

Rocky Mountain Region Nar-Anon Family Groups Guidelines Known as RMR Guidelines

<u>Table of Contents</u>	<u>Page</u>
Statement of Purpose	4
Rocky Mountain Region Nar-Anon Family Groups (RMR NFG)	4
Region Meetings and Other Information	5
Rocky Mountain Region Areas	6
Methods and Practices for General Business	7
- RSC Meetings	7
- The RSC	7
- RSC Spiritual Guidance	7
- RSC Rotation of Service	7
- Trusted Servants	8
- Timeline for Key Business Events	8
- Rocky Mountain Region Geographical Boundaries	8
- RMR NFG Financial Policies	8
A. Budgeted Funds	9
B. Budget Changes	9
C. Non-Budgeted Funds	9
D. Expenditures	9
E. Contributions to WSO	9
F. Bank Accounts	10
G. Absence of The Treasurer	10
H. Maximum Individual Contributions	10
- Corporation Recordkeeping	10
- Recorded Minutes	10
- RSC and Assembly Reports	10
- Assembly Quorum	11
- Open Discussion	11
- Motions	11
- Guidelines for Dispute Resolution	13

Assembly Methods and Practices	14
- Assemblies	14
- Interim Assemblies	14
- GSR Registration Procedure	14
- Voting	15
- Single Candidate	15
-Ratifying Appointments	15
-Procedure to Waive Qualifications	15
-Suspension/Removal of Elected Trusted Servants	15
-RSC Election Procedures	16
A. Purpose	16
B. Who Can Vote in a Regional Assembly	16
C. Method of Voting	16
Face to Face	16
Virtual	16
D. Election Order	17
E. Voting Procedures for all Trusted Servants (Option A)	17
F. Voting Procedures for all Trusted Servants (Option B)	18
Election Chart	20
Trusted Servant Duties	21
-Board of Directors (RMR NFG)	21
-Regional Service Committee (RSC)	21
-Continuous Service in Nar-Anon	21
-Chair	22
-Vice Chair	22
-Secretary	23
-Treasurer	23
-Regional Delegate and Alternate Delegate	24
-Alternate Treasurer	26
-RSC Subcommittees	26
Outreach	26
Outreach Property Coordinator	26
Hope Line	27
Technology.....	27
Digital Content / SEO	27
Events	27
Convention	27
Day of Sharing (DOS)	28
Ad Hoc Events	28
Literature Development	28
Narateen	28
Ad Hoc Subcommittees or Task Forces	28
Maintenance of Bylaws or Guidelines.....	29
General Background	29

Revision History 30

Appendices

Abbreviations and Acronyms 30
12 Steps 31
12 Traditions 32
12 Concepts 33

Key References

- RMR NFG Bylaws
- Recordkeeping Policy
- GSR Orientation
- RMR Narateen Policies and Guidelines
- Hope Line Guidance
- Cheat Sheets for Robert’s Rules of Order

Rocky Mountain Region Nar-Anon Family Groups Guidelines Known as RMR Guidelines

Statement of Purpose

Rocky Mountain Region Nar-Anon Family Groups (RMR NFG) is an organization of trusted servants with the intent and purpose of providing services to the fellowship it serves. It is an unconventional organization in that its leadership is meant to serve, never to govern or become the seat of wealth or power. The representative leadership is elected by the fellowship to limited terms, and the ultimate authority and responsibility for the entire fellowship are retained by the groups. The fellowship adheres to the 12 Steps, 12 Traditions and 12 Concepts of Nar-Anon Family Groups not as rules of law, but as guiding principles that maintain consistency throughout the worldwide fellowship.

The fellowship responsible for the RMR NFG resides in the state of Colorado in the United States. All voting representation from respective groups and elected trusted servants are members of registered Nar-Anon Family Groups residing within the geographic boundaries so defined, which hereafter shall be referred to as the Rocky Mountain Region (RMR)

The RMR NFG Bylaws and Guidelines guide the region in organizing its services, including but not limited to voting and election procedures, the function of Assemblies, developing and maintaining subcommittees, and hosting state and regional conventions. As a reference, members may also look to the Nar-Anon Guide to Local Services (GLS) or Guide to World Services (GWS), published by Nar-Anon Family Group Headquarters, Inc. The GLS and GWS provide information about the principles and practices throughout the worldwide fellowship of Nar-Anon, while the RMR NFG Bylaws and Guidelines clarify the region's specific procedures adopted through years of experience.

Rocky Mountain Region Nar-Anon Family Groups

- A. Maintains ongoing communication with the World Service Office (WSO) and World Service Conference (WSC)
- B. Holds Assemblies and Regional Service Committee (RSC) meetings
- C. Elects a Delegate to the World Service Conference
- D. Elects regional officers
- E. Maintains a bank account for the RSC
- F. Maintains local mailing address/P.O. Box
- G. Encourages and approves compliant use of the Nar-Anon logo and trademark guidelines as set forth in the GWS

Region Meetings and Other Information

Name	When	What occurs
Winter Assembly	3 rd Saturday in February	Annual Budget, CAR Votes, Reports, Subcommittee Elections, Open Discussion/ Business
Summer Assembly	3 rd Saturday in July	RSC Officer Elections, Annual Group Reports, Motions for CAR, Open Discussion/ Business
RSC Meetings	10 times a year. 1 st Tuesday of Jan, Feb, April, May, June, July, Sept, Oct, Nov, Dec	

Mailing address:
 Rocky Mountain Region Nar-Anon Family Groups
 2443 S University Blvd
 #260
 Denver, CO 80210

Website: www.naranonrm.org

Email Domain: naranonrm.org

chair@naranonrm.org
vicechair@naranonrm.org
delegate@naranonrm.org
altdelegate@naranonrm.org
secretary@naranonrm.org
treasurer@naranonrm.org
alttreasurer@naranonrm.org
hope@naranonrm.org
hopechair@naranonrm.org
outreach@naranonrm.org
property@naranonrm.org
convention@naranonrm.org
doschair@naranonrm.org
ntchair@naranonrm.org
ntpp@naranonrm.org
technology@naranonrm.org
sponsorshipcommittee@naranonrm.org
literature@naranonrm.org
digitalSEO@naranonrm.org
houseparty@naranonrm.org
cruise@naranonrm.org

The RMR Hope Line numbers are 1-888-307-9890 or 720-222-5520
The auto reply Hope Line email is hope@naranonrm.org

RMR NFG digital holdings include:

- Main Zoom Link (500 people)
- Clubhouse Zoom Link (100 people)
- EventBrite
- eVoice (Hope Line)
- Google Suites
- PayPal
- QuickBooks
- Tech Soup
- Zelle (Not activated)
- Vista Print
- Ionos (Website)
- Esurveyspro
- Canvapro
- YouTube

Rocky Mountain Region Areas

Areas are convenient segments into which a region may be divided. Approval for the formation of an area rests solely with the groups within the proposed area. Groups interested in participating in an area can take a group conscience to decide if they wish to be part of an area.

