

TABLE OF CONTENTS

WELCOME	2
WHAT IS POLICY.....	2
THE CAROLINA REGIONAL SERVICE COMMITTEE	2
CRSC MEETINGS	2
CRSC OFFICERS.....	3
CRSC SUBCOMMITTEES.....	6
REGIONAL CONVENTION POLICY.....	8
CAROLINA REGIONAL SERVICE OFFICE.....	12
CRSC ELECTION POLICY.....	13
ATTENDANCE POLICY.....	10
CONDUCTING BUSINESS AT CRSC MEETINGS.....	11
VOTING AT CRSC MEETINGS.....	18
REMOVAL OF CRSC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS.....	19
AMENDMENTS TO POLICY.....	22
MISCELLANEOUS POLICY.....	22 - 34

WELCOME

Welcome to the Carolina Regional Service Committee (CRSC). This guide has been compiled as an aid to understanding the proceedings at the CRSC meetings and to help us conduct our business in a practical and spiritual manner.

Other references that you may find useful are The Guide to Local Services, The Guide to World Services, parliamentary procedure references, and the Twelve Traditions of Narcotics Anonymous. In October 1992, the CRSC adopted the Twelve Concepts (Appendix E) as guiding principals in our service endeavors.

WHAT IS POLICY

What is policy? *Policy* is defined as the framework of procedures, guidelines, and limitations used by the CRSC to conduct its business.

The members of the CRSC establish the policies of the CRSC. They are generally established as a result of the strength, hope, and experience of the membership of the CRSC only for the purpose of better serving this membership and in no way conflict with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous as a whole.

THE CAROLINA REGIONAL SERVICE COMMITTEE

The Carolina Region is composed of the Narcotics Anonymous groups and areas in South Carolina and North Carolina. The CRSC was created to serve the needs of the areas within its boundaries. It provides, coordinates, and develops services on behalf of the member areas.

The Carolina Regional Service Committee (CRSC) is composed of the Regional Committee Members (RCM) of the member areas as well as the elected Chairperson, Vice-Chairperson, Secretary, Secretary-Alternate, Treasurer, Treasurer-Alt., standing subcommittee chairpersons, Regional Delegate (RD) and the Alternate Delegate (AD).

To become a member of the CRSC, an area should send a RCM, a RCM-Alt. and a formal request for membership to a CRSC meeting. The member RCMs will vote on accepting the proposed new member area. New areas may be formed within remote sections of our region or may be formed by the splitting of an existing member area into two or more areas. It is suggested as a criterion for membership in the CRSC that an area is functioning with an Area Service Committee (ASC) and that the location of the area make geographical sense within the boundaries of the Carolina Region. (For example, an area in Southern Georgia would not be best served to join the CRSC.)

The Carolina Region will carry and recognize the voice of the areas within the North Carolina Region in matters concerning issues at the World Service Conference until they are seated at the World Service Conference.

Please refer to The Guide for Local Services for more information concerning regional service committees.

Also refer to the section in this guide concerning the Carolina Regional Service Office (CRSO). For information concerning the corporate status of the CRSC, refer to Appendix A-Corporate Bylaws.

CRSC MEETINGS

All CRSC meetings are open to the NA fellowship.

The CRSC meets six (6) times per year; three (3) one day quarterly business meetings (the first weekend of October and April) and the second weekend of January) and one (1) two-day quarterly

business meeting (the second weekend in July), a Conference Agenda workshop, and an orientation meeting (generally held in August)**. The first weekend of the month is defined as that weekend with the first Saturday of the month. See also: Attendance Policies. **Changed 10/05 RSC, Motion 05-05/06

Written notices of CRSC meetings shall be mailed to all regional participants, including RCMs and Alt RCMs, at least four weeks prior to the scheduled meeting and shall include an agenda, a map, and contact telephone number(s).

Minutes of the CRSC meetings shall be mailed to all CRSC participants, including RCM-Alts., within three (3) weeks after the close of each business meeting.

Special meetings may be called by, or at the request of, the chairperson or any two (2) members of the Board of Directors. Such special meetings of the Board shall be held at the principal office of the Corporation or at such other place, either within the state of South Carolina, as shall be agreed upon by a majority of the Board of Directors entitled to vote thereat. The CRSC chairperson in the event of an emergency may also call special meetings. (See also the Carolina Regional Disaster Handbook, available at the CRSO.)

Written announcements of special meetings shall be mailed to the entire membership of the CRSC, including RCM-Alts., at least two weeks prior to the date of the special meeting and shall constitute proper notice.

To encourage participation throughout the region, the location of the CRSC meetings shall rotate throughout the region (except for the conference agenda workshop, which will be held in the general vicinity of Charlotte, North Carolina). Areas may submit a bid to host the next CRSC in the form of a motion under "new business" during the CRSC meeting. The CRSC will determine the location by a simple majority vote of all voting members. The CRSC will provide funding in an amount to be determined by simple majority for all CRSC meetings and the Conference Agenda Workshop (which is to be located in the Charlotte vicinity).

The CRSC meetings are non-smoking meetings.

The hosting area will hold an open discussion NA meeting during the lunch break of the quarterly business meetings of the CRSC.

Provisions for overnight stay at the CRSC may be provided for CRSC officers and subcommittee chairpersons by the hosting area. In the absence of area funding, the region will fund itself. The hosting area will furnish lunch.

The CRSC will provide funds to CRSC members as outlined in Appendix B: CRSC Financial Policy.

CRSC OFFICERS

CHAIRPERSON: The Chairperson has the vital responsibility of communication within our region and with other regional service committees and the World Service Office. The Chairperson presides over all regular and special meetings of the CRSC and must be capable of conducting a business meeting with a firm, yet understanding, hand. The Chairperson should have a complete knowledge and understanding of the regional service committee's policies and should implement them in conducting business. The Chairperson acts as a liaison between the regional service committee and any officers or subcommittee Chairpersons that may fail to function as responsible, trusted servants. The Chairperson is responsible for the timely preparation of an agenda for each regular and special meeting of the CRSC and for overseeing, within the designated time period, the distribution of the minutes to CRSC participants. The Chairperson should have a working knowledge of parliamentary procedures and the Twelve Steps, Traditions, and Concepts of NA. Suggested clean time requirement is four years.

VICE-CHAIRPERSON: The Vice-Chairperson should be prepared to step in and assume the responsibilities of the Chairperson of the CRSC or any subcommittee chairperson at any time. The

Vice-Chairperson should possess all the qualifications described for chairpersons and shall serve the CRSC as Chairperson following completion of his or her term (unless the CRSC allows a challenge; see election procedure). The Vice-Chairperson should maintain an active working knowledge of the activities, schedules, meetings, and progress of all regional subcommittees and should be on the mailing list of each one for minutes and communications. The Vice-Chairperson shall function as a nominations coordinator for all elections of the CRSC. The Vice-Chairperson may work with a group or alone in securing nominations, but must actively seek qualified persons, and must communicate nomination needs and information in writing to CRSC participants. The Vice-Chairperson shall also coordinate the bidding process for the regional convention and will publish guidelines for the bid packages. The Vice-Chairperson shall act as parliamentarian for the CRSC. The Vice-Chairperson shall assume the office of Chairperson at the end of his/her term (unless the CRSC allows a challenge; see election procedure). Suggested clean time requirement is three years.

SECRETARY: The Secretary keeps accurate minutes of the CRSC meetings and coordinates with the Chairperson and the CRSC to see that the minutes, agendas, and other correspondence to the members are mailed in a timely manner. Along with the minutes, the secretary will send out copies of reports distributed at the RSC to the RCMs who were absent. Responsibility for collection and distribution of these reports is that of the secretary. The Secretary assists the Chairperson in any correspondence that is necessary on the part of the CRSC to the World Service Office or any other entity. The Secretary should actively seek to train and/or orient the Secretary-Alt., when possible, and keep attendance record. The Secretary may assist the CRSC in maintaining archives and should be a competent typist. Suggested clean time requirement is two years.

SECRETARY-ALTERNATE: The Secretary-Alt. should be prepared to step in and assume the responsibilities of the Secretary at any time and will assist the Secretary with his/her duties throughout the year. It is suggested that the Secretary-Alt. assist the Vice-Chairperson of the CRSC with nominations. The Secretary-Alt. shall assume the office of Secretary at the end of his/her term (unless the CRSC allows a challenge; see election procedure). Suggested clean time requirement is one year.

TREASURER: The CRSC Treasurer is responsible for paying CRSC bills in a timely manner, maintaining a bank account with the prudent reserve recommended by the O&F Subcommittee and approved by the CRSC, and maintaining appropriate and detailed financial record according to accepted accounting practices. The Treasurer should attend all meetings of the Office and Finance Subcommittee as well as all CRSC meetings. The Treasurer should submit a written report to the CRSC on a quarterly basis. This report will include all income and expenditures. It will also include a breakdown of the spending of all budgeted committees, officers, and the RSO, showing a comparison of actual expenses (or income) to budgeted amounts. The report should also include a breakdown of the amount of each budget remaining to be used. The Treasurer should also work closely with the Convention Subcommittee Chairperson. It is suggested that the Treasurer should possess experience and knowledge in the areas of finance, accounting, and tax procedures. The Treasurer, according to the guidelines recommended by the Office and Finance Subcommittee and approved by the CRSC, should dispense funds. The Treasurer should assist the CRSO in maintaining copies of these guidelines and making them available as needed (i.e., expense reports, etc.). See also Financial Policy Section. See Appendix B for procedures for reporting expenses to the CRSC Treasurer for reimbursement. Suggested clean time requirement is four years.

