

PRELIMINARY AGENDA

SATURDAY

- 9:00 - 10:20am Orientation
1. Opening statements
 2. Roll call & Regional Reports
 3. Chairman/woman Report
- 10:20 - 10:40am BREAK -----
- 10:40 - 12:00pm Review
1. W.S.O. Report
 2. Trustee Report
 3. Sub-committees Report
- Policy
Finance
Institutional
Public Relations
Literature
- 12:00 - 1:00pm LUNCH -----
- 1:00 - 2:30pm Guidelines
- 2:30 - 3:00pm BREAK -----
- 3:00 - 4:30pm Elections
1. Officers (Administration)
 2. Sub-Committee Chairman/woman
- 4:30 - 5:00pm Planning for Sunday
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SUNDAY

- 9:00 - 9:30am Review of Saturday
- 9:30 - 12:00pm Sub-Committee Meetings
- 12:00 - 1:00pm LUNCH -----
- 1:00 - 1:30pm Policy Committee Session
- 1:30 - 2:00pm Finance Committee Session
- 2:00 - 2:30pm Institutional Committee Session
- 2:30 - 3:00pm Public Relations Committee Session
- 3:00 - 3:30pm BREAK -----
- 3:30 - 4:00pm Literature Committee Session
- 4:00 - 4:30pm Administrative Committee Session
- 4:30 - 5:00pm Closing

WORLD SERVICE OFFICE REPORT

FISCAL YEAR '78-'79

STARTING BALANCE	\$ 210.00
DONATIONS	1032.93
SALES INCOME	7949.94
TOTAL	<u>9193.66</u>

PAID OUT.	
TELEPHONE.	645.76
MISCELLANEOUS.	313.93
MAILING.	956.57
OFFICE SUPPLIES.	1879.25
OFFICE EXPENSE.	1250.00
PRINTING.	2850.60
TOTAL	<u>7896.11</u>

BALANCE	1086.76
ACCOUNTS RECEIVABLE	500.00
DEPRECIABLE A S	500.00
BUILT UP INVE I	1300.00
TOTAL	<u>3386.76</u>
ACCOUNTS PAYABLE	225.00
TOTAL(NET WORTH)	<u>3161.76</u>

Total phone calls for year (Approx.) 2800

Starter Kits sent out for year 220 at cost of 5.00 each, total \$1100.00

PROPOSED GUIDELINES OF THE WORLD SERVICE CONFERENCE

I. INTRODUCTION

The purpose of these guidelines are to define and describe the World Service Conference. This can only be done by looking at the W.S.C. in relationship to the rest of our service structure. No service committee can function in isolation; It is dependent on all the other service units in the structure. A group can only exist if it has active members and it depends on an Area Committee for guidance. An effective World Service Conference depends on the strength of the whole service structure. In writing these guidelines, we have found it helpful to take a look at our service structure as a whole.

	<u>SERVICE UNIT RELATIONSHIPS</u>				
	Member	Group	Area Service Committee	Regional Service Committee	World Service Conference
WHO	any addict	members	G.S.R.	A.S.R.	R.S.R., Trustee, W.S.O. mgr., W.S.C. officers
WHY	stay clean	carry the message	support groups	support areas & groups	support & guide Fellowship
WHEN	daily	weekly	monthly	quarterly	yearly
WHERE	everywhere	community	area	region	world
POINT OF FOCUS (TIME)	PRESENT one day at a time	weekly needs	short range	medium range	FUTURE long range
IDEAS	conceive & decide	finds group conscience	clarify & transmit	improve & transmit	gathers & defines input
ACTION	do the work	supervise	implement	coordinate	initiate

PLEASE NOTE: N.A. business (ideas & actions) should always be dealt with at the earliest possible point in the service structure. This helps to keep the members, groups, etc., involved in N.A. as a whole.