If this is a new area or an area that is not currently active, the interested groups can meet to elect area officers. Following the election, the Area Service Representative (ASR) contacts the RSC Secretary and the WSO to register the area and its officers.

See the GLS for more details on the area service structure.

Methods and Practices for General Business

RSC Meetings

RSC meetings are held to conduct the business of regional and area matters as described below. These meetings are attended by officers, ASRs, regional subcommittee chairs, the Narateen Process Person (NTPP), the Delegate, Alternate Delegate, and the GSRs. All Nar-Anon members are welcome to attend. At the discretion of the Chair, speaking by non-voting members may be limited.

The voting members are the officers (Chair, Vice Chair, Secretary, Treasurer, and Delegate); GSRs; Alternate Delegate; subcommittee chairs; and others as the region may deem appropriate.

The RSC

- Hears and discusses region and area reports
- Hears subcommittees' reports and reviews their activities
- Hears and discusses the Delegate's report
- Reviews ways of keeping the groups informed and unified
- Establishes subcommittees
- Develops policies for Assembly approval
- Develops the region's budget
- Raises funds for the Delegate's equalized travel expenses to attend the WSC

RSC Spiritual Guidance

The region shall be guided by the principles of unity, group conscience, and the spiritual nature of the RMR NFG.

In all of its actions, the region shall use and consider the following documents:

- The 12 Traditions
- The 12 Concepts of Service
- The GLS and GWS
- A current edition of parliamentary procedures (Robert's Rules of Order)
- Past region motions
- The RMR NFG Bylaws
- The RMR NFG Guidelines

RSC Rotation of Service

The spiritual principle of "rotation of service" is embedded in the RMR NFG's commitment to serve and never govern. The central principles of humility, trust, faith, and unity are the foundation of a rotating service structure. Everyone has an equal opportunity to serve, while our fellowship benefits from the gifts of all its members. As servants to the fellowship, members improve their ability to collaborate, cooperate, and communicate.

The RMR NFG is not organized in the traditional sense of the word; it instead relies on a loving Higher Power as expressed in our group conscience as its sole authority. Rotation of service represented by a maximum of two (2) terms for officers and three (3) terms

for subcommittee chairs ensures our leaders avoid becoming entrenched, fixed, or authoritarian in their positions.

We put unity and common welfare above individual interests when outgoing trusted servants mentor, support, guide, and encourage the newly elected.

Trusted Servants

In keeping with Tradition Two and Concept Twelve, it's vital to the health of the RSC service structure that members hold one office at a time. RSC officers may only serve two (2) consecutive terms in the same position. Subcommittee chairs may serve up to three (3) consecutive terms in the same position. The Delegate is elected for a single term. If the Alternate Delegate assumes the role of Delegate for more than three (3) years, that is considered a full term, and they may not stand for reelection.

Timeline for Key Business Events

2 nd Tuesday in January	Budget due to the fellowship
1 st of February (Option A Only)	Notify chair if standing for a position
1 st Monday in February	Winter Assembly Agenda due to the fellowship
3 rd Saturday in February	Winter Assembly
May 1 st	File IRS tax form 1023ez
1 st of July (Option A Only)	Notify chair if standing for a position
1 st Monday in July	Summer Assembly Agenda due to the fellowship
3 rd Saturday in July	Summer Assembly
December 1 st	File Colorado Periodic Report

Rocky Mountain Region Geographic Boundaries

The RMR Geographic Boundaries include face-to-face groups in Colorado and virtual meetings using the RMR NFG virtual accounts. To register a group with the RMR, email the form on page thirty-five (35) of the appendices to the RMR NFG Secretary at secretary@naranonrm.org.

Members looking for information on starting a meeting can consult the GLS section on *How to Start a Nar-Anon Group*. The GLS offers a variety of suggested meeting formats and details the recommended group structure. The GLS is a necessary resource for groups and members of RMR NFG.

RMR NFG Financial Policies

Every RMR NFG banking account requires applicable checks and balances, including without limitation those referenced below:

1. Members of the Board of Directors are the authorized signatories on all RMR NFG bank accounts.
2. Check payments require the consent of any two (2) Board of Directors. Checks are not to be pre-signed.

3. Electronic and debit card transactions require the consent of any two (2) Board of Directors.
4. Large cash deposits over \$200 must be counted and verified by two (2) members.
5. The Board of Directors will routinely work with the Treasurer to remain current on financial transaction methods.
6. Members of the Board of Directors must consent to expenditures that exceed a subcommittee's budget.

All monies accumulated from area and group contributions and other Nar-Anon sources shall be maintained in a bank account and distributed as follows:

A. Budgeted Funds

- RSC, Assembly, and workshop expenses
- Delegate's equalized expenses and incidental expenses incurred while attending the WSC
- If WSC is held virtually, reasonable expenses for necessary tools in support of their attendance
- Subcommittees' expenses
- RSC officers' expenses
- Miscellaneous expenses, such as photocopies and postage
- P.O. Box or brick-and-mortar mailing address
- A digital archive storage fee
- Internet based software
- Special workers as needed
- Prudent reserve
- Other expenses as approved by an RSC Assembly

B. Budget Changes

All motions requiring modifications to the approved budget require a two-thirds (2/3) majority of the voting Assembly members. The Chair may call such a Special Assembly as needed.

C. Non-Budgeted Funds

Non-budgeted funds are unanticipated opportunities or expenses within an approved budget category. The RSC may approve non-budgeted funds with a two-thirds ($\frac{2}{3}$) majority vote. The Treasurer may not reimburse non-budgeted costs without an approved motion from the RSC.

D. Expenditures

The Treasurer must record all RSC expenditures. Expenditures greater than \$25.00 require a receipt or proof of payment. A written statement describing minor expenses is sufficient for reimbursement.

E. Contributions to WSO

As a member of the worldwide fellowship of Nar-Anon, the RMR NFG will make contributions to the WSO whenever possible.