TREASURER-ALTERNATE: The Treasurer-Alt. should possess all the qualifications described for Treasurer and shall assume the office of Treasurer at the end of his/her term (unless the CRSC allows a challenge; see election procedure). The Treasurer-Alt. assists the Treasurer and is a

standing member of the Office and Finance Subcommittee. The Treasurer-Alt. should also serve as the convention subcommittee Treasurer and should be ready to assume the office of CRSC Treasurer at any time. The Treasurer-Alt. shall assume the office of Treasurer at the end of his/her term (unless the CRSC allows a challenge; see election procedure). Suggested clean time requirement is three years.

TREASURER EMERITUS: The Treasurer Emeritus will always be the CRSC Treasurer from the previous term. The term of this office will be from the summer election through the fall CRSC meeting. This is to be a nonvoting, funded position. The Treasure Emeritus shall assist in the preparation of year-end reports and tax reports, providing further training of the newly elected Treasurer, and shall attend the fall CRSC meeting to present a report on the previous fiscal year.

REGIONAL DELEGATE and ALTERNATE DELEGATE: The Regional Delegate (RD) is to a region what an RCM is to an area and a GSR is to a group. An RD represents and speaks for the members and groups that compose the regional service committee. The terms of office for RD and AD are two (2) years. The primary responsibility of a RD is to work for the good of NA, providing two-way communication between the region and the rest of NA. A RD is the fellowship's link with the World Service Conference and the World Service Board. A RD provides two-way communication between these service levels and the various areas within his/her region and other regions. He/she presents minutes of the WSC and the Trustees (now WSB) to the RSC. He/she attends all RSC meetings and as many ASC meetings as possible.

Shared duties: The RD and AD will:

- 1.) Divide member areas and visit their respective areas when requested.
- 2.) Be responsible for compiling a supplement for each Conference Agenda Report.
- 3.) Will provide to Areas, upon request, the contents of the Conference Agenda Track (CAT) as soon as possible after receipt to allow for Area input prior to the WSC.

The office of RD is a year-round job. A RD participates in the World Service Conference and takes part in any decisions that affect NA. He or she communicates regularly with NA World Services, works closely with regional officers and subcommittees, and is a source of information and guidance in matters concerning the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

In an attempt to add experience and depth to the position, the CRSC has a system in which the position of RD is a two-term, four-year commitment. The first two-year term is spent as the AD, and the second two-year term is spent as RD. The succession to RD is automatic unless the CRSC allows a challenge (see the election procedure). This allows the RD to become more familiar with the job and the issues that confront the fellowship. The RSC elects the AD biennially from among the members of the region. This position is a "training" position. The AD is expected to learn as much as possible to assist him/her in fulfilling the next job in the RD progression. The AD shall assist the RD in the performance of his/her duties. He/she will stand ready to fill in for the RD if necessary. He/she will also stand ready to assume the position of RD if necessary.

The AD is a non-voting member of the CRSC. When filling in for the RD, the AD will become a voting member. The AD will have all other rights of CRSC membership (speaking, making and seconding motions, etc.)

In order for an RD to do a good job, it is recommended that each nominee should have the following qualifications:

1. A commitment to service
2. Service experience
3. The willingness to give the time and resources necessary to do the job
4. A suggested minimum of five (5) years continuous abstinence from all drugs.
5. A good working knowledge of the Twelve Steps, Traditions, and Concepts of the Narcotics Anonymous fellowship.

An RD is the voice of the region and votes the group conscience of the region at the World Service Conference. When a voting matter occurs where the group conscience of the region has not been given to them, they should evaluate each vote in terms of the needs for the members they serve.

In order to avoid the necessity of tabling important clarifications for a year, RDs should have, before leaving their region, a vote of confidence that they are authorized to vote their members' group conscience on motions not on the World Service Conference Agenda. When appropriate, a motion can be tabled to allow representatives to check with their group conscience, and the motion can be brought to the floor later in the same World Service Conference.

A Regional Delegate should be selected from the best informed, most trusted and most active members in order that they may serve their region's needs and the needs of Narcotics Anonymous.

The members of the RD progression should work as a team. They should support and assist each other in order to serve the region better. They should work to provide experience and continuity to the position of Regional Delegate.

REMOVAL OF A CRSC OFFICER: For details about the reasons and procedures for removing a CRSC officer, see section titled REMOVAL OF CRSC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS.

REPORTS OF CRSC OFFICERS: All CRSC officers are urged to submit a written report at each CRSC meeting. All Officer reports, excluding the Treasure's report, will be sent to the RSO no later than ten working days prior to the RSC at which they are to be given.

CRSC SUBCOMMITTEES

Subcommittees accomplish the bulk of the work of the CRSC. Issues are discussed and new ideas are developed. The CRSC subcommittees report on their progress to the CRSC. The CRSC subcommittee chairpersons are voting members of the CRSC, and their vice-chairpersons vote in their absence. Suggested clean time requirement for subcommittee chairpersons is three years with the exception of the Office and Finance Chairperson, which shall have a five (5) year clean time requirement.

All CRSC subcommittees are required to do the following:

1. Meet a minimum of four times per year.
2. Present a set of written guidelines to the CRSC concerning committee operation--to be kept on file at the CRSO.
3. The purpose of a CRSC subcommittee is set, modified, or approved by the CRSC. Guidelines must also be approved by the CRSC.
4. Elect and train a Vice-Chairperson and a secretary.
5. Notify the CRSC Vice-Chairperson of all subcommittee meetings and send him/her copies of subcommittee minutes.
6. Present a program of work at the orientation session in August for the upcoming year.
7. Submit a proposed budget for the following year to the O&F Subcommittee as requested.
8. Actively seek to provide continuity of service to the CRSC by maintaining active and vital members for future possible chairpersons and by maintaining accurate archives both in the subcommittee and at the CRSO. The CRSC Vice-Chairperson is charged to assist as needed in this area.
9. The P.I., H&I and Literature Review subcommittees are to actively seek to provide in-committee training to representatives from member areas in order to build a strong local base for service delivery. For example, the P.I. subcommittee should train area representatives to do P.I. presentations; H&I should train area representatives to hold

learning days; and Literature Review should train area representatives to do literature writing or input workshops. By providing such "grass roots" training, the regional subcommittees will provide direct support to allow areas to handle local service delivery.

The standing subcommittees of the Carolina Regional Service Committee are: (1) Literature Review (known simply as Review), (2) Policy, (3) Public Information, (4) Hospitals and Institutions, (5) Office and Finance, and (6) Convention. Description of the work of each committee may be obtained by contacting the subcommittee chairperson, the CRSC Vice-Chairperson, or the CRSO. The chairpersons of the standing subcommittees are voting members of the CRSC, and their vice-chairpersons do not automatically become subcommittee chairpersons at the end of their terms.

The administrative committee (Admin. Committee) of the CRSC is composed of the CRSC chairperson, Vice-Chairperson, Secretary, Secretary-Alt., Treasurer, Treasure-Alt., RD and AD. This committee is not a standing subcommittee of the CRSC but may meet as called for by the CRSC chairperson to solve administrative situations such as development of agendas, etc. This committee may also meet as needed in the event of an emergency such as a national disaster or a fire at the CRSO, etc. Refer to the CRSC Disaster Handbook, which is available from the CRSO. Administrative committee members may not serve as voting members of the Policy Subcommittee.

HUMAN RESOURCES POOL: The Admin. committee shall facilitate the formation and maintenance of this pool. The pool will consist of members with previous expertise relating to the issue at hand. These members will usually be past officers, RCM, or sub-committee chairpersons. This is not a standing sub-committee and will only meet on an as needed basis. The membership will change according to the issues at hand. Admin. will be given the trust to decide whom they need to use without prior RSC approval.

AD HOC SUBCOMMITTEES: Ad Hoc subcommittees are temporary subcommittees created by the CRSC to accomplish a specific purpose as directed by the CRSC. All motions or directives creating Ad Hoc subcommittees must contain information on the specific purpose of the subcommittee, how long it is to be in existence, to what extent it will be funded and who is to be its Chairperson. All Ad hoc subcommittees are only authorized to exist for the CRSC fiscal year (July 1st — June 30th) in which they are created. All Ad Hoc subcommittees must have their existence reaffirmed by the CRSC on an annual basis--even if the original motion or directive stated a longer time of existence. This process will allow the CRSC to review ALL Ad Hoc subcommittees on an annual basis, no matter how long they have been around. The CRSC must vote by a simple majority vote to reaffirm an Ad Hoc subcommittees at the July business meeting. Any motion for re-authorization must include (if appropriate) information on the expected additional length of the subcommittee's existence and a budget for it. If not re-authorized in July, an Ad Hoc subcommittee will cease to exist at the end of the July meeting. Ad Hoc subcommittee expense reimbursement will be handled according to normal CRSC financial procedures. Chairpersons Of Ad Hoc subcommittees are appointed by the CRSC Chairperson or by a simple majority vote of the CRSC. Ad Hoc Chairpersons do not have a vote at the CRSC, but receive all other privileges/responsibilities of subcommittee chairpersons (speaking, making motions, attendance at CRSC meetings, reports etc.). Chairpersons of Ad Hoc subcommittee that will exist longer than the fiscal year in which they are created must be reaffirmed at the time the Ad Hoc is re-authorized.

REPORTS OF SUBCOMMITTEES: All subcommittee chairpersons must submit a written report at each CRSC. All subcommittee reports will be sent to the RSO no later than ten working days prior to the RSC at which they are to be given.

REMOVAL OF A CRSC SUBCOMMITTEE CHAIRPERSON: For details about the reasons and procedures for removing a CRSC subcommittee chairperson, see section titled REMOVAL OF CRSC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS.

