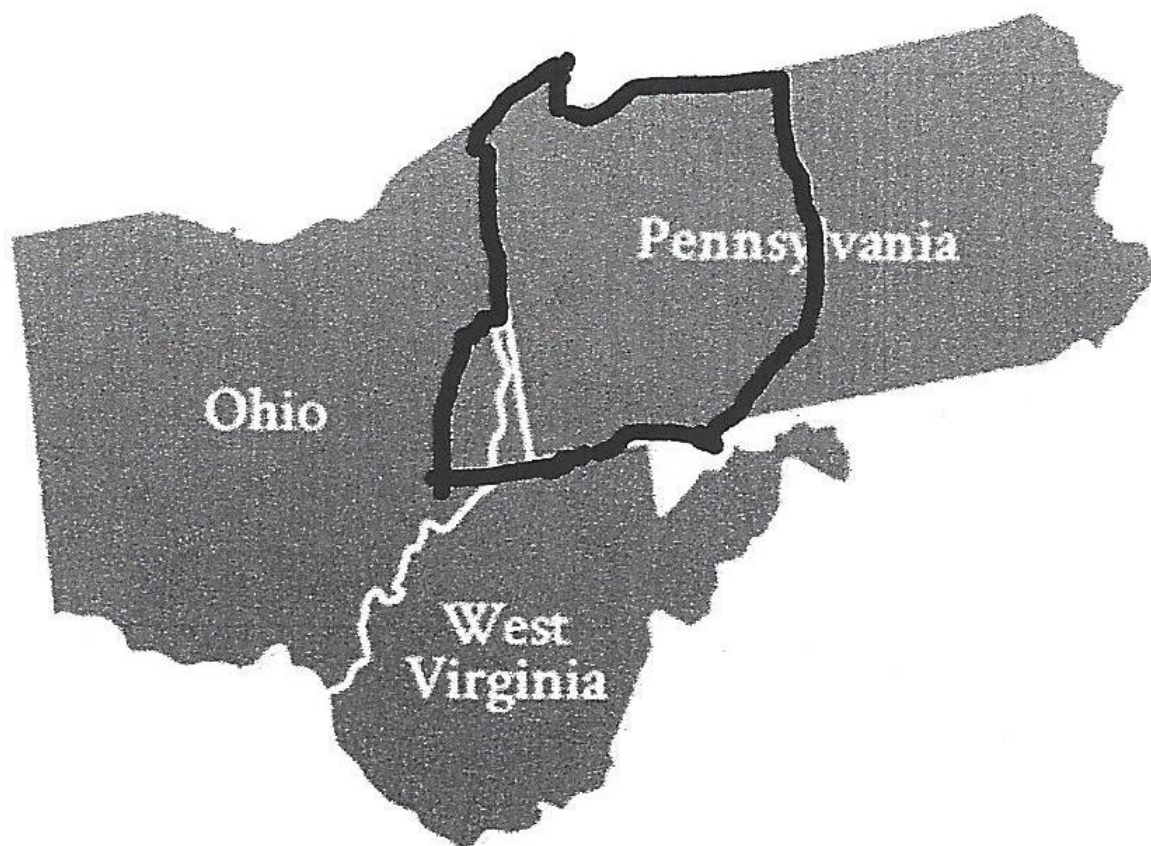


# Tristate Regional Service Committee of Narcotics Anonymous

## RCM Toolkit

### Tri-State Region



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# TSRSCNA Acronym List (Abbreviations)

Acronym	Term
ABR	Area Board Representative
ASC	Area Service Committee
BMLT	Basic Meeting List Toolkit
BOD	Board of Directors
CAR	Conference Agenda Report
CAT	Conference Approval Track
GSR	Group Service Representative
GSR Alt.	Group Service Representative Alternate
H&I	Hospitals and Institutions
IDT	Issue Discussion Topic
IP	Informational Pamphlet
MZF	Midwest Zonal Forum
NA	Narcotics Anonymous
NAWS	Narcotics Anonymous World Services
NEZF	Northeast Zonal Forum
P & A	Policy and Administration
PI	Public Information
PR	Public Relations
RCM	Regional Committee Member
RD	Regional Delegate
RDA	Regional Delegate Alternate
RSC	Regional Service Committee
RSO	Regional Service Office
RSR	Regional Service Representative
SR	Regional Spiritual Retreat
STL	Start to Live Convention
TSRSCNA	Tri-State Regional Service Committee of Narcotics Anonymous
TSRSO, Inc.	Tri-State Regional Service Office of Narcotics Anonymous, Incorporated
WB	World Board
WSC	World Service Conference
WSO	World Service Office