F. Bank Accounts

The RMR NFG shall maintain a prudent reserve to cover certain expenses. The prudent reserve is defined by Assembly and includes but is not limited to sufficient funds:

- a) To cover unforeseen increases in budgeted expenses
- b) To offset unanticipated declines in contributions and
- c) To cover three (3) months of the region's usual and customary expenses.

Contributions shall be maintained in bank accounts. Accounts shall be readily available to officers having signature authority. Contributions made to the RMR NFG shall be deposited into an appropriate account no later than thirty (30) days from the date of receipt.

The RMR NFG may establish and maintain three (3) bank accounts: a general fund, prudent reserve, and convention. Additional accounts for specific needs may be added at the discretion of an RSC Assembly.

G. Absence of the Treasurer

In the Treasurer's absence at an RSC meeting, Assembly, or region event, the Chair, Vice Chair, or Secretary shall take custody of all monies collected.

H. Maximum Individual Contributions

Our Seventh Tradition states, "Every Group ought to be fully self supporting declining outside contributions." Only Nar-Anon Members may contribute to the Rocky Mountain Region. No contribution is too small, however, to ensure the spiritual nature of Nar-Anon all members are limited in the maximum amount they may contribute.

- \$200 USD per individual contribution
- \$2,500 USD per year
- \$5,000 USD one-time legacy from a Nar-Anon Member

Corporation Record-Keeping

The Board of Directors each have access to the following documents:

- All internet/digital accounts and passwords
- Emails and passwords
- Website access
- Bank accounts
- Debit cards

The RMR NFG, as part of its incorporation, executed a recordkeeping policy. See that document for additional direction.

Recorded Minutes

Written or electronic records of all meetings are kept and distributed to members of the RSC and Assembly. Upon request, any Nar-Anon member may receive a copy of the minutes. The RMR NFG will not conduct official business without a written record of the transactions. Minutes are archived according to the corporation recordkeeping policy.

RSC and Assembly Reports

1. All verbal reports given during Assemblies should be clear, concise, to the point, and limited to five (5) minutes.
2. All verbal reports from RSC officers and subcommittee chairs must be accompanied by written reports. Written reports must be submitted prior to an Assembly and emailed to the RMR NFG Secretary.
3. Motions may not be made during committee reports, and questions are limited. Items requiring substantial discussion, resolution, or motions are discussed solely during the new business portion of an Assembly.

Assembly Quorum

A quorum is determined by the number of voting members present at the time of any roll call. Thirty percent (30%) of the registered GSRs of the RMR NFG present at an Assembly shall constitute a quorum.

A vote of fifty-one percent (51%) of attending GSRs shall be required to pass any issue brought before an Assembly.

Open Discussions

Agenda and other business items are subject to an open exchange discussion. The available time, the Chair's recommendations, and the will of the body influence the length of these discussions. The purpose of these discussions is to invite a collective Higher Power into the decision-making process. Such discussions help carefully consider all viewpoints and determine the group's conscience.

Motions

Motions arise organically from open exchange discussions, and when seconded, debate begins. A debate is a formal discussion on a particular motion in which opposing arguments are advanced.

The RMR NFG officers, alternate Delegate, GSRs and subcommittee chairs shall act as effective leaders and trusted servants when making decisions and setting policies on behalf of the groups. The use of motions provides transparency and accountability to the groups vested with responsibility and authority for Nar-Anon services.

1. Motions brought to the floor for debate must be made by a voting member.
 - a. A clearly stated motion with a second and recorded by the Secretary is open for debate.
 - b. A motion without a second is lost.
 - c. Until the Chair states a motion; the mover may withdraw or modify it without asking for consent.
 - d. If a motion is modified, the seconder may withdraw their second.
 - e. After the Chair states the motion, the body owns it, and the maker can neither withdraw nor modify it without the body's consent.
2. The debate opens when the Chair says, "There is a motion on the floor to (describe motion) and it has been seconded. Is there any debate on this motion?"
 - a. The debate must focus on the topic of the motion.

- b. When speaking, each person must state their name and their intention by saying if they are "speaking in favor of" or "speaking in opposition to" the motion.
2. Speakers wait to be recognized by the Chair. The Chair calls on members of the body in the order they raise their hands.
 - a. At their discretion, the Chair may equitably limit the time for speakers' remarks for and against a seconded motion.
 - b. When a motion is debated, the member making the motion retains the right to speak first and last in favor of the motion.
 - c. Speakers must be clear, to the point, and courteous.
 - d. Individuals may speak one time per motion until all others who wish to address the matter have the opportunity to do so.
 - e. An individual may speak twice only if the Chair calls on them to address a question.
 - f. The Chair shall make every attempt to ensure that persons who have not yet spoken have the opportunity to speak, ensuring the body hears and considers all viewpoints.
3. If a member has a question, they raise their hand and wait to be recognized by the Chair.
 - a. Once recognized, the member states, "Point of information. I would like to ask a question."
 - b. The Chair will either answer the question, ask the Secretary to re-read the motion, or recognize the appropriate person to answer the question.
 - c. The discussion then returns to its regular order per the Chair's directions.
4. Anyone with a voice may amend a motion during the debate. The motion maker can choose to accept or reject the amendment.
 - a. When making amendments, use the terms strike, insert, or add to describe the change.
 - b. Amendments do not require a second.
 - c. Once appropriately recorded, the Secretary reads the motion as amended, and a debate ensues on either the amendment or the amended motion as determined by the Chair.
5. The Chair may interrupt someone under the following conditions:
 - Speaking off-topic
 - Speaking out of turn
 - Speaking too long
 - Repeating previous points at length
 - Abusive or intentionally harmful commentary disruptive to the spiritual intention of the fellowship
6. The Chair or any voting member of the body may ask to "lay on the table" any motion until a later date.
 - a. This action requires a motion, a second, and is not debatable.
 - b. A simple majority is all that is required to table a motion.
 - c. If no one "takes it from the table," the Chair will add the motion to unfinished business on the next meeting agenda.
7. Any voting member may ask to "call the question."

