

Report on Zonal Forums

1/26/2013

Southern Zonal Forum- Arkansas, Bluegrass Appalachian, Kentuckiana, Lone Star, Louisiana, Mississippi, Red River, Show Me, Tejas Bluebonnet, Volunteer

- Website utilizes multiple languages
- Meeting locator
- Clean Time Calculator
- Logo available for download
- Has treasury and donates to NAWS
- Meets for 2 days, twice per year

Rocky Mountain Forum- Colorado, Montana, Southern Idaho, Utah, Upper Rocky Mountain

- Meets annually
- Utilizes CBDM
- Trusted servants- hosting region provides a facilitator and recorder

Midwest Zonal Forum- Chicagoland, Greater Illinois, Indiana, Metro Detroit, Michigan, Minnesota, Ohio, Mid West, and Wisconsin

- Meets 2-3 times per year
- Conducts workshops and learning days
- Sponsors multi regional events w/participation from NA World Services
- Serves as a point of contact for PI requests
- Trusted servants- 2 co facilitators, web contact and registered agent, secretary and treasurer
- Uses CBDM

Plain States- Mid America, OK, Best Little Region, Iowa, Nebraska, and South Dakota

- 2 meetings per year, Friday night- recovery meeting, Saturday- workshops and projects, Sunday – general business and reports
- Utilizes CBDM
- Trusted servants- Facilitator, Secretary, Communications officer, Treasurer
- Communications officer and Secretary can be the same person
- Trusted servants elected every 2 years

Northeast Zonal Forum- ABCD, Buckeye, Connecticut, Eastern New York, Greater New York, Mid Atlantic, Mountain Valley, New England, New Jersey, Northern New England, Northern New Jersey, Northern New York, and Western New York

- Meets for 2 days twice per year
- Elects chair and vice chair 1 year term
- Secretary 2 year term
- Elected from a pool of former NEZF participants
- Leans toward CBDM, entertains proposals and motions but they still vote
- Presented PowerPoint on NA and the Services we provide for the delegates at the WSC
- 2006 created online discussion group
- 2009 Zonal inventory
- 2009 Zone wide workshop

Western States Zonal Forum Guidelines

Adopted by consensus 8/3/02

Purpose; Zonal Forums

The Western States Zonal Forum is a service-oriented sharing session that provides the means by which NA communities in the Western United States can communicate, cooperate, and grow with one another. Although not a part of NA's formal decision-making system, WSZF interacts with world services in many ways. We provide a biannual report on the floor of the World Service Conference and, when requested by the conference, may also answer specific questions or address the body. In order to improve communications, we are provided with conference participant mailings and send each meeting record to world services. In order to more effectively serve the fellowship, world services and WSZF maintain an ongoing partnership in order to plan and conduct the worldwide workshop system in those years when it is held in our zone, and may assist each other in the coordination of a variety of service efforts such as professional events and fellowship development activities.

Member Regions

Membership in the Western States Zonal Forum includes, but is not limited to, the following regions. Any region which considers itself appropriate for membership in the WSZF is invited to participate in any and all of our meetings.

- | | | |
|------------------------|-----------------------|-----------------------|
| • Arizona | • California Inland | • California Midstate |
| • Central California | • Northern California | • Pacific Cascade |
| • Rio Grande | • San Diego/Imperial | • Sierra Sage |
| • Southern California | • Southern Idaho | • Region 51 |
| • Washington /N. Idaho | | |

Functions

- We meet at the biennial World Service Conference, and each year at a summer meeting generally held in August.
- The WSC meeting is held at an assigned time during the week at the WSC. In addition to a sharing session and any other discussion topics or agenda items agreed upon at the time by the participants, the following should occur:
 - 1) The meeting is facilitated by the RD of the region that will host that summer's meeting.
 - 2) Topics for discussion at the summer meeting are submitted and tentatively prioritized. Topics for the summer meeting, in years when no WSC occurs, are submitted to the hosting Region 60 days prior to the meeting.
- The summer meeting is hosted by the region selected through the previous year's selection process. The following guidelines apply to this meeting:
 - 1) The site for the following year's meeting is selected by the site selection process described below.
 - 2) The host region is responsible for facilitating the meeting and producing and distributing a written summary of the meeting's discussions, called the "Meeting Record."
 - 3) A. Friday evening of the summer meeting the list of topics that were selected and prioritized in advance of the meeting will be displayed. Any new suggestions for topics will be added. Any consensus on combining any of the topics will be gathered by the facilitator. The topics will then be reprioritized for Saturday morning.
B. During the discussion of topics at the summer meeting there will be a 3 minute limit per person and a 1 hour limit per topic.
 - 4) In the year prior to a WSC meeting, the WSZF selects a member who will prepare and present the next report the WSC.
 - 5) The summer meeting will include written Regional reports.
- **Site Selection and Hosting Process**
 - 1) Regions wishing to host the forum should bring a request from their region to the summer meeting.
 - 2) The forum requires a hotel close to a major airport, with meeting room for Friday night 6pm-Sunday 12pm.
 - 3) The next year's hosting region is selected by consensus of the forum at the summer meeting.
 - 4) The selected host site sends a flier with all pertinent hotel information to everyone on the WSZF contact list at least 9 months in advance of the event.
 - 5) Not more than 30 days after the event, the hosting region prepares and sends the meeting record to everyone on the WSZF contact list, and the World Service Office.
 - 6) The hosting Region will request NAWs participation as soon as site selection is finalized.

**SOUTHERN ZONAL FORUM
Mesquite, TX**

Saturday January 26, 2013

8:00am to 9:00am recovery meeting

break from 9:00 to 9:15am

9:15 to 10:30 fellowship concerns

break 10:30 to 10:45

10:45 to 12:30 Planning Basics: Service

12:30 to 1:30 lunch break

1:30 to 2:15 continued planning Basics Service

2:15 to 2:30 break

2:30 to 5:00 You Are A Member When You Say You Are
(Responsibilities that entails)

Sunday January 27, 2013

8:00 am Recovery Meeting

9:15 – 12:00 SZF Business

In Times of Illness Workshop

7/28/12

Materials for the workshop can be found at: http://na.org/?ID=2011_IDT,
<http://na.org/?ID=servicemat-svc-pamphlets>, and <http://na.org/?ID=ips-eng-index>

Materials used for this workshop:

Powerpoint, session profile, worksheet, In Times of Illness booklet, NA Groups and Medication Service Pamphlet, Brainstorming guidelines, and we also handed out a one page sheet of quotes regarding service and medication found at the end of this report. Since the hosting area wanted the focus to be on "NA Service and Medication" we slightly revised scenario 3.

