAFT

Literature

This subcommittee's purpose is to develop ideas and submit literature proposals to the WS Literature Committee review process. This is an opportunity for members to share their experience, strength, and hope through writing. Submitted writings may be published in parts or whole within pamphlets, booklets, or future projects of the WS Literature Committee.

This subcommittee generates members' interest to share their experience, strength and hope in the form of narratives, text, and questions. Methods of collecting writings may include, but are not limited to, written appeals, workshops, and online meetings. Additionally, the subcommittee supports the WS Literature Committee's efforts by reviewing and editing fellowship writings. For more information see http://www.nar-anon.org/literature-submissions/.

Narateen

This subcommittee implements the process for screening, certification, and training of potential and current Nar-Anon members involved in regional Narateen service. These procedures are necessary to ensure the protection of Narateens and Nar-Anon members involved in Narateen service within a region in accordance with applicable laws. The Narateen Process Person (NPP), who is a member of this subcommittee, may also serve as chair.

Conventions/Events

This subcommittee plans, organizes, encourages, and supports groups, area, and multi-region conventions and events. Service in this way brings members together to celebrate and share their experience, strength, and hope. Conventions and events can be outreach opportunities. Involvement with the Outreach Subcommittee is suggested. Informational flyers may be submitted to the WSO (events@nar-anon.org) for inclusion on the Nar-Anon Family Groups World Service website.

It is suggested that a subcommittee consists of at least a chair, vice chair, secretary, and treasurer. While is it possible to split the chair commitment between two members, Concept Five suggests, "For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined."

The subcommittee works with ideas from members and groups, with direction from the RSC, and oversight of the RSA. It is the responsibility of the subcommittee to clearly define the goal of the convention or event; for example, outreach, fundraising, fellowship, etc.

DRAFT

Chairperson

- Produces meeting agendas.
- Obtains speakers and panels (suggested with at least two years of recovery).
- Arranges for posting event flier on Nar-Anon websites.
- Provides written reports to the RSC and RSA, to include budget reports.

Vice Chairperson

- Assists the chair in performing their duties.

Secretary

- Keeps minutes for each meeting with special detail to group conscience decisions. The intent is to keep the group from revisiting decisions already made.

Treasurer

- Responsible for itemizing all income and expenses and providing the chair with a written report to the RSC and RSA. The CCR provides budgeted "start-up money" to be replaced after the event is completed.
- Responsible for the collection and disbursement of committee funds.

Additionally, recommended subcommittee positions may include, but are not limited to:

Liaison to NA

- If the convention is held in conjunction with an NA event, the liaison to NA will provide two-way communication between the NA committee and the Nar-Anon committee.

Schedule Coordinator

- Creates the schedule, timetables, and names of events, directions to the convention, and convention layout for approval by the committee.

Publishing Coordinator

- Works with the subcommittees to create a consistent theme for the convention and creates electronic documents for web and print delivery, such as signage, flyers, and program brochure.

DRAFT

Hospitality Coordinator

- Coordinate a hospitality suite and/or host a "Meet and Greet" with light refreshments to provide a space for member fellowship.

Registration Coordinator

- Conventions and events may or may not have a registration fee, depending on the cost of the event. If there is registration then the coordinator keeps track of pre-registrations and day of event registrations. However, registration can be a flat-rate donation at the door or a Seventh Tradition basket may be passed during meeting.

Merchandise Coordinator

- Coordinates the stock of Nar-Anon items for sale. These items might be SESH, pamphlets, book covers, CDs of Nar-Anon speakers, and handmade crafts such as God boxes, serenity dolls, and recovery jewelry. We do not accept donations from businesses because it might imply affiliation.

Drawing Coordinator

- Format to be decided by committee group conscience. Drawings do not necessarily have to be a fundraiser, tickets can be given as part of registration.
- Tradition Seven suggests we do not take donations from outside enterprises, as we are fully self-supporting through our members' contributions. Drawings have prizes donated by Nar-Anon members only. We do not accept donations from businesses because it might imply affiliation.

Meals Coordinator

- Optional pre-ordered meals may be included with pre-registration, or as a separate charge. The committee may decide to not provide meals.

Conventions

Conventions are not primarily fundraisers. Their purpose is to carry a message of recovery, and bring members together to share experience, strength, and hope. This is often a weekend gathering of Narcotics Anonymous to which Nar-Anon has been invited. Nar-Anon holds its own convention in cooperation with NA's function. The invitation requires a liaison from Nar-Anon to meet with NA's convention committee to receive direction from NA regarding dates, times, and room availability. Nar-Anon organizes

speakers, panels, and other recovery opportunities for its members. Nar-Anon members may have conventions separate from NA.

Events

Recovery workshop events can include member participation focused on a topic such as writing literature, step study, tradition study, service, or sponsorship.

Nar-Anon members may have an opportunity to participate with local community events, in conjunction with the Outreach committee.

A Narathon can be a fundraising event for an area or region. It might include a 7th tradition, silent auction, drawing, 50/50 or food sales. Speaker(s) may be scheduled to share their experience, strength, and hope. Sometimes the Narathon is focused on a recovery topic. Narathon subcommittees choose the schedule of events. Other fundraising events may include pancake breakfasts, spaghetti dinners, BBQs, etc. Funds raised through fundraising events shall be distributed to the area or region sponsoring the event at its conclusion.

Technology Services

This subcommittee provides technology infrastructure to the region, areas, groups, and members. It oversees and maintains the region's internet website; email/contacts list; directories; meeting workbook; online calendar; website analytics; phone line; computer support; conference calls; public address systems; recording; and supports the region with new applications and technologies.

Non-Area Affiliated Groups

This subcommittee is comprised of GSRs from groups not associated with an area. The subcommittee's purpose is to provide non-area affiliated groups' representation at the RSC.

The chair provides two-way communication between the groups and RSC. Only GSRs from non-area affiliated groups may vote to elect the subcommittee chair. The subcommittee chair is a GSR from one of these groups.

Ad Hoc or Special Subcommittees

Ad hoc or special subcommittees may be formed, as needed, by motion and approval of voting RSC members. The purpose of ad hoc or special subcommittees is to carry out a short-term goal. These subcommittees provide progress reports to the RSC throughout

their assignment, including a final report upon the assignment's completion. Reports may be requested by the RSC chair to be submitted between meetings. Ad hoc or special subcommittees are considered subcommittees which are disbanded upon completion of its goal.

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.

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

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

Regional Service Assembly (RSA)

The purpose of the RSA is to support and serve the groups by conducting the business of the region. The RSA is a vital link between groups, areas, and the region.

RSAs are held at a time and location agreed by consensus of the RSA. It may include participation via conference calls. RSC officers, delegate, alternate delegate, GSRs, ASRs, and subcommittee chairs attend these meetings. RSAs are open to all Nar-Anon members. At the chair's discretion, speaking by nonvoting members may be limited. It is suggested RSAs be held at least once a year. Members conduct business following Robert's Rules of Order.

Voting members are GSRs representing registered groups, or in their absence, alternate GSRs, or in their absence, a substitute GSR as described in the *Substitute GSR* subsection of the *Regional Service Assembly (RSA)* section. This is consistent with one vote per group.

To conduct business, a quorum of 51% of the region's registered groups' GSRs is required. In the case of a tie, the motion fails. Failed motions may be reconsidered by a motion and second to reconsider. Discussion and vote follows, and majority rules, unless otherwise noted in this document. Motions may be reconsidered once.

RSA business:

- Defines goals and priorities, and establishes policies and procedures
- Elects RSC officers, delegate, alternate delegate, and subcommittee chairs
- Reviews, modifies, and approves region's budget as submitted by the RSC
- Provides guidance, reviews, and approves region's services and activities
- Delegates to the RSC and its service arms the authority to perform services and activities on behalf of the region
- Reviews group, area, officer, delegate, and subcommittee reports
- Receives, discusses, and votes on group's proposed motions for submission to WSC
- Reviews and votes on CAR with knowledge that the delegate votes their conscience at the WSC on amended items and items not in the CAR

Group Registration

Group registration is the means by which a group indicates its desire to participate in the regional service structure. Groups participate through group conscience.

Registered groups:

- Have a voice and vote at the RSA
- Have a GSR, Alternate GSR, or a Substitute GSR
- Have completed a *Central California Region Group Service Representative (GSR) and Alternate GSR Registration Form* (included in the *Forms* section at the end of this guide), and have submitted it to the ASC or RSC
- Register each calendar year prior to or at the first RSA
- Submit a new *Group Service Representative (GSR) and Alternate GSR Registration Form* when the GSR and/or Alternate GSR changes

New groups formed after the first RSA of the calendar year or groups not registered at the first RSA of the calendar year must register prior to or at the following RSA.

Substitute GSR

A Substitute GSR provides their group with a voice and a vote at an ASC meeting or RSA for which they are registered. This is consistent with one vote per group. The Substitute GSR will report back to the group as the GSR would. The Substitute GSR is authorized only by the process of registration utilizing the *ASC and RSA Registration Form* (included in the *Forms* section at the end of this guide). Authorization for substitution is only valid for one ASC or RSA.

DRAFT

RSA Agendas

Agendas may include, but are not limited to:

- Read the Twelve Traditions of Nar-Anon Family Groups
- Read the Twelve Concepts of Nar-Anon Service
- Approval of prior RSA minutes (additions and corrections are made)
- Chair's report
- Delegate's report
- Secretary's report
- Treasurer's report
- ASRs' report
- Time for GSRs to discuss ideas, offer opinions, and ask questions
- Subcommittee reports
- Region business
- Come to consensus on next assembly
- Come to consensus on *Take Back to Meeting Information and Announcements*

Election RSAs

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

When an officer cannot fulfill their term, the position shall be filled on an interim basis either by RSC majority vote, or the chair may call for an interim RSA for a special election to fill the interim office, or wait until the next election RSA. An elected interim officer is eligible for two additional terms. Interim positions have a voice and a vote on the RSC.

No member shall hold more than one office at a time or hold the same office more than two consecutive terms, in addition to any interim term served. The delegate and alternate delegate may serve two full consecutive terms, in addition to any interim term served.

When a subcommittee is formed, it chooses an interim chair until the next RSA confirms. Interim chairs have a voice and vote on the RSC.

Election Process before Election RSA

1) At the November RSC, the RSC calls for the formation of an ad hoc elections subcommittee, and establishes a point of contact for the formation of the subcommittee. RSC requests, via *Take Back to Meeting Information and Announcements*, member participation in the ad hoc elections subcommittee. The

point of contact will facilitate the subcommittee appointing a chair.

2) At the December RSC, the elections subcommittee presents the interim chair to the RSC. The subcommittee drafts an agenda item for the January assembly. The agenda item is to include, but is not limited to:
   a) List of open positions: officers, delegate, and alternate delegate
   b) Descriptions of positions and suggested experience (see the *Regional Structure* section of this document)
   c) Timeline for nomination period and the election (as defined below)
   d) Determine an email address for nominations to be sent
   e) Nomination invitation to be sent to groups via *Take Back to Meeting Information and Announcements* after the March RSC meeting.
   f) Write a motion for submission to the January RSA to hold an elections RSA the following July.
3) At the January RSA, the subcommittee will present the chair for confirmation by the assembly. The committee will present the elections agenda item and entertain questions and comments from the assembly. After the elections RSA motion is passed, the nomination invitation can be sent to groups via *Take Back to Meeting Information and Announcements* following the March RSC meeting.
4) In February, the subcommittee reminds GSRs of the March nomination period via RSC *Take Back to Meeting Information and Announcements.*
5) In March, the subcommittee sends notification that the nominations period is open. Notification will include a list of open positions, suggested experience for positions, 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.
6) In April, nominees who have accepted nomination submit a statement of qualifications to the subcommittee via email.
7) 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.
8) 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.

DRAFT

Election Process at Elections RSA

10) The elections process is the first agenda item. A representative from the elections subcommittee recaps nominees and asks for nominations from the floor by position; in order of chair, vice chair, treasurer, secretary, delegate, and alternate delegate. Floor nominations are given an opportunity to share their qualifications.
11) GSRs are given ample time to consider new nominations before voting. GSRs submit their anonymous ballot to the subcommittee.
12) Two subcommittee members tally the ballots. In case of a tie, a new ballot is issued for tied positions. The process is repeated for a maximum of three tie-breaker ballots. If a tie persists, the position is determined by a short-straw process to eliminate one nominee. The short-straw process is repeated until one nominee is selected for the position.
13) If someone is elected to multiple positions, that person selects one position, and the remaining position(s) is determined by the next highest tally.
14) An elections subcommittee representative reads the results and then hands the meeting back to the chair to continue with other business of the assembly.
15) The motion to dissolve the elections subcommittee until the next elections cycle can now be made.
16) The secretary includes a signature block in the elections RSA minutes for Chair and Secretary to sign and validate for presentation to the bank in compliance with 501(c)(3) non-profit status.
17) Signed minutes, ballots, tally sheets, and records of tie breakers are submitted to the region secretary for scanning and upload to the region's electronic document storage system.
18) New officers start their term upon the bank's acceptance of the transfer of leadership.

Interim RSAs

Interim RSAs may be called by the chair, as needed, between regularly scheduled RSAs, to discuss critical matters affecting the region, such as, but not limited to, a special election, budget modification, or a group conscience on motions to be sent to the WSC.

Service

Twelve Concepts of Nar-Anon Service

Just as freedom for the individual comes from the Twelve Steps, and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

Service is a cornerstone of recovery. Service not only benefits Nar-Anon as a whole, but benefits the individual by encouraging the use of the Twelve Traditions and Twelve Concepts. Service provides opportunities for learning how to cooperate with others and helps members keep the focus on themselves and their own program.

Sponsorship

One of the most rewarding aspects of Nar-Anon Twelfth Step work is the experience of having and being a sponsor. Members choose Nar-Anon sponsors to help work the steps, traditions, and concepts. A sponsor has experience in working these principles through working with their sponsor. A sponsor gets to know the sponsee's situation and shares their experience, strength, and hope, and sometimes suggests new ways to look at old problems.

Sponsorship is a process that works both ways, helping the sponsor as much as the sponsee. Sponsors can gain guidance and tremendous wisdom from sponsees. A sponsor is not a spokesperson for Nar-Anon, but another member who has traveled the same path. Members are encouraged to organize and participate in Sponsor/Sponsee workshops. Members are strongly encouraged to have a sponsor.

For more information on sponsorship, please see these Nar-Anon publications.

- *Questions on Sponsorship* (B-212)
- *Finding A Sponsor* (P-101)
- *Becoming a Sponsor* (P-110)

Speakers

Speakers can be scheduled as part of meetings, special events, fundraisers, outreach panels, Narathons, and conventions. Subcommittees and groups may do the following.

- Invite speakers by taking a group conscience at planning committees or group business meetings
- Ask the speaker to provide a CD of a previous speaking engagement
- Invite multiple speakers, as a panel, to share the time to express different perspectives
- Ask the speaker, prior to speaking, if they are willing to take questions afterwards

Tradition Eight suggests Nar-Anon Twelfth Step work should remain non-professional. In observance of this tradition, gifts and other forms of compensation for speakers are not recommended.

Guidelines for Selecting Speakers

It is suggested that speakers have:

- Been attending meetings for at least two years
- Experience in working the steps
- Been active in service
- Been heard previously by other members

Guidelines for Nar-Anon Speakers

A speaking engagement is an opportunity to share in a general way, how addiction affected the speaker, what brought the speaker into the program, and how Nar-Anon principles helped. Emphasis on Nar-Anon principles lets others hear ways in which recovery has changed the speaker's perspective and helped them find a better way to live.