- a. At this point, the Chair asks the body for a motion to close the discussion, which requires a second, is not debatable, and requires a two-thirds ($\frac{2}{3}$) majority to pass.
 - b. If the motion passes, the debate ends immediately, and the body votes on the motion as stated.
8. Before a vote, the Chair will ask the Secretary to re-read the motion.
9. Upon completion of a vote, all members of the minority opinion have the opportunity to speak.
 - a. If the lone voice swayed a member of the voting majority, the majority member may make a "motion to reconsider" the vote.
 - b. Anyone may second the motion.
 - c. The reason to reconsider is clarified by the lone voice or the swayed member.
 - d. Debate is limited to the reasons for the motion's reconsideration, and the motion to reconsider requires a simple majority to pass.
 - e. A motion may be reconsidered only once.
 - f. If the "motion to reconsider" passes, a second vote is held, and the results are final.
10. In case of a tie vote on any motion, a body of three RSC officers (Chair, Treasurer, and Secretary) shall cast one vote each to decide the issue. If one or more of these officers is absent, the Vice Chair, Delegate, and Alternate Delegate, in this order, shall vote in place of the missing officer(s). Tiebreaker privileges do not apply in actions requiring a two-thirds ($\frac{2}{3}$) majority.
11. All motions and their outcomes are documented in the minutes.

Guidelines for Dispute Resolution

In any dispute between members about the activities of the RMR NFG, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the conflict between themselves, they shall bring the matter to the attention of the applicable service body. If it is determined that the matter affects the purposes of the RMR NFG, the RSC Chair should be approached. The Chair may choose to submit the matter to a vote by the members of the RSC or for discussion at an Assembly.

It is not the business of the RMR NFG to resolve personal disputes or to dictate in any way the conduct of its members. Neither the RMR NFG nor Nar-Anon Family Group Headquarters, Inc. holds any governing authority or retains any responsibility for the members they serve.

Per the 12 Concepts of Nar-Anon Service, the service structure comprises trusted servants who represent and are accountable to the fellowship, which holds ultimate responsibility and authority for all regional services. The responsibility and authority delegated to the trusted servants of the RMR NFG are to take actions and make decisions regarding the development and execution of supportive services, which empower the fellowship to provide its most important service to the community: the practice of the 12th Step.

Methods and Practices for Assemblies

Assemblies

The RMR NFG holds two annual Assemblies, the first in February and the second in July. Officers of the RSC, the Delegate and Alternate Delegate, the region's GSRs, ASRs, and subcommittee chairs attend Assemblies. Assemblies are open to all members of Nar-Anon. However, at the discretion of the Chair, speaking by non-voting members may be limited.

A vital link between family groups and the RMR NFG, an Assembly enables members to conduct the following business:

- Approve the RMR NFG budget developed by the RSC
- Elect officers of the RSC, Delegate, Alternate Delegate, Alternate Treasurer, and subcommittee chairs
- Transacts such other matters as necessary
- Set policies for the RMR NFG
- Hear RSC officers', area, and subcommittee reports
- Hear the Delegate's report
- Receive, discuss, and vote on proposed motions for submission to the WSC committee
- Review and vote on the CAR
- Formally provide a vote of confidence to the Delegate or Alternate Delegate to vote their conscience at the WSC on items not in the CAR

Interim Assemblies

Interim Assemblies may be convened by a member of the Board of Directors, as needed, between regularly scheduled Assemblies to discuss matters affecting the Rocky Mountain Region.

Notice of each Interim Assembly stating the date, time, place of the Assembly and a description of the purposes of such meeting shall be provided to each GSR by telephone, electronic mail, or another form of wired or wireless communication (and the method of notice need not be the same for all GSRs) at least ten (10) business days prior to such meeting. A GSR may waive notice of any meeting before or after the time and date of the meeting stated in the notice.

GSR Registration Procedure

The RSC provides registration forms at each Assembly. A volunteer is responsible for registering voting GSRs, alternate GSRs, and group substitutes.

Voting privileges are recognized when the GSR registration form is submitted to the RSC Secretary prior to or upon arrival at an Assembly.

Voting

Each GSR in good standing shall be entitled to one (1) vote at Assembly on such matters as set forth in the GLS or as otherwise determined by the Board of Directors. Cumulative voting is not permitted.

Except in the case of any matter specifically set forth in the Bylaws or Articles of Incorporation, a vote of fifty-one percent (51%) of the GSRs present at a meeting at which a quorum exists shall be required to pass any issue brought before the GSRs at Assembly.

Single Candidate

If there is only one candidate, a vote to elect that candidate still takes place. GSRs may vote to keep the position vacant by casting blank ballot slips as their votes. If the "blank slips" win, the RSC Chair may appoint someone to the position for later ratification.

Ratifying Appointments

When the RSC Chair appoints a trusted servant, the RSC or Assembly must ratify them before they are entitled to vote. A secret ballot during general business at an Assembly or a meeting of the RSC is necessary. It requires a two-thirds ($\frac{2}{3}$) majority vote in favor of ratification.

Procedure to Waive Qualifications

When a member does not meet the qualifications for the position in question, the Assembly has the option to waive the qualifications via a motion, second, and debate followed by a two-thirds ($\frac{2}{3}$) majority vote. However, no waiver vote shall void or nullify the qualifications required of other current or future officeholders.

Suspension/Removal of Elected Trusted Servants

Before initiating any formal action to suspend or terminate a trusted servant's term, the service body shall exercise all reasonable efforts to seek the trusted servant's recommitment or voluntary resignation.

The members of the service body may vote to suspend or remove an elected trusted servant at any time, only for a good cause and following a hearing. Reasons for removal or suspension may include actions involving a severe breach of the Principles, Traditions, or Concepts of the Nar-Anon Family Groups, or a disability that causes the trusted servant to be functionally incapable of exercising their voting rights or reasonably fulfilling the position's requirements.

A Special Assembly to consider removing a trusted servant may be called. The notice of the meeting shall state that the issue of possible suspension or removal of the trusted servant is on the agenda. The trusted servant shall have the right to present an argument at the meeting for why they should not be suspended or removed.

At the meeting, the service body shall consider all possible arrangements for resolving the problems, weighing the interests of the service body and the trusted servant. A trusted servant may be suspended or removed by the affirmative vote of two-thirds ($\frac{2}{3}$) majority of the voting members of the service body.

RSC Election Procedures

Elections for RSC officers, Delegates, and subcommittee chairs are held during RSC Assemblies, in either February or July. All GSRs, as voting members, are encouraged to attend.

A. Purpose

The RMR NFG regularly holds elections to determine who will act as its trusted servants. This document states the procedures that reflect the conscience of the RMR NFG on the election process for its trusted servants.

B. Who Can Vote in a Regional Assembly?

The RMR NFG voting members are the GSRs or designated Alternate GSRs of its constituent Nar-Anon Family Groups, organized and functioning in keeping with the Traditions and Concepts of the Nar-Anon fellowship and registered with the RMR NFG on the day of an Assembly.