REGIONAL CONVENTION POLICY

The regional convention should be moved throughout the region based on unity, willingness and need.

No Area should host the regional convention if it has hosted it within the prior two years.

The site of the regional convention shall be selected by a vote of the RSC one year prior to the convention being held. The vote shall take place at the second business meeting of the calendar year (usually held in April). For example, the site of the 1996 regional convention was selected in April of 1995. The convention shall be held every-other-year, alternating with the NA World Convention.

Any area wishing to host the regional convention shall present a bid package at the January**. The bid package shall include information on the proposed site (city and hotel), the proposed dates, sleeping room costs, and information as to why the convention should be held at this site. The regional Vice-Chairperson shall coordinate the bidding and shall provide a format and guidelines for the package. **Changed 10/05 RSC, Motion 05-05/06

In addition to this information, the bid package shall also include a nomination for a person to chair the Convention subcommittee for the year of the bid. The package shall include a completed service resume for the proposed chairperson, and the person nominated shall be present at the CRSC meeting.

The suggested qualifications for the convention chairperson are the same as for the other subcommittee chairpersons (see section on subcommittees). Upon acceptance of a bid, the person nominated is considered elected. This person will serve as chairperson-elect during the rest of the term of the sitting chairperson. The chairperson-elect will serve on the Convention subcommittee as a voting member of the subcommittee and is considered to be "in training." The chairperson-elect shall not have a vote at the RSC until his/her term begins.

At the appointed meeting, each bidding area will be permitted to make an oral and/or written presentation. The RSC Chairperson may allow questions or comments concerning the bid or the nomination, and the service resumes of the nominees will be read aloud.

A vote on the site must be held even if only one bid is received. The site shall be selected by an established majority vote (at least one more than half of those eligible to vote); all voting members of the CRSC (except Chairperson--see below) will be eligible to vote.

If more than two areas are bidding, a primary round of voting will be held. If, during this primary round, an area receives an established majority, that area is considered to have been selected as the host. If no area receives an established majority in the primary round, the top two areas move on to a final vote. The Chairperson may call for a secret ballot. The Chairperson will vote only in the case of a tie. If a tie does occur during the selection process, the Chairperson may cast the deciding vote; however, if the Chairperson chooses not to vote, a second vote will be taken. If a site is not selected by the second vote, then the site will be selected by lot.

If an accepted area should become unable to host the convention, it shall notify the RSO in writing. The Regional Chairperson will consult with the Administrative subcommittee to select a new site to host the convention or to call for a new vote of the RSC. It is suggested that an area carefully consider the responsibility of hosting a regional convention before it decides to put in a bid.

At the conclusion of the regional convention, all master tapes of all meetings and workshops become the property of the CRSC.

CAROLINA REGIONAL SERVICE OFFICE

The CRSO is located in Fort Mill, South Carolina. The office provides a number of services to the groups, areas, and the RSC. It distributes literature and other items related to Narcotics Anonymous (such as key tags and literature racks). The office can provide services such as photocopying, mailing, and clerical support. The office can also act as a resource for information on

events throughout the Region and can distribute such information with literature orders. The office also provides clerical and administrative support for Regional subcommittees and officers. A complete list of services and order forms can be obtained from the office. Any group, area, or subcommittee is encouraged to use the office on a regular basis.

The office employs one or more special workers. The Office and Finance Subcommittee directly supervise the RSO. All comments or complaints should be directed to the Chairperson of the Office and Finance Subcommittee.

Volunteer efforts are vital to the successful operation of our service office. More information on volunteering at the service office is available from the CRSC or the Office and Finance Subcommittee.

The Carolina Regional Service Committee is a corporate entity as well as a service board created to serve the groups and areas of Narcotics Anonymous throughout the Carolina Region. This corporate entity has been established in an attempt to be productive and responsible in the areas of finance and to be fair and accountable as we administer the 7th Tradition funds to serve the still suffering addicts. We wish to comply with all local, state, and federal laws and regulations in the administration of any funds.

See Appendix A for a copy of the corporate Bylaws.

Mailing Address (send all mail and orders here):

Carolina Regional Service Office (CRSO)

2140 Carolina Place Drive

Fort Mill, SC 29708

Telephone: (803) 802-5034

Fax Machine: (803) 802-5269

CRSC ELECTION POLICY

Regular election of the officers and subcommittee chairpersons of the CRSC except for the chairperson of the Convention subcommittee will be held at the midsummer meeting. If a position becomes vacant during the year, a special election may be held during any meeting of the CRSC. Furthermore, elections may be held to fill any temporary or special positions created by the CRSC or the chairperson.

TERMS OF OFFICE

The term of office for trusted servants elected in a regular election will be from the completion of the CRSC in which they were elected until the completion of the CRSC meeting having the next regular elections, with the exception of the Office and Finance Chairperson, CRSC Treasurer and CRSC Alternate Treasurer. The Office & Finance Chairperson, CRSC Treasurer and Alternate Treasurer shall be elected for a two (2) year term. It is noted that all outgoing officers and subcommittee chairpersons are required to attend the orientation meeting in August that normally follows the end of their terms. The term of office of anyone elected to fill any position vacated during the year will be the remainder of the term of the office holder that he/she replaces.

WHO IS ELECTED

The following are elected at the midsummer meeting:

- CRSC Vice-Chairperson
- CRSC Secretary-Alt.
- CRSC Treasurer-Alt.
- CRSC Subcommittee Chairpersons (except for the Convention Chairperson)

Succession of the Vice-Chairperson to Chairperson, Secretary-Alt. to Secretary, Treasurer-Alt. to Treasurer, and AD to RD is considered to be automatic except in the following case: The CRSC

may, by the vote of an established majority, allow the recognition of nomination(s) of person(s) to challenge an officeholder slated for automatic succession. The ensuing election would be treated as a regular election except that the succeeding officeholder would not need to have a second (he/she is considered to be nominated).

NOMINATIONS

The CRSC Vice-Chairperson and AD coordinate and supervise the nominating process during regular and special elections. Any member of NA can be nominated. Any member of NA present at the election may make a nomination.

Any person nominated to an office should be a resident of the Carolina Region.

All nominations should have a second.

All persons nominated must be present at the election although the CRSC may, by a simple majority vote, allow the nomination of a person who is not in attendance.

All persons nominated must complete an NA Service Resume. The resume will be read aloud before the election. The CRSC chairperson will allow nominees to answer questions and may allow statements to be made regarding a nominee prior to the vote.

ELECTIONS

Voting is by secret, written ballot. The chairperson may, at his/her discretion, dispense with the written ballot and call for a show of hands if there is only one candidate nominated for a position. The chairperson may, at his/her discretion, ask nominees to leave the room.

Election to a CRSC office is by an established majority vote--more than half of those eligible to vote must vote yes. When only one candidate is nominated for an office, the nominee must receive an established majority--more than half of those eligible to vote must vote yes. When more than two persons are nominated, a primary election will be held. The top two candidates will move on to a final election to be determined by established majority. Any candidate receiving an established majority in the primary election is considered to have been elected.

Any member of the CRSC may vote except for the CRSC chairperson who votes only to break a tie. If the chairperson chooses not to break a tie, he/she must call for another vote. If at the end of the second vote no one has been declared a winner, the chairperson will choose the winner by lot (drawing from a hat).

The Vice-Chairperson will supervise the counting of the votes. Any nominee may request a recount of the written votes to take place in his/her presence.

CRSC officers/subcommittee chairpersons may hold only one CRSC office at the time. Therefore, upon election, a CRSC officer/subcommittee chairperson should resign any other CRSC position.

ELECTION OF CONVENTION SUBCOMMITTEE CHAIRPERSON

See CONVENTION POLICY section.

ATTENDANCE POLICY

REGIONAL COMMITTEE MEMBER (RCM): RCMs are accountable to their areas in matters of attendance. In the absence of an RCM, a RCM Alternate may vote. If an Area has not been represented at two consecutive CRSC meetings, then that Area becomes an inactive member and is not considered when the quorum is determined at the beginning of the CRSC meeting. The area becomes an active, voting member as soon as it is again represented at the CRSC by a RCM or a

RCM-Alt. (The purpose of this policy is to allow the CRSC to conduct its business in the prolonged absence of a member area. Absent member the CRSC chairperson should contact areas.)

Each Area is encouraged to report, in writing, to the CRSC at each business meeting. The reports should be typewritten, if at all possible. To be included in the minutes, a report must be typewritten and should be received by the secretary no more than ten days after the CRSC meeting.

SUBCOMMITTEE CHAIRPERSONS: Attendance at CRSC meetings by subcommittee chairpersons is mandatory. If a subcommittee chairperson must be absent from a CRSC meeting (including CAR Workshop), he/she must submit a written report for the subcommittee (for business meetings and the CAR Workshop) and a written explanation for the absence (for all meetings including CAR Workshop and orientation) to the CRSC chairperson by way of the subcommittee Vice-Chairperson. Failure to do this will be just cause for removal from office unless just cause is shown to the CRSC chairperson prior to the next meeting of the CRSC.

CRSC VICE-CHAIRPERSON, SECRETARY, SECRETARY-ALT., TREASURER, TREASURER-ALT., AD HOC CHAIRPERSONS, RD, and AD: Attendance at CRSC meetings by these officers is mandatory. In the event of an absence, these officers must submit a written report (for business meetings and conference) and a written explanation for the absence (for all meetings, including conference and orientation) to the CRSC Chairperson by their alternates or Vice-Chairpersons. Failure to do this will be just cause for removal from office unless just cause is shown to the CRSC chairperson prior to the next meeting of the CRSC.