We followed the session profile, which was divided into 5 sections

- Introduction
- Part one – Informing our Health Care Providers
- Part two – Small group discussion on 3 scenarios: Medication and Recovery, Mental Health Issues, and Chronic Illness/Chronic Pain. See results from small group discussions below
- Part three – Supporting Members: Emergency Care and Terminal Illness
- Conclusion – Suggestions and further reading found in In Times of Illness

RESULTS FROM SMALL GROUP DISCUSSION

Scenario One: Medication and Recovery- Questions/Answers

1) *What types of questions should members ask themselves in an inventory with medication?*
Do I need it at all? Do I have alternatives? Am I being honest with self and doctor? What are other people saying? Am I taking medication as prescribed? Is it affecting my ability to function ie: concentrating? Do I really need this ie: if for pain, do I have pain? Do I still need this? What would happen if I stop? In what ways am I being accountable? Am I following the doctor's instructions?

2) *What types of questions are helpful for sponsors/friends to ask of members taking medications?*

Questions of concern: Have you been honest with your doctor about being an addict? Do you need me to go to the doctor with you? Have you talked to your sponsor? Have they talked to their doctor about other options? Do you realize how much of this you are taking? Are you being accountable? Are you making a journal of when you're taking your medication
When did you get your medical degree?

3) *What does our literature have to say that would apply to this type of situation and NA service?*

Take someone with you to doctor. We may decide to resign due to effects of medication. Groups should exercise judgment as to whether a person is able to perform their NA service task. The Basic Text recommends consulting professionals concerning medical problems, consulting our sponsors, and recovery network.

Scenario Two: Mental Health Issues- Questions/Answers

- 1) *How can we support members with mental illness even if we have no experience?*
We can listen. Don't talk about them. Supply them with literature. Don't treat them differently. Address their behavior. By being tolerant, patient, loving and supportive in their efforts. Show concern. Direct addicts to others with similar experience. Ask our sponsor. Get second opinion. Educate ourselves. Don't treat differently.
- 2) *How do we help members maintain the clarity of the NA message of recovery?*
By sharing our own experience, strength and hope. Not speaking about drug specific sharing. Refer back to the literature and emphasize the NA message. Direct them to literature. Direct them to sponsors and other addicts. Reinforce the message if in a meeting. Be honest.
- 3) *What does our literature have to say that would apply to this type of situation and NA service?*
Exercise judgment about allowing them to do service. It needs to be a group conscience decision as to whether someone is able to perform a service task. Communicate with sponsor. Not mention specific medication.

Scenario Three: Chronic Illness/Chronic Pain- Questions/Answers

- 1) *How is medication prescribed for chronic pain different from medication prescribed as drug replacement even though they are the same medication?*
Doctor's call. Between addict and sponsor and God. It's the application that is different, not the medication. Difference of purpose and longevity.
- 2) *What can we do to help support members with chronic pain/chronic illness?*
Encouraging them make journals, reminders and monitoring. Hug them, give them love, show concern. Offer help. Suggest that they work with a sponsor and medical professionals and draw strength from a higher power. Education of members who have issue with the people on medication.
- 3) *What does our literature have to say that would apply to this type of situation and NA service?*
Good judgment. Group conscience. Use sponsor and recovery network. The group should exercise judgment if they can function at the service task that is expected from that position. In NA, we purposely attract people who are ill. Our challenge is to continue to practice tolerance, patience, and love, so that we can create an atmosphere of recovery.

HANDOUT (not found at na.org) From our Literature regarding Service and Medication

PR Handbook - Committee preparation and training (p. 51)

If the issue of panel leaders or members taking medication comes up, then the panel leader or committee member can refer to *In Times of Illness* for guidance. This issue is often best left between the member, their sponsor, and their Higher Power. In our public relations service, we may limit the participation of members on certain medications. We do this because we do not want the NA program to be misrepresented. We are a program of complete abstinence, but we want to be inclusive, so we treat these situations sensitively by taking members aside and sharing our own experience with medication and living drug-free.

From In Times of Illness

The primary purpose of our groups is to carry the message of recovery. While being of service to our fellowship, there may be times when we begin to feel that taking mind-changing and mood-altering medication has affected our ability to serve effectively. In some cases, members may share with us that they think our behavior and attitude have been impaired by our illness and treatment. They may tell us we are not the same person. Even though our temptation may be to rebel against the opinions of our fellow trusted servants, we remember that they are our eyes and ears. We strive to maintain an attitude of humility and open-mindedness. We bring their concerns to our sponsor and supportive NA friends, and seek a solution.

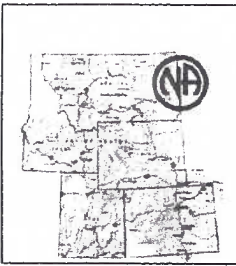
Effective leadership is highly valued in NA, and being of service is a principled action. We may want to inventory our decisions and motives with service. We talk to our sponsor and NA friends; they can help us avoid self-deception. Being honest with ourselves about our strengths and weaknesses is an important part of any inventory. Some members have found that they were fully capable of fulfilling their service commitments while taking medication to treat an illness or injury, while others have made the choice to step down. This is a deeply personal decision. We will want to consider what is best for both the fellowship and ourselves.

If we decide to resign from a trusted servant position due to the effects of medication, this can be considered an action based in integrity, courage, and humility. Informing fellow members that we need to step down for a period of time for health reasons illustrates recovery principles in action. This can be viewed as the fulfillment of a personal commitment to our health, rather than a failure. We can remind ourselves that we live this way of life just for today, and the decisions we make are not forever.

We come to accept today's health issues, and we can seek other ways to be of service. We may consider a group-level commitment, or we may be a committee member rather than committee chair. We remain open-minded, willing, and honest, seeking out the experience of other members to learn how they were able to serve while living with health issues and medication. Being of service to a fellowship that saved our lives is an act of love, and is not conditional on a specific position or title.

From NA Groups and Medication - Service and the Use of Medication

Another issue groups often grapple with is whether a member who is taking medication is eligible for service to the group or within the service structure. Groups should exercise judgment in deciding if a member is able to perform the task associated with the service position, not whether a member is taking medication. If a member seems acutely unstable, he or she would be unsuitable for a service position, regardless of whether that member is taking medication.



Rocky Mountain Forum Guidelines

revised by consensus Saturday July 23, 2011

Purpose:

The purpose of the Rocky Mountain Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, "to carry the message of recovery to the still suffering addict", through service oriented discussions and workshops. The Rocky Mountain Zonal Forum's primary function is to facilitate joint, multi-regional efforts, which serve our member regions, and is directly responsible to the Regional Service Committees within the zone.

Member Regions:

Membership in the Rocky Mountain Zonal Forum includes, but is not limited to, the following regions. Any region which considers itself appropriate for membership in the RMZF is invited to participate in any and all of our meetings.

Current members:

- Colorado
- Montana
- Southern Idaho
- Utah
- Upper Rocky Mountain

Functions:

The Forum is primarily comprised of Regional Delegates, Alternate Delegates, Regional Trusted Servants and other interested members of the fellowship from within the Rocky Mountain Zonal Forum. The only requirement for a regions membership is a desire to join the Forum.