II. WHAT IS THE WORLD SERVICE CONFERENCE?

The World Service Conference committee is established by and responsible to the Fellowship of N.A. Its purpose is to be supportive to the Fellowship as a whole, and to define and implement the policies of N.A. The W.S.C. does this by joining the members, Groups, Areas and Regions into a united Fellowship; by dealing with the problems and the needs of the Fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous. The W.S.C. does not make policy, it cannot because it is not a governing body.

1. The W.S.C. meets in the Spring of each year. The last weekend of April has been arbitrarily selected as a target date, however, the actual dates of the conference may vary slightly from year to year.
2. The site of the conference is within commuting distance (approx. 25 miles) of the World Service Office.
3. The participants of the W.S.C. consists of:
 - a. Duly elected World Service Conference Officers + Sub Committee
 - b. Duly elected Regional Service ^{Representatives} ~~Delegates~~ ^{Chairpersons} ~~in the absence of~~
 - c. Members of the Board of Trustees
 - d. The Manager of the World Service Office

note: An individual can only participate as one of the above; (e.g. A W.S.C. officer who is coincidentally a trustee can only participate as one or the other, not both).
4. Only conference participants are allowed to vote, make motions, or address the conference.
5. A person chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

6. All presentations, motions, statements, etc., will be made from the podium *and restated clearly by the chairman.*
~~or front table.~~ This is to facilitate taping the conference and to assure an accurate record of its proceedings.

7. Items for consideration at the conference must be submitted in writing to the conference.

III. The consensus of the World Service Conference is determined by a majority vote.

1. Each conference participant shall have one and only one vote.
2. Any item to be voted on shall be displayed in writing before the vote.
3. Prior to the actual vote, a voice vote, (yea/nea) will be taken to determine if the item is conference business or if it should be returned to each group for a "Group Conscience" vote.
4. Actual votes will be taken as follows:
 - a. The chairman will call for a voice vote.
 - b. If the outcome is unclear, if any participant challenges the judgement of the Chair, or if any participant challenges the validity of the vote in any way then a standing vote is called.
 - c. For a standing vote the Chairman will ask all in favor of the item to stand and remain standing.
 - d. The number of participants standing will then be counted by three independent counters (the tallies of these 3 counters must agree prior to continuing the voting process).
 - e. Those in favor will then be asked to sit, and the procedure will repeat for those opposed to the item in question.
 - f. The tally of those in favor and the tally of those opposed will be compared and the position in plurality will be declared.

note: In case of a close vote, the Chair will accept a motion for one recount or for disregarding the vote in favor of sending the item to the

Group level for the final decision.

- IV. Officers for the World Service Conference are elected each year, and begin serving upon the completion of the World Service Conference and to continue to serve until the close of the next years conference. They include the

1. Chairman/woman
2. Vice-Chairman/woman
3. Secretary
4. Treasurer

It is the responsibility of these officers to plan and arrange the next World Service Conference, to maintain lines of communication between conference participants, Sub-Committees, and Service Units throughout the year.

The duties of these officers are:

1. The Chairman/woman of the World Service Conference:
 - a. Presides over all of the activities of the W.S.C.
 - b. Has such powers and performs such duties as may be required, from time to time, by the W.S.C.
 - c. May appoint and define the duties of special sub-committees as authorized by the W.S.C.
2. The Vice-Chairman/woman of the World Service Conference:
 - a. Performs all the duties of and has all the powers of the Chairman in his/her absence.
 - b. Has such powers and performs such duties as may be required, from time to time, by the W.S.C.
3. The Secretary of the World Service Conference:
 - a. Keeps a record of the proceedings of the W.S.C.
 - b. Prepares and publishes accurate minutes of the W.S.C. within three (3) months of the conference.

4. The Treasurer of the World Service Conference:

- a. Keeps an accurate record of the financial transactions of the W.S.C.
- b. Prepares and presents a yearly financial report at the conference.
- c. Is responsible for any and all W.S.C. bank accounts.
- d. Dispenses monies as needed throughout the year to W.S.C. officers or subcommittees, however, all cash disbursements require the approval of the Administrative Committee.