CRSC CHAIRPERSON: Attendance at all CRSC meetings is mandatory. In the event of an absence, the chairperson must submit a written report (for business meetings and conference) and a written explanation (for all meetings, including conference and orientation) to the administrative subcommittee by the CRSC Vice-Chairperson. Failure to do this will be just cause for removal from office unless just cause is shown to the administrative committee prior to the next CRSC.

Mandatory attendance shall include the following meetings:

- All 4 quarterly business meetings of the CRSC.
- CAR Workshop
- Incoming orientation meeting in August.
- Outgoing orientation meeting in August following the end of the term of office.
- Any special and/or emergency meetings of the CRSC that have been called according to policy.

This is a minimum of six meetings and one CAR Workshop during one term of office.

CONDUCTING BUSINESS AT CRSC MEETINGS

Quorum, Speaking, Order of Business, Motions, Rules of Order

Introduction. In order to complete business in a timely and orderly manner, the CRSC has adopted certain rules, procedures and guidelines to determine how things will be run at business meetings. It should always be remembered that a CRSC meeting is not an NA meeting and operates differently. It is not the intention of the CRSC to exclude anyone or to hide what is going on in the meetings. This section has been adopted to allow everyone to be able to understand how our business is conducted. It is designed to give everyone equal access to the use of the rules that govern our meetings. This section has been adapted specifically for the CRSC. It is a blend of some parliamentary procedure, some experience and some common sense and is intended as the only valid guide for running a CRSC meeting.

What is a quorum? The **quorum** is the minimum number of areas required to be present at a CRSC meeting before it can validly proceed to transact business. The quorum is set at 2/3 of the active participating member areas. Refer to Attendance Policy for definition of active/inactive member areas. The quorum is normally checked when the roll of the CRSC is called (see Order of Business).

What if a quorum is not present? Should a quorum not be present at a duly announced CRSC meeting, business may be conducted, but such business must be ratified at the next CRSC business meeting by a 2/3 vote of the active member areas.

Speaking at the CRSC. If you wish to speak to the RSC, you must first "**obtain the floor**" by raising your hand and being recognized by the Chairperson. If the Chairperson calls on you, you may then speak to the body. You may ask questions, speak for or against a motion on the floor, bring up or discuss items of old or new business, make or second motions, or make other types of statements. Try to be brief and to the point always remembering the length of the agenda. The idea is to give as many people as possible an opportunity to speak but not to ramble or rehash issues that should be handled by subcommittees. Once you have finished speaking, you no longer have the floor and must gain it again in order to speak again. Try not to interrupt the person speaking. If you have a question for a speaker, wait until he/she finishes speaking and then obtain the floor for your question to him/her.

Who speaks at the CRSC? The CRSC Chairperson recognizes (calls on) all speakers during the meeting. Generally, he/she calls on the RCMs, RCM-Alts., subcommittee chairpersons, ad hoc subcommittee chairpersons and officers to speak during CRSC meetings. The Chairperson may occasionally grant the floor to someone who is not a member of the CRSC to hear a special report, etc. The Chairperson may limit the debate discussion at any time and in any manner for the purpose of completing the meeting in a timely manner. For example, the Chairperson may only allow two "pros" and two "cons" to be heard before a motion is put to a vote. The CRSC may override the Chairperson's limitation on speaking with an established majority vote (one more than half of those eligible to vote).

What is the Order of Business at the CRSC? The Order of Business (or the agenda) is the order in which business is conducted at the CRSC. The Order of Business is established by the Chairperson and runs generally as follows:

- Opening prayer
- Reading of the Twelve Concepts
- Roll call
- Reading and approval of minutes of the last meeting
- Reports of RCM/ASRS
- Reports of Officers, Subcommittees and Others
- Lunch and NA meeting
- Roll call
- Open forum (area concerns)
- Old business
- New business
- Announcements
- Reading of Twelve Traditions
- Adjournment and closing prayer

What are Rules of Order? The Rules of Order are defined as the rules that govern the flow of the Old and New Business portion of a CRSC meeting. They are generally concerned with the journey of a motion through the CRSC.

What is a Motion? A **motion** is a proposal made by a member or a subcommittee of the CRSC. The content of the motion and the intent (the purpose and reasons for the motion) is generally very specific as to what is proposed and why. The motion is the vehicle that allows members to present their proposals for what action they feel the CRSC needs to take. Motions can cover a wide range of topics all the way from accepting a letterhead for regional stationery to sending thousands of dollars to the WSC. An "intent" statement should accompany all motions. The intent gives the reason and purpose for the motion. When making a motion, always be sure that it does something and is of importance to the CRSC. Care should be taken in the wording of a motion. The wording should be simple and specific. Motions are serious business and thought should be put into their wording and how they are constructed.

Who may make a Motion? Any voting member of the CRSC may make a motion. The Chairperson does not make motions. Ad hoc subcommittee chairpersons (who do not vote) may make motions. CRSC subcommittees may make motions through their chairpersons (or vice-chairpersons). Areas may make motions through their RCMs (or RCM-Alts.). Individual NA members or NA groups may make motions through the RCM who represents them.

Making a Motion. All motions brought before the CRSC must be submitted in writing. The Chairperson may allow motions to be made without being written--such as motions for the approval of minutes, motions to override the Chairperson or motions for recesses. Motions should follow the format illustrated in Appendix C. Each motion should have a written intent. Each motion should contain information about its time frame (when it takes effect and/or expires). Any motion that does not have such information included will be considered to take effect upon passage and to be permanent. Anyone making a motion should be prepared to answer questions about it. Only amendments and/or substitute motions may be presented for considerations after the start of old business. All motions to be considered during new business session of the RSC should be submitted no later than **12:00 p.m. (noon)**** on the opening day of the RSC meeting.

**Motion 47-03/04, carried 10/2/04, vote 11-2-3

How is voting handled at CRSC meetings? For additional information about voting at the CRSC see the sections on Elections and Voting. The Chairperson of the CRSC is in charge of all voting during the meeting. He/she will clearly indicate when a vote is taking place and indicate the number of votes needed to pass a motion. If the Chairperson does not indicate the number of votes needed, it is assumed that the motion needs a simple majority (more than half of those choosing to vote must vote in favor of the motion) to pass. Each voting member of the CRSC has only one vote. Each person should vote only once on each ballot (not vote "yes" and then "no" on the same ballot). The Chairperson votes only in the case of a tie. If the Chairperson chooses not to break a tie, the vote will be taken again. If, at the end of the second vote no clear decision is reached, the matter will be decided by lot. Generally, the voting is done by a show of hands, but the Chairperson may call for a voice vote, a Roll Call vote (each voting member is polled separately by the Secretary) or a secret ballot. The Chairperson may call for the votes in any order (yes, no or abstain). Any voting member of the CRSC may call for a recount of a vote. The CRSC may vote by an established majority (one more than half of those eligible to vote) to override the Chairperson and determine the voting procedure. After a vote, the Chairperson or Secretary will clearly announce the results of the vote and indicate whether or not the motion passes.

The life of a Motion

- I. **A motion is made.** In order to be considered, a motion must be read aloud to the CRSC.
- II. **The motion is seconded.** Each motion must have a second. A second is defined as another voting member of the CRSC saying, "Yes, we need to discuss and/or vote on this." It does not necessarily indicate that the person seconding the motion is in favor of it. The second may be listed on the motion form when it is given to the Chairperson or Secretary. If, when the Chairperson or Secretary reads the motion there is not a second on the form, he/she will "call" (or ask) for a second. Once a motion is seconded, it is said to be "**on the floor**" or "**on the table.**" This means that the CRSC must either approve, defeat, table or refer the motion before it moves on to the next motion or item of business. If a motion is not seconded, it is not considered by the CRSC.
- III. **The intent is read.** The intent is read after a second is obtained.
- IV. **What happens after a motion is "taken up" by the CRSC?** There are a number of things that can happen to a motion once it becomes the current item of business.
 - a. A motion can be "**discussed.**" After obtaining a second and having the intent read, CRSC members may discuss the merits of a motion, express their views on it or make other statements concerning it. The Chairperson may limit such "debate" on a motion in the interest of time. It should be remembered that the debate section of the meeting is not a "sharing" meeting and is not a chance for everyone to talk.
 - b. A motion may be "**passed.**" After being seconded, having the intent read and being discussed, a motion may be "passed." This means that the CRSC votes in favor of the motion. The Chairperson will indicate the number of votes needed to pass a motion.
 - c. A motion may be "**withdrawn**" by the person who made it at any time up until the actual voting begins.
 - d. A motion may be "**defeated.**" After a motion is seconded, the intent is read and it is discussed, a motion may be "voted down." This means that it fails to pass and the action it recommends is not taken. Unless there is a move to reconsider the motion, it becomes a dead issue for the rest of that business meeting.
 - e. A motion may be "**thrown out**" if it is improper. A motion for all the members of the CRSC to relapse together or a motion to endorse Coca-Cola could be thrown out as being improper since it goes against some of our basic concepts. A motion may also be thrown out if it does nothing, if it is not worded correctly, or if it is made to waste the time of the CRSC. The Chairperson generally rules a motion improper and it is very important that he/she clearly give the reasons for the ruling. The CRSC may also vote that a motion is improper. The Chairperson of the CRSC may rule that a motion is "**moot**" if what the motion wants to do is already being done. If a motion is ruled "**moot**," a vote is not taken on it, since what it recommends is being done. A motion ruled "**moot**" is not considered to be "**thrown out.**" The "**moot**" motion will appear in the minutes and will be marked "**moot.**" If the CRSC feels that a ruling by the Chairperson is not correct, it may override him/her by an established majority vote (more than half of those eligible to vote).
 - f. A motion may be "**amended.**" An amendment is a motion that changes the original motion. For example, a motion is made to have a meeting on Saturday at 4:00 PM. Then, another motion is made to have the meeting at 3:00 PM. The second motion is considered to be an amendment to the first. A motion may be amended at any time between the time it is seconded and the time voting on the motion actually begins. Usually the person making the amendment will state that it is an amendment. A vote is held on an amendment before a vote is held on the original motion. If there is more than one amendment, they will each be voted on before the original motion. All amendments must be voted on except when the person who originally made the motion accepts an

amendment as a "friendly" amendment. In this case, a vote on the amendment is not necessary and the motion is considered to be changed by this friendly amendment. In other respects, an amendment is generally treated as a motion (seconding, discussion, etc.). If an amendment changes the intent (the basic goal) of a motion, it is NOT an amendment and must be considered as a separate motion and will be considered AFTER the current motion is handled. If there is a question about whether or not a motion is an amendment, the Chairperson will make a ruling. The CRSC may reverse such a ruling by an established majority vote (one more than half of those eligible to vote). If an amendment is passed, the original motion is changed and the amended form of the motion is read. Then the procedure continues. If an amendment fails, the original motion remains the same and the procedure continues. An amendment may not be amended--this would be too confusing for the CRSC.