Tradition Eleven cautions us to guard with special care the anonymity of all NA members. In observance of this principle, we do not share such things as the addict's name, place of work or school, occupation, and specific medical history. These things are part of the addict's story, not ours. We keep the focus on our own story.

Speakers should have an understanding of the following:

- There may be a specific topic
- There may be a specific time allotment
- They may want to bring their Nar-Anon sponsor for support
- They may want to bring sponsees to introduce them to service

It is suggested the *Nar-Anon Event Speaker Guidelines* section of the *Event Planning Handbook* (S-320) be printed and given to the speaker prior to speaking.

Guidelines for NA Speakers

Nar-Anon's Tradition Five suggests we encourage and understand our addicted relatives. This is often interpreted as listening to NA speakers share their stories and the impacts of their disease on relatives, friends, and employers. NA speakers may want to do the following.

- Attend with their Nar-Anon family member or friend
- Bring their sponsor
- Focus on experience, strength, and hope in NA recovery

DRAFT

- Remind Nar-Anon members they are powerless over the addict

Nar-Anon Outreach Speaking

When speaking on a panel at a rehab center, hospital program, or outreach event we never go alone, there should always be at least two members. In this situation the audience is made up primarily of family members who are new to addiction. It may be their first exposure to the Twelve Steps; questions can be awkward for a new speaker.

It is suggested that outreach speakers have:

- Been attending meetings for at least two years
- Experience in working the steps
- Been active in service
- Observed a panel prior to being speakers themselves

For more information on speaking in Nar-Anon, please see the sections, *Suggestions for Finding Speakers* and *Nar-Anon Event Speaker Guidelines*, in the *Event Planning Handbook* (S-320).

Abbreviations & Acronyms

Not all of these abbreviations and acronyms are part of this document, however they are commonly used in the Nar-Anon fellowship.

- ASC Area Service Committee
- ASR Area Service Representative
- CAL Conference Approved Literature
- CAR Conference Agenda Report
- CAT Conference Approval Track
- GSR Group Service Representative
- HI Outreach - Hospitals and Institutions
- NA Narcotics Anonymous
- NFG Nar-Anon Family Groups
- PI Outreach - Public Information
- RSA Regional Service Assembly
- RSC Regional Service Committee
- WS World Service
- WSC World Service Conference
- WSO World Service Office

DRAFT

Nar-Anon Central California Region
Group Service Representative (GSR) and Alternate GSR Registration Form

The area or group submits the following name to the region for acknowledgement as an authorized GSR or Alternate GSR for registration with the region.

Current Trusted Servant Information

Position: GSR [ ] Alternate GSR [ ] Service Start Date: _____

Member Name (first name and last initial): _____

Email Address: _____ Phone: _____

Skype Name: _____

Mailing Address: _____

City: _____ Zip: _____

Group Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Previous Trusted Servant Information

If there was a previous GSR, complete this section. If not proceed to the next section.

Position: GSR [ ] Alternate GSR [ ] Service End Date: _____

Member Name (first name and last initial): _____

Area Acceptance

ASC Officer Name: _____ Signature: _____

Area: _____ Position: _____ Date: _____

Region Acceptance

The RSC acknowledges the above-names member as an authorized representative.

RSC Officer Name: _____ Signature: _____

Position: _____ Date: _____

Nar-Anon Central California Region
Area Service Committee and Regional Service Assembly Registration Form

ASC [ ] RSA [ ] Date: _____ Sheet: _____ of _____

The area, or a group unaffiliated with an area, submits the following names to the area or region for acknowledgment as an authorized voting Group Service Representative (GSR), Alternate GSR, or Substitute GSR only for the above dated ASC or RSA.

Member Sign-in

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [ ] Alternate GSR [ ] Substitute GSR [ ]

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [ ] Alternate GSR [ ] Substitute GSR [ ]

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Member Name (first name and last initial): _____

Email address: _____ Phone: _____

Group City: _____ Position: GSR [ ] Alternate GSR [ ] Substitute GSR [ ]

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Area/Region Acceptance

ASC or RSC Officer, as applicable:

Signature: _____ Print: _____

Area: _____ Position: _____ Date: _____

Nar-Anon Central California Region
Group / Area Contribution Form

Complete this form and send with a check to the Central California Region (CCR)
(refer to the *Donations to Area, Region, and WSO* section of the GRS).

Group/Area Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Contribution enclosed: $_____

Contact Name: _____ Contact Phone: _____

Email Address: _____

Make check or money order payable to: **Nar-Anon Family Groups - CCR**

Mail to: Nar-Anon Family Groups - CCR
Attn: Treasurer
PO Box 2543
Monterey, CA 93942

Nar-Anon Central California Region
Group / Area / Region Contribution Form

Complete this form and send with a check to the World Service Office (WSO)
(refer to the *Donations to Area, Region, and WSO* section of the GRS).

Group/Area/Region Name: _____ City: _____

Meeting Day: _____ Meeting Time: _____ Group ID: _____

Contribution enclosed: $_____

Contact Name: _____ Contact Phone: _____

Email Address: _____

Make check or money order payable to: **Nar-Anon Family Groups - WSO**

Mail to: Nar-Anon Family Groups - WSO
Attn: Treasurer
23110 Crenshaw Boulevard, Suite A
Torrance, CA 90505

Nar-Anon Central California Region Delegate and Alternate Delegate Group Visit Expense Form

Delegate/Alternate Delegate | Budgeted Delegate / Alternate Delegate Expense for the Year:

#	Group Name / City / Day	Date(s) of Service	IRS Non-Profit Mileage Rate	Mileage	Subtotal Mileage Reimbursement	Meals	Hotel	Total Expense	Date Submitted Receipts for Meals and Hotels	Date Paid by CCR
1			$0.15							
2			$0.15							
3			$0.15							
4			$0.15							
5			$0.15							
6			$0.15							
7			$0.15							
8			$0.15							
9			$0.15							
10			$0.15							
11			$0.15							
12			$0.15							
13			$0.15							
14			$0.15							

Amount Remaining from the Budgeted Expense for the Year:

Delegate/Alternate Delegate

Name:

Address:

Phone:

This form can be found on the Central California Region website:
http://www.NarAnonCentralCA.org/member-services/regional-documents/

2018 Conference Agenda Report

RECOVERY • UNITY • SERVICE

NAR-ANON WORLD SERVICE CONFERENCE 2018

CONFERENCE AGENDA REPORT

GREETINGS FROM THE NAR-ANON 2018 WORLD SERVICE CONFERENCE COMMITTEE,

We are sending this report to all registered regions, delegates, alternate delegates, world service committees and the board of trustees of Nar-Anon Family Groups in preparation for the 2018 Nar-Anon World Service Conference (WSC) "Recovery · Unity · Service," to be held from April 27 through April 30 at the DoubleTree by Hilton Hotel Torrance – South Bay, Torrance, California, USA. This *Conference Agenda Report (CAR)* will only be available in English, but registered non-English speaking regions may translate it into their own language.

The WSC is the time when the WSO staff, board of trustees, world service committee members, regional delegates, alternate delegates, and any other interested Nar-Anon members join together to pursue our fellowship's growth. As we continue to grow and develop in our fellowship, our primary purpose "to offer support to friends and families of addicts" and to listen to the group conscience of the Nar-Anon Family Groups will remain unchanged.

Nar-Anon Family Groups have held World Service Conferences every two years since 2006. Each WSC has seen increased participation from regions around the world. The upcoming WSC will be our 7th conference. Information about previous and upcoming conferences can be found at http://www.nar-anon.org/world-service-conference/

Delegates, alternate delegates, trustees, and observers came from all over the world to attend the conference in 2016, "Strength Through Service". The diversity brought by each perspective contributed to the debate and the success of the conference. The conference considered and voted on 60 CAR motions, 4 items of Conference Approval Track (CAT) material, and 7 new business floor motions.

The *CAR* is a tool by which we are able to communicate the issues that we will address at the WSC. We ask that each region distribute the *CAR* to all of its groups, so that every member of the worldwide fellowship may have an opportunity to review it and have their voice heard at the group level. Our hope is that each group's conscience will then be carried to the area and to the region, so that every regional delegate and alternate delegate will be able to fully represent their region. The regional delegate and/or alternate delegate will then attend the WSC 2018 and vote on behalf of their region. If a region does not have a delegate or alternate delegate, they may send a representative who will have a voice, but not a vote. Only regional delegates (and alternate delegates while serving in place of their delegates) and trustees will have a vote at the conference.

The deadline for receiving motions in final form was October 9, 2017. The motions received from WSC 2016, regions, world service committees, and board of trustees appear at the end of this report.

GOALS OF THE WSC 2018

Three words that exemplify our fellowship's message world-wide are recovery, unity, and service. Through each member's recovery, whether in Japan, Russia, or in-between, we gain inspiration to grow and preserve the unity of our program. Service is a natural outpouring of the message we all share. The sincerity of purpose shown in Nar-Anon's Twelve Traditions and Twelve Concepts of Service depends on our members across the world. We come together to address the needs of the fellowship through honest debate and consensus based decision-making.

RECOVERY LITERATURE PRIORITY LIST

At WSC 2014, a motion was approved for creation of a recovery literature priority list. Attached to the CAR is a list compiled from requests and submissions to the World Service Literature Committee. We ask that delegates review and prioritize this list with input from their regions. The completion of any recovery literature is dependent upon submission of writings from our fellowship. We encourage delegates to solicit writings to help accomplish the goals of the WS Literature Committee.

ELECTIONS

At the WSC, the voting members of the conference elect nominees to the World Pool, which is a group of Nar-Anon members who have applied and are eligible to serve on the board of trustees. Voting members of the WSC elect one-third (up to five) of the trustees from the World Pool and the board of trustees (BOT) elects two-thirds (up to ten) of the trustees from the World Pool, as provided in our bylaws. The maximum number of seats on the BOT is fifteen.

At WSC 2018, there will be nine vacancies on the board. The existing BOT includes one trustee elected by a previous conference. The WSC will elect four trustees from the World Pool to the BOT, for a total of five WSC directly elected trustees. The BOT will fill the remaining vacancies from the World Pool.

The Conference Facilitator for the next conference is also elected during the WSC.

REPORTS

Each region, whether represented at the WSC or not, is asked to prepare a regional report and submit it to the WSC committee at wscconference@nar-anon.org no later than February 26, 2018. The committee will compile the regional reports for presentation with reports from the WSO, board of trustees and world service committees, along with budgets and agendas. The regional report should offer information regarding the number of groups, how many meetings are held, region structure, and events each region has participated in since the last conference. A template will be provided. Please submit reports as a Word document. Sharing your report with the WSC, even if your region is not attending, provides important information about regions around the world and allows us to better serve our fellowship.

PROPOSED CONFERENCE RULES OF ORDER

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC. The WSC Facilitator chairs the conference using the WSC Standing Rules of Order and *Robert's Rules of Order (Robert's).*

At the opening of the WSC, all regional delegates, alternate delegates, and representatives will be polled to establish that those present have submitted proper minutes necessary to be recognized at the WSC.

To conduct business, the conference utilizes the following WSC Standing Rules of Order, adapted from *Robert's,* in conjunction with the following Floor Motion Criteria. The WSC Standing Rules of Order have been found to meet the general needs of the conference when they are not in conflict with other conference policies, the Twelve Traditions, or the Twelve Concepts of Nar-Anon Service.

In cases where the WSC Standing Rules of Order are not comprehensive enough, *Robert's* is used. In cases of a conflict or discrepancy between the two, WSC Standing Rules of Order will take precedence.

After adequate discussion and debate have occurred, the conference formalizes its consensus by taking a vote. The WSC's consensus is determined by a majority vote, except for those decisions that require a 2/3 vote as defined in the WSC Standing Rules of Order. All activities of the WSC strive to achieve the spirit of consensus-based decision making.

WSC STANDING RULES OF ORDER

1. Each WSC delegate and trustee will have a voice and a vote. Alternate delegates and representatives will have a voice. An alternate delegate has a vote in the absence of their regional delegate. Representatives have no vote. World service committee chairs have voice limited to their committee report and questions regarding their committee's activities. The WSO Executive Director has a voice limited to his/her report and questions regarding WSO activities.

2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. A region's delegate and alternate delegate are considered to be the same member when speaking on a motion.

3. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion each time they are recognized by the facilitator. However, the facilitator may exercise discretion to extend the time limit when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion from the floor to do so must be adopted.

4. There is a limit on the number of speakers on any motion. No more than three members may speak in favor of (pro) and no more than three members may speak in opposition to (con) any motion. Debate may be extended when a motion from the floor to extend debate is made and adopted.

5. Every main motion from the floor must be presented on a WSC motion form and contain the names and positions of the members proposing and seconding the motion. A region's delegate and alternate delegate are considered to be the same member when making or seconding motions. Motions presented by the BOT do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have its intent visibly reflected, as the members will be voting on the actual wording of the motion, not the maker's intent of its effects. Motions must be turned in to the motions table before the facilitator will recognize the maker. All motions are displayed in writing before debate or voting. After a motion is made and seconded, the facilitator restates the motion clearly to the conference. The motion is now pending and before the conference; it is only at this point that the motion belongs to the conference and must be disposed of in some manner.

6. Every amendment to a main motion must be presented on a WSC motion form and contain the names and positions of the members proposing and seconding the amendment. A region's delegate and alternate delegate are considered to be the same member when making or seconding amendments. Any second merely indicates that another member wishes the matter to come before the conference; it does not necessarily mean that the member who seconds the motion is in favor of the motion. Amendments presented by the BOT do not require a second. Amendments must be turned in to the motions table before the facilitator will recognize the maker. All amendments are displayed in writing before debate or voting.

7. Debate follows if the motion is debatable. Debate will also follow the making of an amendment to the motion, if the motion is amendable. Debate addresses the motion or amendment, not the member making it. Motives should never be questioned. Members should address each other through the presiding facilitator. The facilitator addresses members by name and position. Discussion (debate) is not between two members but through the facilitator.

8. When ready, the conference votes to adopt (carry) or reject (fail) the motion or amendment. This is also known as the facilitator putting the question. The member who is chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity. Voting shall be by a voice vote while standing. All in favor of the item are asked by the facilitator to stand and remain standing for a count of the vote. Those in favor are then seated, and the process is repeated for those opposed and in abstention to the item in question.

9. A majority vote (simple majority) is a vote of more than one-half of the votes cast.

10. Every motion to make or amend policies and guidelines must be carried by 2/3 of the voting body as polled in each session. When a 2/3 majority of those present or eligible to vote is required, abstentions count as 'nay' votes.

11. Any motion submitted in the *CAR* for the current conference and approved at the conference becomes effective at the conclusion of the conference, unless otherwise specified in the motion.

12. These standing rules of the conference are applied in conjunction with the Twelve Traditions of Nar-Anon Family Groups, the Twelve Concepts of Nar-Anon Service, and *Robert's Rules of Order*.

FLOOR MOTION CRITERIA

The agenda for the World Service Conference (WSC) includes several sessions where the conference participants address different types of business.

The Old Business session addresses the motions that were presented to the Nar-Anon Family Groups in the *Conference Agenda Report (CAR).* The fellowship has had an opportunity to consider and evaluate these motions. Regions have held assemblies to discuss the *CAR* so their regional delegates can come to the WSC with an awareness of the group conscience of their regions. During the Old Business session, any motions raised that were not contained in the *CAR* must fall into specific categories in order to be considered.

Acceptable motions from the floor during the Old Business session would include amendments to or withdrawals of motions in the current *CAR* and motions regarding the daily conference agenda, conference rules of order or general operations of the current conference, such as motions to adjourn or motions to accept minutes of the prior day's business.

