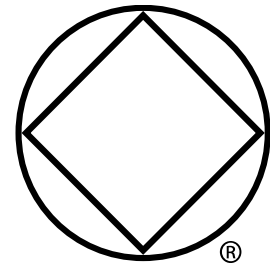


ONTARIO REGIONAL SERVICE COMMITTEE of NARCOTICS ANONYMOUS (ORSC)



POLICIES and PROCEDURES

ADOPTED OCT/90

OCT/02

REVISED NOV/91

JULY/03

OCT/92

JAN/04

JULY/95

JAN/07

OCT/95

JULY/09

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JAN/00

JAN/15

JAN/01

JULY 2016

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1.0 NAME

The name of this Committee shall be the “Ontario Regional Service Committee of Narcotics Anonymous” (ORSCNA), hereinafter referred to as the ORSC. For the purpose of correspondence, documentation, public information, etc, it shall be known as the “Ontario Regional Service Committee of N.A.

2.0 GEOGRAPHICAL BOUNDARIES

This committee shall serve the province of Ontario. We shall have the option of serving other neighboring areas in the absence of other RSCs within their region.

3.0 ORSC MEMBERS

The members of this committee are: Regional Committee Members (RCMs) or Alternate RCMs/designated in the absence of the RCM, Subcommittee Chairs, Coordinators, Regional Delegate (RD), Alternate Delegate (AD), ORSC Chairperson, Alt. Chair, Secretary, Alt. Secretary, Treasurer, Alt. Treasurer, Web Servant, OCRC and the Alt. OCRC. These members meet regularly to carry out the purpose and perform the functions of the ORSC as described within these guidelines.

4.0 PURPOSE and FUNCTION

4.1 - Purpose

The purpose of the ORSC is to help carry the message of recovery to the addict who still suffers; to be supportive of its member areas, and to foster the growth and unity of the fellowship as a whole.

4.2 - Functions

The basic functions of the ORSC in support of this purpose are to administer and co-ordinate business and activities common to the various areas comprising its membership, in accordance with 12 Traditions of NA.

Specific functions include but are not limited to:

- a) Publish a regional meeting directory.
- b) Create committees to respond to needs as they arise.
- c) Assist member Areas when assistance is requested
- d) Facilitate the communication of information to and from ORSC, NAWS, CANA, RSCs and member ASCs.
- e) Hold regular business meetings.
- f) Hold service workshops and learning days.
- g) Encourage and support the planning and implementation of a convention, through a convention committee (Ontario Regional Convention ORC).
- h) Ensure the accountability and transparency of the ORSC and all Subcommittees are maintained to the fellowship of the member Areas within the Region.
- i) Be supportive of NAWS, CANA/ACNA and neighboring RSCs or ASCs in the absence of their own RSC.
- j) Administer an Ontario Regional 1-800 Helpline, providing a single number to the public that can be used to reach all Areas within the Region.

5.0 ORSC REFERENCES

5.1 - Compliance

The ORSC and its sub-committees shall comply in all actions with the following:

- a) The 12 Traditions of Narcotics Anonymous
- b) The 12 Concepts for NA Service
- c) Current ORSC Policies and Guidelines, including all Appendices
- d) Any special rules of order the Committee has adopted.

5.2 - Other Service Literature

The ORSC encourages the use of all NA service related manuals including the Guide to Local Service (GTLS), in the development/modification of policy, as needed or deemed necessary.

6.0 WSC, CANA, ACNA SUPPORT

This ORSC is represented at and is a voting member of the WSC and CANA/ACNA. It is our responsibility to financially support these assemblies and contribute to the growth and unity of NA throughout the fellowship.

6.1 - Service Links

It is important for us, as a link in the service structure of NA, to maintain communication with and be a source of co-operation between this and other regions, CANA/ACNA, and NAWS.

6.3 - Communication

The ORSC shall maintain regular communication with, and support the co-ordination of activities of mutual concern with other regions.

7.0 SERVICE MEETINGS

Note: Quorum must be reached by 30 minutes after the scheduled start time; see section 12.1 Quorum.
All pagers and cell phones to be silent during meetings.

7.1 - Regularly Scheduled

The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings, including out-of-town members, and/or WSC/NAWS representatives.

The responsibility for scheduling the time and place of service meetings rests with the ORSC. At the time of drafting these guidelines, regular ORSC meetings are scheduled as follows:

- a) January, April, July, and October (third Sunday of these months).
- b) Announcements and notices of change of meeting time or place must be circulated to areas one month in advance of the meeting, whenever possible.

7.2 - July ORSC Meeting

The regular July meeting will be held at a location outside of the GTA (unless a suitable venue cannot be arranged). The weekend will consist of service workshops on Saturday and the ORSC meeting on Sunday.

- a) At the July meeting, interested Areas will use the New Business form to notify the ORSC of their desire to be the hosting Area for the following year. Also, the Administrative members may recommend up to 3 sites for consideration at the October meeting.
- b) The ORSC in October will select an Area to host the next July meeting.
- c) The selection shall be based upon the needs of both the Area(s) and Region.
- d) The ORSC is responsible for the organization and financial support of the event.
- e) The Alt. Chair is assigned the responsibility to work with the hosting ASC to secure a suitable venue for hosting both the Saturday workshops and the Sunday meeting, unless otherwise directed by ORSC.
- f) The venue must be secured before the January ORSC meeting and if it is not; the ORSC shall secure a venue for the July meeting within the GTA, but will strive to hold a service day in the selected host area on a separate weekend from the ORSC meeting.
- g) The Alt. Chair will facilitate the planning of workshop themes, times and flyer production, unless otherwise directed by ORSC. Also, the ORSC Administrative members shall be invited to participate in the implementation and delivery of the Saturday workshops.
- h) The hosting ASC shall be included in the organization of the weekend events and will be invited to use the space to hold an event on Saturday evening and/or offer services throughout the day.

7.3 - Special ORSC Meetings

The following stipulations apply:

- a) Any ORSC member may call a special meeting
- b) At least 25% of ORSC members must agree to hold the meeting.
- c) Procedure to determine if 25% are in agreement: the member requesting a special meeting advises the ORSC Secretary, who then polls ORSC members to see if 25% are in agreement.
- d) Written notice must be given to all ORSC members at least 14 days in advance of the meeting.
- e) The reason for the special meeting must be stated in the notice.
- f) The special meeting is limited to dealing with the business stated in the notice.
- g) Quorum as defined in section 12.1 of these guidelines shall apply in order to hold a special meeting.

7.4 - Emergency ORSC Meetings

The following situations apply:

- a) Only the ORSC Chair may call an emergency meeting.
- b) At least 25% of ORSC members must agree to hold the meeting.
- c) Verbal notice with reason must be given to all ORSC members to see if 25% are in agreement.
- d) Procedure to determine if 25% are in agreement: Chair advises the ORSC Secretary, who then polls ORSC members to see if 25% are in agreement.
- e) The emergency meeting is limited to dealing with the reasons given with notice.
- f) 25% of voting ORSC members shall constitute a quorum for emergency meetings.
- g) All decisions made at an emergency ORSC meeting must be presented for ratification by the ORSC at its next regularly scheduled meeting.
- h) Emergency meetings must be conducted by conference call.

8.0 COMMITTEES DEFINED

All elected servants must include in their quarterly reports a complete summary of financial costs for the previous quarter, including but not limited to a breakdown of what is being submitted and/or detailed float reconciliation.

8.1 - ORC (Ontario Regional Convention)

See Appendix C for Ontario Regional Convention Guidelines

8.2 - Literature

8.3 - AD HOC Committees

AD HOC Committee's are formed and an AD HOC Chair is appointed by the ORSC Chairperson, then ratified by the ORSC. The purpose is to investigate and report on a specific need or issue, unless otherwise stated at the creation of the committee. The AD HOC committee will be dissolved upon completion of assigned work or when the ORSC feels it is appropriate. It is the responsibility of the AD HOC Committee Chair to seek out volunteers to assist with the committee duties as required.

9.0 SUBCOMMITTEE / COORDINATOR POLICY DOCUMENTATION

All Subcommittees / Coordinators are required to develop policies and submit them to the ORSC for review and approval. Once approved by the ORSC, they will form part of the ORSC Policies and Procedures. Therefore, any recommended changes to the Subcommittee / Coordinator policies are subject to the same amendment procedures as described in Section 18.0.

10.0 ORSC OFFICER POSITIONS

Any voted position is considered an ORSC Officer position.

All elected trusted servants must include in their quarterly reports a complete summary of financial costs for the previous quarter; including but not limited to a breakdown of what is being submitted and/or a detailed float reconciliation. Officers also require a willingness and commitment to service; the time and resources necessary to do the job, previously fulfilled service experience, and a good working knowledge of the:

Twelve Steps, Twelve Traditions and 12 Concepts of Service in Narcotics Anonymous.

Note: Shall hold no other ORSC member position.

10.1 – Clean Time

The clean time requirements for ORSC officers at the time of adoption of these guidelines are as follows:

- | | | |
|--|--------|---------|
| a) Chairperson | | 4 years |
| b) Alt. Chairperson | | 3 years |
| c) Treasurer | | 5 years |
| d) Alt. Treasurer | | 4 years |
| e) Secretary | | 4 years |
| f) Alt. Secretary | | 3 years |
| g) Regional Delegate | (RD) | 6 years |
| h) Alternate Delegate | (AD) | 5 years |
| i) Ontario Convention Resource Coordinator | (OCRC) | 6 years |
| j) Alt. OCRC | | 6 years |
| k) Web Servant | | 3 years |
| l) Subcommittee Chairs or Coordinators | | 4 years |

10.2 – Common Responsibilities

All elected ORSC Officers are expected to:

- Attend all ORSC and Administrative Subcommittee meetings.
- Present quarterly reports with a complete financial breakdown for the previous and upcoming quarter; including but not limited to a breakdown of what is being submitted and/or detailed float reconciliation.
- Notify the ORSC Chairperson and ensure that any reports due are submitted whenever they are unable to attend any of these meetings.
- Serve as an available resource to Area Service Committees.
- Become familiar with the documents listed in Section 5.0 of these Guidelines.
- Become familiar with service manuals for each position

Note: All records MUST be turned over to new officers to maintain continuity and history.