- g. A motion may be "**tabled**." This means that action on it is put off until a later time. The Chairperson may **table** a motion or bring it "**back on the table**". The CRSC may vote to table or to take a motion off the table at any time by a simple majority vote. The CRSC may override a decision by the Chairperson to either table or take off the table with an established majority vote (more than half of those eligible to vote). In the statement or motion tabling a motion, the time that it will come off the table will be stated. If a time is not stated, it is assumed that the motion will come back on the table at the next CRSC business meeting. If at all possible all amendments should be taken care of before a motion is tabled. Usually, a tabled motion is brought back up in the old business section of the next meeting. A motion can be tabled as many times as is deemed necessary.
- h. A motion may be "**referred**." This means that a motion is given to a subcommittee or person for review and recommendation. A motion may also be referred back to the home groups of the Carolina Region. The Chairperson may refer a motion or it may be referred by a CRSC vote. The CRSC may override the Chairperson and refer or not refer a motion by an established majority vote (more than half of those eligible to vote). The statement or motion referring a motion will include a time at which the referred motion and report must be brought back to the CRSC. If a time limit is not given, it is assumed that the next CRSC business meeting must bring the motion and report back. The motion will generally be considered in the old business portion of the next meeting. The body or person that a motion is referred to should report back in a clear manner. It should indicate if it is for or against a motion or if it is felt that it needs to be changed. A recommended change can be handled as an amendment. The person making the original motion cannot change the referred motion without a vote or agreement. If there is no report on a referred motion, it is assumed to be passed back without comment. If more time is required for a report, the subcommittee or person must obtain CRSC approval to extend the deadline. All motions that affect policy (which is defined as what appears in this Guide) must be referred to the Policy subcommittee.
- i. **After a motion is passed or defeated** Once a motion is either passed or is defeated, it may be "**reconsidered**" only once during that meeting. Usually a motion is only reconsidered if additional information comes to light during the meeting or it is realized that the original decision was made in haste. The Chairperson may call for a motion to be reconsidered or may rule that a motion to reconsider will not be allowed if he/she feels that it is "beating a dead horse." The CRSC may vote to override the Chairperson by an established majority vote (more than half of those eligible to vote). A motion to reconsider must be made by a voting member of the CRSC who voted in the majority on the original vote. A motion to reconsider must be passed by a 2/3's established majority vote (2/3's of those eligible to vote) of the CRSC. It should not be used to waste the time of the CRSC. A motion can be made again at any future meeting without restriction. Once a motion to

reconsider is passed, the motion in question is again "taken up" by the CRSC and the process listed above begins again.

Other definitions Listed below are some additional terms and procedures that may be used in a business meeting:

"Out of Order" is one of the most misused terms. As can be seen from the procedures above, things move in an orderly manner in a business meeting. If something is out of order, it simply does not follow the order in which our business is conducted. For example, if a motion is made to send \$1,000 to WSC and seconded and then a motion is made to meet next Saturday, the second motion is "out of order." The original motion must be dealt with before such a motion can be considered. The term "out of order" does not refer to the merits of something, but simply to its placement. It should not be used as a way to say that someone or something is wrong.

"Point of Order" is another misused term. This is a question about whether or not something falls within the orderly procedure of business. For example, if the issue on the floor is an H&I matter and a person starts talking about PI, then someone could ask about a "point of order" and inquire if the second line of discussion is "in or out of order." It is not used to ask a question about what is going on.

The **"Call to a Vote"** is the way that the CRSC can shut off debate on a motion and bring an immediate vote. What actually happens is that, in effect, someone makes a motion to vote immediately. A voting member of the CRSC should say, "I call for a vote." Such a call requires a second. After a call to a vote has been made and seconded, the Chairperson asks if there is any objection, and, if there is not, a vote is taken on the motion immediately. If there is an objection, the "Call to a Vote" is then voted on as a special motion. If it passes, a vote on the motion is held immediately; if it fails, debate continues. A voting member may ask a question after a call to a vote, but this is the only thing that can happen after the "call" has been approved.

When the Chairperson **"entertains a motion"** or **"calls for a motion,"** he/she is asking for someone to make a motion. There may be cases where the Chairperson sees a need for a motion, but he/she is not allowed to make motions. He/she then "prods" the CRSC to get a motion going. The Chairperson may also use this type of statement to get other things going such as calling for a second or calling for debate.

On occasion, the CRSC may need to **"Suspend the Rules."** This means that we temporarily do not use some specific part or all of the Rules of Order. For example, if a member of the CRSC, who is going to bring up a very important motion, is suddenly called away from the meeting, the CRSC could temporarily stop what it was doing (even debating another motion) and consider that member's motion. The Chairperson may rule that the Rules of Order need to be suspended, and, if there is no objection, go ahead with the important item of business. If there is an objection, a vote will be held on whether or not to suspend the rules (such a vote must pass by an established majority). Also, any member of the CRSC may make a motion to suspend the Rules of Order. A motion to suspend the rules requires an established majority vote (more than half of those eligible to vote).

Suspension Of CRSC Policy On occasion it may be necessary to suspend CRSC policy in order to conduct business at the RSC. This requires a 2/3 established majority vote to pass. An example of this would be to suspend policy to allow a budget that is not sent in on time to be considered by the RSC.

What if you do not understand what is going on? Any member of the CRSC may ask a question at any point in the meeting if he/she does not understand what is going on. It is very important for everyone to know what is going on. This is the only way that an informed group conscience can be formed. Never be afraid to ask a question. Try to keep your question short and to the point. You should not make any sort of statement while asking a question--it is to be used to get information or to clear up what is happening in your mind. Generally, all questions should be directed to the Chairperson, but it is O. K. to ask someone else something, but remember not to engage in conversation--just ask the question and listen to the answer. Any member of the CRSC may ask that a motion be read again or that something be repeated at any time.

What if there is a problem with the facility or the meeting? Any member of the CRSC may ask the Chairperson to take care of a problem with the facility such as asking to turn the temperature up or down, asking that doors be shut or asking that lights be turned on or off. CRSC members may also ask the Chairperson to take care of problems with the meeting such as asking that side conversations be kept down, that a speaker speaks up or that speakers keep their remarks shorter.

What if the CRSC needs a short break? There may be times when the CRSC may need a short break--when tempers flare or when everyone gets too tired. The Chairperson may call for a "recess." A recess is simply a break in the meeting. Any member of the CRSC may ask the Chairperson to recess the meeting. The CRSC may pass a motion for a short recess by a simple majority vote. The Chairperson must clearly state the length of the recess.

Who enforces the rules? It is the responsibility of the Chairperson to run the meeting and apply the Rules of Order. If the Chairperson has a question or does not know what to do, the Vice-Chairperson has the responsibility of determining what should happen next. The Vice-Chairperson should maintain a good working knowledge of the Rules of Order and other CRSC policies that govern the running of our meetings. In a traditional sense the Vice-Chairperson acts as the parliamentarian. The Chairperson and Vice-Chairperson may consult the Policy subcommittee at any time, but it is not the responsibility of the Policy subcommittee to enforce Policy or the Rules of Order. Being the Chairperson of the CRSC is a very difficult job and he/she should be supported in his/her efforts. The CRSC may override the Chairperson at any time, but it is recommended that such a step not be used very often. If a member of the CRSC does not agree with what the Chairperson is doing, he/she is free to say so and to make motions to override the Chairperson. All motions to override the Chairperson must be passed by an established majority vote (more than half of those eligible to vote). Such actions should not be made to obstruct the business at hand. The CRSC should support the Chairperson and the Chairperson should support the CRSC--this is the only way business can run smoothly.

What is the chain of responsibility at the CRSC meeting? If, for some reason, the Chairperson becomes unable to chair the meeting (or needs to leave the room), the Vice-Chairperson will chair the meeting. If the Vice-Chairperson becomes unable to chair, the following officers will be used. If the officer at the top of the list is unable or unwilling to chair, the next person on the list becomes the Chairperson. If no one on the list is able or willing to serve, the meeting should be adjourned or a recess be taken until a Chairperson is obtained.