During the Old Business session, the WSC Facilitator will rule out of order any motions from the floor of the conference that substantially change the intent of a motion presented in the *CAR*; attempt to change the Twelve Steps, Twelve Traditions or Twelve Concepts of Service; or attempt to change Nar-Anon's name, nature or purpose. Motions of this nature require review by the fellowship and will be dealt with under New Business.

The WSC cannot approve new recovery literature or changes to existing conference approved recovery literature unless the new literature or changes to existing literature have been presented to the fellowship with the *CAR*. Recovery literature is simply defined as the conference approved literature that groups use in their meetings to work on recovery. This would include step and tradition books, daily readers, pamphlets on recovery topics, the Blue Booklet, step workbooks, etc. Changes to conference approved recovery literature require fellowship approval. Motions from the floor that attempt to change conference approved recovery literature will be dealt with under New Business.

The WSC also hears various reports from world service committees, WSO, or the board of trustees. Any motions that arise as a result of these reports will fall under New Business.

The New Business session of the WSC deals with budgets, projects planned for the next conference cycle, approval of new service and outreach material presented within the conference approval track (CAT) timeframe, and the evaluation of new ideas which have come about during the current conference, including changes to conference approved recovery literature as mentioned above. After discussion of ideas which have come about during the current conference, the WSC decides whether these ideas or proposals will be included in the *CAR* for the next conference cycle or whether no action will be taken. New ideas that are brought before the fellowship at this time must follow the same criteria as *CAR* motions and are submitted on a fully completed floor motion form.

WSC 2018 MOTIONS

In addition to one motion postponed from WSC 2016 and five motions originating from WSC 2016, there are eight motions from regions around the world, eighteen from world service committees and one from the board of trustees to be considered at WSC 2018. At the conference the motions will be dealt with as time permits. Although all motions are important - especially to the regions or committees that submitted them - time to address each motion could be an issue, therefore we would like to accomplish this in as fair and equal a manner as possible.

POSTPONED & NEW BUSINESS MOTIONS from WSC 2016
Floor motions passed at WSC 2016 require ratification by the fellowship

Motion A-1: That the tally process be initiated (the Guide to World Services, page 20) to amend Tradition 4 from "Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole" to "each group should be autonomous except in matters affecting other Nar-Anon Family Groups or Nar-Anon as a whole".

WSC Committee note: After being tabled at WSC 2014, WSC 2016 postponed motion A-1 to WSC 2018 to allow an ad hoc committee to be formed to evaluate costs and/or an alternative tally process for the conference to vote on.

Board of Trustees comment: This motion requires the initiation of the tally process which can be found on page 23 of the Guide to World Services. The estimated cost to initiate the tally process is between 12,000 and 16,000 US dollars.

Motion 1: Develop a process to process multiple motions from world service committees on one document or book. Allowing the piece or book to be submitted in its entirety with changed sections highlighted or italicized. Only section being changed that are highlighted would be affected by amendments. Any other changes from the floor on sections not being proposed to be changed would have to be submitted as floor motions or CAR motions for the next conference. All amendments to proposed changes would be handled in order processing through the piece from start to finish. Each sectioned proposed being could be numbered to expedite the clarity of amendments. When the amendments have all been made the final motion would be to approve the book with all accepted changes. Any sections that motions to amend failed would stay as currently written.

Maker: WSC 2016, Floor Motion #1.

Intent: To streamline the motions into the actual document to make it easier for the readers to understand the proposals by seeing the material in its actual location in the documents. Also reduces the reading of individual motions multiples times yet allows the amend of proposed changes to be dealt with individual.

Rationale: None given.

Financial Impact: None given.

Motion 2: To amend the Guide to Local Services, page 3-9 (now page 3-11), section Suggested Programs for Nar-Anon Family Group Meetings, subsection Open/Closed Meetings:

Remove:
Closed meetings are only for Nar-Anon members; anyone whose life is or has been deeply affected by close contact with an addict. Open meetings may be attended by anyone interested in Nar-Anon or Narateen.

Replace:
Open meetings may be attended by anyone interested in Nar-Anon. Closed meetings are only for Nar-Anon members. Nar-Anon meetings are for those whose lives have been deeply affected by someone else's addiction. Narateen meetings are closed, except by group conscience. Please refer to Narateen section.

Maker: WSC 2016, Floor Motion #2.

Intent: To bring the GLS wording consistent with our Preamble and Mission Statement.

Rationale: Keeping consistency with all our literature.

Financial Impact: None.

Motion 3: Motion to accept prayer composed at WSC 2016

Higher Power, guide me on my journey to peace and serenity. Help me let go of self-will and turn my life over to your care.

Maker: WSC 2016, Floor Motion #3.

Intent: None given

Rationale: None given.

Financial Impact: None given.

Motion 4: In the GLS, GWS and all other Literature, including conference approved literature, when using abbreviations for Narateen, use "Nt", not "N".

Maker: WSC 2016, Floor Motion #4.

Intent: To standardize the abbreviation for Narateen, and distinguish Narateen from Nar-Anon when using abbreviations.

Rationale: With Narateen gaining popularity, both abbreviations "Nt" (for Narateen) and "N" (for Nar-Anon) can be used while maintaining clarity of which arm of the Nar-Anon Fellowship is being referenced.

Financial Impact: None given.

Board of Trustees comment: This action has already been done per **motion 30** as amended –WSC 2016.
Motion 30 - In the Guide to Local Services, page 13-7, Section Acronyms, add Narateen acronyms
N**T**PP Narateen Process person
N**T**ASC Narateen Area Safety Coordinator
N**T**SC Narateen Safety Coordinator
Replace NASC where found with NTASC in GLS and GWS.

Replace NSC when it refers to Narateen State or Safety Coordinator with NTSC in GLS and GWS.
Replace NPP with NTPP where found in the GLS and GWS and other literature.
Motion 30, as amended -- CARRIED, 29/0/0

Any future acronyms for Narateen will use "NT", not "N".

Motion 5: Motion to identify in the GLS, GWS, and other documents that have policies and guidelines, those parts that are policies.

Maker: WSC 2016, Floor Motion #7.

Intent: None given.

Rationale: None given.

Financial Impact: None given.

Board of Trustees comment: Further clarification is required for this motion; service members' time and cost must also be considered.

REGIONAL MOTIONS

Motion 6: For the Twelve Concepts for NA Service (from NA literature) to be used in our groups and areas until the Nar-Anon 36 is completed.

Motion applies to: Literature, Policy and Guidelines.

Maker: Argentina Region, Motion #1.

Intent: This will facilitate the better understanding of the Twelve Concepts for Services and the formation of service members.

Rationale: Due to the lack of Nar-Anon literature based on the Twelve Concepts of Service - because the Twelve Concepts are the principles that allow for the maintenance of the structure of Nar-Anon and members unity and orientation based on literature is essential for the comprehension of the concepts.

Financial Impact: Item will be purchased from Nar-Anon just as Paths to Recovery is purchased. Cost to be determined.

Board of Trustees comment: Nar-Anon does not have permission from NA to use or sell this literature. The Twelve Concepts of Service are for service members and most likely are not recovery meeting topics. We are trying to move in a direction of self-support and carrying the Nar-Anon message, not the message of other fellowships. Tradition Six: *Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.*

Motion 7: We ask to change Step 1: "We admitted we were powerless over the addict...." And to replace it by the following expression: "We admitted we were powerless over addiction...."

Motion applies to: Literature, Policy and Guidelines.

Maker: Argentina Region, Motion #2.

Intent: To follow a similar structure and program as NA and not to follow the program of AA since Step 1 of NA states: "We admitted we were powerless over our **addiction**…."

Rationale: Because we would confirm the following suggestion of our program in our first Step "to separate the person from the disease" and continue along the same line of NA and not AA.

Financial Impact: If WSC 2018 approves this motion, it would then require initiating the tally process described in the GWS. The tally process will have a financial cost to be determined.

Board of Trustees comment: This motion requires the initiation of the tally process which can be found on page 23 of the Guide to World Services. This motion would not take effect until completion of the process and not at the end of the 2018 conference. This motion changes the nature of our program as laid out in our mission and vision statement and can impact the language in our literature as how it relates to the first step. Additionally, the estimated cost to initiate the tally process is between 12,000 and 16,000 US dollars.

Motion 8: In the Guide to Local Services, page 6-3, section Regional Structure, subsection RSC Meetings, second paragraph, give the delegate and alternate delegate the same voting rights in the RSC as the other members of the RSC by removing the following language: "The delegate and alternate delegate are not voting members of the RSC."

Motion applies to: Literature, Policy and Guidelines

Maker: North & South Carolina Region, Motion #1

Intent: This action will bring this section of the GLS in line with Concept 7. Concept 7 states, "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes." Without a vote, the delegate and alternate delegate cannot fully participate in the decision-making process of the RSC. They still will not have a vote at the Regional Assembly, similar to other RSC members.

Rationale: This makes the delegate and alternate delegate full voting members of the RSC. The delegate and alternate delegate have a long list of duties to accomplish and having a vote in the RSC assists them in accomplishing these duties.

Financial Impact: No financial impact other than the update to the Guide to Local Services.

Motion 9: In the Guide to Local Services, page 2-1, section How to Start a Nar-Anon Group, subsection Registration of Groups, give priority to the use of the Traditions when making decisions to start new meetings by inserting the following language after paragraph 1.

If there are established NFG groups in your community application of Tradition 1 "*Our common welfare should come first; personal progress for the greatest number depends on unity*" and Tradition 4, "*Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole*," support the idea that open communication with established Nar-Anon group(s) is essential when starting a new meeting. In order to avoid having a negative effect on established meetings, check with other NFG group(s) in the vicinity and cooperate with them in decisions and details that may affect other group(s) e.g., day of week, time and location of a new meeting and association with an area/region, etc. When making these decisions, members need to consider the welfare of all the groups affected."

Motion applies to: Policy and Guidelines

Maker: Northern California Region, Motion #1.

Intent: The intent is to promote Nar-Anon principles early on.

Rationale: As we grow world-wide and new meetings start-up early awareness of the principles of Nar-Anon at the group level may prove invaluable to prevent discord between NFG meetings, Areas, and Regions.

Financial Impact: None

Board of Trustees comment: Concept 2: *The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.* This concept states the responsibility is within the group. The action in this motion is calling on groups to answer to other groups in regard to time, location etc. The spirit of Tradition Four is changing literature and the nature of the program, etc. What one meeting does nearby as far as meeting time goes does not affect another group. Groups don't serve other groups and are independent in the structure, hence autonomy. This policy would take away the top level of the service structure and make each group in essence part of the service structure serving other groups. The Fourth Tradition does not support the language being proposed. The very examples are exactly where the groups have autonomy. Time and location have no effect on another group. Areas and regions should not control time or location of groups. These are the fundamental parts of a group's autonomy.

Motion 10: In the Guide to Local Services, page 5-1, section Area Structure, revise the first two paragraphs by adding 2 sub-section headings and 2 sentences:

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area.

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

Replace with:

Organizing or Joining a Nar-Anon Area

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area. **Areas are formed for the benefit of all nearby groups so that groups have representation, mutually supported business meetings and the opportunity for mutually beneficial joint activities.**

When groups choose to form a new area or a group chooses to withdraw from an area or changes affiliation from one area to another, it is suggested that careful consideration be given to seek the most beneficial impact on all of the affected local groups within their communities and to support the unity and welfare of Nar-Anon as a whole.

Area Service Committee

The Area Service Committee (ASC) meeting is held in a central location within an area to hear reports and to discuss area and group matters. ASC meetings are attended by area officers, GSRs, and subcommittee chairs. These meetings are open to all Nar-Anon members. A sample ASC meeting agenda may be found at the end of this section.

Motion applies to: Policy and Guidelines

Maker: Northern California Region, Motion #2.

Intent: This motion is proposed in the hope that it will encourage healthy relationships between local groups that can overcome individual differences and provide for mutual support that will help Nar-Anon to strengthen and grow.

The motion first establishes that the purpose of area formation is the mutual benefit of all of the groups within a community. On that foundation, it asks a group to consider the welfare of all the groups affected by its actions concerning areas.

In the context of area formation, the actions of a group can have a profound effect on its neighbors. This motion reaffirms group autonomy, but suggests that a group recognize its responsibility to take actions that benefit not only itself, but also the welfare of all the groups within its community and Nar-Anon as a whole.

Rationale: The motion preserves a group's right to autonomy while emphasizing the groups responsibility to pursue unity in its relationships with other nearby groups and with Nar-Anon as a whole.

Financial Impact: Minimal; nominal costs of time and materials to the World Service Committees to effect the changes.

Board of Trustees comment: As per Tradition Four, groups have autonomy. Although the action of forming a new area may impact the budget, quorum, or services of the existing regional service structure that the groups are a part of, it will not affect the other groups themselves.

All levels of service, including regions and areas, are created by groups to serve the common good of the groups and are accountable to those groups. See service structure in The Guide to Local Services – page 1.2. This process proposes to make the groups accountable to the areas.

The decision to form an area or change areas rests solely with the groups, in keeping with Concept 2 and the GLS, page 5.1 which states "Approval for the formation of an area rests solely with the groups within the proposed area."

Concept 2 speaks to the final authority for Nar-Anon services rests with the Nar-Anon Family Groups. This motion would be in direct violation. The board released a bulletin in regard to new regions starting from existing ones. This same spirit applies to new area formation. The bulletin can be found http://www.nar-anon.org/board-of-trustees/

Motion 11: In the Guide to Local Services, page 6-9, section Regional Structure, subsection Assemblies, add the words in bold to the following paragraph.

To conduct business, a quorum of the region's GSRs, registered at the assembly, voting their group's conscience will be necessary. A tie vote will be taken back to the areas for their consideration if time permits. If time does not permit, refer to tie breakers under RSC policies above.

The only voting members of the assembly are GSRs, or in their absence, alternate GSRs or group substitutes. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR/Alternate GSR Registration Form or an Assembly Registration Form with the RSC, **at the assembly**, prior to the vote being taken (sample forms are found at the end of this guide).

Motion applies to: Policy and Guidelines

Maker: Southern California Region, Motion #1

Intent: To confirm that the registration is done at the assembly being attended.

Rationale: The first paragraph states that the forms are to be given at the assembly – the second paragraph states only that the forms are to be given to the RSC. Both paragraphs need to be consistent.

Financial Impact: No financial impact.

Motion 12: To make the following changes and additions to the Event Planning Handbook, S-320:

Add the following section after One Day Events (in bold) Page 5

AREA/REGION ONE DAY EVENTS

Some areas/regions also hold single day events which are smaller than conventions, cover a larger geographical area than a local event, and are considered recovery events such as a Narathon or Unity Day. (See Event Descriptions on page 14). Planning for these events requires a committee, most likely on a smaller scale than a convention such as those suggested above for local one day events. Ideas from both convention and local event committee guidelines can be used depending on the needs of the event.

Area/region events are always planned using the traditions, concepts of service, and group conscience in the decision making process.

Add the following descriptions (in bold) Page 14

EVENT DESCRIPTIONS

Workshops: Recovery workshop events can include member participation focused on program topics such as service or sponsorship, writing literature, step studies, or tradition studies.

Narathon: A day of recovery event that can be hosted by an area or region with continuous speakers. May include a potluck, opportunity drawings and/or seventh tradition. Can be used for fund raising and outreach activities that are consistent with our traditions and concept of service.

Motion applies to: Other

Maker: Southern California Region, Motion #2.