These officers are elected by the following proceedings:

1. Nominations for any elective World Service Conference position are accepted from the conference participants.
2. Nominations must be seconded.
3. The nominee is entitled to decline the nomination.
4. The names of the nominees are posted prior to the vote and each nominee will briefly qualify.
5. A standing vote is taken and repeated until a single nominee receives the majority support of conference participants.
6. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

V. In order to minimize the time spent discussing and debating within the conference as a whole a Sub-Committee system is used by the World Service Conference. All input to the conference including questions, ideas, motions, suggestions, etc., is directed to a specialized committee. These committees are the following:

1. Administrative Committee
2. Policy Committee
3. Finance Committee

4. Institutional Committee
5. Public Relations Committee

A. The basic purposes of these committees are to collect, clarify, define and state the decisions of the Fellowship within specific areas of concern, and to initiate and coordinate actions based on these decisions. Just as the W.S.C. as a whole does not make policy, these committees DO NOT govern. They are, instead, the servants of the Fellowship performing a necessary task.

1. The World Service Conference Administrative committee consists of the newly elected W.S.C. officers and the officers of the current W.S.C. This committee serves the administrative needs of the W.S.C. (e.g. locates and arranges for the next W.S.C.O.
2. The World Service Conference Policy committee deals with those things which are the policies of N.A.. The general policies of N.A. are expressly stated in the Traditions, however, the application of these traditions is the concern of this committee.
3. The World Service Conference Finance committee is concerned with the utilization of funds within N.A. to further our primary purpose.
4. The World Service Conference Literature committee deals with our primary purpose as it is achieved in writing. This committee seeks the input of the Fellowship, compiles this input, and presents it to the World Service Conference.
5. The World Service Conference Institutional committee deals with those things relating to N.A.'s relationship to institutions (e.g. prisons, jails, drug programs, hospitals, and clinics). It's goal is to encourage our primary purpose in these places (e.g. how can we better carry the message to those who cannot come to us).

6. The World Service Conference Public Relations committee deals with how N.A. interfaces with society; N.A.'s image, and how we can get those outside of the Fellowship to carry our message to addicts we cannot reach. This committee deals with matters of attraction through the media. (e.g. supplies regions and areas with the information necessary to initiate public information campaigns).

B. The sub-committees of the W.S.C. are guided by the following:

1. These committees are chaired by a conference participant elected to the position during the conference.
2. Each committee includes at least one Trustee.
3. No committee has a preponderance of members from any particular geographic area or region.
4. Committees are composed of conference participants who may appoint additional committee members as needed.
5. The committee will discuss each item of input during the committee sessions. The committee will then draft a brief report on the discussion (including all important points, both pro and con), the report will later be presented to the W.S.C. as a whole.
6. The discussion of a committee need not be limited to specific input they have received, but each particular committee is expected to limit itself to its area of specialization.

note: It is important that we remember that these committees cannot do the day to day work (the policy comm. doesn't actually make policy, the finance comm. doesn't actually provide funds; the lit. comm. doesn't actually write lit; the instit. comm. doesn't actually visit jails and the P/R comm. doesn't actually do P/R work . Only the members can do these things.)

VI. BASIC FORMAT OF THE WORLD SERVICE CONFERENCE

Session One

- A. Opening**
- B. World Service Conference officers report**
- C. World Service Business report**
- D. Sub-Committee reports**

Session Two

Elections of officers and Committee chairmen

Session Three

Committee Deliberations

Session Four

Committee presentations to World Service Conference

Session Five

Committee planning

Session Six

Closing

VII. AMENDMENTS TO THE GUIDELINES

- 1. Any section or sections of these guidelines may be amended at any time by a 2/3 majority vote of the World Service Conference.**