Regional Delegate
Alternate Delegate
Treasurer
Policy subcommittee chairperson

What happens if something is not covered in the rules? There may be a time when something happens or something comes up that is not covered in the Rules of Order. The first course of action should be to try and "apply" the Rules of Order to the situation. It is the responsibility of the Chairperson, Vice-Chairperson and Policy subcommittee to try and figure out what to do. If the Rules of Order cannot be "applied" to a situation, the CRSC may have to "wing" it. The Chairperson (in conjunction with the Vice-Chairperson and the Policy subcommittee) should make a ruling on what to do.

Whenever possible, the Traditions and Concepts should be used as guiding principles for determining the correct course of action. The Chairperson should ask if anyone has a problem with the ruling, and, if there is no objection, the ruling should be implemented. If there is an objection, the Chairperson should state his/her reasons for the ruling and ask for a vote to override his/her ruling (by an established majority vote--more than half of those eligible to vote). If the CRSC fails to override the ruling, it should be implemented. If the CRSC votes to override the ruling, the Chairperson should seek input and attempt to find an acceptable, spiritual solution. If no solution is found, the matter should be referred to the Policy subcommittee and the meeting should go on. The CRSC and the Chairperson should always work together to keep the meeting running smoothly.

VOTING AT CRSC MEETINGS

The voting members of the CRSC are:

- RCMs (or RCM-Alts. if the RCM is absent) of the member areas of the CRSC
- RD (or AD if the RD is absent)
- CRSC Vice-Chairperson
- CRSC Secretary (or Alternate if the Secretary is absent)
- CRSC Treasurer (or Alternate if the Treasurer is absent)
- CRSC Subcommittee Chairpersons (or Vice-Chairpersons in the absence of the Chairperson)

For the purposes of voting at the CRSC, "absence" is defined as either not being in attendance at a CRSC meeting, or, being in attendance at a CRSC meeting, but not being in the room at the time of an actual vote.

On routine business matters, all CRSC voting members have a vote with the exception of the CRSC chairperson whose vote is cast only in the event of a tie. Routine business matters include budget changes, expenditures, administrative policies, reimbursements, approval of minutes, approval of ad hoc committees, acceptance of guidelines, etc.

On matters of regional conscience or non-budget expenses over a \$1000 (which should be sent to RCMs sixty (60) days prior of consideration at the next CRSC meeting), only RCMs (or alternates) vote. Examples include seating new areas, etc. If an issue to be voted on "affects NA as a whole," then the RCMs take the item back to the GSR's in their areas for a group-by-group vote before voting at the CRSC. Voting on the Conference Agenda Report is handled in a special way--see paragraph at end of this section.

If there is a question prior to a vote about whether or not a matter affects NA as a whole and should be taken back to the member Areas for a vote, the chairperson may rule on the matter or call for a vote of the RCMs. Such a vote must occur if a motion to that effect is made and seconded, regardless of a ruling by the chairperson. The vote will be by a simple majority.

A quorum of RCMs (2/3 of active member areas) must be present in order for the CRSC to conduct business, including voting. If this condition is not met, please refer to the section Conducting Business at the CRSC.

There are three types of votes cast at the CRSC as follows:

- YES (for, in favor of)
- NO (opposed, against)

- ABSTAIN (this may or may not be counted as a "no" vote--see below)

Most issues voted on at the CRSC need a simple majority to pass unless it is specifically stated otherwise. A simple majority means 51 percent of those choosing to vote yes or no is needed to pass an issue. Those choosing to abstain from the vote are not counted in determining a simple majority. Some issues--as indicated in policy--need an established majority, such as 2/3, to pass. Established majority of 2/3's means 2/3's of those eligible to vote (voting yes, no, or abstain) must vote yes in order for the issue to pass.

Example of simple majority: Out of 13 members, if a simple majority is needed to pass, if 6 vote yes, 5 vote not, and 2 vote abstain, then the motion would pass because 6 is more than 51 percent of 11 (total yes/no votes; abstains don't count).

Example of established majority: When seeking an established majority, we are looking for a unified and clear decision of agreement. Abstain votes are counted as "no" votes. To obtain an established majority, the "yes" votes must number one more than half of the total number of eligible voters. For a 2/3's established majority, the "yes" votes must number 2/3's of the total number of eligible voters. In the example above, if an established majority were needed, the motion would have failed. Out of 13 total votes, a minimum of 7 "yes" votes would have been needed to pass the motion. If a 2/3's established majority was needed for passage, a minimum of 9 "yes" votes would have been needed to pass the motion--it would have failed. In these examples, the "abstain" votes would have been counted as "no" votes.

In seeking a simple majority vote, we are trying to find a point of agreement between those voters who choose to vote to pass a motion--usually a routine business matter.

However, we must remember that in NA we are concerned with spiritual principles. It is suggested that if 50 percent or more voting participants choose to abstain on any issues, we need to investigate the issues more thoroughly in the interest of unity and how well the individual addict understands the issue.

Voting on Conference Agenda Report: When votes are taken on the CAR, only RCMs (or their alternates) vote. The types of votes that may be cast are:

- YES
- NO
- ABSTAIN (counted as a "no" in this voting)
- WITHDRAW FROM QUORUM (vote not counted at all)

The Regional conscience on the CAR motions is based on simple majority of the votes cast by each home group of the region. If more than 30 percent of the home groups submitting their voting tally "abstain" or "abstain & withdraw from quorum", the matter should be discussed and the RD/AD should carry the concerns of the region to the WSC. Other concerns regarding Conference Agenda may be directed of the RD/AD for discussion at the WSC at the request of any Home group or Area within the Region. **Changed 4/2/05 RSC, Motion 46-03/04 approved

REMOVAL OF CRSC OFFICERS AND SUBCOMMITTEE CHAIRPERSONS

INTRODUCTION. Removal of a CRSC officer or subcommittee chairperson is a serious step that should only be undertaken in extreme situations. We should always strive to elect qualified and able persons who are committed to responsibly carrying out the goals of our service structure and the duties of the position to which each is elected. When we make good decisions at election time, we seldom need to act on a removal at a later date. We must always remember that an election is NOT a popularity contest. We should try to pick the best person for a job, even if we dislike him/her or do not agree with his/her views.

There will, however, be situations where we must decide if a person must be removed from office. We MUST go about this in as spiritual a manner as possible. We must first determine if a problem exists. Our goal throughout the entire process should be to correct any problem that does exist without having to resort to a full removal procedure. Only after all attempts to correct the problem have failed should we act to remove the officer/chairperson. Our primary responsibility is to strive to protect the interests of the CRSC, but it is also the responsibility of our body to protect the individual rights of the officeholder. We must always remember that we live in a society that holds that an accused person is considered innocent until proven guilty. We should also strive to insure that no officeholder is accused unfairly or on the basis of personal malice. The investigation procedure given below should allow us to determine the validity of any accusations.

There may be times when an accused officer/chairperson is unable or unwilling to be involved in this removal procedure. In such cases, the procedure should continue, but care should be taken to see that the rights of the individual are protected in his/her absence.

HOW LONG SHOULD THIS PROCEDURE TAKE? The length of a complete removal procedure may vary depending on the circumstances of each specific situation. A complete procedure could be completed during one CRSC meeting. Such speed is recommended only when the greater good of the CRSC or its services require it (such as the need to fill a position like Treasurer). It should always be remembered that action taken in haste should be carefully examined.

REASONS FOR REMOVAL. There are a number of specific reasons for removing an officer/chairperson. They are directly related to job performance or to behavior that might affect the ability of an officeholder to perform these duties. See Article IV of the Bylaws of the CRSC for additional information about removal (Appendix A).

Several of the reasons for removal are in response to action by courts. If a person is declared mentally incompetent during his/her term, the CRSC may declare that office vacant. This generally means that he/she is unable to conduct any business on his/her own. An officeholder may also be removed if he/she is convicted of a felony during his/her term of office. An officeholder may also be removed if he/she is found by a court to have breached statutory duties related to a Director's code of conduct. Embezzlement or theft of CRSC and/or NA property would be examples of this.

Relapse is also considered grounds for removal. An officer/chairperson may be removed if he/she fails to attend two consecutive CRSC meetings or four meetings in his/her term of office (see Attendance Policy section for additional information). The CRSC may also remove an officeholder who is found to have not performed his/her CRSC duties in an acceptable manner (as defined in this Guide To Policy and in the Bylaws) for a period of four months (or for a lesser period of time if a serious difficulty is created in CRSC business). Please see the various sections of this Manual (including the Bylaws) for descriptions of the duties of officers and chairpersons. It should be remembered that the goals and duties of a subcommittee are the responsibility of that subcommittee's chairperson. When an officer or chairperson does not perform his/her duties, the work of the CRSC can be seriously threatened. There can even be legal ramifications since the CRSC is a corporation and has legally mandated responsibilities.

Examples of failure to carry out the duties of the office might be (but are not limited to):

- Failure of the RD to attend quarterlies or the WSC.
- Failure of the treasurer to write checks, make deposits, pay bills or taxes.
- Failure of the secretary to prepare and distribute minutes for CRSC meetings.
- Failure of the chairperson to preside at the CRSC meeting (even though he/she is in attendance).
- Failure of a subcommittee chairperson to hold meetings or carry on the work of his/her subcommittee (such as the failure of the Convention subcommittee to prepare to put on the regional convention).

- Failure of an officer or subcommittee chairperson to submit regular reports of his/her activities as an officer of the CRSC such as treasurer's reports or subcommittee reports.
- Theft of CRSC and/or NA property or embezzlement of CRSC and/or NA funds shall also be considered as failure to carry out the duties of an office.