# Suggested TSRSCNA RCM Report to the Area Service Committee

- **Given at the Area Service Committee meeting immediately following the Regional Service Meeting**
- **Groups have time to think about, reflect upon, pray about, or talk to other members about any issues or motions before a decision needs to be made**
- **Written so that any GSRs who missed the Area Service meeting can read the information that you shared**
- **Kept on file with the Area Secretary**
- **The following is the information your report may contain:**

1. Vacant positions at the Regional Service, including clean time requirements and brief description of responsibilities
2. Issues at other Areas and what you learned at Regional Service to address the issues presented and announcements from other areas.
3. Brief review of Subcommittee Reports and actions
4. Brief review of Trusted Servant Reports and actions
5. Motions
  - How you voted on any motions that were voted “on the floor”
  - How you voted on any motions that the group voted on. If you voted differently from the group conscience because new information was presented, share the new information and explain why you voted contrary to the group conscience. Be prepared for your Area to question your decision. You may have to admit you were wrong!
  - Provide information and pro’s and con’s for new motions that need to be voted on
    - Regional Motions
    - World Motions
6. Any ideas you have to discuss with the groups to bring back to Regional Service
7. Anything else you learned at the Regional Meeting.

After your report, the members should ask questions and/or discuss your report.

**At the Area Service meeting preceding the Regional Service Committee meeting, you will gather any information, including the “group conscience,” on any motions or issues that you will need to present to the Regional Service Committee. You will have to have the Area Secretary put the specific items/issues/motions on the Agenda for that meeting.**

# Suggested TSRSCNA RCM Report Format for the Regional Service Meeting

<b>Issues at Area, or with the Region (To be brought up during Sharing Session for feedback)</b>
<b>Meeting Changes – Announce any meeting closures, changes or new meetings. Provide meeting changes to Web Chair using the link on the Tri-State website: <a href="#">Group Update Form</a></b>
<b>Events in the Area</b>
<b>Opportunities to be of Service (i.e. H&amp;I Commitments)</b>

Full sets of Area Minutes may be turned in to the Regional Secretary for Archival purposes.

## Motion Table

TYPE OF MOTION	PURPOSE	INTERRUPT	SECOND	DEBATABLE	VOTE
Adjourn	To end the committee meeting.	No	Yes	No	Simple
Amend	To change part of the language in a main motion	No	Yes	Yes	Simple
Amend by substitution	To alter a main motion by completely rewriting it, while preserving its intent.	No	Yes	Yes	Simple
Appeal ruling of chair	To challenge a decision the chair has made about the rules or order.	Yes	Yes	Yes	Simple
Information, point of	To be allowed to ask a question about a motion being discussed, <i>not</i> to offer information	Yes	No	No	None
Main Motion	An idea a committee member wants the committee to put into practice.	No	Yes	Yes	Varies
Order of the day	To make the committee return to its agenda if it gets onto another track	Yes	No	No	None
Order, point of	To request clarification of rules of order when it appears they are being broken.	Yes	No	No	None
Parliamentary inquiry	To ask the chair about how to do something according to rules of order	Yes	No	No	None
Previous question	To stop debate and vote right now on whatever motion is at hand	No	Yes	No	Two-thirds
Privilege, personal	To make a personal request of the chair or the committee	If urgent	No	No	None
Reconsider	To reopen for debate a motion previously passed.	No	Yes	Yes	Simple
Refer, commit	To halt debate, send motion to subcommittee or ad hoc committee before vote	No	Yes	Yes	Simple
Remove from the table	To resume consideration of a motion previously tabled before the time set.	No	Yes	No	Simple
Rescind, repeal	To void the effect of a motion previously passed.	No	Yes	Yes	Two-thirds
Table	To put off further consideration of a motion until a later date and time.	No	Yes	No	Simple
Withdraw a motion	To allow a motion's maker to take back that motion after debate has begun.	Yes	No	No	Unanimous

Reproduced from The Guide To Local Service in NA

### **More on Motions:**

Main Motions introduced at the Regional Service Committee meeting must be in writing using the motion form on the next page. This form is also available as a fillable PDF online for those attending virtually.