10.3 – Specific Responsibilities

ORSC officers have additional obligations that are specific to their functions. Detailed information on specific responsibilities and job functions are listed below; or can be found in the appendices.

10.4 – Chairperson

It is the Chairperson's responsibility to facilitate the ORSC meeting. The Chairperson will neither make nor speak to motions will remain impartial and not lend influence. The Chairperson must be capable of conducting the ORSC meeting with a firm, yet understanding hand. The Chair will know and understand the Twelve Steps, Twelve Traditions and the Twelve Concepts of Narcotics Anonymous, ORSC Policies and Procedures and be familiar with other NA service literature.

The Chairperson will:

- Provide and follow an Agenda.
- Conduct the meeting with impartiality and fairness.
- Maintain the focus of discussion according to the approved format.
- Ensure that correct procedure and rules of order relating to debate are followed.
- Recognise or rule out of order (when appropriate), any motion(s) presented to the committee.
- Rule frivolous or deliberately obstructive motions as out of order.

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- g) Respond appropriately to questions concerning procedural rulings (Points of Order).
- h) When the ORSC indicates a need, strike an Ad-Hoc Committee for the specific purpose (include instructions for the work to be done and the time-line for completion).
- i) Declare the meeting adjourned when the Committee so votes, or upon completion of the agenda or in an emergency affecting the safety of those present.
- j) Be a signing officer on the ORSC and Literature bank accounts.
- k) Administer the Region's insurance policy, and provide certificates and obtain quotes as needed.
- l) Conduct the general correspondence of the ORSC (including, when necessary, authenticating all acts, orders, and proceedings of the Committee by signature).
- m) Interview each nominee during the discussion period of each nomination and election meeting (then open the floor to committee members for any further questions).
- n) Upon completion of term or resignation, provide a(n) annual or summary report to ORSC.
- o) Perform an annual audit in conjunction with the Treasurer, Alternate Treasurer, RD and AD in accordance with section 15.2 and to be presented at the April ORSC meeting.
- p) Include the Alternate in all aspects of the Chairperson position.

10.5 - Alt. Chair

The Alt. Chair of the ORSC shall maintain a current copy of all policies of the ORSC and this copy shall be taken as correct.

- a) In the absence of the Chairperson, to serve as Chairperson.
- b) Update and maintain the ORSC Policies and Procedures document as directed by the ORSC.
- c) Brief new RCMs on their duties and responsibilities.
- d) Provide important information about participation at the ORSC meeting.
- e) Read the reports of absent ORSC officers.
- f) Maintain, supply and have on hand three sets of: i) ORSC P&Ps, ii) A Guide to Local Services in Narcotics Anonymous, iii) The Twelve Concepts for Service in NA.
- g) Work with the host ASC to secure a venue and facilitate planning for the July ORSC meeting, see 7.2 e) g).
- h) Assist the Chairperson with the preparation of the Chair's Annual Report.
- i) Participate in the preparation of the annual audit.

10.6 - Treasurer

- a) Prepare a budget for each October meeting for the coming year.
- b) Update budget and report year to date figures at each ORSC.
- c) Report to the ORSC, each quarter, expenditures and revenue.
- d) Prepare written report to each ORSC meeting.
- e) Report balance on hand.
- f) Report expenses incurred by treasurer each quarter.
- g) Present motions on financial matters to ORSC
- h) Present concerns or questions to the ORSC on financial matters.
- i) Advise the ORSC of financial problems, as they become apparent.
- j) Assist ORCNA Treasurer organizing convention budget.
- k) Assist ORCNA Treasurer at the convention.
- l) Assist Area treasurers if required.
- m) Audit ORCNA Convention each year once books are presented to the ORSC.
- n) Assist other ORSC officers as they audit the treasurer's books annually.
- o) Deposit area donations and funds given to treasurer into bank accounts.
- p) Ensure all funds dispersed are expenses ratified by the ORSC.
- q) Ensure receipts are collected for any disbursements.
- r) Write all cheques for the ORSC.
- s) Attend all ORSC meetings.
- t) Suggest treasurer be employed with a visible means of support.
- u) Bookkeeping experience and mathematical aptitude suggested
- v) Shall serve for two years with the opportunity to serve a second term.
- w) Shall have a working knowledge of the 12 steps, traditions and concepts.

10.7 - Alt. Treasurer

- a) Assist in the inventory of ORSC Literature
- b) Assist in reconciling bank statements and bank accounts
- c) Attend ORSC quarterly meeting
- d) Participate in all audits as required by the ORSC Treasurer and its guidelines
- e) To assist with maintenance and audits of the archives of the ORSC Treasurer and ORCNA Treasurer

10.8 - Secretary

It is the responsibility of the Secretary to record all motions and results, receive all reports and other items submitted during each ORSC meeting. These items will be used to produce the “minutes” document, which becomes the official record of each ORSC meeting upon approval, as scheduled in the agenda.

The minutes are to be mailed out within 2 weeks following each ORSC meeting.

Any additional information not available at that time can be forwarded in a separate mailing.

The Secretary will:

- a) Prepare a complete set of ORSC minutes that contain all committee decisions, reports received, and other items presented/submitted at each ORSC meeting.
- a) Collect all ORSC reports and other items listed above following presentation and scan into electronic format.
- b) Type and make available e-copies of the minutes to all ORSC members within two weeks following each ORSC meeting.
- c) mail hard copies of all committee decisions and Email all reports and other items received within 2 weeks
- d) Receive by mail or email any recommended amendments to the aforementioned minutes and review them with the ORSC Chairperson before the next ORSC meeting.
- e) Type and send e-mails, letters and/or correspondence as determined by the ORSC.
- f) Keep and update the committee's official membership list.
- g) Maintain a phone list of all ORSC members.
- h) Maintain accurate, updated and approved copies of the minutes and records of prior ORSC meetings.
- i) Ensure the records and minutes of prior regional meetings are available at each ORSC meeting.
- j) Check the ORSC mailbox each month.
- k) Pick-up and distribute all mail to the appropriate trusted servants on a timely basis.
- l) Notify and poll all ORSC members of any emergency or special meeting request, by using the notification and approval procedures outlined in sections 7.3 and 7.4 of this document.
- m) Assist the Alt. Secretary in learning all aspects of the Secretary position.

10.9 - Alt. Secretary

The Alt Secretary will:

- a) In the absence of the Secretary serve as Secretary,
- b) Assist the Secretary in fulfilling the responsibilities defined in Section 10.8 above.

10.10 - Regional Delegate (RD)

The RD will attend, and provide within two weeks following, a detailed report of either NA’s Multi-Regional CAR Workshop or The Florida Service Symposium held every two years in preparation for the World Service Conference. This is to assist the ORSC and its Member Areas to form Regional Conscience on the motions/issues contained in the Conference Agenda Report.

The RD will:

- a) Attend either the Multi-Regional CAR Workshop or The Florida Service Symposium.
- b) Prepare a detailed report on whichever event in 10.10 a) above was attended.
- c) Provide to the ORSC any available documents from above event that was not attended.
- d) Present and distribute reports concerning WSC/CAR to all members of ORSC.
- e) Present questions, requests or concerns derived from the workshops in 10.10 a) above.
- f) Facilitate or assist with CAR/CAT workshops within the region upon request.

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- g) Facilitate or assist RCMs with facilitation in any workshops as needed.
- h) Report on regional /area workshops/learning days.
- i) Attend the CANA/ACNA zonal meeting.
- j) Participate in WSC and CANA/ACNA Webinars.
- k) Participate in project workshops derived from CANA/ACNA strategic planning.
- l) Report on matters from attendance at CANA/ACNA zonal meeting.
- m) Communicate with members, areas, regions, CANA and WSC.
- n) Submit a complete financial summary including but not limited to all expenses, revenues and/or float reconciliation for both the previous and upcoming quarters.
- o) Include the AD in all aspects of the RD position.

10.11 - Alternate Delegate (AD)

The AD will:

- a) In the absence of the RD serve as RD.
- b) Provide important information about participation at any NA service events attended.
- c) Submit a complete financial summary including but not limited to all expenses, revenues and/or float reconciliation for both the previous and upcoming quarters.
- d) Assist the RD in fulfilling the responsibilities defined in Section 10.10 above.

10.12 - Ontario Convention Resource Coordinator (OCRC)

See Appendix H for specific responsibilities.

10.13 - Alternate Ontario Convention Resource Coordinator (Alt-OCRC)

See Appendix H for specific responsibilities.

10.14 - Web Servant

See Appendix E for specific responsibilities.

10.15 - Public Information (PI) Coordinator

See Appendix B for specific responsibilities.

10.16 - Ontario Regional Convention Chairperson

See Appendix C for specific responsibilities.

10.17 - Hospitals & Institutions (H&I) Coordinator

See Appendix D for specific responsibilities.

10.18 - Literature Chairperson

Note: Responsibilities are not yet defined.