REMOVAL PROCEDURE. The procedure by which the Board of Directors (CRSC) may declare a position vacant (remove an officeholder) is a three step process and proceeds as follows:

A. Initial Steps. When there are initial indications of problems, the CRSC Chairperson will make an initial investigation. Such an investigation will include an approach to the officer/chairperson (if possible). This initial investigation may be undertaken by another member of the Administrative subcommittee (Chairperson, Vice-Chairperson, Secretary, Secretary-Alt., Treasurer, Treasurer-Alt., RD and AD). The initial investigation may be requested by any voting member of the CRSC or may be undertaken by the Chairperson on his/her own initiative. The goal of this initial step is to determine if a problem exists and, if one does, attempt to correct it without further action. However, if further action is deemed necessary, the office holder will be suspended by the investigating member of the Admin. subcommittee pending the outcome of the investigation. Full duties will be reinstated to the officeholder if the investigation finds no misconduct or if no further action is deemed necessary.

B. Performance Committee Review. If, at the end of this initial investigation, the Chairperson (or investigating officer) feels that further action is necessary, he/she will then consult a Performance Ad Hoc subcommittee. Such a subcommittee will consist of eight members: CRSC Chairperson, Vice-chairperson, Secretary, Treasurer, RD, AD and two other voting members of the CRSC (selected by lot from a pool of volunteers). This Performance Subcommittee will determine if the matter is to be brought to the CRSC. Attempts should be made to correct any problem without any further action. At this point, the officer/chairperson will be given (when at all possible) an opportunity to review any proof that is being considered by the Performance Committee and will be allowed to explain his/her actions. It is strongly recommended that the Performance Subcommittee consider its actions very carefully, not only considering the welfare of the CRSC, but the rights of the individual. The Performance Subcommittee is urged to carefully consider the validity of any proof that is presented. Although this is not a legal procedure, common sense should be used in reviewing proof. For example, hearsay ("I heard him/her say...") should not be considered, nor should proof be used whose authenticity cannot be verified. The decision to submit the matter to the CRSC will be by a 3/4's established majority vote of the Performance Subcommittee (6 of the 8 members would have to vote to carry the matter to the CRSC).

At this point, a few words need to be said about confidentiality, documentation and dignity. Up through the vote by the Performance Subcommittee to refer the matter to the CRSC, all information about the process should be held in strict confidence. This means that the initial investigator and the members of the Performance Subcommittee should not discuss with anyone else what is being done and what has been found.

The CRSC Chairperson (or a spokesperson elected by the Performance Subcommittee) will make all necessary statements that are needed during the course of the process. The initial investigator and the Performance Subcommittee should carefully document all actions and findings in order to have a clear record of what has been done. Once the final phase of the process has started (see C. below), all documentation should be made available to the CRSC and should become a part of the minutes of the body. We should always remember that it is never the goal of the CRSC to persecute anyone. If an officeholder chooses to resign rather than to go through the removal procedure, we should allow him/her the dignity

to do so. If a resignation occurs, the removal procedure should stop at that point and any findings or documentation up to that point should be held in confidence.

- C. **CRSC Action.** When all attempts to correct a problem have failed, the Performance Subcommittee shall present a motion to the CRSC to remove the officer/chairperson and declare position vacant. This motion will need to be seconded by a voting member other than a member of the Performance Subcommittee. A member of the Performance Subcommittee will then submit the reasons and proof supporting the motion. The officer/chairperson will have an opportunity (if at all possible) to present reasons and proof of his/her own that supports defeat of the motion. The officer/chairperson will have an opportunity to cross-examine any witnesses or speak to the validity of any proof submitted by the Performance Subcommittee. Other members of the CRSC will be allowed to ask questions. Other debate on the motion will be by the normal procedures of the CRSC. After all questions, presentations and discussion, a vote will be taken by secret ballot according to normal CRSC voting procedures. In order to be passed, the motion to remove must obtain a 3/4's established majority vote (3/4's of those eligible to vote would have to vote in favor of the motion). The officer/chairperson may request a recount of the ballots in his/her presence. Once the motion is passed (and the tally verified), the removal is considered to take effect immediately.

AFTER AN OFFICER HAS BEEN REMOVED. Any motion to reconsider must come within six months and must be made by a voting member of the CRSC. Such a motion to reconsider would be handled according to current CRSC procedures, except that the motion does not have to be made by a member who voted in favor of the original motion to remove (see Rules of Order). At the end of the second vote or at the end of six months, the action will be considered to be final.

AMENDMENTS TO POLICY

Motions proposing amendments to the Guide to Policy must be submitted to the Policy Subcommittee for review and recommendation prior to a CRSC vote. The Policy subcommittee shall respond with a recommendation within 90 days. At this time, a 2/3 established majority is required to adopt the proposed amendment.

MISCELLANEOUS POLICY

Whenever the CRSC receives a request (through a motion) to nominate a member of the region to any world level position (present positions are for World Service Board or Human Resources Pool) the following procedure should be used:

1. Any nomination that pertains to a standing CRSC subcommittee be reviewed for recommendation by that subcommittee (the PI subcommittee would review a nomination for PI pool members, etc.). **(Pool members for subcommittees do not exist)**
2. If there is not a corresponding standing subcommittee to review a nomination (such as for Trustee (now WSB)), then the nomination should be reviewed by the Administrative subcommittee.
3. After review, the nomination should be brought to the floor of the CRSC in the form of a motion. This motion should be accompanied by a completed service resume for the nominee and a description of the position, its requirements (clean time, experience, etc.) and a financial impact statement (if the travel for the position is to be funded by the CRSC)(Note: **all positions are now funded via Worlds Services**)
4. The nomination would be treated as a special election and the normal election procedures will apply (refer to section on elections).

5. That any items that are presented to the (CAR) as coming from or endorsed by the Carolina Region be sent throughout the Regional Fellowship through the home groups of the Carolina Region for their approval

GENERAL POLICY

The policy of the CRSC is to provide authorized persons with adequate levels of transportation, lodging, etc. necessary to conduct regional business. It is the CRSC's intention that those representing the CRSC travel in reasonable comfort when on fellowship business. Funds for accommodations, transportation, etc. should be managed responsibly.

PROPER RECEIPTS

In order to be reimbursed, receipts must be submitted in the form of hotel bills, plane tickets, telephone bills, postage receipts, etc. If a receipt contains an amount not reimbursable, such as registration for an NA convention, please, designate this on the receipt, if it is not already noted. A written piece of paper simply listing the expenditures is not acceptable. A reimbursement form must be completed with receipts attached. For those situations in which the CRSC pays directly, the Regional Service Office will have the receipt and the trusted servant need not obtain one. The CRSC Treasurer will maintain records of cash receipts and disbursements using Generally Accepted Accounting Principles.

ADVANCES

If a situation occurs in which an advance is required, an itemized request for said advance should be forwarded to the CRSC treasurer for review. As advances are used, the receipts must be sent to the CRSC treasurer with a full explanation of how the funds were spent. Any unused funds shall be returned to the CRSC treasurer within 30 days of the end of the event for which the funds were dispensed. In no case will a second advance be issued until the receipts and unused funds, if any, are forwarded to the CRSC Treasurer.

NA MEMBERS AND OTHER TRUSTED SERVANTS

The CRSC cannot pay for persons other than those the budget allows. Sometimes interested NA members will attend a meeting or event with a CRSC funded trusted servant. If these members travel and/or stay with CRSC trusted servants, they must pay their own way. Financial liability will be determined by total travel cost divided by total number of persons involved. Along similar lines, if a CRSC trusted servant requests special accommodations, such as first class travel or a private room, the person requesting it must pay the additional cost. If non-CRSC trusted servants (i.e. spouses, RCM's, etc.) stay in a CRSC funded room, they will be required to pay equal portions of the lodging expenses during their stay.

CHECKING ACCOUNTS

All CRSC Regional funds will be held in accounts overseen by the CRSC Treasurer. The CRSC Regional checking account shall have at least three signatories of which two signatures shall be required on any check. These signatories shall not be financially interested or related parties and shall be approved by the CRSC upon election of a new CRSC Treasurer. The signatories will usually be the CRSC chair, the RD, and the CRSC Treasurer. Any application for checking accounts and signature cards must be sealed by the secretary and filed in the CRSO archives.

Convention Checking Account

The CRSC shall retain the convention committee checking account. The following policies apply to this account:

- The account requires two signatures.
- The signatories on the convention subcommittee account shall be the Regional Treasurer, the Convention Treasurer(CRSC Treasurer-alt) and the Convention Chair.
- For a period of, from 30 days after the convention to 90 days prior to the following convention, the account shall be capped at \$1,100.00 dollars. The excess of that amount shall be transferred to the regional checking account.
- The convention chair shall request from the O&F subcommittee and the CRSC Treasurer, within ninety (90) days of the convention, a transfer from the regional checking account to the convention checking account whatever funds are available, if any, from the convention seed money. This request must be reasonable and prudent given the planned convention activities.
- The convention subcommittee shall provide a full and final account of all financial transactions related to the convention no later than sixty (60) days after the convention. The format of such a report shall be determined by the regional treasurer-alt, who shall act as a liaison between the convention subcommittee and the regional treasurer.

