

PLAIN STATES ZONAL FORUM



GUIDELINES AND POLICY

Revised August 2015

1. SPIRITUAL GUIDANCE FROM:

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

2. MEETINGS:

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

3. MEMBERSHIP:

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

4. OFFICERS:

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

5. ELECTIONS:

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

- d. Duty related skills may be appropriate. (e.g. Secretary, Treasurer)
- e. Removal of officers: See Section 7 “Business Conduct”

6. SUBCOMMITTEES:

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

7. BUSINESS CONDUCT:

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

8. FUNDS:

- a. The Zonal Treasurer is accountable for the receiving of monies and expenditures of the Zone
- b. New Treasurer will open account in local bank, with the least amount of fees, within 30 days of their incumbency
- c. The Zone is self-supporting
- d. The checking account is maintained and all funds be processed through this account
- e. Prudent reserve shall be set at \$1,000 with additional \$1,000 in operating expenses for a total of \$2,000
- f. All funds in excess of \$2,000 from Treasurer’s balance in physical report to be forwarded to NAWS
- g. A donation will be made to NAWS via the debit card within one week of a Zonal meeting
- h. Only donations from Narcotics Anonymous members, groups, areas, and regions will be accepted.

9. ZONAL MEETING, FUNCTION, FUNDS GUIDELINES:

- a. Start-up funds for the weekend event is \$300
- b. Only Zonal money is to be used at these events
- c. If the RD or RDA needs more than \$300 they must request it from the Treasurer – Treasurer must obtain approval from 2 members of the Zonal Board to forward the requested money if the funds are available and approval must be documented (This is in keeping the Zonal events self-supporting and not having to pay back regions for Zonal events)
- d. Zonal meetings will be 2-3 day events
 - i. Friday night recovery meeting

- ii. Saturday – workshops, issues that your region is dealing with
- iii. Saturday night – dance, speaker, auction, raffle, etc. (hosting RD and RDA to plan)
- iv. Sunday morning – Zonal business meeting
- e. Treasurer to bring \$100 in cash to Saturday night event for change for the door, raffle, etc.
- f. If Zone supplies money for meals, coffee, etc. this money comes back to the Zone (If a region, group, etc. supplied the money for these items, the money will go back to them)
- g. Non-zonal merchandise guideline - after PSZF fundraising or raffle is completed non-zonal merchandise can be sold

10. SUBCOMMITTEE GUIDELINES:

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

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

11. WEB SERVANT GUIDELINES

- a. Web servant is not required to be at the zonal forum as long as a report is sent.
- b. Web Servant Duties:
 - i. Keep website updated with:
 - 1. Archive Minutes
 - 2. Calendar of Events, location of events, Zonal Forum functions
 - 3. Regional Events
 - 4. Guidelines
 - 5. Trusted servant password protected area
 - 6. Workshop information from individuals within our Zone and “Locally Developed Resources”

12. DECISION MAKING

- a. ***Definition: Consensus Based Decision Making***
 - i. Consensus is defined as the decision making process used by the PSZF in which discussion and compromise are used to reach agreement. For example, if a proposal / topic is introduced to change, or create a practice of the Plains States Zonal Forum and consensus is not reached, the practice will continue as it currently stands or will not be implemented.
- b. ***Procedure: Consensus Based Decision Making***
 - i. Proposal / Topic is introduced
 - ii. The facilitator opens the dialogue. Begin with the maker of the proposal / topic.
 - iii. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion.

- iv. Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic in an effort to address expressed reservations or concerns.
- v. Facilitator asks for Consensus.
 - 1. There are four (4) positions an **RD** may take on a proposal / topic.
 - a. **ASSENT**: Agree with proposal / topic.
 - b. **ASSENT with RESERVATION**: Although there are reservations or concerns, the individual will trust and go along with the body's decision.
 - c. **STAND ASIDE**: Based in strong personal reservations which prevents support for the proposal / topic.
 - d. **BLOCK**: (NO) Based on spiritual principals expressed in our Traditions or Concepts. A block must be followed by speaking to the specific Tradition or Concept, which would be violated. A block will prevent a proposal / topic from being adopted.
 - i. A block may be overridden by the body: If the validity of a block is not questioned, the block will stand and the proposal / topic is not adopted. If the validity of a block is not questioned, the body must then reach consensus on whether the block should stand. The same process is used for this as for reaching consensus on the proposal / topic. If the block is overridden, the facilitator will again ask for consensus on the proposal / topic.
 - 2. **CONSENSUS** is reached when 80% of the RDs Assent or Assent with Reservation. The number which represents 80% shall be determined based on the number of RDs present at the start of old business

13. ZONAL NOMINATIONS TO THE WORLD SERVICE CONFERENCE

- a. Any nominees for WSC Co-Facilitator, Human Resource Panel Member or World Board Member must:
 - i. Meet the qualifications of position as outlined in the current Guide to World Services
 - ii. Have completed a current World Pool Information Form
 - iii. Understand the qualifications, terms and duties of each position.
- b. Potential candidates must be added to the agenda of the Plains State Zonal Forum business meeting.
- c. Potential candidates must be nominated by a current RD of the Plains State Zone.
- d. Potential candidates must submit a service resume to the PSZF.
- e. Service resume of nominees will be made available to all regions for review.
- f. Nominee must be available to answer questions by phone and/or email by members of any region.
- g. All nominees must be elected by 80% of those present and voting.
- h. PSZF will submit nomination(s) to the World Human Resource Panel prior to the required submission date with required forms and/or a zonal letter of recommendation.