10.19 - Northern Ontario Outreach Coordinator

To assist in the development of the NA fellowship within the boundaries of the ORSC

11.0 VOTING AND NON-VOTING PARTICIPANTS

11-1 - Voting Participants

The voting participants of the ORSC shall be Regional Committee Members or their Alternates/ designated members in their absence, RD, AD, OCRC, Alt. OCRC, Web Servant, Treasurer, Alt Treasurer, Secretary, Alt. Secretary, Subcommittee Chairs and Coordinators.

In the event of a tie vote, the ORSC Chair shall declare the motion defeated.

11-2 - Non-Voting Participants

A non-voting participant, having registered with the ORSC Secretary and being recognized by the Chair, is permitted to debate, question, enter or second motions and nominations, present reports, present personal points of privilege, call for points of order and or query the Chair. Such participants shall not be allowed to cast a vote on any matter requiring such, nor will they be permitted to appeal decisions of the Chair.

NOTE: Any member of the Fellowship, being recognized by the Chair, has the right to address the committee.

11-3 - Matters Reflecting ASC/Fellowship Conscience

Matters that require either Area or Fellowship (Home Group) Conscience are typically generated in the following ways:

i) An ASC may submit a motion at an ORSC meeting to request the conscience of the Ontario Region's ASCs, ii) Any ORSC voting or non-voting participant may motion that the ORSC refer the current issue/motion to the Areas to seek the fellowship's direction (final authority) by obtaining the conscience of the Region's ASCs, iii) WSB/WSC motions will be presented to the ORSC via the RD for the purpose of informing the Ontario Regional fellowship through workshops, discussions and/or presentations prior to seeking our fellowship's conscience via the ASCs.

The Chairperson shall open the floor for discussion on these motions with the purpose of allowing the RCMs or their alternates to properly understand the nature, intent and potential impact of these motions, so that they may be knowledgeable enough to discuss them at their respective Area Service Meetings.

- a) Matters that require either Area or Fellowship (Home Group) conscience will subsequently only be voted on by RCMs/Alt RCMs or designated members in their absence, who have brought the matters back to their area and are carrying the area's conscience.
- b) A Roll Call vote will be used.
- c) If those responding to the roll call vote do not total a sufficient number to constitute quorum, the Chairperson will table the motion to the next meeting.
- d) When 1/3 of the votes tallied on a motion are abstain, the main motion will be brought back before the committee and reopened. See section 12.2 Motions

Note: Motions brought to the ORSC from ASCs do not need to be seconded in order to be addressed as it is assumed that they have already received considerable input from Groups/Members of the originating ASC.

12.0 VOTING PROCEDURES

12.1 – Quorum Requirement and Majority / Two Thirds

Quorum: The minimum number of eligible ORSC voting participants who must be present at the meeting in order that business may be transacted – which is one half plus one of all eligible ORSC voting participants.

Note: Areas that are not present for two consecutive ORSC meetings will not be included in the quorum count.

- a) Official quorum must be reached by 30 minutes after the scheduled start time.
- b) Majority – one half, plus one of all ORSC votes cast
- c) Two Thirds – at least two-thirds of all ORSC votes cast.

12.2 – Motions

- a) Motions brought by individual committee members must be seconded to be addressed.
- b) Motions brought by ASCs through their RCM need no seconder.
- c) When 1/3 of the votes tallied on a motion are abstain, the main motion will be brought back before the committee and reopened
- d) All main motions must be presented on ORSC motion sheets
- e) If motion requires Group, Area or Regional conscience, then it must be clearly stated.
- f) Does motion violate existing ORSC Policy? If so then refer to article 18.2.

12.3 – Show of Hands

- a) Voting shall be conducted in this manner for routine business.
- b) The vote count will be recorded (for, against, abstain) and declared carried or defeated.

12.4 – Secret Ballot

Teller-initialed ballots will be distributed to and collected from all voting participants by the tellers, who will be two non-voting members appointed by the chair.

- a) Ballots indicating vote only, shall be tallied by tellers.
- b) Results of secret ballot votes shall not be published by number. The ORSC Chair shall announce the results of the vote only as carried or defeated.
- c) Secret ballot voting shall be used for election and dismissal of ORSC officers.

12.5 – Voice Roll Call

- a) Voice Roll Call voting shall be used for matter where Areas' group conscience has been sought.
- b) All voting participants will be called in order and asked to verbally cast their vote.
- c) These results will be recorded and published.

13.0 ELECTIONS

13.1 – Terms of Office

Trusted servants of the ORSC shall be elected to serve a two-year term, and may be re-elected for a second term. No officer may serve more than two consecutive terms in the same position. Officers elected to serve unexpired terms due to dismissal or resignation shall serve only until the time of the next regular election for that position. Terms filled under these conditions will not be counted in calculating the two consecutive terms in office.

Outgoing Service Officers will remain the single point of accountability until the start of the next ORSC meeting following the election meeting, at which time the newly elected Officer will assume full responsibility. The outgoing and incoming officers will work together during these 3 months in a mentoring/training co-operation.

13.2 - Election Schedule

NOTE: Election schedule for the ORCNA Chairperson is not defined.

Elections for ORSC Officer positions are held bi-annually as follows:

Months	Years	Officer Positions
January	Odd	Chairperson and Alt. Chair
January	Even	Treasurer and Alt. Treasurer
July	Odd	RD and AD
October	Odd	OCRC, Alt. OCRC, PI Coordinator, Literature Chair
October	Even	Secretary, Alt. Secretary, H&I Coordinator, Outreach Chair, Web Servant

13.3 - Nominations

Announcement of when nominations will be heard shall be given at the ORSC meeting prior to the hearing of nominations. Nominees must be present, and submit a written service resume when they are nominated, at which time they will be given an opportunity to share with the committee their qualifications, and respond to any questions. Note: When there is only one nominee, proper voting procedure must still be followed. (NO ACCLAMATIONS.)

13.4 - Election Voting

Voting for election of ORSC officers shall be conducted by secret ballot.

- a) A simple majority shall be required to elect ORSC officers.
- b) The balloting should be repeated for each position as many times as necessary to obtain a simple majority for a single candidate. In cases where there are more than two nominees, the nominee with the least amount of votes is removed from the next ballot. This clause may not, however, be used if the result would be to eliminate all but one of the nominees.
- c) Candidates shall not be asked to leave the room, when all questions have been asked, all further discussion ceases and voting procedure may then take place.
- d) In a case where there is only 1 nominee, the results of the first vote will be binding.
- e) To elect a candidate, who does not meet the clean time requirement, 90% of those voting must be in favor.

13.5 - Resignation and Dismissal

- a) Voluntary resignations should be submitted in writing to the ORSC Chair.
- b) Officers may be dismissed from their position at any time for relapse, gross neglect of responsibilities, continuous absenteeism (2 consecutive ORSC meetings, except for humanitarian/compassionate reasons), inability to perform responsibilities, or refusal to comply with documents listed in 5.0 of these Guidelines.
A written motion for dismissal, with due cause stated, must be entered, seconded and filed with the ORSC. The officer must be duly notified, in writing and shall be afforded the opportunity to speak on their own behalf before any vote is taken. Two thirds of majority will be required for dismissal. Voting for dismissal shall be conducted by secret ballot.

14.0 ORSC FUNDS

14.1 - General

The ORSC shall be self-supporting through contributions from its member areas or individual members and the fundraising activities of the ORSC.

All revenue accumulated from these sources will be maintained in a general fund bank account, with separate bookkeeping of individual committee funds.

- a) All funds are subject to disbursement by the ORSC Treasurer for paying obligations.
- b) The ORSC shall deposit all revenues upon receipt.
- c) All non-budgeted expenditures must be approved by a majority vote of the RSC.
- d) No reimbursement for expenditures shall be made without receipt or proof of payment.
- e) Normally, all expenditures shall be paid by cheque.
- f) In the event that a cheque is made payable to one of our co-signers, the payee shall not be authorized to sign said cheque. Therefore, two other authorized signatures will be required.
- g) All proceeds from the sale of literature, convention profits, or funds otherwise raised through the efforts of Subcommittee shall be turned over to the ORSC Treasurer.
- h) All floats and advances are to be reconciled at every ORSC meeting and reported in completely in the trusted servant's quarterly report.

14.2 - Audits and Reviews

An annual audit shall be conducted each January by the Administrative Officers of the ORSC, under the direction of the ORSC Treasurer.

- a) Periodic financial reviews will be called and conducted at any time by the administrative officers of the ORSC. This review will exclude the ORSC Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.
- b) Guidelines for emergency audits called by ORSC members: The nature of the concern must be specified. The degree of risk to fellowship funds will be considered before the decision to audit is made. A committee conscience at an ORSC meeting can call an audit regardless of the Administrative Officer's views

14.3 - Prudent Reserve

- a) The ORSC shall maintain a prudent reserve of three months operating expenses. The amount will be set by the ORSC annually during the budget approval process in January. The amount will be based on the previous 24 months and will be reported by the Treasurer.
- b) The ORSC shall also maintain a fixed amount of \$10,000 as a safeguard against large unexpected expenses. This amount will not be calculated as part of the Operating Expenses Prudent Reserve from 15.3 a) above, and will be retained in the ORSC's current bank account.
- c) Any funds in excess of the reserve amounts noted in 15.3 a) and 15.3 b) shall be forwarded to the next levels of service (NAWS, CANA/ACNA).

14.4 - Recurring Expenses

Budget Estimates for recurring expenses will be developed by the Administrative Committee and submitted to the ORSC in October for approval at the next (January) meeting. Therefore, funds for these expenses shall not require repeat approval by the ORSC unless there is a change from what was detailed in budget estimates. These expenditures shall be reflected in the quarterly treasurer's report.