The Forum location will rotate among the participating regions according to the following schedule: Colorado, Montana, Southern Idaho, Utah and Upper Rocky Mountain (Wyoming). The host Region is responsible for providing the meeting space and the cost associated with hosting the Forum. The hosting region is also responsible for requesting NAWS participation.

The Rocky Mountain Zonal Forum has established guidelines, which provide direction and accountability for its actions.

The discussion and workshop topics will be decided for the next event before adjourning the Rocky Mountain Forum.

The Rocky Mountain Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as its guidepost.

As a service to the fellowship of our membership the Rocky Mountain forum will maintain a website to announce our activities and maintain an archive of RMZF minutes, and documents created for the forum. The participating regions will defray the cost of hosting the website.

The Rocky Mountain Zonal Forum will meet annually the **fourth Saturday in July**. The RMZF will also meet the **first Saturday in December** in non-conference years and during the assigned time at the WSC. The Forum will rotate the regularly scheduled meetings through our member regions as stated

below:

Colorado Region, Montana Region, Southern Idaho Region, Utah Region, Upper Rocky Mountain Region
The Zonal CAR Workshop shall be held in conjunction with the publishing of the Conference Agenda Report and shall be part of the regularly scheduled Zonal Forum meeting. The hosting region will request participation from NAWS at least three months prior to the proposed date of the workshop.

Typically the event shall be an all day Saturday affair, be located near an airport with shuttle service available to the facility, and include other service and/or recovery oriented topics.

Other multi-regional event(s), workshops, learning days etc. may be held as requested by member Regions.

A proposal to change the guidelines will be submitted by a member region at least 90 days to the Forum before a regularly scheduled meeting to allow for discussion with our member regions. The text of the proposal will be included in the official minutes as well as the final disposition of the proposal. The Web Servant will update and submit the guideline to all members of the Forum to be proofed and corrected as needed. The Web Servant will post and send the revised guidelines to all members no later than 30 days after final approval.

Trusted Servant Roles of the Forum:

1. The hosting Region shall provide the facilitator, and a recorder.
2. The regional delegate of the hosting region will be the single point of accountability.
3. The facilitator for the WSC RMZFNA forum meeting will be the regional delegate of the next hosting region.
4. The RMZFNA report for the WSC will be written by one of the participating delegates as decided on by consensus at the December CAR workshop prior to the WSC.

Consensus Based Decision Making -- (Participation and Voting)

(Note: this information is provided in the unlikely event that the forum needs to conduct business or get a group conscience on an issue facing the forum)

Definition: Consensus Based Decision Making

Consensus is defined as the decision making process used by the RMZF in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Rocky Mountain Zonal Forum and consensus is not reached, the practice will continue as it currently stands or will not be implemented. Procedure:

Proposal / Topic is introduced.

The facilitator opens the dialogue. Begin with the maker of the proposal / topic.

Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion

Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.

Facilitator asks for Consensus There are four (4) positions an RD may take on a proposal / topic:

ASSENT: agree with proposal / topic.

ASSENT with RESERVATION: although there are reservations or concerns, the individual will trust and go along with the body's decision.

STAND ASIDE: based in strong personal reservations which prevents support for the proposal / topic.

BLOCK: (NO) based on spiritual principles expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

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Guidelines

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Midwest Zonal Forum Guidelines

[PDF Version](#)

Jan/2011

ARTICLE ONE-STATEMENT OF PURPOSE:

To provide participants in the Midwest United States a forum for the discussion and exchange of information on problems and issues confronting the regions of the Midwest U.S. The Forum is a place to network and share ideas with the focus on finding solutions.

ARTICLE TWO-MISSION STATEMENT:

The Midwest Zonal Forum (MZF) is a consensus based service body that seeks to further NA's primary purpose by facilitating communication, cooperation and growth in the Midwestern United States and NA world services.

ARTICLE THREE-GOALS OF THE MIDWEST ZONAL FORUM:

3.01 Facilitate and coordinate inter-regional activities, such as other meetings of the Midwest Zonal Forum, Learning Days, CAR workshops, etc.

3.02. Encourage and facilitate inter-regional communication to all levels of service. Sharing our common concerns and questions with the WSC.

3.03. Research and explore the feasibility / desirability of MZF services as directed by our member fellowship.

3.04. Develop and maintain a resource list of trusted servants within the MZF participants.

3.05. Get together and act more effectively in development of regional motions for inclusion in the CAR or for action at WSC.

ARTICLE FOUR-PARTICIPATION:

4.01 Anyone who attends the MZF meeting is a full participant. Regional membership in the MZF is open to any Region requesting to join. All decisions are reached by consensus. Everyone is encouraged to actively participate in helping us arrive at consensus.

4.02 Trusted servants of the MZF are: Two Co-Facilitators, Secretary, Treasurer and Web Contact. Anyone who notifies the secretary may receive Minutes.

ARTICLE FIVE-Meetings Of the MZF:

5.01), The MZF meetings locations will rotate among Regions following this established schedule; Greater-Illinois, Michigan, Minnesota, Upper Midwest, Indiana, Ohio, Wisconsin, Chicagoland, and Metro Detroit. The MZF will have an informal meeting at the WSC.

5.02 MZF meeting format.

Open with a recovery meeting with "local flavor" at 9:00 a.m. Local time.

The MZF always starts with a recovery meeting to remind those present of our primary purpose.

The MZF business meeting begins at approximately 10:00 a.m. immediately following the recovery meeting, with the following agenda:

1. Opening

- A. Moment of silence
- B. Reading of the Servant Worker's Prayer
- C. Introductions
- D. Roll Call E. 7th Tradition
- F. Reading one of the Concepts from booklet,
- G. Special Business/Review-Adjust Agenda

II. MZF - Trusted servant reports

- A. Co-Facilitator A
- B. Co-Facilitator B
- C. Secretary
- D. Treasurer
- E. Web Contact

III. Regional reports

- A. Chicagoland
- B. Greater Illinois
- C. Indiana
- D. MetroDetroit
- E. Michigan
- F. Minnesota
- G. Ohio
- H. Wisconsin
- I. Upper Midwest
- J. Other visiting regions

IV. Subcommittee/Adhoc Reports

V. Prioritize list of topics for discussion

VI. Basic Services

- A. Approval of minutes
- B. Elections
- C. Financial decisions
- D. Next meetings

VII. Topics/ Discussion

VIII. Closing business (Announcements, Next Meeting, Hugs, Prayer...)

Other than Elections all decision are made using consensus. General guidelines are outlined below.

All members present are full participants in the decision making process.

Consensus exists when each member of the group can say:

1. I have had the opportunity to voice my opinions.
2. I believe the group has heard me.
3. I can actively support the group's decision as the best possible action at this time,

even if it is not my first choice.

Ground rules

Stay open minded

Listen and share the time.