Registered GSRs and Alternate GSRs vote to elect RSC officers, subcommittee chairs, the Delegate, and the Alternate Delegate. In the event that any of the aforementioned voting members hold more than one position vested with voting rights, such members will be limited to a single vote each. Also, no voting right may be transferred by written proxy to another voting member such that any member holds rights to more than one vote.

C. Method of Voting

Face to Face

1. The elections for RMR NFG trusted servant positions shall be done by secret paper ballot.
2. A neutral, non-voting member is selected to collect and tally the votes.
3. The nominees and candidates leave the room.
4. Voting members cast a secret ballot vote by placing the name of their candidate in a hat.
5. The total number of ballots shall be counted to ensure there are not more ballots cast than voting members established by the quorum.
6. The neutral, non-voting member will count the votes and announce the newly elected candidates.

Virtual

1. The elections for RMR NFG trusted servant positions shall be conducted by direct message.
2. A neutral, non-voting member is selected as the host. Chat is then enabled for the neutral member only.
3. The nominees and candidates leave the virtual room (to another virtual room).
4. During a ballot vote, each voting member sends a direct message with the name of their candidate.
5. The total number of ballots shall be counted to ensure there are not more ballots cast than voting members established by the quorum.
6. The neutral member counts the votes and announces the newly elected candidates.

D. Election Order

These trusted servants are elected at the July Assembly in the following order:

- RSC Chair
- RSC Vice-Chair
- RSC Secretary
- RSC Treasurer
- WSC Delegate
- Alternate Delegate
- Alternate Treasurer
- Day of Sharing Chair

These trusted servants are elected at the February Assembly in the following order:

- Outreach
- Technology
- Hope Line
- Outreach Property Coordinator
- Narateen
- NTPP
- Literature Development
- Digital Content / SEO

E. Voting Procedures for all Trusted Servants (Option A)

Majority Vote

The Majority Vote Method, fifty-one percent (51%), is required to elect a position with RMR Nar-Anon Family Groups. An abstention counts as a no vote.

Standing

When there is a position open, members who are available and willing may stand for the position. All candidates interested in standing for a position shall email the RSC Chair stating their intention by the 1st of the month of the Assembly. The RSC Chair may also call for members to stand for office from the floor.

Nominations

Members may nominate additional candidates from the floor. Any member of the RMR NFG may nominate a qualified individual for a position. If a member is nominated, they are asked if they are willing and able to serve, responding “yes” before being added to the slate of nominees. A nominee becomes eligible for election when they meet the recommended experience for the position or when qualifications have been waived (see *Procedure to Waive Qualifications*).

Election Process

Candidates and nominees share their length of time in Nar-Anon, previous positions held, their experience using Nar-Anon’s 36 Principles, and why they are standing for the position. By June 1st, candidates for Delegate and Alternate Delegate prepare and submit written statements sharing their Nar-Anon experience and reasons for seeking election.

Tie Breakers

In case of a tie vote, a body of three (Chair, Treasurer, and Secretary) shall cast one vote each to break the tie. If one or more of these officers is absent, the Vice Chair, Delegate, and Alternate Delegate, in that order, shall vote in place of the missing officer(s). Tiebreaker privileges do not apply in actions requiring a two-thirds ($\frac{2}{3}$) majority.

F. Voting Procedures for all Trusted Servants (Option B)

Two-Thirds Majority

The Rotation of Service Method of electing trusted servants seeks a two-thirds ($\frac{2}{3}$) majority vote or by lot. Members nominated are given an equal opportunity, ensuring that candidates are chosen by a spiritual action and not a popularity contest.

Standing

All persons standing for a Delegate, Officer, or Subcommittee Chair shall have served as a voting member of the RSC or Assembly. A motion is required to accept nominations from the floor of candidates not meeting the requirements. The motion must be seconded, is not debated, and requires a two-thirds ($\frac{2}{3}$) majority to pass.

Nominations

The Chair of the RSC will open the elections by first reading the names of all eligible candidates (GSRs, ASRs, Subcommittee Chairs, & Region Officers) who served as voting members of the RSC or Assembly during the last two years. Each candidate present shall answer, as their name is called either "available" or "not available." Others may choose to say "not eligible," because they don't feel they meet the specific requirements of the position. The RSC Chair will then ask if there are other "eligible" candidates.

Procedure to Waive Qualifications

If candidates wish to stand who do not meet the eligibility requirements, the Chair may ask for a motion to accept nominations from the floor. This motion requires a second. It is not discussed and requires a two-thirds ($\frac{2}{3}$) majority vote to pass.

Election Process

1. The names of eligible candidates are posted on a board visible to all. Each voting member casts a single vote via a written or virtual ballot. The election assistant posts on the board the vote tally for each candidate.
2. The first candidate to receive two-thirds of the total vote is elected.
3. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, their name is automatically withdrawn – except that the top two candidates must remain. (In case of ties for second place, the leading candidate and all tied runners-up remain as candidates.)
4. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain.

- (If there are ties for second place, the leading candidate and all tied runners-up remain candidates.)
5. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. (If there are ties for second place, the leading candidate and all tied second-place candidates remain.) At this point, the chairperson asks for a motion, second, and calls the question to conduct a fifth and final ballot. It requires a simple majority to pass. If this motion is defeated, balloting is over, and the choice is made by lot – "going to the hat" – immediately. If the motion carries, a fifth and final ballot is conducted.
 6. If after the fifth and final ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. (If there are ties for first place, all tied first place candidates remain. If there are no ties for first place, the leading candidate and any tied second-place candidates remain.)
 7. The teller then draws lots, and the first one, "out of the hat," is the winner.

Election Chart

(Effective July 17th, 2021)

Trusted Servant	When to Elect	Term	Colorado
RSC Chair	July - Odd year	2 years, 2 max	Yes
RSC Vice Chair	July - Odd year	2 years, 2 max	Yes
RSC Secretary	July - Even year	2 years, 2 max	
RSC Treasurer	July - Even year	2 years, 2 max	Conditional
Delegate	July - Odd year	2 years,	Conditional
Alternate Delegate	July - Odd year	2 years,	Conditional
Alternate Treasurer	July - Odd year	2 years, 2 max	Conditional
Day Of Sharing Chair	July	1 year, 3 max	
Outreach Chair	February	1 year, 3 max	
Technology Chair	February	1 year, 3 max	
Convention Chair	November	1 year, 3 max	
Narateen Chair	July	2 years, 3 max	Yes
NTPP	July	2 years, 3 max	Yes
Outreach Property Coordinator	February	1 year, 3 max	Yes
Hope Line Chair	February	1 year, 3 max	
Digital Content / SEO	February	1 year, 3 max	
Literature Development Chair	February	1 year, 3 max	

Conditional: a Nar-Anon member living in Colorado must hold one of the paired service positions.