14.5 - Dissolution

No part of net funds of the ORSC shall insure to the benefit of any member(s) or individual(s). The assets of this committee, upon dissolution, shall be distributed or transferred to the next level of service. (NAWS/ CANA/ACNA).

15.0 BANK ACCOUNTS AND SIGNING AUTHORITY

15.1 - General Account

ORSC has a general bank account with Canada Trust for the purpose of holding Regional funds. The account name is to be NA Ontario Regional Service Committee. All disbursements to be made at ORSC meetings only with two of the following signatures: ORSC Chairperson, Alt. Chair, Treasurer, Alt. Treasurer, RD and AD.

15.2 - Literature Account

An Ontario Regional Literature bank account is opened with Canada Trust for the purpose of holding Literature funds, which will be disbursed monthly, and the balance after disbursements is transferred at the same meeting to the ORSC general account. The account shall be called NA Ontario Regional Literature Committee. Signing officers on this account with two required on a cheque are: ORSC Chair, Alt. Chair, Treasurer, Alt. Treasurer, RD and RD Alternate. The Literature Chair shall have access to activity in the literature account for information only. (Via the Canada Trust website).

15.3 - Float Funds

All floats are to be reconciled at each ORSC meeting; see section 14.1 h)

- a) Literature Chair is given a \$2,000.00 float to pay literature expenses between meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- b) Hospitals and Institutions Coordinator is given a \$200.00 float for expenses between meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- c) Secretary is given a float of \$150.00 for expenses between ORSC meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- d) Outreach Chair is given a float of \$500.00 for expenses between ORSC meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- e) Public Information Coordinator is given a float of \$200.00 for expenses between ORSC meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- f) The Regional Delegate is given a float of \$500.00 for expenses between ORSC meetings to be reimbursed upon presentation of receipts at ORSC meetings.
- g) The Alternate Delegate is given a float of \$500.00 for expenses between ORSC meetings to be reimbursed upon presentation of receipts at ORSC meetings.

Note: Please remember that as trusted servants, we are responsible for fellowship funds, and that every effort should be made to keep expenses to a minimum.

16.0 REPORTING

All reports must:

- a) Be typed or legibly written.
- b) Be limited to 10 minutes for oral presentation
- c) Include the member's name, current address and phone number.
- d) Include a summary of financial costs and float reconciliation for the previous quarter.
- e) Be submitted to the Secretary immediately following presentation, for inclusion in the minutes.

16.1 - Chairperson

The Chairperson will:

- a) Report on correspondence sent or received during previous quarter.
- b) Report on any special projects.
- c) Report on concerns or suggestions for the ORSC.
- d) Submit any receipts for travel, photocopying or other expenses related to the Chairperson's duties.

16.2 - Alt. Chair

The Alt. Chair will:

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- a) Report on any special projects.
- b) Report on concerns or suggestions for the ORSC.
- c) Report on correspondence sent or received during previous quarter.
- d) Report on P&Ps as per duties (recommended changes or completed updates).
- e) Submit any receipts for travel, photocopying or other expenses related to the duties of the Alt. Chair
- f) Read reports of absent Subcommittee and ORSC Officers as required.
- g) Supply and distribute updated guidelines as necessary.

16.3 - Secretary

The Secretary will:

- a) Present minutes of the last ORSC meeting.
- b) Report on correspondence received/sent out.
- c) Present questions, requests or concerns if any.

16.4 - Alt. Secretary

The Secretary will:

- a) Assist the Secretary in his/her duties
- b) In the absence of a Secretary, assume the duties of the Secretary
- c) To attend all ORSC meetings

16.5 - Treasurer

The following items will be included in each Treasurer report:

- a) Opening balance (bank & Float funds).
- b) Total general assets including:
Area & group donations, transfers to the service fund from Literature, ORCNA, interest.
- c) Operating expenses including: itemized disbursements, transfers to Literature, ORCNA, bank charges.
- d) NAWS payments, Literature shipping & Admin costs, Literature cash assets, & reconciliation of Literature with NAWS
Invoices, literature sales with literature bank account.
- e) Closing balance reconciled with bank.
- f) Year to date comparison with budget.
- g) Review of ORCNA budget & progress.
- h) Proposed budget revisions.
- i) Outstanding payables/receivables.
- j) Report balance on hand.
- k) Present questions, requests or concerns, if any.

16.6 - Alt. Treasurer

In the absence of the treasurer to fulfill the treasurers reporting duties.

- a) To report on any financial concerns for the ORSC.
- b) To submit receipts and report on expenses pertaining to ORSC business as necessary.

16.7 - RD

- a) Report on matters discussed at the World Service Conference, at Regional workshops/learning days, communications with member areas etc.
- b) Copies of the report concerning WSC must be distributed to all RCMs within one month following the WSC.
- c) Present any questions, requests or concerns, if any.
- d) To submit any receipts for ORSC business and report on expenses as necessary.

16.8 - AD

- a) Report on matters discussed at the World Service Conference, at Regional workshops/learning days, communications with member areas, in the absence of the RD.
- b) Present any questions, requests or concerns, if any.
- c) To submit any receipts for ORSC business and report on expenses as necessary.

16.9 - OCRC

- a) Report quarterly to the ORSC on the financial status of the committee and any outstanding challenges and/or issues the host committee may be having
- b) Reporting of any fiscal impropriety or irresponsibility to the ORSC Administrative.

16.10 - Literature

- a) Reports must be in Canadian funds
- b) Quarterly reports will include: total inventory, Sales and purchases, expenses
- c) Changes in NAWS prices, (discounts, etc)
- d) Changes in inventory items, (new, discontinued, etc)
- e) Recommendations for new prices, delivery systems, etc
- f) NSF Literature payments
- g) Report on projects, progress.
- h) Present questions, problems, requests or concerns, if any.

16.11 - ORCNA

- a) Total revenue to date
- b) Reconciled bank balance
- c) Fundraisers to-date and up-coming
- d) Registrations to-date
- e) Expenses to-date
- f) Up-coming expenses
- g) Outstanding payables
- h) Budget & revisions
- i) Total liabilities to-date

16.12 - Coordinators: H&I, PI and Northern Outreach

- a) Report on projects, progress and problems, and maintain an accurate and up to date log.
- b) Expense reports with receipts are required to have floats "topped up" or to have business expenses reimbursed.
- c) Expenses reports with receipts are required for travel and other reimbursements.
- d) Invoices for approved expenditures are to be submitted to the Treasurer.
- e) All cheques are issued at ORSC meetings unless approval to issue funds outside the meeting is granted by the Committee.
- f) Present questions, requests or concerns, if any.

16.13 - RCMs

- a) Submit updated meeting lists
- b) Report on all area projects/activities, progress and problems.
- c) Present questions, requests or concerns, if any.

17.0 EXPENSES

17.1 - Travel

The ORSC will pay the cheapest transportation to ORSC meetings for all ORSC committee members: (excluding Alt. Subcommittee Chairs) and any RCMs or, in their absence, an Alt RCM/designated representative who can provide a letter from their ASC stating need.

- a) When using a personal vehicle the ORSC will pay fuel receipts plus \$0.10/km for wear and tear. Internet map programs will be used to determine distance
- b) RCMs who must travel more than 6 hours and are requesting ORSC assistance for airfare, must request this subsidy at the previous ORSC meeting. This request may be submitted in absentia through an ORSC officer or the Northern Outreach Chair.
- c) The ORSC will pay return travel expense and a per-diem for the RD and AD to attend the WSC and CANA/ACNA meetings. Per-diem expenses shall not require receipts.

17.2 - Per Diem

A request for per diem must be submitted at the regional meeting prior to the event.

- a) Any regional member that is in performance of Regional service, who requires an overnight stay is provided a per diem of \$45.⁰⁰ each day.
- b) RD/AD per diem during WSC travel is \$55.⁰⁰ USD each day.

17.3 - Other

Trusted servants wishing to receive reimbursement for monies spent to execute ORSC business must complete the ORSC EXPENSE REPORT. Original receipts (including copies of telephone charges, photocopies, travel, per-diem when necessary,) must be submitted along with the report before cheques will be issued.

18.0 AMENDMENT TO ORSC POLICIES

Any motion to amend the ORSC Policies must be presented to, and reviewed by the ORSC. A vote of at least two thirds is required to amend the ORSC Policies. The following questions and statement will be asked and answered before main motions will be entertained:

- a) Has motion been clearly defined - purpose and intent?
- b) Have amendments or additions to ORSC policy been stated?
- c) What is financial impact?

19.0 C.A.R. WORKSHOP REPRESENTATION

Delegates from the ORSC shall attend, and provide within two weeks following, a detailed report of the Multi-Regional CAR Workshop or The Florida Service Symposium held every two years in preparation for the World Service Conference. This is to assist the ORSC and its Member Areas to form Regional Conscience pertaining to the motions contained in the Conference Agenda Report.

20.0 REGIONAL LIABILITY POLICY

PREAMBLE NOTE: Please review this Preamble before initiating the following procedures.

Increasingly, Groups and Subcommittees, in seeking meeting and activity space, have encountered demands from renters for proof of liability insurance coverage before space will be made available for Narcotics Anonymous Meetings or Activities. Groups have had great difficulty in obtaining this required insurance. When a potential carrier has been found after much searching, a minimum annual fee of \$500.00 to \$1000.00 per Group or Activity is demanded. Facility/Space renters are demanding this carriage of insurance by all community groups renting from them to protect themselves financially. In the unlikely event that damage is done to the facility and Narcotics Anonymous is held liable for the damage, the Group, Subcommittees and Narcotics Anonymous, as a whole would be protected to some degree by the carriage of liability insurance. For the above reasons only, the ORSC, at the request of the Groups and the ASCs, has sought and obtained, at a very reasonable rate, liability insurance that includes all Narcotics Anonymous Groups, Area Service Committees and Subcommittees within the Region of Ontario.