Any new motion must be seconded before entertaining discussions.

Motions changing policy must go back to the areas/groups for a vote. RCMs should be prepared to answer GSRs' questions about motions to help each group make an informed decision. Motions need two-thirds majority to pass.

Motions that do not change policy may be voted on the floor. Be prepared to report to your Area what these motions were, and how you voted.

## TSRSCNA Motion Submission Form

*For Secretary Use Only:*

Motion No: \_\_\_\_\_

Number of Areas Voting: \_\_\_\_\_

Votes Needed to Pass:

Simple:	2/3 majority:	3/4 majority:
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Motion Made	Seconded	Carried	Defeated	Tabled

Notes:

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In Favor: 
Opposed: 
Abstained:

Result:

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Motion Published in Minutes: \_\_\_\_\_

*To be completed by Motion Maker:*

Motion:

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Intent:

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Initiated By:

Name	Phone#	Service Position/Area
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Seconded By:

Name	Phone#	Service Position/Area
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Date:

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## **Elections of Trusted Servants**

**TSRSCNA Trusted Servants:** Annual elections are held for Tristate Regional Service Committee Trusted Servants in April and June each year. All TSRSCNA Commitments begin in July and end in June of the following year, except for Regional Delegate and Regional Delegate Alternate who serve a two-year term.

**BOD Members:** Board of Director At Large Members. There are a total of 12 BOD Members. BOD members serve a 2-year term. Elections are held in February each year for up to 6 members. These staggered terms help ensure continuity of service.

**Start to Live and Spiritual Retreat:** Start to Live and Spiritual Retreat Chairs are elected by the RSC. All other positions for STL and SR are elected by the BOD.

### **Procedure:**

Anyone coming to the regional service committee for a position must complete an Election Form\*, must have their Area Nomination, either from their RCM or in the form of Area Minutes, and will need a second to proceed with their nominations.

The RCMs are responsible for asking questions of nominees to ensure we are keeping with Concept 4; Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.

The nominee states their qualifications and RCMs are given a chance to ask questions. The nominee is then sequestered to a private area while RCMs have the chance to discuss pros and cons and then vote.

After the vote, the nominee is invited back to the main room. The chairperson informs the nominee of the body's decision.

\*A fillable Election Form is available on the website for those attending virtually.





# Tri-State Region of Narcotics Anonymous Election Form

I am nominated to serve the following committee:

Region Service Committee (RSC)  Start to Live  Spiritual Retreat  Board of Directors (BOD)

Position: \_\_\_\_\_

Nominee: \_\_\_\_\_

Clean Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Tri-State Region Area: \_\_\_\_\_

Tri-State Region Home Group: \_\_\_\_\_

Do you have working knowledge of the NA 12 Steps, 12 Traditions, and 12 Concepts?  Yes  No

If the position requires handling of NA funds (money), have you read the World Service Office bulletin #30 Theft of NA Funds?  Yes  No

List all group, area, regional, and world service positions you have held that you consider relevant to the position which you have been nominated. Include the positions served within the last five years and the dates of service terms for each.

Have you been removed from or have not completed a service term in the last five years? If so, please explain.

What resources do you believe you can bring to the position to which you were nominated?

What experiences (e.g. school, work, volunteer, etc.) have you had that you believe will help you serve this nominated position?

*\*Please include any other relevant information on the back of this form.*

**Other Resources:**

**The Guide to Local Service in NA**

**TSRSCNA Guidelines – can be found online: [Service – Tri-State Region of NA \(tristate-na.org\)](http://tristate-na.org)**

**Twelve Concepts of NA Booklet**

**Useful Information:**

**Donations to Region may be brought to Regional Meeting, mailed to TSRSCNA PO Box 423, Homestead PA 15120-0423 or made online [Tri-State Region of NA – The message is hope, and the promise is freedom \(tristate-na.org\)](http://tristate-na.org)– please include your Area/Group in note.**