Remember to play well with others.

Don't forget why we're here.

Stay focused on the subject at hand.

Lively conversation is productive.

To agree and to disagree... that's the process.

One more time- Avoid rreeppeettittiiioonn.

It's important to start and stop on time.

NO KICKING, SCRATCHING, OR BITING ALLOWED...!

Consensus Process

A.) Motion (idea/solution) presented, Read out loud by facilitator.

B.) Discussion (See below*1)

C.) Facilitator asks for Participant Action Options (see below *2) on the motion

Without objection (block) the motion passes

D) Once the decision has been made, act upon what you decide.

Only reaching another consensus can change a consensus decision.

*1 Procedure for discussion:

1. Define the problem or decision.
2. Figure out what must be done to reach a solution.
3. Brainstorm possible solution.(see below *3)
4. Discuss pros and cons attempting to narrow down the list of ideas/solutions.
5. Adjust compromise and fine tune so all members are satisfied.
6. Go back to C. (If a consensus is not reached repeat steps 1-5.

*2 Participant's Action Options

1. To Give Consent (yes)
2. To Stand Aside (abstain)
1. 3. To Block (no)

To Give Consent. When everyone in the group (except those standing aside), says, "yes" to a motion, consensus is achieved. To give one's consent does not necessarily mean that one loves every aspect of the motion, but it does mean that one is willing to support the decision and stand in solidarity with the group, despite one's disagreements.

To Stand Aside. An individual stands aside when he or she cannot personally support a motion, but feels it would be all right for the rest of the group to adopt it. Standing aside is a stance of principled nonparticipation, which absolves the individual from any responsibility for implementing the decision in question. If there are more than a few stand asides, consensus has not yet been reached. The Facilitator will determine this.

To Block. This step prevents the decision from going forward, at least for the time being. Blocking is a serious matter, and should be exercised with great care. This should be done only when one truly believes that the pending proposal, if adopted, would violate the morals, ethics or safety of the whole group.

Some would say one probably has a lifetime limit of three to four blocks,

So... if you frequently want to block or continually find yourself being the only one blocking, you may wish to reconsider your continuing participation in the group.

*3 Brainstorming Guidelines

One good idea leads to another... Good idea.

"No" and "Can't" do not exist

Creativity has no limits.

Be a part of-participate.

Think fast, analyze later...

Judging evaluating, and criticizing is NOT brainstorming..

HAVE FUN

ARTICLE SIX-Elections:

6.01 Election of one (1) Co Facilitator, Web Contact and Registered Agent will take place during the first meeting of WSC conference year. The other Co Facilitator, Secretary and Treasurer will take place during the second meeting of the WSC conference year.

6.02 Qualifications and Duties of Trusted servants.

Co-Facilitators:

Clean time requirement of 5 years

Familiar with rules of order as used by MZF

Not currently serving as Regional Delegate/Alt.

Term one (1) WSC Conference cycle- Two years

DUTIES:

Start meeting on time

Follow pre-established agenda

Designated as corporate chair for filing purposes

Receives and replies to correspondence from web page

Signer of the bank account.

Secretary:

Clean time requirement of 2 years

Past experience as a secretary desirable

Ability to type desirable

Can be a Regional Delegate

Term one (1) WSC Conference cycle- Two years

DUTIES

Responsible to take minutes of the MZF meetings and distribute them prior to the next

(the minutes will reflect which Regions had delegate/alternate representation and how many other participants were present at some point during the meeting)

MZF meeting.

Maintains MZF archival material

Maintains mailing list of MZF.

Once every two years verifies mailing list and purges as necessary

The secretary will verify that those receiving minutes wish to continue to receive them.

Signer of the bank account

Treasurer:

Clean time requirement 5 years

Previous experience as a treasurer

Can be a Regional Delegate

Term one (1) WSC Conference cycle- Two years

DUTIES

Keep and maintain all MZF checkbooks and accounts

Reports at all MZF meetings status of all MZF accounts

Is signer of the Bank account(s).

Familiar with the MZF Financial Guidelines

Web Contact:

Clean time requirement of 2 years

Can be a Regional Delegate

Have Computer / Web access.

Term one (1) WSC Conference cycle- Two years

DUTIES

Reports on all activity of the MZF web page at each MZF meeting.

Receives all correspondence from the page and forwards to Co Facilitators

Has access code to Web page.

Updates Web coordinator with changes directed by the MZF.

Facilitates any Web committee meetings deemed necessary.

Registered Agent

A minimum of 5 years of continuous clean time.

Can be a Regional Delegate

Must have a stable address (not a P.O.Box)

Term one (1) WSC Conference cycle- Two years

DUTIES

Registered Agent is the Legal Mailing address of the Corporation (MZF-INC.)

They receive and facilitate filing of the Annual corporate report.

Add hoc committees chairperson

1. A minimum of two years of continuous clean time.

2. A minimum of one year of NA service experience.

3. This Chairperson shall be appointed by the MZF Facilitator Any other positions the ad-hoc committee or MZF deems necessary will be recruited by committee members

4. Ad-hoc chairpersons shall have equal status as MZF elected trusted servants.

5. This committee shall perform the task(s) as requested by the conference and/or the MZF Facilitator, report back to the conference when finished and then be dissolved at the direction of the MZF.

Financial Procedures for Midwest Zonal Forum (MZF)**FINANCIAL ARTICLE -ONE-PURPOSE**

This set of guidelines shall serve as instructions for the maintenance and dispersal of MZF funds and financial records.

FINANCIAL ARTICLE TWO-CONTENT

These guidelines shall set forth the procedures for documentation of all expenses and revenues and to provide the framework for a complete and accurate record of MZF finances.

FINANCIAL ARTICLE THREE-BANK ACCOUNT**F3.01 Bank Accounts**

Bank Accounts should be opened with a corporate resolution signed by the corporation secretary. The corporate chair, co-chair, secretary and treasurer should be 'designated people' authorized to inquire on the account status.

F3.02 Signatures

- a. The MZF Treasurer, the Co-Facilitators and the Secretary shall be designated as the signers of the bank account.
- b. The Treasurer will be responsible for obtaining and submitting to the bank the completed signature card and picture id copy for any new signers.
- c. Any signature card must be accompanied by a letter on "MZF letterhead" indicating which names are to remain as authorized signatures on the account.
- d. Checks drawn on the MZF bank account shall require two signatures for any and all transactions whenever practical.
- e. No two signers of the MZF bank account may reside in the same household.
- f. No Trusted Servant may sign a check made out to themselves.

F3.03 Statements

The statements are mailed to the MZF secretary for archives and the secretary sends a copy of the statement to the treasurer for reconciliation.

F3.04 Reconciliation

The check register is reconciled with each bank statement.