Trusted Servant Duties

Board of Directors (RMR NFG)

The Board shall consist of the following Regional Service Committee (RSC) Officers: Chair, Vice Chair, Secretary, Treasurer, and Delegate. Each of the foregoing Officers shall be elected by the GSRs at Assembly, in accordance with the voting and election procedures set forth in the RMR Guidelines. Directors shall be at least 21 years of age and must be members of a Nar-Anon Family Group, registered with the RMR NFG Secretary. Directors shall have equal voting privileges to consist of one vote each. Once elected, Regional Service Officers, while in office, may not serve as GSRs.

The Board of Directors is entrusted with the legal responsibility for Rocky Mountain Region Nar-Anon Family Groups, a Colorado non-profit corporation. The board also ensures all filings, registrations, and organizational information are prepared for the US Internal Revenue Service and the State of Colorado as needed.

Regional Service Committee (RSC)

The RSC's purpose is to plan for the general improvement of groups and areas by holding regular business meetings and Assemblies. Members of the RSC perform the duties described in these guidelines and follow any parliamentary procedures (Robert's Rules of Order) adopted at the Assembly. Its members strive to work for the common good of Nar-Anon as a whole, guided by the conscience of their groups. All members and officers adhere to the Nar-Anon's Twelve Traditions and Twelve Concepts of Service.

The objective of RSC is to serve the Rocky Mountain Region Nar-Anon Family Groups by responsibly revising an annual budget, electing officers and subcommittee chairpersons, discussing suggestions to improve the spiritual and financial wellbeing of RMR NFG. Additional functions of the RSC are determined by the RSC Chair, including topics pertinent to streamlining the effectiveness of RMR NFG Assemblies.

All RSC Officers serve a two-year term, starting at the conclusion of the July Assembly. The Chair, Delegate, and Treasurer positions are filled by the Vice or Alternate officer if vacated. If no Vice or Alternate officer exists, the Chair shall appoint a replacement and ratified at the following Assembly or meeting of the RSC. If the Secretary position is vacated, a replacement shall be appointed by the RSC Chair and ratified at the next Assembly or RSC meeting. Such persons will serve the remainder of the term and are eligible for election to a full term at the next Election Assembly.

Continuous Service in Nar-Anon

Effective leadership qualities develop through uninterrupted and current Nar-Anon service at the group, area, region, and world levels. Such qualities emerge naturally from a progression of service, beginning at the group level. Continued service in Nar-Anon grows highly valued leadership qualities within our trusted servants.

Chair

The Chair serves as the leader of the RSC and is responsible for the overall direction and services of the RMR NFG. The Chair should have leadership and organizational abilities and be capable of conducting Assemblies and business meetings.

Term

- 2 years, maximum 2 terms

Qualifications

- Three (3) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG
- A resident of the State of Colorado

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program.
- Presides over all BoD meetings, RSC meetings, and Assemblies
- Presents agenda for all BoD meetings, RSC meetings, and Assemblies
- Stays informed of all subcommittee activities and is available for support with any concerns
- Coordinates creation of an annual budget
- Conducts the Election Procedures at Assemblies.
- Submits a copy of the approved Assembly minutes to the WSC Committee (wsconference@nar-anon.org) verifying the election or continued endorsement of the Delegate and Alternate Delegate prior to each conference
- Adds Delegate WSC and IWSC Report to Summer Assembly agenda.
- Calls for Interim Assemblies whenever necessary
- Signs all committee correspondence
- Is a co-signer on the RMR NFG bank account(s)
- Holds a post office box key, if any
- Has access to all RMR NFG internet accounts
- Fulfills the duties stated in the RMR NFG Bylaws
- Communicates with Nar-Anon World Service Headquarters, Inc.

Vice Chair

The Vice Chair assists the Chair in conducting the business and services of the RMR NFG. From time to time, the Vice Chair may preside over BoD, RSC, or Assembly meetings, if the Chair is unavailable. If the Chair position is vacant, for the Vice Chair to assume the role of Chair, they must be a resident of the State of Colorado. The Vice Chair should have leadership and organizational abilities.

Term

- 2 years, maximum 2 terms

Qualifications

- Two (2) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program.
- Works in partnership with the Chair and Subcommittee Chairs.
- Attends BoD, RSC, and Assembly meetings.
- Is a co-signer on the RMR NFG bank account
- Undertakes other responsibilities or tasks as requested by the Chair.

Secretary

The Secretary is responsible for regular two-way communication within the RMR NFG service structure. The Secretary also facilitates communication within the BoD and RSC structure.

Term

- 2 years, maximum 2 terms

Qualifications

- Two (2) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program.
- Maintains official records of the RMR NFG, using the current archival system.
- Keeps a current directory of RSC and Assembly members
- Keeps a current directory of all Nar-Anon Family Groups registered with the region.
- Notes the members who are present, keeps a comprehensive log of items discussed and debated during BoD, RSC, and Assembly meetings. This record, known as minutes, cover what was accomplished, said, or planned at the meeting, and excludes individual opinions.
- Once the session is complete, the Secretary attaches other officer, delegate, and subcommittee reports and prepares the minutes for distribution.
- Updates a log of all approved RSC and Assembly policy motions and any additional indexed records or reports as needed.
- Should the group vote on any issues, the Secretary may serve as the neutral party and help with the process.
- Regularly informs the fellowship of upcoming Nar-Anon events and activities
- Is a co-signer on the RMR NFG bank account
- Keeps physical copies of the Articles of Incorporation, Bylaws, RMR Guidelines, and other official documents.
- May designate someone other than themselves to keep the minutes in their absence.

Treasurer

The Treasurer is the custodian of the RMR NFG's finances and bank account. In accordance with Concept Eleven, the Treasurer is tasked with ensuring Nar-Anon funds are used to further our primary purpose to carry the message and must be managed responsibly. A Nar-Anon member living in Colorado must hold one of the treasurer service positions.