Intent: To add additional language to the event handbook which explains events held in Nar-Anon in addition to those already mentioned, and additional event descriptions that were omitted.

Rationale: There are events held in other parts of the world in addition to those mentioned in the first handbook. This will include those events and descriptions to make the handbook more comprehensive to all geographical areas of the world.

Financial Impact: None expected.

Motion 13: In the Guide to Local Services, page 5-1, section Area Structure, add additional wording.

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area. **Groups interested in participating in an area can take a group conscience to decide if they wish to be part of an area.**

If this is a new area or an area that is not currently active, the interested groups can meet to elect such Area officers as are needed. Following the election, the Area Service Representative (ASR) should contact their region and/or WSO to register the Area and the Area Officers.

Motion applies to: Policy and Guidelines

Maker: Southern California Region, Motion #3.

Intent: Expanding the initial sentences in the GLS regarding Areas with additional wording may assist those who desire to create or divide a Nar-Anon Area.

Rationale: Members working to create active areas have asked for additional elaboration on the wording in this section of the GLS in order to help them in their efforts.

Financial Impact: None expected.

WORLD SERVICE COMMITTEE MOTIONS

Motion 14: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Recovery Literature, add to the end of the second paragraph:

Submissions received by the committee, not on the Priority List, can be reviewed, expanded, and/or edited if material is not available for Priority List items.

Motion applies to: Literature, Policy and Guidelines.

Maker: World Service Literature Committee, Motion #2.

Intent: This will allow writings not on the Priority List to be edited, reviewed, and submitted for approval at the next WSC.

Rationale: The literature committee has received writings that need editing. Because the submissions were not on the Priority List, they could not be worked on. This additional language would allow for more recovery literature to be presented to the fellowship.

Financial Impact: No financial impact.

Motion 15: In the pamphlet The Twelve Tools of Recovery, P-115, insert additional language below.

Anonymity: Anonymity as a tool assures us the freedom to speak openly, without fear of gossip or fear of being judged. Only the individual member has the right to divulge his or her membership **with exceptions at the level of press, radio, films, internet and other forms of mass media. In these instances we need always maintain personal anonymity.** We need guard with care the anonymity of all Nar-Anon members.

Our fellowship's primary purpose is to help families and friends of addicts. The spiritual principle of anonymity assures no one member or problem is greater or less than any other.

Motion applies to: Literature

Maker: World Service Literature Committee, Motion #3.

Intent: To correct the language on anonymity that is in conflict with Tradition Eleven.

Rationale: This is a popular pamphlet and should be a true reflection of our tools.

Financial Impact: None known.

Motion 16: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Recovery Literature, revise the last sentence of the second paragraph.

After the WSC determines the priorities, the request or submission then goes to the World Service Literature Committee to be written, reviewed, expanded, and/or edited before going through the approval process for recovery literature (see below).

Change to:

After the WSC determines the priorities, the request or submission is sent to the World Service Literature Committee for further development, which includes being reviewed, expanded on, and edited, before going through the approval process for recovery literature (see below).

Motion applies to: Literature

Maker: World Service Literature Committee, Motion #5.

Intent: To more accurately reflect the role of the World Service Literature Committee in the recovery literature process.

Rationale: This will provide a clear understanding of the recovery literature review process.

Financial Impact: This has no financial impact.

Motion 17: To approve the reading card, We've Been There, PD-135, attachment 2.

Motion applies to: Literature

Maker: World Service Literature Committee, Motion #6.

Intent: This will add a new reading card to be used in meetings directed at the newcomer, offering words of encouragement and support.

Rationale: This reading card has gone through the entire recovery literature approval process and is the voice of the fellowship.

Financial Impact: This will generate income from the sale of the reading card.

Motion 18: To approve the booklet, Men Sharing Their Experience, Strength, and Hope, BD-216, attachment 3.

Motion applies to: Literature

Maker: World Service Literature Committee, Motion #7.

Intent: This will add a new piece of literature written by and for the men of our fellowship.

Rationale: This booklet has gone through the entire recovery literature approval process and is the voice of the fellowship.

Financial Impact: This will generate income from the sale of the booklet.

Motion 19: In the Guide to Local Services, page 2-2, section How to Start a Group, remove subsection Narateen Groups.

Narateen Groups

If you are a teenager and someone important to you is an addict, you can find help by attending Narateen meetings. If there is no group near you, talk to someone in a Nar-Anon meeting and ask if they would be willing to facilitate a Narateen group. It may be a good idea to hold Narateen meetings at the same time and location as the Nar-Anon or NA meeting. A weekly meeting will give members a better opportunity to apply and practice the Narateen program in their lives on a day-to-day basis.

Every Narateen group has a Nar-Anon facilitator. There must be at least two certified facilitators registered for each Narateen meeting. An NA member may assist a group. If, however, NA members are also Nar-Anon members, they may serve as the facilitator of a Narateen group by virtue of their Nar-Anon membership. Emphasis should be placed on the Nar-Anon program at all times. Narateen facilitators should help to facilitate, not rule, the meetings by keeping the group focused and on topic.

It is best if a facilitator is not a parent of a Narateen member as members of the group may not feel free to speak openly. Facilitators should be those who are active in Nar-Anon and continue to attend their own meetings. Groups are more successful if a facilitator is willing to serve in this capacity for one year, preferably two. It is the facilitator's responsibility to find a substitute if unable to be present at a meeting.

All Narateen facilitators must register with WSO and agree to submit to a background check.

Insert the new section for Narateen Groups after Section 3 "Suggested Programs for Nar-Anon Family Group Meetings". Move the "Sample Format for Narateen Meetings" from GLS Page 3-4 to the end of new section. Renumber all sections following the new Narateen section 4.

NARATEEN GROUPS

Narateen groups, which are part of the Nar-Anon fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share and work on their recovery. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen as do the Twelve Steps, Twelve Traditions and Twelve Concepts of Service.

Registration of Groups

Area/Region Requirements

A group is considered a Narateen group when it meets the following requirements:

- Has an assembly elected Narateen Process Person (NTPP).
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO.
- Develops and submits Narateen Safety Policies for review to the WS Narateen committee.
  Safety Policy includes:
  - NTPP is voted in by assembly
  - Background checks are passed by all Facilitators

- State, county, province or country laws are reviewed and incorporated into the policy
- Safety policy is approved by assembly

Note: For legal purposes the region should have documented proof in their regional minutes to support all the above.

In the absence of an area or region, a group will be responsible for meeting the above requirements.

Once these requirements are met the group will be listed on the Nar-Anon world service website. It is important that any changes in group information are kept up to date with WSO.
Narateen Group Registration Form can be found online at www.nar-anon.org/Narateen/ and at the back of this guide.

Group Requirements

- Group registration with WSO
- Have at least two certified facilitators registered with WSO
- Adhere to local Narateen safety policies
- Notify the NTPP of any group changes

How to Start a Narateen Group

To begin a meeting, you are encouraged to reach out to your area or region Narateen subcommittee, when there is one, or the World Service Narateen committee so they can explain the process and offer support. You will need two certified facilitators registered with WSO and it is suggested that each group have at least four certified facilitators available (two committed to regular attendance). Suggestions for starting a group,

- Review Group Requirements above under Registration of Groups.
- Contact your region for assistance and ask if they have assembly approved region Narateen guidelines.
- Contact your region to inquire about the availability of startup funds for new groups before purchasing a new group packet from the WSO.
- Choose a location and time that coincides with a Nar-Anon or NA meeting, as it will help teens with transportation and the availability of facilitator substitutes.
- Encourage Narateens to choose a group name by group conscience.
- Notify nearby Nar-Anon and NA meetings of your Narateen meeting**.**
- Visit Outreach page on Nar-Anon website for letters and table cards that can be used to announce the new meeting.

Membership in Narateen

It is suggested that Narateen membership begins at the age of 13. Narateen groups may allow pre-teens to attend based on group conscience. Continued participation is permissible up to the age a person is considered an adult in the country in which they reside. Once becoming an adult, they may attend Nar-Anon meetings.

Narateen Meetings

Narateen meetings are closed meetings, except by group conscience. Only adults who have been certified and registered with WSO may attend a Narateen meeting unless invited by a group conscience.

Narateen meetings in schools, hospitals, juvenile centers, and other professional settings allow access for teens that might not otherwise be able to attend. These meetings are often closed or limited access meetings only open to the youth at these schools or facilities. Access by teens outside of these facilities may be allowed at the discretion of a facility. Some facilities require that a counselor or other staff member attend the meeting. In such cases, the meeting can be

considered open only to required personnel who have been informed of Nar-Anon's Twelve Steps and Traditions, particularly the Twelfth Tradition:

"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities."

Meeting Safety and Member Conduct
It is suggested that a code of conduct be developed by the group during the first few Narateen meetings. The code of conduct may be in the meeting format and read aloud before each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to remind the group of their code of conduct and recovery principles, while modeling boundaries with respectful and kind communication.

Funding and Seventh Tradition
To get started and maintain a Narateen group, there may be a lack of the necessary funds to pay rent, buy literature, etc. The local Nar-Anon group, area, or region may purchase literature or give donations to help a Narateen group. Each Narateen group is encouraged to participate in area or region fundraising. The goal of each Narateen group is to become fully self-supporting as suggested by the Seventh Tradition.

Transporting Minors
Nar-Anon Family Group Headquarters, Inc. does not recommend Narateen Facilitators transport minors to meetings or any Nar-Anon events.

Narateen Service Positions

Narateen Process Person
The Narateen Process Person (NTPP) is elected by the area or region to be responsible for the confidential records, including the completed forms and background checks, of facilitators. Duties include:

- Coordinate required background checks.
- Register certified facilitators with WSO.
- Register groups with WSO.
- Keep all facilitator information secure.

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. When there is a Narateen subcommittee, the NTPP may be a member of this subcommittee and may also serve as chair.

Facilitator Registration Forms must be completed and sent to WSO annually for renewal in June and whenever any changes occur. The NTPP is also responsible for registering all Narateen groups with WSO, thus verifying the availability of at least two certified facilitators for each group. Regions may determine other Narateen positions and support services.

Narateen Facilitator
The Narateen facilitator is an active member of Nar-Anon, who has attended Nar-Anon meetings on a regular basis and has a working knowledge of Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts of Service. Narateen facilitators do not dominate the meetings, but facilitate to keep the group focused on the topic. An NA member can be a Narateen facilitator provided they are also a member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

Duties include:

- Protect the anonymity of all Narateen members.

- Attend Narateen Subcommittee meetings.
- Guide the group in the development of the group's conduct guidelines.
- Become familiar with the NFG Guide for Local Services and the NFG Guide to World Services
- Be consistent in following the group's format
- Be willing to serve for a minimum of one year

Narateen Sub-committee chair and members:
An area or region may elect to have a Narateen Subcommittee to support local Narateen groups.

"Sample Format for Narateen Meetings"

(All readings are from the Nar-Anon Blue Booklet)

Leader/Chair: Hello, my name is _____. Let's open the meeting with a moment of silence followed by the Serenity Prayer.

At this time, we ask you to please silence your cell phones and avoid texting during the meeting.

In Narateen we have a group agreed upon code of conduct to keep this meeting a safe place for us all to share and grow. We read it at the beginning of every meeting.

Read code of conduct here…

Is anyone here for their first, second, or third meeting? If so, please introduce yourself by your first name only so we may welcome you.

Leader/Chair: Read the Nar-Anon Newcomer's Welcome (Blue Book).

Leader/Chair: Ask members to introduce themselves, using first names only.

Leader/Chair: Ask members to read the following:
Page 7 Twelve Steps
Page 8 Twelve Traditions
Page 12 Keeping Our Meetings Healthy

Leader/Chair: Ask members to read one or more of the following:

Page 2 Mission Statement; Vision Statement
Page 4 The Family
Page 5 Changing Ourselves
Page 6 About Addiction
Page 15 Just for Today

Leader/Chair: Once the meeting has opened, we only read from conference approved literature (CAL) listed on the NFGH literature order form located on the Nar-Anon World Service website. If you wish to purchase literature, please visit the literature table.

Leader/Chair: Ask for Secretary's report and Narateen related announcements.

Leader/Chair: Ask meeting facilitator(s) if he/she has any announcements.

Leader/Chair: Our Seventh Tradition says that every group ought to be fully self-supporting. We pass the basket around for contributions to be used for purchasing literature from WSO (World Service Office), to pay rent, and to make donations to service areas beyond the group level.

Leader/Chair: Anything you hear today is strictly the opinion of the person sharing. The principles of Narateen are found in our Twelve Traditions and Twelve Steps. If a member says something

here you cannot accept, remember they are merely speaking from their own experience. They are not speaking for Narateen. When you leave the meeting take home those thoughts that will be most helpful to you, forget those you feel will not be helpful, and keep coming back.

Leader/Chair: During the meeting only one person speaks at a time; we do not engage in crosstalk. We speak only about our own experiences and feelings. We accept without comment what others say because it is true for them. We will be happy to discuss your questions after the closing prayer.

Leader/Chair: Introduce the speaker or announce and share on the topic.

The topic for this meeting is _____.

Leader/Chair: Open the sharing to the other members.

Please try to limit sharing to between three and five minutes per person. The last 15 minutes of the meeting can be reserved for newcomers to share.

At the close of the meeting, leader/chair says: Let's thank everyone for a great meeting.

As this is an anonymous program, we ask all members and visitors to respect our anonymity. The stories you heard were told in confidence and should not be repeated outside. They are told so we may better understand this program and ourselves and to give encouragement and help to the new members.

After a moment of silence, close the meeting in any manner consistent with our traditions and the principles of Nar-Anon.

Motion applies to: Narateen, Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #1.

Intent: This new section establishes policy in the Guide to Local Services to be used along with guidance provided in the World Service Narateen Safety Guidelines (S-332) to provide regions, areas and groups with information and minimum requirements to hold meetings for Narateen. It also clarifies the purpose and responsibilities of the new Narateen service positions.

Rationale: This section was submitted in the WSC 2016 Conference Agenda Report (CAR) as Motion 34 where the Conference voted to commit this motion for further development. It is being submitted to WSC 2018 for vote of approval.

Financial Impact: Reprint of the Guide to Local Services.

Motion 20: Delete the current WS Narateen Safety Guidelines, S-332.

WORLD SERVICE NARATEEN SAFETY GUIDELINES

Helping Teens Together

Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share. The principles that apply in the Nar-Anon fellowship, such as honesty, trust, confidence, safety, and anonymity, also apply to Narateen.

These Narateen guidelines were created to ensure the safety of Narateen members, facilitators, and Nar-Anon/Narateen as a whole. In addition, each Narateen group must adhere to the policies of their local Nar-Anon area and region, as well as any regulations in their state, province, or country concerning adults working with youths.

FACILITATING A NARATEEN GROUP

A Narateen facilitator should be an active member of Nar-Anon attending meetings on a regular basis. All Narateen facilitators must register with the WSO and should agree to submit to a background check, even if their local area, state, region, province or country's guidelines do not require one.

Narateen facilitators should not dominate the meetings, but facilitate to keep the group focused on the topic. It is suggested that a facilitator not be the parent of a Narateen member in their group, as members of the group may feel uncomfortable speaking freely and openly. An NA member can be a

Narateen facilitator provided they are also a member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

It is recommended that Narateen facilitators be consistent in following the group's guidelines. The rationale is that many Narateen members may have been exposed to a lack of consistency in their home environment. They are likely to attend meetings with an atmosphere of safety and familiarity. Groups are also more successful when a facilitator is willing to serve for a period of one or two years.

WHY IS HAVING TWO FACILITATORS NECESSARY?