F3.05 Audit

When the treasurer's term ends, the MZF shall audit the books utilizing an ad-hoc committee comprised of at least one of the MZF Co-facilitators, the Treasurer or Vice Treasurer, a Regional Service Delegate, a member of the MZF with past treasurer experience, and if the MZF deems it necessary an outside professional auditor, before turning the books over to the new treasurer.

FINANCIAL ARTICLE FOUR-REVENUES

F4.01 All revenues received shall be recorded in the current receipt book for the MZF.

F4.02 A copy of each receipt(s) shall be returned to the addict, group, area, subcommittee or other entity that donated or generated the money.

F4.03 Receipts for revenue received between MZF meetings will be returned to the respective addict, group, area, subcommittee or other entity that donated or generated the money at the next MZF meeting. An electronic receipt will be sent upon request.

F4.04 Copies of the receipt(s) shall be returned to the MZF Co-Facilitator and Secretary for all such revenues that come from the body as a whole, such as 7th Tradition or interest earned.

FINANCIAL ARTICLE FIVE-EXPENDITURES

F5.01 General Expenditures

The treasurer (or other signature) can only expend money for approved expenditures. However, there are several types of expenditures that are pre-approved not requiring waiting until the next forum. If the expenditure does not fit the definitions (below) of regular, interim or budgeted, then it is a general expenditure that requires approval at the forum before the expenditure can be made. An expense voucher must be completed for all expenditures and copies of the bill to be paid or the receipts of the payment attached.

F5.02 Regular Expenditures

Regular expenditures are paid by the treasurer in a timely manor and do not require additional approval. The list of regular expenditures are pre-approved by the MZF and generally include any bills such as bank charges, postage, copies, rent, etc. unless the size of the bill exceeds any caps defined by the MZF. This approved regular expenditure list should be maintained by the treasurer and archived by the secretary.

F5.03 Interim Expenditures

Interim expenditures are those that occur between forums that must be paid before the next forum and are not already approved regular or budgeted expenditures. In order to receive approval to pay these expenses (or obligating these expenses), a consensus must be reached of at least 3 of the forum officers (co facilitators, treasurer, secretary and web contact) and a report of these expenditures must be made at the next MZF meeting (and included in the minutes).

F5.04 Budgeted Expenditures

A budget may be approved by the MZF for an upcoming event where each predicted expense is itemized in the budget with the selected vendor (if appropriate), the estimated amount and the maximum amount approved. Before the MZF approves a budget, it should be accompanied by any bids or estimates of expenditures by the vendors (if possible) and the treasurer should verify its feasibility. When such a budget is approved, the treasurer is authorized to make expenditures to the approved vendors up to the maximum amount without requiring additional approval. A full report must be prepared at the next scheduled MZF meeting showing actual expenditures compared to budgeted amounts.

Approved Budgeted Expenditures for _____			
Type	Vendor	Estimated Amount	Maximum Amount
Total Budgeted Amounts:			

F5.05 Advances

Advances are made to forum members for anticipated expenses where it is not practical for the forum to be billed or to write a check directly. The treasurer is only authorized to advance money for approved expenditures (meeting the above defined requirements). A voucher is opened when the advance is made, stating the advanced amount, and the receiver of the advanced money must sign it. After the expense, the voucher is completed itemizing all expenses and all receipts must be attached. The payee must return any unused advanced money.

F5.06 Reimbursements

The treasurer can reimburse members for any authorized expenditure when the member returns copies of receipts and copies of any bank or credit card statements showing that the payment was made. An expense voucher is made for the reimbursement and signed by the recipient and all statements and receipts are attached.

FINANCIAL ARTICLE SIX-CASH MANAGEMENT

F6.01 Expenses will be paid on a "cash available" basis. No expenditures will be made unless there is sufficient money available to pay for them.

F6.02 MZF expenditures shall be dispersed at the MZF meeting in accordance with the following list of priorities:

1. Donate 10% of net revenue at the beginning of the meeting to NAWS.
2. Outstanding bills per previous MZF motions.
3. Reimburse expenditures of Trusted Servants.
4. Replenish reserves
5. Disburse funds as per present MZF motions.
6. Donate all money left in the general fund to NAWS at the close of each meeting.

FINANCIAL ARTICLE SEVEN-RESERVES AND ALLOWANCES

7.01 Individual reserves shall be established for the purpose of costs incurred by the Trusted Servant (i.e. copies, phone calls, mileage) during each period between MZF meetings. (These figures may be adjusted if necessary).

7.02 Expenses in excess of these funds, or requests for funds by other individuals directed to, or required to travel, will be reimbursed after a motion to reimburse the expense is brought by the individual, or a designated party, to the MZF for approval.

7.03 The reserves are as follows: as of 4/2010

Co-facilitators reserve	\$210.00	\$50.00 lodging, \$30.00 meals, \$50 workshop expenses
Secretary reserve	\$130.00	\$50.00 lodging, \$30.00 meals, \$50 copies
Treasurer reserve	\$80.00	\$50.00 lodging, \$30.00 meals
Web Contact	\$80.00	\$50.00 lodging, \$30.00 meals
Meeting room	\$400.00	Up to \$400.00 for expenses
Total	\$900	Lodging, meals, meeting room

7.04 The Treasurer shall be able to disburse funds up to \$400 to cover the meeting room expenses at the MZF meeting without a procedural vote.

7.05 The Treasurer shall be able to disburse funds for MZF trusted servants as requested (Co Facilitators, Treasurer, Web Contact and Secretary,) for travel to meetings of the MZF without a procedural vote for the expenses in the following amounts:

- a. Travel: Restricted to the mode of transportation that is cost effective and time efficient. Trusted Servants will be reimbursed upon presentation of receipts for gas and tolls or airline tickets.
- b. Lodging: 50% of the amount necessary to provide the lodging at the Hosting Regions recommended hotel. \$50.00 per night maximum.

Only MZF trusted servants would occupy the rooms paid for by the MZF. Any others would require unanimous consent of the aforementioned MZF Trusted Servants.

- c. Meals: Meal allowances \$30 a day maximum.

FINANCIAL ARTICLE EIGHT-REPORTING

F8.01 An ongoing bank account register will be maintained and reconciled to each month's bank statement. The previous two years will be provided to the secretary to include with the minutes and the entire register is available on request.

F8.02 Interim Expenditures Report

Any interim expenditure must be reported at the next forum meeting, and a full accounting is available (all vouchers and receipts).

F8.03 Income/Expense and Balance Report

An ongoing quarterly fund flow report will be maintained and reconciled to the bank account register. The previous two years will be provided to the secretary to include with the minutes and the entire historical report is available on request.

ARTICLE SEVEN SUBCOMMITTEE GUIDELINES-

7.01 -MZF INTERNET COMMITTEE GUIDELINES

I PURPOSE STATEMENT

The primary purpose of the Midwest Zonal Forum (MZF) web site is to provide participants in the Midwest United States a forum for the exchange of information on problems and issues confronting the regions of the Midwest U.S. and to further NA's primary purpose by facilitating communication, cooperation and growth thru the World Wide Web

II MEMBERS

The membership of the Internet Committee should be made up of a web coordinator and any other interested addicts.