Term

- 2 years, maximum 2 terms

Qualifications

- Two (2) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program
- Maintains accurate records of RMR NFG financial transactions
- Issues email or written receipts for any group contributions received to the known group contact
- Makes disbursements to cover RMR NFG expenditures
- Submits a written report at each RSC meeting of all financial transactions that have occurred since the prior meeting
- Presents an annual summary of income and expenses to the RSC for budget planning
- Reports the RSC current financial status at the Assembly
- Works with all officers and subcommittee chairs to develop a proposed annual budget
- Presents the RSC proposed budget at the Winter Assembly for approval
- Prepares a special appeal letter, as needed, to be sent to all groups requesting contributions to cover RMR NFG expenses
- Forwards the Delegate's equalized expense sum to WSO by the established deadline as set forth by the WSC Committee
- Is a co-signer of the RMR NFG bank account
- Holds a post office box key, if any
- Files a yearly appropriate 990 Form with the IRS

Regional Delegate and Alternate Delegate

The Delegate and Alternate Delegate are the liaison between the groups and the WSO, representing the conscience of the groups at the World Service Conference. They provide two-way communication between the RSC and the groups. While serving as Regional Delegate and Alternate Delegate, these two individuals may neither hold additional offices nor serve as GSRs. A Nar-Anon member living in Colorado must hold one of the delegate service positions.

Regional Delegate

Term

- 2 years,

Qualifications

- It's preferred that candidates have served in some capacity within the RSC
- Three (3) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program
- Works for the good of Nar-Anon, providing two-way communication between the RMR and Nar-Anon as a whole
- Proactively develops relationships and attends meetings of groups within the region.
- Contacts inactive areas and groups to determine their status at the region level
- Speaks for members, groups, and areas within the RMR at the world service level
- Attends all regular meetings of the RSC, Assemblies, the WSC and IWSC, and, when invited, area meetings.
- Works closely with ASRs, the RSC, and subcommittees.
- May serve on subcommittees, although not as chair
- Is a source of information regarding the Twelve Traditions and Twelve Concepts, providing input on matters of concern
- Informs the RSC, ASRs, GSRs, and subcommittee chairs of the Conference Agenda Report (CAR) when it becomes available
- Coordinates and facilitates as many sessions as the RSC requests to review the CAR
- Obtains a group conscience to vote on items in the CAR, as well as a vote of confidence for items not in the CAR
- Delivers a Delegate's summary report to the groups, following each WSC and IWSC.
- Becomes an active member of a World Service Committee
- Oversees the scheduling of the RMR Virtual Meeting Accounts and coordinates with the Technology Chair

Alternate Delegate

Term

- 2 years,

Qualifications

- Three (3) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

Duties

- Guardian of the principles, traditions, and concepts of the Nar-Anon Program.
- Works in partnership with the Delegate to address the needs of the RMR NFGs
- In the Delegate's absence, performs the duties of the Delegate.
- In the event, the Delegate becomes unable to fulfill the duties of their position, assumes the Delegate's duties until an election Assembly can be held
- Attends all regular RSC meetings and Assemblies, and, when invited, area meetings.
- May serve on one or more of the RSC subcommittees.

- May attend the World Service Conference
- May join World Service Committees
- In the Delegate's absence, oversees the scheduling of the RMR Virtual Meeting Accounts

Alternate Treasurer

The Alternate Treasurer assumes the Treasurer's role if the position becomes vacant. This position attends RSC meetings and Assemblies. The Alternate Treasurer works with the Treasurer in the execution of that position's responsibilities. A Nar-Anon member living in Colorado must hold one of the treasurer service positions.

Term

- 2 years, maximum 2 terms

Qualifications

- Two (2) years continuous service in Nar-Anon.
- A home group member of a Registered RMR NFG

RSC Subcommittees

In keeping with Concept One, the service structure will develop, coordinate, and maintain services on behalf of all Nar-Anon Family Groups registered with the RMR NFG. The RSC may establish subcommittees with three (3) or more members to carry out the work of the region. These subcommittees shall include but are not limited to, Outreach, Technology, Convention, Day of Sharing, and Narateen. These Subcommittee Chairs and any additional service positions shall be elected at the winter Assembly, held on the 3rd Saturday of February.

Subcommittees with elected Chairs may elect their own officers. Subcommittee meetings may be held in centralized locations or virtually. Each subcommittee submits written reports of its activities and finances at RSC meetings and Assemblies. Itemized budgets must be prepared by subcommittees and submitted to the Chair and Treasurer before January 1st.

Outreach

While keeping the traditions and principles of our program in mind, this subcommittee acts as a vital link and resource between Nar-Anon and all outside entities. This includes, but is not limited, to recovery centers, hospitals, judicial systems, clergy, professionals in contact with family and friends of addicts.

Members, groups, and committees reach out to carry the Nar-Anon message to those unaware of the Nar-Anon program. Additional outreach reference material is available in the GLS or at www.nar-anon.org.

Outreach Property Coordinator

The Outreach Property coordinator is inclusive of the Outreach Subcommittee. This coordinator helps to support region-sponsored outreach efforts and events.

The coordinator's responsibilities include:

- Maintain literature budget.
- Maintain all Outreach property such as banners, the table runner, tablecloth, and literature rack.
- Order and maintain literature for regional events.
- Track literature usage
- Communicate, coordinate, and supply literature and other outreach materials to regional subcommittees as requested.
- Report to Outreach Subcommittee and RSC

Hope Line

The primary purpose of the hope line is to offer hope and guidance for those affected by someone else's addiction. The hope line is intended for the newcomer, who has not found a Nar-Anon Family Group meeting.

- Maintain a telephone service on behalf of the RMR NFG
- Maintain a list of volunteers to answer calls.

Technology

This subcommittee is responsible for administering the RMR NFG websites, document retention technology, and archive storage platforms. To be effective, regular two-way communication and partnership between this committee and the groups, areas, region, and board of directors are essential.

A website is often one of the first points of contact for the public and potential Nar-Anon members. The *Nar-Anon Family Groups' Website Handbook S-318* serves as a guideline for operating and maintaining such websites.

Document retention technology and archive storage platforms ought to be consistent with the corresponding policies of the RMR NFG. This subcommittee maintains and coordinates the use of these technologies. The board of directors is responsible for developing the content and structure of the storage platforms in partnership with the subcommittee.

Digital Content / SEO

This subcommittee is responsible for creating and reviewing RMR website content. The intent is to improve our Search Engine Optimization scores and to publish Nar-Anon member recovery stories. Digital content may include articles, Nar-Anon speaker recordings, or other materials deemed useful by the committee. These materials provide outreach to those who find us via an internet search. To be effective, regular two-way communication and partnership between this committee and the technology committee is essential.

Events

These subcommittees plan, organize, and host regional conventions and events. The RMR NFG may create event subcommittees to support the common welfare and unity of the fellowship.