It is highly recommended that every Narateen Group have two certified facilitators at every meeting, preferably one male and one female. The teens and facilitators are protected when two facilitators are in the room. Also, if a situation arises where a facilitator must leave the room, another is there to continue the meeting. If one facilitator is unable to attend, it is recommended that he/she call another certified Narateen facilitator to substitute. If a replacement second facilitator is unavailable, a group conscience may be taken to continue or cancel the meeting.

NARATEEN FACILITATOR CERTIFICATION

Each local Nar-Anon area or region shall develop a process to define and certify Narateen facilitators based on these World Service Narateen Safety Guidelines in accordance with the local area, state, region, province, or country's laws. It is important to check into the legal requirements for adults working with youths. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen.

A Narateen process person (NPP), chosen by the area or region, is responsible for the confidential records, including the completed forms and background checks of facilitators. The NPP communicates with potential facilitators and local or state agencies.

It is suggested the NPP be certified in the same way as a Narateen facilitator. An alternate delegate or alternate chair is often utilized for this position. This allows for communication between the NPP and the regional service committee (RSC) to flow more effectively.

Once a certification process is in place at the area/region level, a list of certified Narateen facilitators shall be kept by the NPP. This list must be sent to WSO annually and when changes occur.

HELPING FACILITATORS GROW

One of the best ways to get feedback from others on what is and isn't working is two way communication between facilitators in the area/region. Holding a Narateen facilitator workshop is a great way to get feedback from others. These can be held at an area or region convention or meeting. Inviting interested Nar-Anon members to attend can help expand your facilitator base.

MEETING SAFETY AND MEMBER CONDUCT

It is suggested that behavior requirements be drawn up during the first few Narateen meetings and read aloud before each meeting. In this way, members know what is expected of them during

a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to gently remind the group of the best practices, principles, and standards.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal abuse, emotional disorders, and law enforcement issues. The facilitator's job is to help teens cope with their feelings regarding addiction using the tools of Narateen/Nar-Anon. Parents who leave a child at a Narateen meeting are entrusting facilitators with the safety of their child during the meeting. It is the responsibility of the facilitators to maintain order during the meeting according to the behavior requirements. Any disciplinary action to be taken by facilitators is explained in the requirements. An example of possible disciplinary actions would be a verbal warning for the first offense.

Before and after the meeting, it is the parents' responsibility to discipline their children and they should not be questioned by the facilitator. If a member must be removed from a meeting due to disruptive behavior, a facilitator should stay with the child until released to their parent.

It is important that all facilitators know what to do if an emergency situation arises, whether it is within the meeting or an environmental emergency from natural disasters. These emergency plans should be worked out prior to starting a new Narateen meeting.

When facilitators must protect themselves from personal harm, accusations, or threats, even if totally blameless, they should consider the members' safety when deciding to become or continue as facilitators. If a facilitator decides to step down, the NPP should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse, be reviewed for your city, county, state, or province and incorporated into your guidelines. Always consult your NPP or other Narateen facilitators before taking any action regarding reporting.

© 2014 NFGH Inc. All rights reserved.
Conference Approved
S-332 ~ 14-08-26
Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(310) 534-8188 — (800) 477-6291
www.nar-anon.org

Replace with:

WORLD SERVICE NARATEEN SAFETY POLICY AND GUIDELINES

PURPOSE:
The World Service Narateen Safety Policy and Guidelines are created to ensure the safety of Narateen members, facilitators, and Nar-Anon/Narateen as a whole. In addition, each Narateen group must adhere to the policies of their local Nar-Anon area and region, as well as any regulations in their state, province, or country concerning adults interacting with youth.

Helping Teens Recover Together
Narateen groups, which are part of the Nar-Anon Fellowship, are formed to provide support to teenage family members and friends of addicts. A Narateen group is a safe environment where teenagers can share. The principles that apply in the Nar-Anon fellowship, as outlined in our Twelve Steps, Twelve Traditions, Twelve Concepts, Guide to Local Services and Guide to World Services, also apply to Narateen and include honesty, trust, confidence, safety, and anonymity.

SAFETY POLICY:

Area/Region Requirements
A group is considered a Narateen group when it meets the following requirements:

- Has an assembly elected Narateen Process Person (NTPP).
- NTPP submits Narateen Facilitator Registration Form and Narateen Group Registration Form to WSO.
- Area or Region develops and submits Narateen Safety Policies for review to the WS Narateen committee. Safety Policy includes:
    - NTPP is voted in by assembly
    - Background checks are passed by all Facilitators
    - State, county, province or country laws are reviewed and incorporated into the policy
    - Safety policy is approved by assembly

Note: For legal purposes the region should have documented proof in their regional minutes to support all the above.

In the absence of an area or region, a group will be responsible for meeting the above safety requirements. Refer to the Narateen section in the Guide to Local Services for additional policy and safety information.

Once these requirements are met the group will be listed on the Nar-Anon WS Website.

Group Requirements
- Group Registration with WSO
- Have at least two certified facilitators
- Adhere to area/region for copy of regional safety policies
- Notify the NTPP of any group changes

Local Safety Policy:
As identified above, each group, area or region is required to create their own assembly approved safety policy to define service positions, facilitator certification process and support the Narateen program.

FACILITATING A NARATEEN GROUP
A Narateen facilitator should be an active, adult member of Nar-Anon who attends meetings on a regular basis. All Narateen facilitators must be registered with the WSO after being certified by NTPP or Narateen Subcommittee in accordance with their local group, area or region's safety policy, which must include successful completion of a background check.

Narateen facilitators should not dominate the meetings, but rather facilitate to keep the group focused on the topic. It is suggested that a facilitator not be a relative or legal guardian of a Narateen member of the group, as members of the group may feel uncomfortable speaking freely and openly. An NA member can be a Narateen facilitator provided they are also an active member of Nar-Anon. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

WHY IS HAVING TWO FACILITATORS NECESSARY?
It is highly recommended that every Narateen Group have two certified facilitators at every meeting, preferably one male and one female. The teens and facilitators are protected when two facilitators are in the room. Also, if a situation arises where a facilitator must leave the room, another is there to continue the meeting. If one facilitator is unable to attend, it is recommended that he/she call another certified Narateen facilitator to substitute. If a replacement second facilitator is unavailable, a group conscience, including the available facilitator, may be taken to decide whether to continue or cancel the meeting.

NARATEEN FACILITATOR CERTIFICATION
Each local Nar-Anon area or region shall develop and define a process to certify Narateen facilitators based on these World Service Narateen Safety Policy in accordance with the local area, state, region, province, or country's laws. It is important to check into the legal requirements for adults interacting with minors. Certification is a formal acknowledgement that a member has met the requirements for being of service to Narateen. A process for recertification should also be defined.

NARATEEN PROCESS PERSON
The Narateen Process Person (NTPP) is elected by the area or region, to be responsible for the confidential records, including the completed forms and background checks of facilitators. Duties include:

- Coordinate required background checks
- Register certified facilitators with WSO
- Register groups with WSO
- Keep all facilitator information secure

It is suggested the NTPP be certified in the same way as a Narateen facilitator. The NTPP is elected by assembly. The NTPP may be a member of the Narateen committee and may also serve as chair.

Facilitator Registration Forms must be completed and sent to WSO annually for renewal in June and whenever any changes occur. The NTPP is also responsible for registering all Narateen Groups with WSO, thus verifying the availability of at least two certified facilitators for each group. Regions may determine other Narateen positions and support services.

MEETING SAFETY AND MEMBER CONDUCT
It is suggested that behavior requirements be drawn up during the first few Narateen meetings and read aloud before each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own code of conduct. It is the facilitator's responsibility to gently remind the group of the best practices, principles, and standards.

Narateen members may have been exposed to violence, drug abuse, weapons, verbal abuse, emotional disorders, and law enforcement issues. The facilitator’s job is to help teens cope with their feelings regarding addiction using the tools of Narateen/Nar-Anon. Family members or guardians who leave a child at a Narateen meeting are entrusting facilitators with the safety of their child during the meeting. It is the responsibility of the facilitators to maintain order during the meeting according to the behavior requirements. Any disciplinary action to be taken by facilitators is explained in the requirements. An example of possible disciplinary actions would be a verbal warning for the first offense.

Before and after the meeting, it is the family member’s or guardian’s responsibility to discipline their children and they should not be questioned by the facilitator. If a member must be removed from a meeting due to disruptive behavior, a facilitator should stay with the child until released to their parent.

It is important that all facilitators know what to do if an emergency situation arises, whether it is within the meeting or an environmental emergency from natural disasters. These emergency plans should be worked out prior to starting a new Narateen meeting and should be included in the local safety guidelines.

When facilitators must protect themselves from personal harm, accusations, or threats, even if totally blameless, they should consider the members’ safety when deciding to become or continue as facilitators. If a facilitator decides to step down, the NTPP or regional Narateen sub-committee should assist in finding a new facilitator.

It is important that mandatory reporting laws, such as those for child abuse and neglect, be reviewed for your city, county, state, province or country and incorporated into your safety guidelines. You are encouraged to consult other Narateen facilitators or Narateen service members before taking any action regarding reporting.

Motion applies to: Narateen, Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #2.

Intent: Update Safety Guidelines to be consistent with motions passed at WSC 2016 and include World Service policy. Changed the name from "Narateen Safety Guideline" to "Narateen Safety Policy and Guidelines".

Rationale: The current Safety Guidelines are not consistent with motions passed at the WSC 2016 and does not include World Service policy. In addition, the Narateen committee reviewed and revised this document to align it with the new Narateen section (original Motion 34 submitted at WSC 2016) in the Guide to Local Services. WS Safety Policy and Guidelines are needed to support the Narateen program.

Financial Impact: Reprinting of current guidelines and updating WS Website links

Motion 21: Revise the tri-fold, Facilitating a Narateen Group, S-330 as follows:

Change the title from "Facilitating a Narateen Group" to "Narateen Group Information".

Revise "What is a Narateen group?" section as follows: **Narateen is a part of the Nar-Anon program for teens affected by someone else's addiction**. ~~Narateen~~ Meetings are closed except by group conscience and limited to teenagers who are coping with the addiction problem of a family member or friend. Facilitators guide and share knowledge of the Twelve Steps and Twelve Traditions by keeping meetings and groups focused and on topic."

Motion applies to: Narateen

Maker: World Service Narateen Committee, Motion #3.

Intent: Add a definition for a Narateen group. The original first sentence was removed because it found to be plagiarized from Al-Anon/Alateen at WSC 2016 and changed the title to be consistent with the information provided in the document.

Rationale: Insertion of this description is consistent with wording used in Motion 25 to describe a Narateen group as approved at WSC 2016. Changing the title provides a better description of the information contained in this document.

Financial Impact: The cost to reprint S-330, unknown.

Motion 22: In the Guide to Local Services, page 13 –5, Narateen Group Registration Form, revise the opening paragraph as follows:

Narateen Groups are registered with the World Service Office (WSO) with the understanding that they will abide by the Nar-Anon **Twelve Traditions, Twelve Concepts of Service, Nar-Anon Family Groups Guide to Local Services and Narateen Safety Policy and Guidelines (S-332)**. This form MUST be submitted to WSO by the region Narateen Process Person (NTPP).

Motion applies to: Narateen

Maker: World Service Narateen Committee, Motion #4.

Intent: Add a reference to Nar-Anon Family Groups Guide to Local Services on the Narateen Group Registration Form, page 13-5, and spell out the Twelve Traditions, and Twelve Concepts of Services.

Rationale: Provide a reference to the Nar-Anon Guide to Local Services. This will allow the areas and regions to have access to all pertinent information associated with the Narateen program.

Financial Impact: Reprint the Guide to Local Services, cost unknown

Motion 23: In the Guide to Local Services, page 6-8, section Regional Structure, subsection Regional Delegates, revise the last bullet under Delegates and add the World Service Committee email list at end of the guide.

Remove:

- Become active members of a World Service Committee – current committees are Budget and Finance, Events (World Service Conference and World Convention), Literature, Narateen, Newsletter, Outreach, Policy and Guidelines, Website, and World Pool

Replace with:

- Become active members of a World Service Committee. Committee list is found in the back of this book.

Add: World Service Committees email list to back of book.

WORLD SERVICE COMMITTEE EMAIL ADDRESSES

World Service Budget and Finance Committee	**BudgetAndFinance@nar-anon.org**
World Service Conference Committee	**wscconference@nar-anon.org**
World Service Convention Committee	**wccommittee@nar-anon.org**
World Service Literature Committee	**LitCom@nar-anon.org**
World Service Narateen Committee	**narateen@nar-anon.org**
World Service Newsletter Committee	**newsletters@nar-anon.org**
World Service Outreach Committee	**outreach@nar-anon.org**
World Service Policy & Guidelines Committee	**pandgcommittee@nar-anon.org**
World Service Website Committee	**webcommittee@nar-anon.org**
World Service World Pool Committee	**worldpool@nar-anon.org**

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #1.

Intent: This makes it easier when needed to update the names of committees if they change in the future.

Rationale: As the Fellowship grows, committees may be either added or eliminated, and it is advisable for delegates to be informed of current WS Committees without changing the delegate information each time.

Financial Impact: None

Motion 24: In the Guide to World Services, page 30, section World Service Board of Trustees, subsection Qualifications of a Trustee, the first bullet:

Remove:

- Nar-Anon service history as either an area/regional officer, delegate, or alternate delegate

Replace with:

- Six years of Nar-Anon service which includes serving as either an area/regional officer, delegate, or alternate delegate

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #2.

Intent: Make the service requirement clear.

Rationale: The six years of service is listed on the by-laws but not clearly stated under the qualifications of a trustee.

Financial Impact: None known

Motion 25: In the Guide to Local Services, pages 7-1, 7-2, section Anonymity:

Remove:

ANONYMITY

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as "the spiritual foundation of all our traditions," has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

Anonymity Outside Nar-Anon

Tradition Eleven gives us specific guidelines, "we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media." This gives potential members confidence their identity will not be revealed when they join Nar-Anon.

When speaking or writing as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces can be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article about the fellowship for local or national publication and may be financially remunerated. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

A member appearing on a television program can face the camera and give his full name, providing he does not reveal his membership in Nar-Anon or Narateen.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it

necessary for involved Nar-Anon and Narateen members to give their full names to interested doctors, spiritual leaders, school, or industrial personnel.

Anonymity Within Nar-Anon

Members have the right to use their full names within the fellowship. The degree of anonymity a member chooses (first name, pseudonym, or full name) is not subject to criticism.

Regardless of our personal choice, we guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be sure that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon and Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

There may be some who are not familiar with our tradition of personal anonymity at the public level. If so, we respectfully ask that no NA, Nar-Anon or Narateen speaker or member be identified by full name or picture in published or broadcasted reports of our meeting.

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that Nar-Anon and Narateen principles come before personalities.

When members serve beyond the group service level, it is practical to use full names and addresses to facilitate communication. Letters (including the return address) to a Nar-Anon or Narateen member should never have the name Nar-Anon on the envelope. Letters to the Newsletter should give full names and addresses. Material which is published will be signed in the way the writer wishes: first name and initial, initials only, "Anonymous" – either with or without geographical location. Regional newsletter editors usually follow this procedure.

Anonymity in Our Personal Growth

While each member has the right to make their own decision regarding personal anonymity within the fellowship, the use of first names only reminds us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our spiritual growth in humility is rooted in the principle of anonymity.

Replace with:

ANONYMITY

The experience of our groups suggests that the principle of anonymity, which is summed up in Tradition Twelve as "the spiritual foundation of all our traditions," has three elements: anonymity as it applies outside Nar-Anon, anonymity within the fellowship, and anonymity as it contributes to our personal growth.