PRUDENT RESERVE

The O&F subcommittee shall bring a recommendation establishing the prudent reserve for the year to the October CRSC meeting. The prudent reserve shall be established using the following formula: *(current (RSC/RSO Expense) budget (less Cost Of Goods Sold (COGS)) x .33) + (RSO stock x .33) +(COGS ÷ 12), total shall be divided by 4 (representing fiscal quarters).* The O&F chair and the CRSO office manager will determine the CRSO stock level based on a physical inventory performed on the last two (2) working days of the fiscal year. The CRSO will close on the last two (2) working days of the fiscal year for physical inventory count. The prudent reserve will serve as a cash flow mechanism and will provide a guideline for a reasonable target for cash position. The O&F Subcommittee will have the discretion to go below the prudent reserve amount as the business needs of the CRSC and CRSO dictate. **Changed 4/2/05 RSC, Motion 19-04/05 approved

BUDGETS

The O&F Subcommittee must receive all proposed budget worksheets and justifications from officers, subcommittees, or others for the next fiscal year no later than March 1 of the fiscal year prior to its approval. The CRSC Treasurer will provide a budget worksheet to all CRSC Officers, Subcommittee Chairs and Vice Chairs in order to facilitate the proposed budget package, hereafter; referenced as the "budget package". The O&F Subcommittee will review all proposed budget worksheets. The O&F Subcommittee may ask that any person presenting a budget appear before the O&F Subcommittee to answer questions or may convene a "budget meeting" of all persons requesting budget approval.

Any officer, subcommittee or others not submitting a budget by March 1 or not following proper budget approval procedures will be considered to have asked for the same budget as was submitted in the previous year. The O&F Subcommittee may adjust proposed budgeted amounts at the budget meeting and must make every effort to notify the affected CRSC officers or subcommittee chairs during that time. During the CRSC meeting at which the budget package is presented, adjustments to budgeted line items may be accomplished by a simple majority vote of the CRSC body.

All budget requests must include a thorough explanation for each line item, i.e. rent \$100.00 x 4 meetings of \$25.00 each. The CRSC may change line item budget amounts within each subcommittee without affecting the total amount of the budget. Requests for additional funds not covered under existing budgets or for budgets not approved in the budget package must be submitted in writing to the O&F Subcommittee for review and recommendation. The proposal will then be submitted to the CRSC for an approval vote.

The budget package will be voted on at the midsummer CRSC meeting. The annual budget, when approved, will serve as expenditure authorization. The CRSC Treasurer is authorized to distribute funds up to the budgeted amounts. The CRSC Treasurer will present a quarterly report of actual vs. budgeted expenditures.

Budget Process

Annually, CRSC subcommittees and officers shall prepare budgets for the upcoming fiscal year using the following guidelines:

- Determine the cost of travel, food allowances and lodging (An average may be used for air travel and ground transportation. The CRSC treasurer can generally provide averages based on the prior year's actual costs.)
- Determine the cost of travel, food and lodging for NAWS workshops.
- Determine cost of non-RSO publishing projects, estimating cost of copying and postage.
- Determine the committee administrative expenditures, such as telephone, copying (non RSO) and postage (non-RSO).
- Determine expenses for the GSR Assembly.

The O&F subcommittee will combine these budgets into a budget package. The budget package shall contain the following:

- Recommendations, if any, from the O&F subcommittee.
- The proposed budget for each officer and subcommittee.
- The current and past two years' budgets for each officer and subcommittee including a comparison of budgeted expenses to actual expenditures.
- Income and expense statements for the CRSC as a whole for the current year and the past two years.
- Projected CRSC income estimates for the coming fiscal year.

Budget Changes During the Fiscal Year

Budgets may be updated at any time during the year (i.e. trusted servants may seek additional funds during the year) but the O&F subcommittee must make a recommendation prior to the CRSC vote based on the priority list and the availability of CRSC funds. Additionally, the O&F subcommittee may recommend budget cuts during the year if CRSC fund availability decreases and, again, based on the priority list.

Line-item budget adjustments whether they change the total budget amounts, or not, must be submitted at the January** CRSC meeting for a vote of approval. **Changed 10/05, Motion 5-05/06

Non-Budgeted Funding Requests

Non-budgeted expenses must be approved by the CRSC after being submitted to the O&F subcommittee for its recommendation. Any expenditure exceeding or equal to \$1000.00, other than the donation to NAWS, must be referred back to the areas for home group approval.

Other budget requests not included within the original budget shall be presented to the CRSC, in motion form, at the January** CRSC meeting for a vote of approval.
**Changed 10/05, Motion 5-05/06

NAWS DONATIONS

Prior to each CRSC meeting, the CRSC Treasurer, having updated all accounts, will review with the O&F chairperson, an appropriate amount to be forwarded to NAWS and a recommendation and motion should be made at each CRSC Quarterly meeting. The full CRSC committee shall approve the amount of the donation. The CRSC Treasurer should forward the regional donation to NAWS within ten days of the CRSC meeting.

After the CRSC treasurer has determined the final profit of the regional convention, ten percent of those profits shall be sent directly to the NAWS.

REIMBURSEMENT

Reimbursement for CRSC budgeted expenditures will be handled by the CRSC treasurer. Only those expenditures specifically approved by the CRSC in the budget package are reimbursable.

Special workers or others requesting travel funding from the Carolina Region must submit informal, written reports to the CRSC, but need not attend these meetings. Their reports shall be included in the minutes.

Reimbursement Policy within the Geographical Boundaries of the CRNA

The CRSC will provide funds to assist officers and subcommittee chairpersons (including ad hoc chairpersons) for expenses related to authorized CRSC events and must be listed in the approved budget package. The CRSC Chairperson and Vice-Chairperson may, based on extenuating circumstances, waive the below guidelines and approve gasoline and motel expenses. Such a waiver must be ratified by a simple majority vote at the next CRSC meeting.

The CRSC may subsidize CRSC RCM's up to 50% of their expenses (with prior notice) for travel and lodging expenses.

TRAVEL EXPENSE: The CRSC Treasurer will reimburse gasoline expense for travel to approved CRSC meetings and events. Points of departure and destination must be designated along with starting/ending mileage and total number of miles driven. Incidental driving (i.e., for meals) is not reimbursable.

FOOD ALLOWANCE: All trusted servants required to attend CRSC quarterly meetings shall be reimbursed a maximum of \$10.00/day for food allowances (CRSC officers, subcommittee chairpersons and ad hoc committee chairs) limited to two(2) days.

LODGING EXPENSE: If an officer or subcommittee chairperson (including ad hoc chairpersons) must travel more than 150 miles (one way), they will receive two nights of lodging. If they must travel less than 150 miles but more than 50 (one way), they will receive one nights lodging. No reimbursement will be given for less than 50 miles (one way).

Reimbursement Policy outside the Geographical Boundaries of the CRNA

Travel outside the region (NAWS events, South East Zonal Forum meetings, SECAD or other events approved by the CRSC) will be funded using the following guidelines. The CRSC shall determine who is to be reimbursed through approval of the budget or special authorization. The O&F Subcommittee may recommend total funding, partial funding, or no funding for a proposed travel expense based on the priority list and the availability of funds, however, the CRSC shall have the final authority. Funding of trusted servants shall be prioritized as follows:

- Regional Delegate
- Alternate Delegate
- Subcommittee Chairpersons
- Special Workers
- Others

TRAVEL EXPENSE:

Air Travel

- All domestic travel must be booked in least expensive class for reimbursement. Any digression from the above will be the financial responsibility of the traveler.
- Air travel reservations and arrangements should be prepared as far in advance of travel dates, minimum 30 days, if possible.

Ground Transportation

- Fellowship Assistance: Although the local fellowship is neither responsible for, nor expected to, provide ground transportation, it is frequently possible to avoid some transportation costs by asking them for assistance. Such assistance should be arranged in advance and common sense and courtesy should be used in these situations.
- Airport Transfers: Whenever practical, the airport limousines or bus service should be used as transportation to hotels or meeting sites.
- Taxis: Taxis may be used whenever fellowship assistance, airport transfers or public transportation is unavailable or inadequate. Taxis and private limousines should be used as a last resort and only when they represent a more reasonable alternative.
- Privately Owned Vehicles: The CRSC Treasurer will reimburse mileage expense for travel outside the geographic boundaries of the CRNA. The amount of mileage expense that is authorized will be set during the annual O&F budget proposal meeting. The amount authorized for mileage expense is governed under the Federal Travel Regulations guidelines determined by the General Services Administration of the US Federal Government.

FOOD ALLOWANCE: Food allowance for any CRSC trusted servant traveling out of the region on behalf of the CRSC will be at the same rate as allowed by NAWS.

LODGING EXPENSE: Reimbursement of an officer, subcommittee chairperson, ad hoc chairpersons or special worker for lodging at all CRSC approved business or events outside the geographic boundaries of the CRNA shall be listed as authorized expenses

within line item budgets of the approved budget package for the CRSC trusted servants/subcommittee.

Reservations for lodging must be made by the trusted servants unless an officer or subcommittee is responsible for the reservation of rooms for the event.

Two people should share a room if at all practical. Generally if a single room is requested, the person making such a request will be expected to pay for the difference.

MISCELLANEOUS ALLOWANCES:

- Parking: All effort should be made to minimize parking expenses. Parking at airport terminals should be done in long-term parking. Expense allowances for parking are ONLY authorized for CRSC approved business or events outside the geographic boundaries of the CRNA.
- Gratuities: Gratuities associated with food expenses are reimbursable, but should not exceed 15% of the total food purchase.
- Entertainment: Reimbursement for entertainment purposes will not be allowed.

Other Expenses: All other expenses must be presented at the CRSC meetings in motion form for the approval process.

APPENDIX C:

CAROLINA REGIONAL MOTION FORM

Motion No.: _____

APPENDIX D:

SERVICE RESUMES

CAROLINA REGION SERVICE RESUME

Name:	Clean Date:
Address:	Phone:
Group Service (list position, dates served):	
Area Service (list position, dates served):	
Regional Service (list position, dates served):	
World Service (list position, dates served):	
Have you ever failed to complete a service commitment? _____ If yes, please explain why?	
Please list any other pertinent information:	
Are you currently employed full time?	
Can you travel in connection with this service commitment?	