- A. The committee will be based on a consensus based decision-making process.
- B. Only the Web contact person and web coordinator will have access to input the page.
- C. The committee will choose a Web Coordinator

D. The web contact person will give a report on activity of web page at each MZF meeting.

E. Meetings will be held as deemed necessary.

III CONTENT. The committee may change format as they see necessary. . The MZF participants will need to approve any other content not listed here

- A. Purpose statement and guidelines of the MZF
- B. Participating MZF Regional names and contact information
- C. MZF minutes without the contact lists and treasurer's reports.
- D. Function List/ or Link to Calendar of events from around the MZF
 - 1. Updated after every MZF meeting.
 - 2. When available: MZF meetings, and participating Regional meeting.
 - 3. Changes will only be accepted from Regional delegates or the MZF

E. Hot Links

- 1. NAWS, Area, and Regional websites within the participating regions of the MZF.

F. Contacts

- 1. Regional delegates may have their contact information presented on the page. This may include regional trusted servant and subcommittee info. Approval must be received from individual member whose info will be posted

G. Summary of Events / Discussions of MZF

- 1. Updated yearly.

ARTICLE EIGHT SERVICE PROFILE GUIDELINES (addendum A)

- 8.01 a.) Any member of Narcotics Anonymous within the member Regions of the MZF may submit a service profile.
- b.) At least one reference must be a member of the MZF at the time of submittal.
- c.) The trusted servants of the MZF will be responsible for checking the references at the time of submittal.
- d.) The secretary of the MZF will be responsible for maintaining the profile records.

The records will include the profile, the notes from the reference checks, and a brief synopsis of the candidate's qualifications by at least 2 of the current MZF trusted servants.

e.) Any group, Area, or Region of the MZF may request suggestions for potential service commitments from the MZF. The secretary will pull all potential candidates and provide their name, number, e-mail and the synopsis to the requesting service body.

g.) Update and/or purge resume every 5 years.

NA Symbols

Be advised that "Narcotics Anonymous", the stylized initials NA (appearing alone, within a single or double circle) and the diamond within a circle symbol are ® registered trademarks of Narcotics Anonymous World Services, Inc., and are used by permission.

PLAIN STATES-

1. SPIRITUAL GUIDANCE FROM:

- a. A loving higher power
- b. 12 Traditions of Narcotics Anonymous
- c. 12 Concepts of Narcotics Anonymous
- d. PSZF guidelines and policy
- e. A Guide to World Services in Narcotics Anonymous
- f. A Guide to Local Service in Narcotics Anonymous
- g. Appropriate subcommittee handbooks or guidelines that are conference approved and current

2. MEETINGS:

- a. There shall be a minimum of two meetings per year
 - i. Workshops and projects on Saturday
 - ii. General business and reports on Sunday – if possible
- b. Host region's delegate or alternate will facilitate – this will include acquisition of meeting space, entertainment, food and supplies deemed necessary for the event to be self supporting and meet the needs of that particular function
- c. If a need arises, additional meetings may occur
- d. All meetings are non-smoking

3. MEMBERSHIP:

- a. Any member of N.A. may attend and participate in discussions
- b. Any member may introduce business by way of the facilitator
- c. Any member may participate in the decision making process (This is at the discretion of the member regional delegates)

4. OFFICERS:

- a. Facilitator - conduct general business meeting
 - b. Secretary - will record and distribute minutes by way of the communications officer
 - c. Communications Officer - will receive and distribute all correspondence to the participant list and be responsible for sending out material to those outside of our zone (i.e. WSO, other zones and regions)
 - d. Treasurer – maintain finances
- Note: Secretary/Communication Officer/Treasurer/Facilitator shall be elected every two years. The secretary and communications officer may be the same individual

5. ELECTIONS:

- a. Vacant positions shall be taken back to Groups, Areas, and Regions when possible
- b. All candidates should have the following:
 - i. A working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous
 - ii. Willingness to serve
 - iii. Willingness to give time and resources necessary to fulfill duties required
 - iv. Previous Zonal participation (may be waived)
- c. In addition the following requirements are needed:
 - i. Facilitator – (5 years clean time)
 - ii. Zonal Secretary (3 years clean time)
 - iii. Communications Officer (3 years clean time)
 - iv. Treasurer (5 years clean time)
 - v. Subcommittee Chairs (3 years clean time)
- d. Duty related skills may be appropriate i.e. Secretary, Treasurer
- e. Removal of officers: See Section 7 "Business Conduct"

6. SUBCOMMITTEES:

- a. The Zone may form subcommittees to help accomplish tasks assigned by the Zone
- b. Subcommittees shall perform duties in accordance with Zonal policies and the spiritual guidelines outlined in Section 1
- c. Standing subcommittees shall include (if necessary) Public Information, Hospitals and Institutions, Literature, Archives, etc.
- d. Adhoc committees may also be formed at the discretion of the Zonal members
- e. Specific duties for the committees and their specific requirements: (See Section 10 "Subcommittee Guidelines")

7. BUSINESS CONDUCT:

- a. To aid Groups, Areas, and Regions in their primary purpose to carry the message of Narcotics Anonymous
- b. That all points of view be heard
- c. That spiritual, financial and duty related accountability be reported each Zonal business meeting.
- d. To accomplish an expeditious forum, an agenda must be followed
- e. Identification of topics, discussion and solutions or decisions must be handled in a timely fashion
- f. All business is done in a consensus based decision making process (see number 12 - definition of consensus based decision making at the end of these guidelines and policies)
- g. Elections and financial issues will be in old business
- h. There will be a quorum of 4 of the 6 member Regions in order to conduct business
- i. Failure to attend 2 consecutive meetings by any elected officer will necessitate their replacement
- j. To encourage responsible behavior at each event

8. FUNDS:

- a. The Zonal Treasurer is accountable for the receiving of monies and expenditures of the Zone
- b. That the Zone is self supporting
- c. That a checking account is maintained and all funds be processed through this account
- d. All funds over \$1,000 be sent to the World Service Office
- e. A check will be written to WSO within one week of a Zonal meeting
- f. Only donations from Narcotics Anonymous members, groups, areas, and regions will be accepted.