Anonymity Outside Nar-Anon

Tradition 11- "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet and other forms of

mass media. We need guard with special care the anonymity of all NA members." This speaks directly to the protection of anonymity outside of the Nar-Anon fellowship.

Tradition Eleven gives us specific guidelines, "we *need always* maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media." This means that at all times we need to protect our personal anonymity in the public forum.

When speaking as a Nar-Anon/Narateen member at the public level, only first names or pseudonyms are used. In photographs for publication or in television appearances, faces may be blurred or turned away from the cameras so they are unrecognizable.

Any Nar-Anon/Narateen member may write an article or give an interview about the fellowship for local or national publication. Personal anonymity should be maintained by signing anonymously or using a pseudonym.

Mass media includes the various forms of social media, internet articles, and blogs. Individually, members can use social media for private communication but are cautioned not to use the Nar-Anon name or logo because there is no protection of anonymity. Anything expressed on the internet may be difficult or impossible to remove and could have potential harm to members and others.

It is important to make Nar-Anon known through public information work with professionals who come into contact with families suffering from the effects of addiction. Such contacts may make it necessary for involved Nar-Anon and Narateen members to give their contact information to interested doctors, spiritual leaders, school, or industrial personnel.

Anonymity Within Nar-Anon

We guard the anonymity of others in the fellowships of Nar-Anon/Narateen and NA. This means not revealing to anyone, even to relatives, friends, and other members, who we see and what we hear at a meeting.

Anonymity goes well beyond mere names. All of us need to feel secure in the knowledge that nothing seen or heard at a meeting will be revealed. We feel free to express ourselves among our fellow Nar-Anon members because we can be certain that what we say will be held in confidence.

At open Nar-Anon meetings, group anniversaries, conventions, or workshops where non-members may be present, Nar-Anon/Narateen members are free to decide how much anonymity they prefer. It is well to open such meetings with a brief explanation of the Eleventh and Twelfth Traditions. One suggestion is as follows:

There may be some attending who are not familiar with our tradition of personal anonymity at the public level. If so, we ask you to respect our anonymity, and not identify any Nar-Anon, Narateen, or NA speaker or member by name or picture in published or broadcast reports of our meeting.

The assurance of anonymity is essential to our efforts to help other families and friends of addicts, and the Twelfth Tradition reminds us that the spiritual base of Nar-Anon and Narateen principles are found in the equality expressed in anonymity. Our principles come before personalities.

Anonymity in Our Personal Growth

We identify ourselves by our first names to remind us we are equals in Nar-Anon. We share as equals, regardless of social, educational or financial position. Anonymity provides the freedom and security Nar-Anon assures each member. Our growth in humility is rooted in the spirit of anonymity, always reminding us to place principles above personalities. Open-mindedness and the willingness to listen to each other are the practical applications of the spiritual principle of anonymity.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #3.

Intent: Provide information that is more consistent with our traditions and recovery principles.

Rationale: Need changes to the section because some of the language does not reflect what our traditions teach about anonymity, and some of the information really doesn't belong in this section.

Financial Impact: None known

Motion 26: In the Guide to Local Services, page 2-1, section How to Start a Nar-Anon Group, subsection Registration of Groups:

Remove:
The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) or Narateen group with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon or Narateen member.

Replace with:
The establishing of a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of drug addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon member.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #5.

Intent: Removal of Narateen because it is covered in the new Narateen section.

Rationale: New Narateen section in GLS.

Financial Impact: None known

Motion 27: In the Guide to Local Services, page 9-1, section Literature, after subsection Conference Approved Literature (CAL), add new subsection:

Draft Recovery Literature/Fellowship Review of New Service and Outreach Literature

Recovery literature sent out in draft and fellowship review literature/materials are not permitted to be posted on group, area, regional or NSO websites. These pieces are for review and input. For complete policy on literature posting, see the Guide to World Services, section Nar-Anon Recovery Literature and Service Materials.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #6.

Intent: Advise that review draft materials and fellowship review materials are not permitted to be posted on websites other than the WSO website, since they are not conference approved or fully copyright protected.

Rationale: The review draft materials and fellowship review materials may not be used as CAL until actual conference approval.

Financial Impact: None known

Motion 28: In the Guide to World Services, page 26, section Nar-Anon Recovery Literature and Service Materials, subsection Development and Approval Process for New Service and Outreach Literature/Materials, third paragraph:

Remove:

After BOT's final review, the literature/material will be stamped "Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. During this time, the fellowship can use the piece, and the BOT will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, BOT approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the BOT or the appropriate world service committee takes responsibility for submitting the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

Replace with:

After BOT's final review, the literature/material will be stamped "Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. *Recovery literature sent out in draft and fellowship review literature/materials are not permitted to be posted on groups, areas, NSO's or regional websites.* These pieces are for review and input. During this time, the fellowship can use the piece, and the BOT will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, BOT approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the BOT or the appropriate world service committee takes responsibility for submitting the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #7.

Intent: Advise fellowship review materials are not fully copyright protected or considered conference approved and not permitted to be posted on websites other than WSO.

Rationale: The new service and outreach literature process has prompted the use of sending out new material for the fellowship to review before being fully copyright protected or received conference approval.

Financial Impact: None foreseen.

Motion 29: In the Guide to Local Services, page 11-1, section Conventions and Events, subsection Narateen Participation:

Remove:

Narateen Participation

Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities whenever possible. It is within the discretion of the planning committee to determine whether Narateen members have a separate agenda.

Replace with:

Narateen Participation

Narateen participation should be included in Nar-Anon activities whenever possible. A Narateen service member should be part of the event planning committee and all Narateen participation is

conducted under the guidance of Narateen Facilitators. For more information on Narateen service members, see the Narateen Section in this guide.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #8.

Intent: Narateen may be included in events and the planners need to be aware of guidance in compliance with Narateen member safety.

Rationale: Narateen service members will be included in event planning where Narateen has been invited to participate at Nar-Anon events.

Financial Impact: None foreseen.

Motion 30: In the Guide to World Services, page 24, section Nar-Anon Recovery Literature and Service Materials, subsection Approval Process for Recovery Literature:

Remove:
After recovery literature has been reviewed and edited, it is forwarded to the BOT for approval before it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the CAR for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon meetings. Recovery literature sent with the CAR for conference approval shall not be used in Nar-Anon meetings, although it may be displayed and distributed to members at Nar-Anon meetings.

Replace with:
After recovery literature has been reviewed and edited, it is forwarded to the BOT for approval before it is sent to the fellowship for a preliminary review. This allows the fellowship time to review the literature and forward suggestions to the World Service Literature Committee for further editing. The World Service Literature Committee will make necessary revisions and submit recovery literature to the fellowship not less than 150 days prior to the WSC with the CAR for approval at the WSC. Once approved, literature will be sent to WSO for publishing. Should a piece of literature not be approved by the WSC, and the World Service Literature Committee has been directed to make changes, it will be revised and sent to the fellowship for another review. The recovery literature approval process will be repeated. Any recovery literature released for preliminary review should not be displayed or used in Nar-Anon meetings. *These pieces marked draft literature are not permitted to be posted on websites, since they have NOT received conference approval.* Recovery literature sent with the CAR for conference approval shall not be used in Nar-Anon meetings, although it may be displayed and distributed to members at Nar-Anon meetings.

Motion applies to: Policy and Guidelines

Maker: World Service Policy and Guidelines Committee, Motion #9.

Intent: Advise fellowship of recovery review materials are not considered conference approved and not permitted to be posted on websites other than the WSO.

Rationale: The recovery literature process has prompted the use of sending out new material for the fellowship to review before being fully copyright protected or receiving conference approval.

Financial Impact: None foreseen.

Motion 31: Replace the current Website Handbook, S-318, with attachment 4.

Motion applies to: Website

Maker: World Service Website Committee, Motion #1.

Intent: The current version of the Website Handbook contains references to outside resources, outdated technologies, and content that belongs in other documents. The organization of the current version is confusing. The intent of this motion is to do a complete replacement with one motion rather than a number of separate motions for each item of content that is proposed to be changed.

Rationale: The proposed version of the Website Handbook removes references to outside resources, outdated technologies, and content that belongs in other documents. The organization of the current version is streamlined and more reader friendly.

Financial Impact: The only expected cost is the time and effort required to replace the version that is currently posted on the World Service website. WSO does not print this document in bulk, but only as needed. Because this is service literature, there is no income expected from this effort or this document.

BOARD OF TRUSTEES MOTIONS

Motion 32: In the Guide to World Services, pages 35-38, section World Service Committees, remove the World Service Committee descriptions and replace with:

WORLD SERVICE COMMITTEES

World service committees are directly responsible to the BOT as described in the Bylaws. The world service committees and the BOT are responsible to the fellowship as directed by the WSC.

In accordance with Concept Four, effective leadership qualities such as humility, open mindedness, integrity, trustworthiness, and a strong commitment to open communication are essential qualities for members of world service committees.

General Requirements

Desired Qualifications

- Attend Nar-Anon or Narateen group meetings regularly
- Have completed three years of service in Nar-Anon
- A working knowledge of Nar-Anon's Twelve Steps, Traditions, and Concepts of Service
- Have the ability to work independently and as a team member, make proposals/suggestions, be flexible in the decision making process, and complete assignments within deadlines
- Be available to attend scheduled committee meetings using the technology pre-determined for such meetings (e.g., conference calls, internet calls, committee web forums, email)

General Committee Duties

- Hold regularly scheduled committee meetings
- Be accountable for assignments given to the committee
- Keep records of the committee's actions and make them accessible to the fellowship

- Communicate the activities of the committee to the fellowship through the Nar-Anon World Service Website and newsletter articles
- Submit quarterly committee reports to the BOT and biennially to the WSC

The working language of the world service committees and the WSC is English.

World Service Committees

World Service Budget and Finance Committee

Duties and responsibilities: The responsibility of the World Service Budget and Finance Committee is to maintain a regular review of the financial affairs of NFGH, Inc. The committee will review income, production costs, operating expenses, and changes in assets and liabilities as checks and balances, and make recommendations or suggestions to the BOT of any cost savings or adjustments that would affect the financial position of the corporation.

The committee will prepare a budget for each upcoming year to present to the BOT for approval, based on their review of income, production costs, operating expenses, the needs and requirements of WSO, the world service committees, and the fellowship as a whole.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an understanding of Concept Eleven: Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly. Members should have knowledge and understanding of, or an interest in financial matters.

Events – World Service Conference Committee

Duties and responsibilities: The WSC Committee coordinates all aspects of the WSC. The committee prepares and distributes the conference invitation, receives and reviews motions for the *CAR*. Confirms that all motions meet the criteria for placement in the *CAR* before distribution. The committee is responsible for verifying eligibility of voting members attending the conference. A copy of the minutes showing the decisions made at the WSC is sent to the fellowship following the conclusion of the conference. Communicate regularly with the World Service Board of Trustees, world service committee chairs, national service offices, regional service committees, regional delegates, and members of the fellowship as needed.

A member of this committee serves as the chair of the WSC.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, ideally new members will have attended at least one WSC and have a working knowledge of *Robert's Rules of Order*.

Events – World Service Convention Committee

Duties and responsibilities: The World Service Convention Committee plans and hosts a Nar-Anon world convention in cooperation with the NA world convention. In preparing for a convention, the committee works closely with the host city's area or regional service committee, where one exists. It also works with WSO, which is the liaison between the NA and Nar-Anon World Service Convention Committees. The committee recruits volunteers and speakers, plans the program schedule, hospitality, entertainment, meetings, and registration. For the convention flyers and merchandise, the World Service Convention Committee designs a logo based on the theme.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members will have previously served on a fellowship event planning committee.

World Service Literature Committee

Duties and responsibilities: The purpose of the World Service Literature Committee is to compile, review, and edit literature to be presented to the fellowship for approval. This includes recovery, service, and outreach literature, or other literature developed at the suggestion of the fellowship. The committee is responsible for ensuring that all literature conveys the Nar-Anon message in

accordance with the steps, traditions, concepts, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form. The committee is also responsible for updating existing literature affected by conference approved changes where similar wording is used.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should be familiar with the steps, traditions, and concepts; have experience reviewing and editing literature with regard to grammar, spelling, punctuation, and writing; and be proficient in the use of current technology.

World Service Narateen Committee
Duties and responsibilities: The purpose of the World Service Narateen Committee is to develop policy, support group, area, and region Narateen efforts, and advance the growth of Narateen. This is done by being of service to area and region Narateen efforts through meetings, events and activities (e.g., conventions, unity days, fundraisers, and Narateen weekends). The committee is available to review proposed region guidelines for compliance with World Service Narateen Safety Policy. The committee informs the worldwide fellowship about Narateen through websites, mailings, newsletter, and presentations. The committee also encourages Narateen members to submit writings for Narateen literature.

Qualifications for membership: Members should meet the general requirements for serving on a world service committee. Members with Narateen service or adults with experience working with minors are highly desired.

World Service Newsletter Committee
Duties and responsibilities: The World Service Newsletter Committee produces a quarterly newsletter for the Nar-Anon Fellowship. The committee is responsible for ensuring that the newsletter conveys the Nar-Anon message in accordance with the steps, traditions, concepts, policies, and guidelines; is correctly presented with regard to grammar, spelling, and format; and does not contain plagiarism in any form; reports the business of the fellowship; and includes upcoming world, region, or area events such as conventions, workshops, or recovery days. The committee is responsible for publishing the newsletter in a timely manner. The committee ensures the newsletter expresses the Nar-Anon message of recovery; reports the business of the fellowship; and includes upcoming world, region, or area events such as conventions, workshops, or recovery days. The committee is responsible for publishing the newsletter in a timely manner.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have experience reviewing written material with regard to spelling, grammar, punctuation, and content and have access to a computer and the internet. Committee members are required to attend quarterly meetings. Members should be willing to assist the committee in accumulating articles and information from the worldwide fellowship.

World Service Outreach Committee
Duties and responsibilities: The purpose of the World Service Outreach Committee is to serve as a resource for areas and regions in order to help carry the Nar-Anon message of hope throughout the world. This is done by developing and compiling outreach literature and material used to raise public awareness about the Nar-Anon program. The committee also carries the Nar-Anon message through outreach efforts directed towards national and international organizations which might come in contact with friends and families of addicts.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have a thorough understanding of Tradition Eleven, "*Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.*"

World Service Policy and Guidelines Committee
Duties and responsibilities: The purpose of the World Service Policy and Guidelines Committee is to research, develop, and review all policies and guidelines proposed for fellowship approval at the WSC. The committee will update existing policies and guidelines as directed by the WSC.

The committee is a resource for the fellowship to clarify the policies and guidelines found in our service documents.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have at least four years of continuous service in Nar-Anon.

World Service Website Committee
Duties and responsibilities: The World Service Website Committee is responsible for the content and consistency of the world service website, www.nar-anon.org. Duties include ensuring its content is in keeping with Nar-Anon's Twelve Traditions and Twelve Concepts, has up-to-date information of interest to all Nar-Anon members and trusted servants, and acts as an outreach tool to carry the Nar-Anon message on the internet.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have an adequate working knowledge of the internet and its usage.

World Service Human Resource Committee
Duties and responsibilities: The purpose of the World Service Human Resource Committee is to screen candidates applying to become members of the World Service Board of Trustees and for the positions of Conference Secretary and Conference Facilitator.

Duties of the committee are to develop, maintain, and implement a nominations process to identify the most qualified candidates for service. The committee notifies the Nar-Anon Fellowship of open positions and the qualifications to serve in these positions. The committee screens applications for those most qualified for election to the BOT and the Conference Facilitator; interviews potential candidates; checks references; and forwards a list of the most qualified applicants to the WSC for election.