20.1 - General

The Chairperson of the ORSC will be the single point of responsibility for the administration of the Liability Insurance.

- a) The Chairperson may appoint/designate another individual, more familiar with insurance law and related outside issues, to be the “Administrator of Insurance Policy” hereafter referred to as the “Administrator.”
- b) The name address and phone number of the “Administrator of the Insurance policy”, whether the Chairperson or another designated member, will be listed as a separate and prominent entry on the ORSC’s Mailing List, for the convenience of the ASCs and the Groups and its members.
- c) As much as is possible, all communication with requests related to the Liability Insurance from the membership will be handled by/through the “Administrator” see 20.3 below for exception.

20.2 - Duties of Insurance Administrator

The Administrator is responsible to bring to the attention of the ORSC, the expiration of the current policy and to oversee all necessary arrangements for the possible renewal of the policy, in a timely manner.

- a) The Administrator will provide the insurance carriers with an annual, current address list of all Narcotics Anonymous Groups and Area Service Committees in the Region of Ontario.
- b) The Administrator will provide to all ASCs an annual, current copy of the Liability Insurance Policy and any necessary, relevant attachments.
- c) If required, Groups, Committees and Subcommittees may request from the Administrator a Certificate of Insurance. A standard Certificate of Insurance, naming the Ontario ORSC and all its related ASCs, Subcommittees and Groups will be issued by the Insurance carrier to a Group/Subcommittee on the request of and following verification by Administrator immediately to the insurance carrier. The insurance carrier will handle all such claims and report the outcome to the Administrator.

20.3 - Insurance of Literature Stock

- a) Our current liability insurance policy covers for loss or damage to the Regional Literature Stock kept at the residence of the current Literature Chairperson.
- b) The Literature Chairperson may communicate directly with the insurance carriers on matters concerning the Regional Literature Stock.
- c) The Literature Chairperson cooperates with the Administrator on all matters of mutual concern i.e. possible claims, rates of insurance, renewal of policy, change of address etc....

21.0 ORSC Archive Policy:

21.1 - ORSC Archive

- a. The ORSC Year-end shall be the Annual January meeting of the ORSC.
- b. The Secretary will be responsible for organizing the minutes, motions, and reports pertaining to general business of the
 - i. ORSC.
- c. The ORSC shall always have the current year and previous year of Motions including, but not limited to: motions, reports,
 - i. and all financials paperwork present at every ORSC Meeting.
- d. The Secretary will be responsible for the minutes and they shall include the following: sub-committee reports, motions, roll
 - i. call sign in sheets and associated documents.
- e. The Treasurer will be responsible for the organizing and maintaining the Treasurer reports, financial requests, income
 - i. statements, invoices, receipts, and any additional paperwork pertaining to the treasury.
- f. Every April the “current” year would become the previous year, and the former previous year would be archived as year 2.
- g. Every January it will be the ORSC Chair’s responsibility to collect the documents from the ORSC Secretary and the ORSC
 - i. Treasurer to be archived as year 2. The documents will be bound together with financial documents on top. The original
 - ii. minutes and the motions should be kept with the Final Approved Minutes.
- h. Within 2 weeks of the April ORSC meeting, the ORSC Chair will take these documents to the storage facility and file as year
 - i. 2, removing year 7 and dispose of by shredding and recycling.
- i. Electronic records will be kept permanently
- j. A second back up electronic copy be made and kept in a separate location

21.2- ORCNA Archive Policy:

- a) Minutes, including all reports shall be kept for 7 years.
- b) 5 registrations packages, all artwork and banners shall be kept indefinitely and filed separately. Files should be organized
- c) and clearly indicated the year and the contents.
- d) Convention banners should be rolled and placed into archival tubes.
- e) The OCRC is responsible to bring the previous ORCNA’s Secretary’s files to the July ORSC meeting.
- f) At the July ORSC meeting, when the final ORCNA reports and financials are submitted, a copy needs to be included with the
- g) ORCNA’s Secretary files and sent to storage locker by the ORSC Chair within 2 weeks of the July ORSC Meeting.
- h) The ORSC Chair shall file the previous ORCNA files as year 1, and remove Year 7 Secretary files and discard by shredding and
 - i) recycling.
- j) The ORSC Chair shall insure filing the registration packages, artwork, and banners are done so separately from the
- k) Secretary files.

Appendix – A: RULES OF ORDER

Decorum Statement

Meetings will be conducted according to these rules of order, adapted from Robert’s Rules of Order. This time-honored system for conducting business is the clearest way yet devised for getting a maximum amount of business done in a minimum of time, regardless of the degree of disagreement among the participants.

These rules are meant to be used as tools to help us make orderly collective decisions in a cooperative, respectful way in the spirit of our Twelve Concepts; please do not use them as weapons against one another. We encourage all participants to become familiar with these rules of order, and conduct themselves accordingly.

Once the meeting is under way, only one matter will be before the committee at any one time, and no other discussion is in order. Please respect the chairperson’s right to be in control of the process of this meeting so that you can have maximum benefit of its content.

Debate Limits

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

Motions

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

Main Motions

A motion is a statement of an idea a committee member wants the committee to put into practice. After being recognized by the chairperson, the member says, “I move that such and such be done by (this committee, one of its subcommittees, or a particular individual) under these terms.” The person making the motion then speaks briefly about why they feel the idea is important; this is called speaking to the intent of the motion. Because the exact wording of all motions must be recorded in the minutes, the maker of the motion will write it out. This is especially important for complicated or long motions.

Every motion requires a second – the backing of another person who either wants the idea put into practice, or simply wants to see further discussion of the idea take place. After one person makes a motion, the chairperson will ask whether the motion has a second. The seconder simply raises a hand and, when recognized by the chairperson, says, “I second that.” If nobody seconds a motion, the chairperson will say, “The motion dies for lack of a second.” This means that the idea will not be discussed any further because there is not enough interest in it. The committee then moves on to other business.

Once a motion has been made, the chairperson may rule it out of order. A motion may be ruled out of order for any one of a number of reasons: the motion goes against the committee’s standing policy, clearly contradicts one of the twelve Traditions or Twelve Concepts for N.A. Service, or is inappropriate at the particular point in the meeting at which it is made. Robert’s Rules of Order can be consulted for more specific examples of motions, which are out of order at any given time.

Any member of the committee who wishes to challenge a ruling made by the chairperson may appeal that ruling, as described below. If no appeal is made, or if the decision of the chairperson is upheld, the committee moves on to other business.

PARLIAMENTARY MOTIONS

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

Motion to AMEND

Simple majority required – is DEBATABLE

This is perhaps the most commonly used parliamentary motion. During debate on a motion, if a member feels that the motion would benefit from a change in its language, that member can say “I move to amend the motion...” and suggest specific language changes in the motion. Ordinarily, an amendment must be moved and seconded before it can be debated. When debate on the amendment is exhausted, the body votes on the amendment. Then, debate resumes on the merits of the main motion (as amended, if the amendment has carried). When debate is exhausted on the merits of the main motion itself, a vote is taken and the body moves on to the next item of business.

If an amendment is offered and the persons making and seconding the original motion accept it, no second is required, no debate is called for, and no vote need be taken on the amendment; debate proceeds as if the main motion has been formally amended. This is called making a friendly amendment.

Motion to call the PREVIOUS QUESTION

Two thirds majority required – is NOT DEBATABLE

For our purposes, this may be the most important parliamentary motion. Use it often. This motion is made by a member saying, “I call for the question,” or “I move the previous question.” It is another way of saying; “I move that debate stops right now and that we vote immediately.” This is one of many motions that can be used to prevent needless, lengthy debate once an issue is clearly understood. This motion is in order after any speaker is finished. You need not be called on. The chairperson must recognize you when you make this motion, and a vote must be taken with no debate. If two thirds of the body feels that no more debate is necessary, then it is time to vote and move on.

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

Motion to TABLE

Simple majority required – is NOT DEBATABLE

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

Motion to REMOVE FROM THE TABLE

Simple majority required – is NOT DEBATABLE

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

Motion to REFER

Simple majority – is DEBATABLE

Sometimes the committee does not have enough information to make an immediate decision on a motion. Such motions can be removed from debate and sent to either a standing subcommittee or an ad hoc committee for further study. This can be done by a member saying, “I move to refer the motion to the such and such subcommittee.” If the motion to refer is seconded, the body may debate it before voting. If the motion to refer passes, the committee moves on to its next item of business. If the motion to refer does not pass, the committee either continues debating the main motion or votes on it.

The sub-committee to which a motion is referred will take it up at its next meeting. The sub-committee will report back on what it has come up with at the next meeting of the full committee.

Motions to RECONSIDER or RESCIND

Majority required varies – is DEBATABLE

Sometimes a member feels that a motion the committee has passed will prove harmful. The member can then move to either reconsider (reopen for debate and voting) or rescind (void the effect of) the original motion. There are a few conditions on motions to reconsider or rescind. The motion must have been passed in either the last months or the current meeting. The member making the motion must have information on the issue that was not available in the original debate on the motion. The member must have been with the winning side in the original vote.