Convention

The Rocky Mountain Region shall host an annual Convention in Colorado on the same weekend, in the same location, as NA's Convention known as CRCNA. Once CRCNA has selected the location for the next convention, the Convention Chairperson will secure the hotel contract at the same venue.

Convention proceeds from Region Conventions shall be divided such that a portion remains in the Region Convention Account for seed money for the next year (up to \$4,000), the balance is added to the RMR NFG general fund.

The current convention subcommittee will develop and maintain a "Pass it On" set of instructional materials within the RMR NFG records and archive folder(s). This form of sharing information ensures the growth and success of future RMR Conventions.

The convention committee nominates and elects the chair for the next convention on Sunday of the current convention and announces the new chair before the close of the convention on Sunday.

Day of Sharing (DOS)

The Day Of Sharing started in Spring 2011 and is the original Colorado Unity Event. It is held annually in either April or May. Its mission is to bring together the individual Colorado NFGs to share their collective experience, strength, and hope.

Ad Hoc Events

An Events Ad Hoc Subcommittee may be formed to create face-to-face or virtual events on behalf of the fellowship. This subcommittee plans, organizes, and hosts individual recovery or social events for the sole purpose of creating unity within the fellowship. Social events include but are not limited to hikes, walks, and picnics.

Literature Development

This subcommittee meets regularly to develop service literature, CAL, outreach literature/materials, and Serenity Connection news articles. This subcommittee hosts writing workshops and other related events.

Any new literature must adhere to the approval process for recovery, service, and outreach literature/materials documented in the Guide to World Services (GWS). The subcommittee assists the World Service Literature Committee.

- Communicates and coordinates with the World Service Literature Committee at LitCom@nar-anon.org
- The committee elects their chair for a one year term

Narateen

This subcommittee implements screening, certification, and training of Nar-Anon members involved in the region's Narateen service. The Rocky Mountain Region Safety Guidelines for Narateen outline the required procedures to protect Narateen participants and Nar-Anon members involved in Narateen service.

This subcommittee prepares and submits an itemized yearly budget and presents verbal and written reports to the RSC. They also coordinate with NFGs seeking to start a Narateen Group. The NTPP is a member of this subcommittee and may not serve as chair.

Ad Hoc Subcommittees or Task Forces

These committees may be formed, as needed, by motion and approval of voting members of the RSC. The purpose of ad hoc or task force committees is to carry out a short-term goal as requested by the RSC.

The RSC must document a clearly defined set of duties and responsibilities before an Ad Hoc or Task Force is formed. In this way, we avoid confusion. These committees are accountable to the RSC or Assembly that created them. They report to the RSC or Assembly upon completion of their assignment. Any resulting recommendations belong to the floor of the RSC or Assembly for final action.

Maintenance of Bylaws or Guidelines

These originating documents represent our Standing Rules of Order and may be updated from time to time to address the region's needs. These rules may be altered, suspended, or rescinded from the floor by motion.

To maintain our bylaws and guidelines, it is essential for the RMR NFG to hear the voice of every active group in the region. A two-thirds ($\frac{2}{3}$) majority of the active groups with GSRs constitute a voting quorum. A motion to amend must be seconded, debated, and passed by a two-thirds ($\frac{2}{3}$) majority of the voting members present.

These motions can be for a specific Assembly or RSC meeting or have a lasting duration. All changes are recorded as a perpetual record using strikeout and added words appropriately highlighted, noting the date it took effect or was rescinded.

General Background

It is noted here that these guidelines have been created and modified over time by different members of Nar-Anon to reflect the evolving needs and operations of the RMR NFG.

The Nar-Anon Guide To Local Services (GLS) and the Nar-Anon Guide To World Services (GWS) are largely guidelines. As such, there is no driving requirement that the RMR NFG match its structure with that of the GLS or GWS. Common sense and the needs for a united fellowship guided by a Higher Power suggest what is or is not appropriate for the RMR NFG.

These guidelines are a tool and may be open to reasonable interpretation. They are not meant to be misused or manipulated to achieve self-serving ends.

THE TWELVE STEPS OF NAR-ANON FAMILY GROUPS

1. We admitted we were powerless over the addict – that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed, and became willing to make amends to them all.
9. Made direct amends to such people wherever possible except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to others, and to practice these principles in all our affairs.

THE TWELVE TRADITIONS OF NAR-ANON FAMILY GROUPS

Our group experience suggests that the unity of the Nar-Anon Family Groups depends upon our adherence to these traditions.

1. Our common welfare should come first; personal progress for the greatest number depends on unity.
2. For our group purposes there is but one authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants – they do not govern.
3. The relatives of addicts, when gathered for mutual aid, may call themselves a Nar-Anon Family Group, provided that as a group, they have no other affiliation. The only requirement for membership is that there be a problem of addiction in a relative or friend.
4. Each group should be autonomous except in matters affecting other Nar-Anon Family Groups, or NA as a whole.
5. Each Nar-Anon Family Group has but one purpose; to help families of addicts. We do this by practicing the Twelve Steps of Nar-Anon, by encouraging and understanding our addicted relatives, and by welcoming and giving comfort to families of addicts.
6. Our Family Groups ought never to endorse, finance or lend our name to any outside enterprise, lest problems of money, property and prestige divert us from our primary spiritual aim; but although a separate entity, we should always cooperate with Narcotics Anonymous.
7. Every group ought to be fully self-supporting, declining outside contributions.
8. Nar-Anon Twelfth Step work should remain forever non-professional, but our service centers may employ special workers.
9. Our groups, as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. The Nar-Anon Family Groups have no opinion on outside issues; hence our name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all N.A. members.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities.

THE TWELVE CONCEPTS OF NAR-ANON SERVICE

Just as freedom for the individual comes from the Twelve Steps and freedom for the group springs from the Twelve Traditions, so freedom for the service structure flourishes from the Twelve Concepts.

1. To fulfill our fellowship's primary purpose, the Nar-Anon Family Groups have joined together to create a structure that develops, coordinates, and maintains services on behalf of Nar-Anon as a whole.
2. The final responsibility and authority for Nar-Anon services rests with the Nar-Anon Family Groups.
3. The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Nar-Anon. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Regular, two-way communications are essential to the fulfillment of all these concepts and the integrity and effectiveness of our services themselves.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. Nar-Anon funds are used to further our primary purpose to carry the message, and must be managed responsibly.
12. In keeping with the spiritual nature of Nar-Anon, our structure should always be one of service, never of governance.