Qualifications for membership: In addition to the general requirements for serving on a world service committee, members should have five years of continuous service in Nar-Anon, including world service experience. Members of this committee must also agree to protect confidential information obtained in the application process.

World service committee email addresses are listed at the end of this guide.

Motion applies to: Policy and Guidelines

Maker: World Service Board of Trustees, Motion #6.

Intent: Update and correct the World Service Committees' information in the GWS.

Rationale: The duties, responsibilities and information were incorrect in the GWS and needed updating.

Financial Impact: None known

ATTACHMENTS TO THE CAR

1. Recovery Literature Priority List
2. We've Been There, PD-135 (motion 18)
3. Men Sharing Their Experience, Strength, and Hope, BD-216 (motion 19)
4. Website Handbook, S-318, (motion 32)

RECOVERY • UNITY • SERVICE

NAR-ANON WORLD SERVICE CONFERENCE 2018

The following list of recovery literature is compiled from requests and submissions to the World Service Literature Committee. As required by the Guide to World Services, this list is to be compiled and summarized biennially for presentation to the WSC for consideration and prioritization. We ask that attendees of the 2018 WSC gather information from their regions and number each item on this list from 1 to 17 (1 being highest priority) by placing a number in the box next to the title. These forms will be collected and tallied at the WSC. The results will be given to the World Service Literature Committee for literature to be written, reviewed, expanded, and/or edited before going through the approval process for recovery literature (found on pages 24 and 25 of the Guide to World Services).

Commencement of work is dependent upon LitCom receiving writings from the fellowship.

	Traditions 1-12 for Nar-Anon 36	The Twelve Traditions section to be included in the Nar-Anon 36.
	Narateen - 31 Days	A book of stories written by Narateen members with a page for each day of the month.
	Concepts 1-12 for Nar-Anon 36	The Twelve Concepts of Service section to be included in the Nar-Anon 36.
	Fourth Step workbook*	A companion workbook to the Nar-Anon 36 for working Step Four.
	Parents of Addicted Minors*	A pamphlet for the parents of addicted minor children.
	7th Tradition pamphlet	A pamphlet explaining the Seventh Tradition beyond the basket and for our personal recovery.
	Adult Children of Addicts*	A pamphlet for adults who have been affected by a parent's addiction.
	What Now? (When active addiction ends)*	A pamphlet to help members move forward with recovery when active addiction is no longer a part of their lives.
	Addiction in marriage*	A pamphlet for members whose spouse has a problem with addiction.
	Narateen - Steps 1 - 12	The Twelve Steps for Narateen members.
	Traditions Booklet	Writings & study questions. This can be a catalyst for more writings to help complete the traditions portion of the Nar-Anon 36.
	The Seasons of the Year - Spring	A new daily reader.
	Grandparents' Stories - The Family Disease Across Generations	A booklet of writings from the grandparents' point of view.
	A New Daily Reader (using miscellaneous writings we receive)	To be determined.
	Narateen Do's & Don'ts Bookmark	A bookmark for the teens.
	Just For Today bookmark	A bookmark with original writings from Nar-Anon members.
	After Treatment	A replacement for Al-Anon's Living With Sobriety

* No material has been received for this piece.

WE'VE BEEN THERE

Welcome newcomer, we are glad you found us. You may be here because you are desperately seeking help for your addicted loved one. Maybe your loved one attended treatment, and it was suggested you attend a Nar-Anon meeting. The addict may be incarcerated, facing legal problems, or about to lose their children. Your spouse may not come home for days at a time. Aspects of your life may have become unmanageable: finances, health, and spiritual or moral beliefs. Whatever the case may be, we too have traveled this path and know your deep sense of desperation and need for relief.

How you are related to the addict, their drug of choice, the treatment center they attended, or if they didn't attend at all, is not important. We are here to offer you our experience, strength, and hope. We will share what brought us back from the brink of insanity. We too have been where you are now. We do not offer advice; we listen and share how we have solved similar problems.

As a newcomer, we offer you the opportunity to tell us briefly why you are here, keeping the addict and their situation anonymous. As you listen to others, you may find tools here to help you. If you keep an open mind and apply the principles of this program to your life, things can change. For matters you want to keep private, we suggest you find a sponsor with whom you can be open and honest.

It is suggested you attend at least six meetings before deciding if this program is right for you. We continue to return to offer you what we were so freely given. This program may not be what you expected, but it is life changing.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

© 2017 NFGH Inc. All rights reserved
Pending Conference Approval
PD-135 ~ 17-10-26

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(800) 477-6291 — (310) 534-8188
nar-anon.org | wso@nar-anon.org

MEN SHARING THEIR EXPERIENCE, STRENGTH, AND HOPE

Addiction is a disease that affects more people than just addicts. For many men who are the family members or friends of those suffering from the disease of addiction, recognizing how they too have been affected can be particularly challenging. In Nar-Anon, men are learning that recovery is also for them. Here is what some Nar-Anon men have to say about their experiences in the program.

How Men Discover Nar-Anon

Some may first hear about Nar-Anon when their addicted loved one enters treatment. Others may find their way into the program through a Nar-Anon website. Initially, they may come into the rooms of Nar-Anon to support the recovery efforts of their loved one or friend. Men often express their desire to fix the addict and come into the program with the hope they can do just that.

~ My focus was to fix everyone else. I first attended a twelve step program to support my wife and rescue our son from drugs. I wasn't broken and didn't need fixing.

~ I originally thought addiction was a moral choice. It was not until I dove into recovery that I became aware and accepted addiction as a deadly family disease that only a spiritual experience can arrest.

~ I found Nar-Anon online, which led me to a meeting nearby.

Why Men Come Back

Often as men begin to understand the purpose of the program they come back to focus on their own recovery. Through the help of their Higher Power, other Nar-Anon members, and using the tools of the program, they can find peace and serenity.

~ The connection I have found with my Higher Power keeps me coming back. When I came to Nar-Anon I had no Higher Power, other than my own intellect and a belief that science could explain everything.

~ I keep coming back because I want recovery, as well as to support recovery for my daughter. I want to help others by sharing my experience, strength, and hope.

~ I came to Nar-Anon looking for a way to get my addict to stop using. Being a man, I thought I could fix every problem in life.

~ I find peace and serenity. Meetings help me stay sane.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

© 2017 NFGH Inc. All rights reserved.

Impact on Relationships

Just as addiction affects the relationships the addict has with others, recovery also impacts relationships. Marriages may grow stronger, especially when both spouses work their own Nar-Anon program. For those who come into Nar-Anon because of an addicted spouse or partner, significant changes can also occur as they learn to detach with love from the effects the disease has had on their relationships.

~ I needed to focus on living my life and learning to love myself. I was addicted to my addict. I know I cannot fix her; I can only fix and change myself.

~ I told my son that I love him and I would die for him, but I will not die because of him.

~ My wife and I suffered from the effects of her addiction for almost 30 years. We eventually divorced.

~ Nar-Anon has given me, my family, and the addict the ability to try to understand this disease and has solidified our relationships.

~ Today I am a miracle of the program. I had a spiritual awakening and found recovery, body, mind, and spirit. I have changed in so many ways. I can now love myself and others.

~ Nar-Anon helped me learn to break loose of dysfunction and seek out healthier relationships.

~ The addict in my life is my daughter. At first I was on an emotional roller coaster with her every step forward and relapse. Recovery has taught me to step back and detach from her unhealthy choices.

~ I have been affected by my brother's addiction in many ways. I always thought I could fix it, fix him. I have been frozen by fear, the fear of him dying and leaving the business in limbo. I have been hesitant to move forward without him and leave him to his own journey. I now know this is precisely what I need to do, allow him to find his bottom in his own way.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

It Works if You Work It

Men who use the tools of the Nar-Anon program have found their lives have significantly improved. They have learned to shift the focus from trying to fix their addicted loved one and instead seek to better their own lives. Recovery isn't only for the addict. Before making a decision we can ask ourselves if our actions support the disease or if they support recovery.

© 2017 NFGH Inc. All rights reserved.

~ I have found a group of people who are willing to share their experience, strength, and hope. They are not judgmental and I feel comfortable sharing. The values I have learned in these meetings have led me to a calmer way of life.

~ As I continue to attend meetings, I find the selections in the Nar-Anon daily reader, pamphlets, and the Twelve Steps and Traditions help me handle many situations. The program also gives me tools to relate to other family members and co-workers, not just cope with addiction.

~ Life is in living color, not black and white as in the past.

~ I have compassion for those who are addicted, but I no longer think it is my responsibility to solve their problems. I also apply boundaries to all the other relationships in my life.

~ Nar-Anon has helped me understand it is all right for me to stop giving when it hurts.

~ I cannot say enough about the transformative power of Nar-Anon and its members. I am grateful it provided me with tools to return from insanity and remain focused on my journey.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

Sponsorship

Finding a sponsor may be a challenge if few men attend local meetings. For some, it may be difficult to overcome a reluctance to form such a strong relationship with another person. There are many ways to connect with and sustain a relationship with a sponsor, including long distance. The rewards can be many for those men who have developed the bond that sponsorship brings.

~ Initially I didn't want to have any kind of a relationship in Nar-Anon or any program. It took me a long time to have a sponsor and work the steps.

~ The problem I see is there aren't many men in my area who attend the meetings and have worked the steps.

~ Before sponsorship I had been trying to manage my own life. I needed to give up playing God, not only in the addict's life, but in my life as well.

~ The real growth began when I started working the steps with my sponsor. Working the steps gave me a strong foundation on which I was able to rebuild my life. Not long ago, the script flipped when I was asked to become a sponsor. To my amazement, I experienced new growth as I worked with my sponsee.

© 2017 NFGH Inc. All rights reserved.

Service

In Nar-Anon we carry the message of hope to others by performing many different types of service. There is no better way to assure you keep coming back than by filling a position at a meeting, being a sponsor, or serving Nar-Anon in other ways.

~ I feel like I am giving back when I help set up the room and clean up after the meeting.

~ I started attending meetings and found I enjoyed the inclusiveness of the fellowship. Within six months I took the secretary commitment. This was my start in Nar-Anon service. I found through service I felt more a part of the group and that kept me coming back.

~ I keep coming back to continue my healing process and to give back by being a sponsor.

~ I support Nar-Anon by sharing my experience, strength, and hope at recovery centers.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

© 2017 NFGH Inc. All rights reserved
Pending Conference Approval
BD-216 ~ 17-11-06

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(800) 477-6291 — (310) 534-8188
nar-anon.org | wso@nar-anon.org

© 2017 NFGH Inc. All rights reserved.

THE NAR-ANON FAMILY GROUPS'

WEBSITE HANDBOOK

2018

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

THE NAR-ANON FAMILY GROUPS'

WEBSITE HANDBOOK

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

© 2017 NFGH Inc. All rights reserved.
Pending Conference Approval
SD-318 ~ 17-08-28

Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(310) 534-8188 — (800) 477-6291
www.nar-anon.org

PREAMBLE

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve step program, we offer our help by sharing our experience, strength, and hope.

VISION STATEMENT

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We will do this by

- letting them know they are no longer alone;
- practicing the Twelve Steps of Nar-Anon;
- encouraging growth through service;
- making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- changing our own attitudes.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

TABLE OF CONTENTS

PREAMBLE 1
MISSION STATEMENT 1
VISION STATEMENT 1
TABLE OF CONTENTS 2

INTRODUCTION 3

PLANNING 3
RESPONSIBILITIES AND ACCOUNTABILITY 3
CHOOSING A DOMAIN NAME AND TITLE FOR THE WEBSITE 4
PAYING FOR THE WEBSITE 4

WEBSITE PURPOSE AND CONTENT 4
ANONYMITY 5
OUTSIDE MATERIALS AND RESOURCES 6
USE OF NAR-ANON COPYRIGHTED MATERIAL 6
NAR-ANON LOGO 7
LINKING TO OTHER WEBSITES 7
USABILITY 8
MULTILINGUAL CONTENT 8

ACCESSIBILITY 8
MULTIMEDIA AND IMAGES 9
CONTACT INFORMATION 9
WEBSITE POLICY PAGE 10
UPDATING WEBSITE CONTENT 10

WEBSITE REGISTRATION 10

GLOSSARY 11
NAR-ANON TERMS 11
TECHNICAL TERMS 12

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

INTRODUCTION

A website is often one of the first points of contact for the public and the potential Nar-Anon member. The purpose for this handbook is to provide suggestions that can be useful as a group, area, region or National Service Office (NSO) plans and maintains a local Nar-Anon website. The foundation for this handbook are the principles found in the Nar-Anon Twelve Traditions and Twelve Concepts of Service. The goal for this handbook is to serve trusted servants and local web committees by providing guidance that can lead to consistent service of members and newcomers by Nar-Anon websites.

PLANNING

Planning is important in the creation of all websites. A website subcommittee may be created for the purpose of planning a Nar-Anon website. Consult The *Nar-Anon Family Groups Guide to Local Services* (GLS), section 6-6, for guidance in establishing subcommittees.

Part of the planning phase is to determine the site's goals and audience. A site may be created to welcome newcomers and to help them find their first meeting, or its purpose may be to provide information (e.g., Nar-Anon's mission, vision, and principles; news; area/region information; service information; and calendars). The site's purpose may be to achieve both goals and possibly other goals not mentioned here. When planning and implementing a Nar-Anon website, it is necessary to consider Nar-Anon's Twelve Traditions and Twelve Concepts of Service in all decision-making.

RESPONSIBILITIES AND ACCOUNTABILITY

A website committee is accountable to the group, area service committee, region service committee, NSO board of trustees or World Service Board of Trustees. The service committee, board of trustees or Assembly may define the responsibilities delegated to the website committee.

It is advisable to divide website responsibilities among committee members. For example, one committee member may be responsible for receiving change requests and ensuring they are consistent with the purpose for the website. A member with public information skills may be helpful in designing the website. Other committee members may review the website after updates are made. The technical aspects can be managed by other committee members.

The more technical committee members should be cognizant of the technical capabilities of those who will follow. If a website is difficult to maintain, it may be hard to find trusted servants who are able to take on the commitment.

Area, region, NSO, or World Service (WS) committee/board members should monitor the work of their website committee. Those committee/board members should also ensure the website committee is responding to the needs of the local members.

APPROVAL DRAFT – NOT FOR USE IN MEETINGS

CHOOSING A DOMAIN NAME AND TITLE FOR THE WEBSITE

The domain name is the internet address for the website. The domain name of the Nar-Anon Family Group World Services website is **nar-anon.org**. A domain name should be something that is understandable by those not in the program and also relevant to Nar-Anon.

It is important that the website domain name be easy to remember and not confusing to translate.

- A dash is not a good idea.
- Avoid words that are hard to spell.
- Avoid words with alternate spellings.
- Avoid numbers because visitors may not know if it is a numeral or a word. If a number is used, be certain both domain names are available, for example:

    - www.nfggroup**three**.com
    - www.nfggroup**3**.com

Before the website name is registered, make a short list of alternate domain names in case one or more is already taken. Once selected, the domain name must be purchased from a domain registrar. There are many reputable registrars on the internet. Beware of free services as they sometimes become the owner of the domain name, rather than the area/region/NSO.

It is critical that the area/region/NSO be listed as the registrant of the domain name as opposed to an individual. If the area/region/NSO is not the registrant, then they are not the owner. Where it is necessary to list a person as an agent, it is advisable to list multiple persons. It may be difficult to administer the domain name if the only registered member leaves the program.