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

The motion to reconsider requires simple majority. The motion to rescind requires a simple majority, provided that committee members were informed prior to the meeting that such a motion would be made. If prior notice is not given, the motion to rescind requires a two-thirds majority

Request to WITHDRAW A MOTION

Unanimous consent required – is NOT DEBATABLE

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

Offering a SUBSTITUTE MOTION

Simple majority required – is DEBATABLE

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

Motion to ADJOURN

Simple majority required – is NOT DEBATABLE

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

OTHER PROCEDURES

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

Order of the Day

If a committee member feels business is going to far astray from the original agenda, that member can help get things back on track. The member says, "I call for the order of the day." This means, "I move that the chairperson bring us back on track and conduct the meeting according to procedure, adhering to the agenda." This does not require a second, is not debatable, and does not even require a vote – the chairperson is obligated to enforce the request unless two-thirds of the body tells the chairperson otherwise.

Point of Information

If a committee member needs certain information before making a decision about a motion at hand, that member can say at any time to the chairperson, "point of information." This means, "I have a question to ask," not, "I have information to offer." One does not need a second to raise a point of information; it is neither debatable nor to be voted upon. The person raising the point of information may ask the question of either the chairperson or another member of the body

Point of Order

If it appears to a committee member that something is happening in violation of the rules of order, and if the chairperson has not yet done anything about it, the member can ask the chairperson for clarification of the rules at any time. The member may simply say out loud, "Point of order." The chairperson then says, "What is your point of order?" The member then states the question and asks the chairperson for clarification. If the chairperson agrees that the rules are not being followed, the chairperson says, "Your point is well taken" and restates the appropriate rule. If the chairperson does not agree, the chairperson says, "Overruled." This decision, as all others, can be appealed.

Point of Appeal

Any time the Chair makes a decision, that decision may be appealed. Any voting member who wishes to appeal a decision may do so by saying, "I appeal the decision of the Chair." If the appeal is seconded, the chairperson then asks, "On what grounds do you appeal my decision?" The member states the reasons. The chairperson then speaks briefly to the intent of the ruling being appealed. The body may then debate the ruling and the merits of the appeal. A vote is taken with a simple majority to overrule the original decision of the chairperson.

Parliamentary Inquiry

If a member wants to do something, but doesn't know how it fits in with the rules of order, all that the member has to do is ask. At any time, a member may simply say out loud, "Point of parliamentary inquiry." The chairperson must immediately recognize the member so that person may ask how to do such-and-such. The chair will answer the question, possibly by referring to a specific passage in this document in explanation. A point of parliamentary inquiry needs no second, is not debatable, and is not voted upon.

Point of Personal Privilege

If the smoke is getting too heavy for you, the air conditioner or heater is on too high, or if there is too much noise in the room, you can ask that something be done about it. If the matter is urgent, you may interrupt the proceedings by saying, "Point of personal privilege;" if the matter is not particularly urgent, you are encouraged to wait until the person speaking has finished. Such a request generally requires no second, and the chairperson must recognize you immediately. State the situation and ask that it be corrected. If your request seems reasonable, the chairperson will accommodate you.

Appendix – B: PI Coordinator P&P

Revised August 2013

Purpose & Function of the Ontario Region

I PURPOSE

A) **General Purpose:** The primary purpose of the Ontario Regional Service Committee's Public Information Coordinator is to work with the Area's PR/PI subcommittees to inform the public that NA exists and that it offers recovery from addiction. The ORSC PI Coordinator offers information about how and where to find NA. Additionally the PI Coordinator will establish, maintain and organize resources of both NA public information and experience within the geographical boundaries of the Ontario Region.

B) **Specific purpose:** The specific purpose of this position is to be supportive of area PI Subcommittees, area web servants and area helpline members by providing a forum for them within the region. Also, to help them with their particular problems and needs, and to keep the lines of communication open between the area PI subcommittees, area web servants, area helpline members, ORSC Web Servant, the ORSC, and the WSB PR Team.

II FUNCTIONS AND RESPONSIBILITIES

A) **Outside the fellowship:** The PI Coordinator deals with how NA interfaces with society; with NA's public image; with matters of attraction through all communication media; and with informing the public that NA exists and that it offers recovery from addiction. Towards these ends, the PI Coordinator:

- Develops and maintains a contingency plan to respond to all requests for information from individuals, agencies, or media within the Ontario Region.
- Opens and maintains lines of communication between NA and the public.
- Ensures that all requests for information are responded to in a timely and effective manner.
- Responds in a timely and effective manner to all incoming calls to the Ontario Region 1-800 helpline voicemail box and the voicemail boxes of those Areas currently without an active helpline number.
- Liaisons with the 1-800 helpline service provider to ensure that changes to the 1-800 account are approved by the Ontario Regional Service Committee and that billing is provided to the ORSC for payment
- Liaisons with the 1-800 helpline service provider to ensure that the service is maintained and technical difficulties are corrected as soon as possible.

B) **Within the fellowship:** The PI Coordinator deals with unifying the area PI subcommittees, area web servants and area helpline members within the region; with maintaining communication between the various service committees within the region; and with maintaining the communication between the WSB PR Team, the ORSC, and all the areas within the region. Towards these ends, the PI Coordinator:

- Acts as the main communication link between areas within the region, the WSB PR Team. The PI Coordinator is, therefore, responsible for providing all information and material developed at the "world level" to the areas within the Ontario Region.
- Develops and maintains website guidelines for use by Area and ORSC web servants that can help maintain consistency across the Region and help Areas to develop their own websites in accordance with Regional P&Ps, Area P&Ps/P&Gs and the PR handbook
- Responds to PI requests in situations where area level PI committees do not have the resources to handle the situation effectively.
- Maintains a close working relationship with various PI subcommittees, web servants and helpline members throughout the region, thereby ensuring that all requests for information are referred to the appropriate subcommittee.
- Where resources permit, initiates, coordinates, and cooperates in PI efforts involving multiple areas within the region.
- Provides assistance where resources permit, to areas requiring training and mentoring on PI efforts such as helpline member training, guidance on 12 step work, effective PI presentations, website setup, poster guidelines, Public Service Announcements etc...

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- Develops and maintains guidelines for the Ontario Region 1-800 helpline and ensures that the Ontario Region helpline is administered for the Areas
- Provides local administration rights to the Areas single point of contact for the 1-800 helpline
- Provides guidance and training on use of the 1-800 service such that the Area single point of contact can administer their own portion of the Region Helpline

III ACCOUNTABILITY

A) Region: Although the ORSC has granted the PI Coordinator a reasonable degree of autonomy in carrying out the regular business of providing a well organized and informed resource of NA PI experience, the PI Coordinator remains directly responsible to the ORSC.

B) Coordinator:
The PI Coordinator is responsible for communicating with other trusted servants of the ORSC to ensure continuity of effort in performing the mandate of the ORSC and is responsible for attending the ORSC meeting to provide regular reports of PI activities to the ORSC.

Appendix – C: Ontario Regional Convention (ORC) P&P

NOT ATTACHED See OCRC for Ontario Regional Convention Guidelines

Appendix – D: H&I P&P

BASIC PURPOSE

The Ontario Regional Service Committee Hospitals and Institutions Subcommittee serves the needs of all the areas within the Ontario Region by conducting activities that promote the growth and strength of all H&I efforts and needs with the region and the fellowship.

FUNCTION OF THE SUBCOMMITTEE,

- A. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.
- C. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- D. Maintains communications with the WSC and CANA so that member areas can be informed of their activities. Communication flows both ways between the area and world level through the regional subcommittee.
- E. Performs any other activities that benefit the H&I efforts in the Ontario Region.

SUBCOMMITTEE MEMBERSHIP

Membership on the regional H&I subcommittee shall consist of the chairperson, and chairpersons of area H&I subcommittees or their' designated representatives, or the designated representatives of the Area Service Committee.

AGENDA

1. Opening prayer.
2. Read Twelve Traditions.
3. Read basic purpose and functions of the ORSC H&I Subcommittee.
4. Read minutes of last meeting.
5. Chair person's administrative report.
6. Chair person's budget report:
7. Area reports.
8. Old business.
9. New Business.
10. Nominations.
11. Review of upcoming subcommittee activities and motions for the ORSC
12. Announcements
13. Closing prayer

Voting

Voting members of the regional H&I Subcommittee shall be the area H&I Subcommittee Chairperson or the designated representative. The ORSC H&I Chairperson only has a vote in the case of a tie.

QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

CHAIRPERSON

Is elected by the group conscience of the ORSC as per its policies.

Holds at least one meeting of the subcommittee each year.

Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.

Prepares a report for each ORSC meeting and makes all motions on behalf of and is the voice of the H&I subcommittee.

Coordinates and is responsible for all work done by the subcommittee,

Is available to answer question from the area H&I subcommittees.

Maintains communications with ORSC and CANA.

Prepares a budget with the subcommittee to be submitted for the approval of the ORSC for the upcoming year.

If necessary, may be removed by the ORSC, as outlined in its policies.

Appendix – E: Web Servant P&P

The Web servant position is a voting position of the Regional Committee.

Suggested clean time of 3 years.

The Web servant is responsible for providing a report to the Regional Committee on the Status of the Website and address concerns and direction put forth by the Regional committee.

To update the meeting lists bi-weekly for areas including adding new meetings, subtracting meetings, or changes when necessary. This information is to come from the Area Service Rep/Regional Committee Member for that area. If the area is without a ASR/RCM then the information may come from any other member of the administrative member of the Area.

The Web servant is responsible for adding/removing events on a bi/weekly basis when necessary. This information is to come from the Area Service Rep/Regional Committee Member for that area. If the area is without a ASR/RCM then the information may come from the Chair or Alternate Chair of the committee hosting the event.

Uploading Documents to the Website i.e. Regional Meeting list PDFs etc, and other documents when directed by the Regional Chair or the Regional committee through a group conscience.