9. ZONAL MEETING, FUNCTION, FUNDS GUIDELINES

- a. Start up funds for the weekend event is \$200
- b. Only Zonal money is to be used at these events
- c. If the RD or RDA needs more than \$200 they must request it from the Treasurer – Treasurer must obtain approval from 2 members of the Zonal Board to forward the requested money if the funds are available and approval must be documented (This is in keeping the Zonal events self-supporting and not having to pay back regions for Zonal events)
- d. Zonal meetings will be 2-3 day events
 - i. Friday night recovery meeting
 - ii. Saturday – workshops, issues that your region is dealing with
 - iii. Saturday night – dance, speaker, auction, raffle, etc. (hosting RD and RDA to plan)
 - iv. Sunday morning – Zonal business meeting
- e. Treasurer to bring \$100 in cash to Saturday night event for change for the door, raffle, etc.
- f. If Zone supplies money for meals, coffee, etc. this money comes back to the Zone (If a region, group, etc. supplied the money for these items, the money will go back to them)
- g. Non-zonal merchandise guideline - after PSZF fundraising or raffle is completed non-zonal merchandise can be sold

10. SUBCOMMITTEE GUIDELINES

*****NOTE: This area of the Zonal Guides will developed as needed.

a. Requirements for the PR/PI Coordinator Position:

- i. Follow requirements listed under Number(5)Elections, part b. (sections i through iv) & part c.(section v.)
- ii. To research and maintain a list of upcoming professional conferences with in the Zone
- iii. To maintain a list of human resources available from Zone
- iv. To coordinate services with the regions to provide the information at those conferences
- v. Help to coordinate the literature used at these conferences
- vi. Be a liaison between World and Zone
- vii. PR Coordinator must attend PSZF annually.
- viii. Must submit a report to PSZF. Failure to submit a report to any two consecutive PSZF meetings would necessitate a replacement.
- ix. Should be available via phone or internet at all meeting times.

11. WEB SERVANT GUIDELINES

- a. Web servant is not required to be at the zonal forum as long as a report is sent.

12. *Definition: Consensus Based Decision Making*

Consensus is defined as the decision making process used by the PSZF in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Plains States Zonal Forum and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

Procedure: Consensus Based Decision Making

- 1) Proposal / Topic is introduced
- 2) The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
- 3) Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.
- 4) Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.
- 5) Facilitator asks for Consensus.

There are four (4) positions an RD may take on a proposal / topic.

ASSENT: Agree with proposal / topic.

ASSENT with RESERVATION: Although there are reservations or concerns, the individual will trust and go along with the body's decision.

STAND ASIDE: Based in strong personal reservations which prevents support for the proposal / topic.

BLOCK: (NO) Based on spiritual principals expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.

A block may be overridden by the body: If the validity of a block is not questioned, the block will stand and the proposal / topic is not adopted. If the validity of a block is not questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on the proposal / topic. If the block is overridden, the facilitator will again ask for consensus on the proposal / topic.

CONSENSUS is reached when 80% of the RDs Assent or Assent with Reservation. The number which represents 80% shall be determined based on the number of RDs present at the start of old business

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NEZF Guidelines

Northeast Zonal Forum of Narcotics Anonymous

Approved Guidelines

Major portions revised 6/22/02

**Includes additions approved in all NEZF minutes through
January, 2008**

Additions of language as of January, 2009

Section 1 Vision and Mission Statements

Our Vision

In the discussion of our Fifth Tradition in our Basic Text, on page 65 we read:

"The message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Our message is hope and the promise of freedom... Our primary purpose can only be to carry the message to the addict who still suffers because that is all that we have to give."

Our primary purpose serves as a catalyst to all our service endeavors in the NEZF through the application of spiritual principles. We work for the joy of selfless service and with the knowledge that our efforts make a difference to the addict who still suffers. We are connected through cooperation fostered by unity, honesty, trust and goodwill.

Our Mission

The mission of the NEZF is to provide a regularly scheduled

time and place in which representatives of our member regions can come together to help further our primary purpose - "to carry the message of recovery to the still suffering addict." As a unified body of NA service representatives, we have the potential to accomplish together much more than what we can accomplish individually.

It is our intention to help make recovery available to those in the regions we serve, to strengthen NA in our communities, and to reach out to other NA communities, bringing good will, recovery, conscience and our message of hope and the promise of freedom from active addiction.

Section 2

Purpose

We, the NA Regions of the Northeastern states, have joined together to discuss issues of mutual concern, address common needs, exchange ideas, and share experiences, in order to further our primary purpose. As a clearinghouse for the discussion of common problems and their solutions, we complement the existing service structure of NA by addressing our own specific needs through unity, cooperation, and communication.

Section 3

Representation

Participants at the NEZF fall into three categories: member participants, NEZF trusted servants, and observer participants. For further details on NEZF discussion protocol among these categories, please refer to "Discussions," Section 7.

Member Participants comprise a group of up to three individuals sent by member Regions to participate in the NEZF. Each region will designate one of its member participants as the

primary spokesperson for each topic.

NEZF Trusted Servants are those individuals elected by the member participants of the NEZF to serve the body by fulfilling the duties associated with their positions.

Observer Participants comprise all other individuals attending a NEZF meeting.

Seating at the NEZF: You are a member when you say you are.

Member Regions of the NEZF (as of August 2001, and listed in alphabetical order) are: ABCD, Buckeye, Connecticut, Eastern New York, Greater New York, Mid-Atlantic, Mountain Valley, New England, New Jersey, Northern New England, Northern New Jersey, Northern New York, Western New York.

Section 4

Trusted Servants

The NEZF will elect the following trusted servants, and these individuals will assume responsibility for the tasks associated with their commitments. Except for the secretary, who will serve for two (2) years, each will serve a one (1) year commitment. An individual is permitted to serve two consecutive terms in any one trusted servant position. Election to a trusted servant position requires membership in NA and a nomination by an NEZF member participant.

1. Chair

- 1. During our sessions, the chair will coordinate and facilitate the meeting.
- 2. The Chair will work with the others on the administrative committee to plan the agenda.

- 3. The Chair will review hosting proposals.
- 4. The Chair will serve as liaison to the Hosting Region.
- 5. The Chair's timely and efficient execution of these tasks should ensure that our meetings run smoothly.

The Chair must have at least eight (8) years of continuous clean time.

2. Vice Chair

- 1. The Vice Chair will assist the Chair.
- 2. The Vice Chair will assume the duties of the Chair in his or her absence.
- 3. The Vice Chair will work with others on the administrative committee to plan the agenda and to review hosting proposals.
- 4. The Vice Chair may assist the Hosting Region to plan service workshops.
- 5. While the NEZF has no ability to provide funds, any Region which can help to defray non-funded Member Participants' and Trusted Servants' expenses should inform the Vice Chair.
- 6. The Vice Chair can then provide any non-funded Member Participants and Trusted Servants a list of those regions willing to help.
- 7. The Vice Chair must have at least seven (7) years of continuous clean time.

3. Secretary

- 1. The Secretary will prepare the minutes of the NEZF and distribute them. Each set of minutes will begin with the written Purpose from the current approved NEZF Guidelines (Section 2).
- 2. The Secretary will maintain and update the NEZF contact list.
- 3. The Secretary will maintain and update NEZF guidelines and NEZF archives.
- 4. The Secretary will record accurate minutes at any NEZF business sharing sessions.
- 5. The Secretary will record the exact wording of motions and proposals, including their maker, second and intent.
- 6. The Secretary will, if possible, provide a summary of any spoken contribution to any pro/con discussion associated with proposed business.