PAYING FOR THE WEBSITE

Tradition Seven, "Every group ought to be fully self-supporting, declining outside contributions," applies to websites as well as groups. The area/region/NSO sponsoring the website should fund it with contributions from its members. There should be no advertising or tracking used to help pay for the website.

WEBSITE PURPOSE AND CONTENT

The purpose for the website may be to reach potential members (families and friends of addicts), professionals working in the field of addiction, and/or the press/media. For Nar-Anon members, and trusted servants a website allows access to meeting lists, relevant information, service resources, minutes, and contact information for other Nar-Anon services. It may also provide links to Nar-Anon Conference Approved Literature (CAL) on the World Service Website.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

Once the website purpose and goals are adopted, the next task is to compile its content. Input may come from the members. The committee then develops the website content, always mindful of the Twelve Traditions and Twelve Concepts of Service.

Generally, the most requested information on the website is a list of meetings.

While each Nar-Anon website is unique to its geographical location, it is still representative of the entire Nar-Anon fellowship. The first impression of a website is likely to have a lasting effect. For this reason it is important to state the purpose of Nar-Anon and Narateen Family Groups on the home page and keep the appearance simple, without excessive graphic design or appearing to be a commercial endeavor. It should be easy to navigate and find relevant information.

ANONYMITY

Tradition Eleven states, "Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members." Individuals do not identify themselves as Nar-Anon members on the internet. Therefore, we need to pay special attention to maintaining the anonymity of Nar-Anon and NA members on public websites. When posting information that could compromise anonymity, it is possible and advisable to place this content in a password protected "members only" area of the website. Circulating a common username and password at meetings is a way to disseminate this information to Nar-Anon members only.

It is strongly suggested that any sharing of experience, strength, and hope posted on the website be made anonymously. Personal information, such as last names, phone numbers, or addresses, included in flyers and documents posted on the website may compromise anonymity. This includes information known as metadata contained in document properties. Search engines can access this information even though it is not part of the printed document. Most current word processing software have ways to remove this type of information.

The World Service Website Committee has set the following goals for updates to the World Service Website and is working to implement them all:

- Avoid compromising anyone's anonymity when using multimedia content and images.
- Do not show full-face images that allow members to be identified.
- Images can be blurred, or show the backs of heads to avoid showing faces.
- Stock images should have a disclaimer that they are not depicting actual Nar-Anon members.

Email address lists and/or other personal information must be kept secure and not shared with outside entities. Notice of this policy should be clearly posted on the website.

APPROVAL DRAFT – NOT FOR USE IN MEETINGS

OUTSIDE MATERIALS AND RESOURCES

It is important that the Nar-Anon message be clear and not diluted with outside materials and ideas. The *GLS*, section 9-2, reminds regions that "Traditions are violated when members, groups, areas, or regions print, distribute, or publish their own literature."

USE OF NAR-ANON COPYRIGHTED MATERIAL

To keep the Nar-Anon message in focus, limited use of Nar-Anon copyrighted materials is allowed by areas and regional committees for the purpose of outreach. The "Copyright and Trademark Information" section from The *Nar-Anon Family Groups Guide to World Services* (GWS), page 27, sets specific guidelines for use of Nar-Anon copyrighted materials:

> Outreach literature labeled "This may be photocopied," may be reproduced by local outreach committees for use in their areas and regions. Area or regional committees may use quotes or reprint portions of Nar-Anon CAL that do not exceed 25% of the original piece or do not exceed 25% of a single chapter or section, if taken from a booklet or book. **The Twelve Steps, Twelve Traditions, Twelve Concepts of Service, Mission and Vision Statements from the Nar-Anon Blue Booklet or world service website may be used in their entirety** [emphasis added]. These excerpts shall always include proper notation or credit identifying the origin of the quote or reprinted portion. This does not create any legal right or claim to Nar-Anon's CAL.

Wherever material copyrighted by Nar-Anon Family Group Headquarters) is used, the copyright and origin must be noted. This can be done by including "*© <year> Nar-Anon Family Group Headquarters, Inc. Used here with permission.*" near the quoted material or in a footnote, where "<year>" is the four-digit year the literature was published.

Entire Nar-Anon Family Groups (NFG) documents are not to be placed on any website except the World Service Website. Local websites may provide links to CAL on the World Service Website. This avoids infringing copyrights and ensures that obsolete documents will not remain available. This is especially true for draft documents in preparation for a World Service Conference - members never have permission to put draft documents on their public websites, they may only link to draft documents that have been placed on the World Service Website, or place them in a private website that requires members to log in. Some draft documents are only available by email or purchase from the Nar-Anon web store and may not be made freely available.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

NAR-ANON LOGO

Spreading Nar-Anon's message of hope works well when we are consistent in our presentation. Consistent use of the trademarked format for the Nar-Anon logo helps members, newcomers, and the public recognize our fellowship and connect with our message.

The current logo, as approved by the 2008 World Service Conference, is described as a "circle circumscribed within a square on its side forming a diamond". A similar description of the logo was also registered with the US Trademark Office, so the letters "TM" (trademark) must appear with the logo.

Five logo styles were approved by the 2012 World Service Conference.

A Logo Kit can be requested through the World Service Website by qualified Nar-Anon groups, so that logos can be used in local websites and other documents (http://www.nar-anon.org/logokit/).

LINKING TO OTHER WEBSITES

Linking to other Nar-Anon websites can provide visitors with additional Nar-Anon information and resources not available on the local website.

Tradition Six states, "…although a separate entity, we should always cooperate with Narcotics Anonymous." To this end, Nar-Anon sites may link to other Nar-Anon or Narcotics Anonymous websites that the website committee finds consistent with Tradition Six. The following disclaimer should accompany the link to any Narcotics Anonymous website: "Links to Narcotics Anonymous websites are provided as a convenience and in a spirit of cooperation and not affiliation."

Tradition Six also states, "Our Family Groups ought never endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim." Links to rehab facilities, hospitals, and entities other than Nar-Anon can be mistaken as endorsements. Nar-Anon websites do not link to outside entities.

When linking to other Nar-Anon or NA sites, it is recommended the new site is opened in a new browser window or tab. This is an accepted internet technique to let visitors know they are no longer on the Nar-Anon website. It is also a good idea to have a site policy statement explaining that links to other sites are provided as a convenience and do not represent an endorsement or affiliation. For example, sites providing maps to meetings are often used on websites with a disclaimer stating that Nar-Anon is not affiliated with the map site service company.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

USABILITY

A key goal in planning, design, implementation and compatibility testing is to ensure the website is highly usable. Usability is an indication of how quickly and easily a visitor can find the information they need. Consider the perspective of both the newcomer and the longtime member. Can the newcomer quickly identify whether or not Nar-Anon meets their needs? Can the newcomer quickly find a nearby meeting? Can the longtime member find information about upcoming events? Evaluate how many navigation clicks it takes to get to the information each different type of visitor wants to find. At the same time, try to avoid confusing the visitors with an overwhelming number of navigational choices.

There are a number of web browsers developed and marketed by companies and organizations. These programs are developed independently and tend to differ slightly in the way they interpret and render standard markup language as defined by the World Wide Web Consortium (W3C). Web browser compatibility refers to differences in how pages are rendered. The same web browser on different operating systems and different devices can also render pages differently. Due to compatibility issues, it is good to test a website in as many different browsers and operating system combinations as possible. Pages may be adjusted to optimize the experience for the greatest number of visitors. Persons with advanced technical expertise can learn how to use style sheets that adapt to different browser capabilities while using the same content for all browsers.

MULTILINGUAL CONTENT

With our ever expanding fellowship, it can be a great service to offer website translations to carry our message to those who speak different languages. Members who are conversant in different languages can be of service by offering their translation skills.

The addition of multilingual content should be carefully considered before undertaking such a commitment. Just as the site's primary language pages must be kept up to date, so too will the pages written in other languages. This can present workload challenges as a change in one page will result in a change to all translated versions of that page.

At the date of this writing, the WS Website Committee is in agreement that automated translation tools commonly available are not able to translate accurately the subtleties and nuances of the recovery language. Therefore it is suggested that automated translation technologies on Nar-Anon websites not be utilized at this time.

ACCESSIBILITY

Tradition Three speaks to the all-inclusive nature of the Nar-Anon program. All who have been affected by someone else's addiction are welcome. To this end, the website should attempt to be accessible to those who seek Nar-Anon's help, including visitors with sight, hearing, or physical impairments.

APPROVAL DRAFT – NOT FOR USE IN MEETINGS

The issue of accessibility is raised with multimedia options. To accommodate hearing impaired visitors, closed captioning of video and text transcripts of audio can be used. It is also recommended that all images reference "Alternate Text" (alt text) so that the text can be machine read even if the image is not visible.

The World Wide Web Consortium (W3C) in conjunction with advocates for the disabled have created a set of website standards that allow easy access to information for individuals with disabilities. These website features are not technically difficult to build into a website. The website committee can be made aware of the "how to" and "why" of the solution.

MULTIMEDIA AND IMAGES

Multimedia can be quite engaging. Videos, animations, audio tracks, and interactive media can all serve to inform and entertain. Multimedia can come in the form of sound files, such as MP3 files. These different types of media require players, plug-ins, or applications installed in the browser in order to view or hear the media.

When offering features requiring a browser plug-in, it is in the interest of the website visitor that a link is provided to download the specific plug-in. Sometimes auto-detection of these plug-ins can be scripted, allowing for automated notification that a plug-in is required. Solutions should be provided that are compatible with all popular operating systems found on desktop, laptop, tablet, mobile, and other common, small-screen to large-screen devices (excluding miniature screens such as wearables), and are compatible with all popular web browsers found on those devices. Many web hosting service providers can make logs available that can be analyzed to determine which operating systems, devices, and browsers are used to access the website.

The website can be enhanced with images, fonts, and graphics that are purchased for use on the website. Care should be taken to avoid using copyrighted materials without authorization. Care should also be taken to avoid using outside materials that dilute the Nar-Anon message - such as poems, songs, and outside literature.

It is important to protect anonymity on multimedia content and images. Multimedia that compromises anonymity can include, but is not limited to, identifiable faces in images and video, full names in audio recordings, and the use of full names in captions.

CONTACT INFORMATION

All Nar-Anon websites should allow visitors the ability to communicate with website managers and/or the managing entity via phone number, email address, or online web form. When posting a telephone number, make it clear that the number is not for reporting emergencies. In case of emergency, the proper authorities should be notified. An online web form that does not require an installed email program is probably the best option.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

WEBSITE POLICY PAGE

Most websites have a policy page where its terms of use and privacy policy are stated. Website policies should mention any tracking or analytics software used on the website. Policies may also include information on how often the website is updated and the criteria for listing meetings, and conventions. The Policy should also describe the retention for personally identifiable information.

UPDATING WEBSITE CONTENT

On the internet, no information is often better than out-of-date information. There are fewer things worse than directing a newcomer to a meeting that is no longer open. If no one is able to take the service commitment to keep content up to date, it might be a better option to not post content at all. A regularly updated site encourages visitors and members to return to see new content and service opportunities.

It is a good practice to include the last modified date/time in the footer section of each page on the site and in the HTTP headers. This will let a visitor know the last time the page was modified and give them confidence the site is maintained. The last modified date can help the webmaster identify outdated content. Some web hosting services can assist in automatically generating an accurate modification date/times.

WEBSITE REGISTRATION

It is strongly recommended that webmasters use the online form to register Nar-Anon websites with Nar-Anon World Service (http://www.nar-anon.org/site-registration/?rq=register). Registered websites that are consistent with the Nar-Anon principles will be added to the "Other Nar-Anon Sites" page of the World Service Website.

When rotation of service occurs, the group, area, region, or NSO website registration should be updated to keep World Services abreast of the current webmaster. The webmaster is the primary contact used by World Service to communicate regarding website issues and the point of contact for distribution of pertinent information.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS

GLOSSARY

This glossary is offered as a resource to define many of the terms referred to in this document. The terms, products, technologies, and companies defined herein do not represent any endorsement by or affiliation with Nar-Anon.

NAR-ANON TERMS

- **Conference Approved Literature (CAL)** - Conference approved literature is written by and for the Nar-Anon Fellowship and approved at the World Service Conference. CAL is copyrighted material and is authorized for limited use on conforming Nar-Anon websites per the stipulations contained herein (see GWS, section Copyright and Trademark Information for full details).

- ***Nar-Anon Guide to Local Services*** **(GLS)** - The *Nar-Anon Family Groups Guide to Local Services* (GLS) provides information, explanation, and description of the Nar-Anon group, area and regional services' structure and system."

- ***Nar-Anon Guide to World Services*** **(GWS)** - Quoting from page 5 in the GWS: "The *Nar-Anon Family Groups Guide to World Services* (GWS) provides information, explanation, and description of the Nar-Anon world services' structure and system."

- **Nar-Anon website** - refers to a website operated by any part of the Nar-Anon Family Groups fellowship, whether at a group, area, region, NSO, or WS level.

- **National Service Office (NSO)** - NSO is defined on page 9 in the *GWS* as: "National service offices are the administrative headquarters of Nar-Anon in countries outside of the United States. The purpose of an NSO is to provide centralized services to the fellowship within the country. It functions as a clearinghouse and maintains communication with its board of trustees, regions, groups, and members; translates, prints, and distributes CAL under contractual agreement with NFGH, Inc.; carries Nar-Anon's message around the country; and maintains contact with WSO."

- **World Service Website** - the website at *www.nar-anon.org* operated by the World Service Office (WSO), with oversight by the WS Website Committee.

- **World Services** (WS) - World service is described in the *GWS*. Quoting from the GWS: "Nar-Anon World Services provide information, communication, coordination, and guidance to those all over the world through the World Service Office, World Service Board of Trustees (BOT), world service committees and website. Tradition Nine states, 'Our groups, as such ought never to be organized, but we may create service boards or committees directly responsible to those they serve.' This allows for a service structure that makes it possible for the Nar-Anon Fellowship to carry its message with maximum effectiveness. These services ensure that we deal with the issues and needs of our entire fellowship."

APPROVAL DRAFT – NOT FOR USE IN MEETINGS

TECHNICAL TERMS

- **Accessibility** - Accessibility, with regard to websites, refers to the inclusive practice of designing pages and sites that are usable by people of all abilities and disabilities. Sites designed, developed, and edited in this way, allow all visitors access to the information and functionality the site has to offer.

- **Domain** - A domain or domain name is a unique alpha-numeric address for a website. Domain names are meaningful in signifying the nature or purpose of the website.

- **External Link** - An external link is a link to another website. Tradition Six must be considered when linking to an external website.

- **Media / Multimedia** - Multimedia files can contain images, video, sound, or other information that is not just text.

- **Operating System** - The computer operating system (OS) is the fundamental software that interfaces the physical hardware with the programs. There are many different computer operating systems.

- **Password** - A password is a secret word or string of characters used in conjunction with a username to gain access to a computer system.

- **Usability** - Usability is a measure of the quality of a visitor's experience navigating and interacting with website services. It gauges the ability to successfully and quickly find information. A site that has good usability is often called "user-friendly."

- **Username** - A username is a person's identification on a computer system or website and must be unique.

- **Web Browser** - A web browser is a software program used for retrieving, presenting, and navigating through information resources on the World Wide Web.

- **Website** - A website is a collection of information made accessible through the internet. A typical website might include text, scripts, files, and links formatted to display through a web browser.

- **World Wide Web Consortium (W3C)** - The W3C is the primary international standards organization for the World Wide Web. It develops and maintains technical standards that facilitate the interchange of information between websites and visitors.

APPROVAL DRAFT - NOT FOR USE IN MEETINGS