The Web servant is responsible for corresponding with hosting service if site goes down. The Web servant should acquire an estimated duration of loss of service and e-mail the administrative body and ASR/RCMs a notification of service loss and timeline to restoration.

The Web servant is responsible for creating a back up of the site once every month onto a USB drive or CD.

The Web servant is responsible for corresponding with hosting service with regards to maintaining e-mail accounts, and forwarding username and passwords to applicable regional members for accounts when used.

For holding onto software provided by the Region and ensuring the new web servant receives it when completing term.

Responsible for corresponding with contract professionals when major changes are needed to the site; i.e. Reconstruction or fixes etc. Three cost estimates will be submitted to the Regional Committee.

To assist ORSC sub-committees with their websites when requested (note: ORSC has moved to coordinators)

To support the ORC, and assist the Convention Information subcommittee with their website and requests. Programming and designing websites it not skill requirement for this position, so in the case that changes to any committee's website requires such work. The web servant will be responsible for obtaining 3 estimates from outsourced professionals; to be submitted to the Regional Committee. Once a contract is selected the Web Servant will manage the project to completion. (note – the ORCNA Committee would like to add a time frame)

Appendix – F: P&P Amendments Pending

The purpose of this Appendix is to keep an ongoing record of motions that change the standing or most current revision of the ORSC P&P.

From April 6, 2014 Motion 15-1-14 Carried unanimous consent

MOTION: That we begin to host ORCNA at the Blue Mountain Resort biannually starting in 2016.

INTENT: To have a central training convention for a rotational biannual convention to be hosted in various areas.

Motioned by Ben L, Seconded by Yazz V

Appendix – G: Order of Business

Roll call/quorum call

Open meeting –moment of silence, Serenity Prayer, 12 Traditions, 12 Concepts, Service Prayer (pg. XVI, 5th edition Basic Text)

New Business submitted to ORSC Chair

Chair requests all financial requests to be submitted to the Treasurer

Chairperson and Vice Chairperson’s Report

Secretary’s Report: Presentation of minutes of last business meeting. If there are no amendments, minutes accepted as written. If there are, corrections and omissions are discussed, and minutes are accepted with amendments.

Treasurer’s Report

Regional Delegate/ AD Reports

Web servant Report

RCCCP/ Alt. RCCP Reports

Sub Committee and Coordinator Reports

RCM Reports

AD HOC Committee report, and any project reports

Financial requests (standing order of the day): Requests are considered in order of priority. All financial requests must be given to Treasurer prior to lunch break.

Old Business: Any unfinished business from the previous ORSC meeting is taken care of, motions are accepted, discussed, and votes taken. Tabled motions as follows:

Elections

Questions

New Business: Discussion is held, motions are accepted, and votes are taken.

Announcements

Close Meeting: Serenity Prayer

NOTES:

Any ORSC member leaving the ORSC meeting before its end should notify the Secretary upon leaving, or if possible, give warning of early departure before the meeting begins.

Break will be held at the Chairperson’s discretion.

Appendix – H: Ontario Convention Resource Coordinator P&P

NOTE: This Appendix is also Article 21.0 of the ORCNA P+P

To be called OCRC for the remainder of the document

Position:

The individual in this position will be an elected Administrative Officer of the Ontario Regional Service Committee and will oversee the business of the "host convention committee" of the yearly Ontario Regional Convention. The OCRC is also to ensure a seamless transition between host committees. This position is ultimately and wholly accountable to the Ontario Regional Service Committee of Narcotics Anonymous and the fellowship it serves.

"Oversee" meaning:

1. Works directly with the Administrative of the host committee to plan the Regional convention. Also the OCRC is the liaison between the ORSC Administrative and the host committee on all levels. NOTE: The OCRC has the ability to override any host committee decision with the unanimous consent of the ORSC Administrative committee.
2. Negotiates contract with hotel or facilities on behalf of the ORSCNA for the Regional Convention to include all core meetings where available as required per Article 7.0 of the ORCNA P+P and is the single point of accountability for this process. Both the OCRC and ORCNA Chair will sign this contract.
3. Responsible to provide copies of any and all currently standing contracts (multi year) within 30 days of electing the ORC Committee. Also responsible for ensuring that signing any multi year contracts has unanimous consent of the ORSC Administrative Committee and that these contracts are signed by the OCRC and the ORSC Chairperson.
4. Negotiates all other contracts involved in Regional Conventions as approved or directed by the group conscience process of the host committee and signs these contracts in conjunction with host committee Chair as per ORCNA P&Ps, Article 8.1.1 (example: but not limited to; transportation, food and beverage, entertainment, jeweler sales).
5. Will be the liaison between the host committee and all outside source contracts involved in the Convention.
6. Responsible to chair a conference call with the Administrative of the host committee at least 3 times prior to the convention and reports to the ORSC about these calls.
7. The OCRC is responsible for the accuracy of the financial records for each host Convention. This individual must have monthly contact with the Treasurer of the host committee to ensure accuracy of the books. The OCRC will directly report quarterly to the ORSC on the financial status of the committee and any outstanding challenges and/or issues the host committee may be having.
8. The OCRC is responsible for prompt reporting of any fiscal impropriety or irresponsibility to the ORSC Administrative.
9. During the convention the OCRC will work with the current ORSC Treasurer as well as the host committee Chair and Treasurer to oversee all financial transactions during the convention.
10. The OCRC is responsible for the training of the host committee Administrative. The OCRC must maintain & supply all existing ORCNA template material. The OCRC will also supply current ORCNA P&Ps, banners, previous host committee contact information. The OCRC will assist in individual sub-committee chair position training if requested and therefore must be readily available to any member of the host committee as required.

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11. Shall be the communication link between the host committee Programming Chair and the ORSC sub-committee chairs to ensure space for workshops or ORSC Sub-committee meetings.

12. Is responsible for the creation and updating of the Banner slideshow and shall work with the Arts and Graphics Subcommittee for the projection of digital imaging of all ORCNA banners displayed via video screen during our conventions.

13. The OCRC is responsible to ensure 2 post Convention meetings of the host committee to submit input to ORCNA P&Ps, develops motions and ensures a vote on said motions then formally presents these changes for approval at the next ORSC meeting.

Term:

The OCRC shall be elected to serve a two-year term, but may be re-elected for a second term, in accordance to Article 10.8 of the ORSC Policy and Procedures. (During current term it will be a requirement to mentor a candidate Alt. OCRC to succeed this position.)

Travel:

The position must include 4-6 trips per Convention (even if convention host committee is formed 2 conventions prior) spaced out in intervals of the entire pre-convention planning period, excluding on-site planning meetings during the convention period. The travel will be funded by the ORSC as the position represents the fiscal interests of the ORSC with the host committee and supports unity between the host committee and the OCRC Team.

Additional Requirements:

Clean time requirement is 6 years.

Has been a Chairperson of 1 convention preferably regional or national convention with no less than 500 attendees.

Have assisted with contract negotiations for a convention

Highly involved with Treasurers duties for above said conventions.

Have the ability to travel wherever an ORCNA is hosted

Has been an Administrative or Executive officer for either a RSC or ASC for at least one complete term.

Familiar with excel, Word and e-mail programs and have the willingness to check and respond to email regularly.

Chair convention committee elections and information meetings.

Intent of position:

a) To protect the fiscal position of ORSC, so that the ORSC may continue to responsibly serve the Ontario fellowship.

Example: by supplying financial assistance to areas within Ontario as well as contributions to

NAWS as mandated in the Policy and Procedures of the ORSC.

b) To ensure seamless transition between host committees.

c) To ensure consistency in branding, templates and function of the Regional Convention on behalf of the ORSC.

d) To ensure the financial success of the convention so that the ORSC can remain a sustainable revenue source for the Ontario Fellowship and NAWS.

e) To ensure that the ORSC can continue to fulfill its primary purpose while being fiscally responsible and accountable to the fellowship it serves.

Appendix – I:Ontario Region 1-800 Helpline P&P

The Ontario Region 1-800 Helpline was established to provide a single number to the public in order to contact any Area within the Ontario Region and provide a method with which the Areas can establish a Helpline utilizing this system as opposed to having to establish a Helpline on their own. The following guidelines are suggested to maintain an efficient and reliable service to the public:

- a) The Ontario Region Helpline will be administered by the ORSC Public Information PI Coordinator and administration rights to the Area's 1-800 Helpline will be given to a single point of contact within the Area. This access shall be limited to the Areas own Helpline information and none of the other features
- b) of the service.
- c) The Areas within Ontario have the option of utilizing the features provided by the ORSC 1-800 service but also may want to remain autonomous with their own Helpline and maintain their current level of service. If this is the case then the ORSC 1-800 line will only forward incoming calls regarding those Areas to the appropriate Area Helpline number and not to an extension within the ORSC 1-800 service.
- d) The Areas shall submit a request to the ORSC for use of the 1-800 service as a replacement for their current service and it is necessary for the Areas to provide the ORSC PI Coordinator with the proposed structure of the system the Area would like to setup (ie. menus, meeting lists, voicemail, call forwarding schedule etc...)
- e) Once the request has been received from the Area for the 1-800 service the ORSC PI Coordinator will provide training on the system and provide administrator access to a portion of the 1-800 service designated for the Area. The PI Coordinator may at that time setup the 1-800 service to fit the structure the Area proposed to the ORSC including but not limited to menus, meeting lists, call forwarding schedules, incoming greetings and voicemail messaging.
- f) The Areas shall be accountable to keep the information within the 1-800 system current and up to date and notify the ORSC PI Coordinator of any changes, which could reflect of the cost of the system and notify the ORSC of any changes in the administrator of the system. Any changes to the Area's Helpline service, which may affect the overall Ontario Region Helpline service must be identified to the ORSC and the cost and benefit of the changes will be reviewed by the ORSC. A motion must be made to change the standard of service on the overall Ontario Region 1-800 Helpline.
- g) In the event that a caller to the 1-800 line cannot reach an Area's Helpline or does not know which Area they require then the caller will be redirected to the Ontario Region PI voicemail box.
- h) An Ontario Region PI voicemail box shall be setup and administered by the ORSC PI Coordinator to address incoming calls for information about NA from the public or to direct addicts to the appropriate Area Helpline. These calls will initially be forwarded to the PI Coordinator but this may be delegated to NA members trained to handle this responsibility.
- i) The Area's shall ensure that all Helpline service follows the 12 Traditions of NA and the PR guidelines set out by NAWS. Area's are strongly encouraged to train their Helpline volunteers and if required request training from the ORSC PI Coordinator.
- j) In the event an Area does not have a current helpline or volunteers to start a helpline, the ORSC PI Coordinator shall offer assistance to that Area in terms of administering a voicemail box for the Area which includes an Area meeting list and a voice messaging service which will be administered by the ORSC who will forward any messages to the Area for the Area to handle on their own. This service will be offered only until such time that the Area establishes Helpline volunteers and performs training with those individuals and can provide a single point of contact within the Area to administer their own helpline.
- k) Any Area meeting list recordings that require changes shall be recorded by the Area in a digital MP3 format and forwarded to the ORSC PI Coordinator and uploaded into the Regional Phoneline.

Appendix – J: ORCNA BID Process

This is intended to provide a brief chronology of preparing and presenting an ORCNA bid

1. A BID committee is formed.
 2. The BID committee shall consider if and to what extent the Convention will be bilingual.
 3. The prospective area service committee is aware of the request for a bid to hold ORCNA in this area.
 4. Once organized, the BID committee contacts the prospective convention sites (3), presents and attains specifics on:
ORCNA space requirements
 - a) Meal and beverage requirements
 - b) Projected attendance, on average, up to 1000 people for the Saturday night speaker and 500-800 in the hotel throughout the weekend.
 - c) Explains the nature of the convention (activities, purpose, etc.)
 - d) Mentions the ORCNA request that no other groups or organizations be allowed to use the site during the convention.
 - e) Verifies Hotel Audio/Visual standards and equipment. Insuring an A/V manager will be on site or on call during the weekend of the convention and IF back up equipment can be brought in and used in the facility
 4. In response to this, the site is requested to respond in writing;
 - a) The ability to meet the above needs.
 - b) Room rates (including block requirements, maximum number of people per sleeping room and complimentary rooms provided per number of rooms booked).
 - c) Meals and beverage costs.
 - d) Site amenities (pool, restaurants, capacity of meeting rooms and banquet rooms, etc.).
 5. The initial BID package is then assembled, including all items listed in the BID Package requirements.
 6. At least two (2) members of the BID committee are to attend the ORSC meeting in July – two years before the respective convention, to present and discuss this bid.
 7. Final bids are to be submitted in July, two years out.
 8. At least two ORSC members from the OCRC negotiating team will visit the proposed site to verify the validity of the proposed bid.
 9. The BID is also presented to the fellowship of the hosting ASC meeting.
 10. At least two of the OCRC negotiating team representatives will visit the selected site to initiate simple contract agreements.
- ANY DIFFICULTY MEETING ANY OF THE ABOVE MAY BE DISCUSSED AND RESOLVED WITH THE ORSC Admin.

BID Committee Requirements

1. It is essential that each BID Committee for ORCNA is approved by their perspective Narcotics Anonymous Area Service Committee.
2. Each BID committee must submit information about at least 3 prospective conventions sites, if appropriate.
3. Each BID committee must agree to abide by current and future policies set by ORSC, and must have the willingness and ability to abide by the NA Steps, Traditions and Concepts.
4. Proposed convention must be within the Ontario Region.
5. The convention is scheduled and held on the May long weekend in each year, unless otherwise denoted.
6. Bids must be submitted to the ORSC at the July meeting.
7. Each BID committee must send at least two (2) representatives to the July ORSC meeting.
8. No Bid will be accepted that includes the construction of an outside tent to facilitate any meetings.
9. A presentation of each bid, not to exceed 25 minutes in length, is made to the fellowship at the convention bid presentation and at least two members are present at the BID meeting.

BID Package Requirements

Any difficulty meeting any of the following requirements should be discussed and resolved with the ORSC.

1. A letter of support and approval for the bid from a local ASC is preferred.
2. A letter from the BID committee summarizing:
 - a) Why the committee wants to host the convention and how they can best serve the NA Fellowship by hosting the convention.
 - b) A statement expressing an understanding of the agreement to abide by the policies and procedures of the ORSC and the willingness and ability to abide by the NA Steps, Traditions and Concepts.
 - c) A written history of Narcotics Anonymous in the area and a summary of the Conventions and other events previously coordinated by the area.
3. Service resumes of principle BID committee members explaining their experience, qualifications and clean time (a form is included in this packet).
4. A completed Hotel specification and information sheet for each proposed Convention site (a form is included in the packet).

The Role of the Convention Committee

1. The purpose of the Convention Committee is to plan and host the upcoming ORCNA Convention to protect the integrity, quality and adherence to Narcotics Anonymous Tradition and Concepts and maintain and improve the standards and quality of the Ontario Regional Convention of Narcotics Anonymous by acting as liaisons between the hosting Convention Committee and the ORSC.
 - a) One of the first thing to be determined is whether or not the Convention will be Bilingual and if so strive to incorporate bilingualism on all flyers, logos, website ect.
 - b) One member of the hosting committee is elected to serve on the ORSC for a period of 3 years. The year before the convention, the year of the convention and the after the convention. Another member is elected from the Convention committee as a second representative for a period of 1 year, the year of the convention.
 - c) These representatives serve in a similar capacity that a RCM or RD serves to their ACS or RSC.
 - d) The purpose of having two reps is to provide greater representation of the hosting committee regarding current convention affairs
2. To insure the financial responsibility of the hosting committee.
 - a) The Convention committee is provided with a budget from the ORSC.
 - b) All expenses are to be documented and submitted to the ORSC Treasurer for reimbursement on a monthly basis during the convention year. Receipts must accompany requests.
3. The Executive committee provides guidance to the Convention committee in the following ways;
 - a) By adhering to the spiritual principles of Narcotics Anonymous in all decisions.
 - b) By helping promote an atmosphere of Narcotics Anonymous recovery throughout the year and at the convention.
 - c) By helping resolve difficult issues that may arise during the course of preparations and commencement of ORCNA.
 - d) By utilizing the two host committee reps on the committee to bring problems or concerns that cannot be resolved on this level to the ORSC.

Appendix – K: ORSC Literature Policies and Procedures

- 1.0 The Literature Chair shall insure the correct address is registered with the ORSC Insurance Administrator for the Insurance Policy.
- 2.0 Shall calculate the selling price of the ORSC Literature by using this formula
NAWS cost x “pegged rate” x 1.05 x 1.05 x 1.06 = selling price which is listed on the ORSC Order form.
This breaks down as the cost from NAWS times the “pegged rate” which NAWS establishes at the WSC in even number years. The x 1.05 is adding 5% to cover the GST that NAWS charges and collects (**NOTE - this is not collecting GST**), plus another 5% to help offset the cost of the ORSC Insurance Policy and finally adding 6% to cover the ORSC shipping costs.
- 3.0 Shall inform area members of the RSC of any new items, discontinued items, price changes, or policy changes.
- 4.0 Shall manage inventory between \$20,000 and \$30,000 and keep this stock protected and well maintained. Shall stay with appropriate stock material and minimise the amount of specialty items stocked. The Literature is considered NA funds and shall be treated as such.
- 5.0 Will make claims for damaged goods received and track all merchandise that is not paid for separately. This includes but not limited to damaged or broken material, discontinued items which are to be removed from inventory and any other unsellable product.
- 6.0 a) Orders shall be considered incomplete until payment is secured and are not to be processed or shipped.
b) Verify math on all orders and insure payment is correct before processing or shipping orders.
c) Shall issue a receipt for all payment and money received. When at a convention a receipt for all monies received that did not have a receipt issued will suffice.
d) Maintain a shipping log including accurate bookkeeping. With items such as date order received, shipping date, to whom, tracking number, cost and order values.
- 7.0 Shall reconcile the float at the quarterly ORSC meeting as per the ORSC P+Ps
- 8.0 Reports directly to the ORSC at the quarterly meetings and these reports shall include the cost of NAWS purchase, amount of sales, any outstanding payments, shipping costs and any Administrative costs. The reconciliation of the float shall be a part of this report according to ORSC P and P's.
- 9.0 Every 6 months shall do a hard count audit of all stock on hand and reconcile the inventory and report any discrepancies.
- 10.0 Between January and April will complete a financial audit with the assistance of the ORSC Admin in conjunction with ORSC P+P Article 19.0
- 11.0 Shall bring all paperwork, receipt books and documents to the April ORSC meeting for the previous calendar year of January to January for Archive purposes.
- 12.0 “**Startup kit**” to include: 1 x treasurer’s handbook, 1 x Regional P&P, 1 x 12 Concept booklet, 1 x set of group readings, 1 x group booklet, 1 x basic text, 100 x random mixed I.P.s, 30 x key tags (10 white – 5 orange – 4 green – 3 red – 3 blue – 2 yellow – 1 moon glow – 1 black)