- 7. The Secretary will include in the minutes all participants written submissions.
- 8. Distribution of the minutes requires the secretary to:
 - a. Send to every person on our contact list an electronic version of the minutes within one (1) month following the NEZF meeting.
 - b. If requested, send to NEZF members (as well as to any observer participant who requests one) a hardcopy version of the NEZF minutes within one (1) month following the NEZF meeting.
 - c. Send an approved copy of the NEZF minutes to NAWs in either electronic or hard copy form.
 - d. Bring to each NEZF meeting ten (10) copies of the previous meeting's minutes.
- 9. The secretary must have at least five (5) years of continuous clean time.

4. RD/Representative of Host Region

- 1. The RD or representative of the Host Region will sit on the administrative committee.
- 2. He or she will communicate with other administrative committee members regarding the meeting space needs, timing requirements, and other pertinent details concerning agenda planning for the meeting.
- 3. The RD of the Host Region will establish and maintain relationships with the meeting facility.
- 4. The RD of the Host Region will, in a timely manner, forward appropriate information to NEZF members concerning site accommodation details, transportation arrangements and travel directions, as well as describe the availability of local meetings, restaurants and food vendors.

Section 5 Committees

1. Administrative Committee: Chairperson, Vice-chairperson, Secretary, and RD or Representative of the Host Region.

- 1. Plans the agenda for the NEZF.
- 2. Has certain NEZF Hosting Responsibilities:
- a. Maintains appropriate contact with the host candidates as identified by the rotation schedule (see Section 6: Hosting).
- b. Reviews the finally-submitted proposal for the next NEZF.
- c. Substitutes a replacement bid or proposal from the next available Region from the rotation list, if the original Region is unable or unwilling to assume the scheduled hosting role.
- d. Assists the Host Region in the facilitation of the NEZF.
- e. Orients new participants by providing an orientation session for first-time NEZF member participants. This session should be held on Friday evening.

2. Ad-hoc Committee

- 1. Is formed by the NEZF to perform a specific task.
- 2. The NEZF will provide, in its minutes, the exact duties to be performed and information to be provided, by an ad-hoc committee.
- 3. The NEZF will provide to the ad hoc committee-in specific detail-a timeline for completion of its task, and how its information will be presented to the NEZF.

Section 6 Hosting

1. Establishing Hosting Region Schedule

We adopt the following alphabetical rotational hosting schedule:

1. ABCD
2. Buckeye
3. Connecticut
4. Eastern New York

5. Greater New York
6. Mid-Atlantic
7. Mountain Valley
8. New England
9. New Jersey
10. Northern New England
11. Northern New Jersey
12. Northern New York
13. Western New York

2. Procedures for Securing Hosting Arrangements

- a. A proposed Host Region should come to the NEZF prepared to express a willingness to fulfill the role one (1) year in advance of the actual hosting occasion.
- b. The administrative committee will be available to consult and work with the Host Region to plan a successful NEZF meeting.
- c. The initial outcome of this planning effort will be reported to the NEZF by the RD of the Host Region six (6) months in advance of the projected hosted Zonal Forum meeting.
- d. In the event a Region does not fulfill the provisions listed above in 2A, we will go to the next Region in the Hosting Region Schedule; however, the next Region in line always has the option to decline.

3. Other Responsibilities of Host Regions

With or without the financial assistance of other Regions, a Host Region will provide the NEZF with the following:

- a. A meeting space for the Friday orientation.
- b. A meeting room for our Saturday and Sunday Zonal Forum meetings.
- c. Continental breakfast for Saturday and Sunday mornings.

- d. Some refreshment provisions, for Saturday afternoon.
- e. A meeting space for use by regions for workshops.
- f. Reimbursement for secretarial expenses, including:
 - 1. \$200.00 to cover secretarial expenses for its hosted NEZF meeting..
 - 2. The cost of 10 hard copies of the minutes from the previous NEZF meeting, to be brought to its hosted NEZF meeting.
- g. A hard copy of the approved minutes for our archives and mail a copy of these minutes to NAWWS.

Section 7

Discussions

Each NEZF weekend meeting will provide for two (2) different types of sessions: business sessions and sharing sessions. Each session shall begin with a reading of the NEZF Purpose (Section 2) of the approved Guidelines to remind us who we serve here, why we are here and why we serve here.

1. Business Sessions

- 1. Discussions focus on specific proposals brought by member participants or committees. Whenever feasible, these proposals should be submitted to the administrative committee thirty (30) days prior to the Zonal Forum meeting in order to facilitate scheduling, understanding, and coherent presentation.
- 2. The proposals considered at an NEZF business session may relate to our internal guidelines (policies). In order to reach a decision or approve a change to our guidelines, a two thirds (2/3) majority of those voting will be required for approval.
- 3. During business sessions, we actively listen to and receive:
 - a. The report of the Administrative Committee including hosting considerations.
 - b. The report on the funding of under-resourced member participants and trusted servants.
 - c. We consider, discuss and make decisions on proposals.
 - d. We hold elections.
 - e. We select topics for future sharing sessions'

discussions.

- f. In elections where a person is running unopposed, a simple majority is required to elect a candidate.
- g. In the occasion of a multiple-candidate election, the candidate with the highest amount of votes is elected. In the case of a tie vote, the chair breaks the tie. Run-off elections may be held in the case of multiple-candidate tie elections.

2. Sharing Sessions

1. Discussions focus on one previously-selected topic. We may discuss:

- a. World Services issues.
- b. Issues of special importance to members of the NEZF.
- c. Issues which focus on Regional matters or local concerns.

2. We will begin by opening the floor for discussions of items sent by Regions as follow-up input to the sharing session from our previous meeting. We will then turn to the topic selected for the present NEZF as listed in the agenda. Participants will share in the following order:

- a. Regional Input: a member participant will speak sharing the input from his/her Region.
- b. Open Input: observer and member participants will speak, sharing personal or other perspectives. This will ensure that we will hear and include the fellowship voice in our zonal forum meetings.
- c. Open Forum: shall be scheduled at a reasonable time of day, with an unspecified length, as time permits.

Section 8

Amending the Guidelines

1. Amendments to these Guidelines may occur in the

business session of the NEZF.

2. Member Regions or NEZF committees may propose amendments to these Guidelines. A formal vote of the NEZF member participants is required in order to amend, delete, or insert new sections into, these Guidelines.

3. Approval of amendments to these Guidelines requires a two-thirds majority of Member Regions present. In keeping with the spirit of consensus, all member participants will have an opportunity to share at least once on any changes to our Guidelines. In addition, if any two Member Participants from different Regions request time for Regional consideration, any decision will be postponed until the next meeting. In matters postponed for regional consideration, each member Region shall have one vote.