Florida Region Guidelines

Preamble

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

Mission Statement

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a Twelve Step Program, we offer our help by sharing our experience, strength, and hope.

Vision Statement

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We do this by:

- Letting them know they are no longer alone.
- Practicing the Twelve Steps of Nar-Anon.
- Encouraging growth through service.
- Making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- Changing our own attitudes.

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Article I- Introduction

The Florida Regional Guidelines (FLRG) are intended to guide the Florida Region in serving the region. The Florida Region recognizes the principles and guidance set forth in the Nar-Anon Family Groups Guide to Local Service (GLS) and Guide to World Services (GWS) and strives to be observant of these documents.

The purpose of the FLRG is to guide our regional trusted servants in the service elements of our region that makes us distinct and unique from other regions. The GLS and GWS are the main guiding.

documents for the region and FLRG is meant to supplement and not replace the GLS and GWS. As the GLS and GWS are modified by the Conference, it may be wise for regional servants to revisit the FLRG to assure it is in line with the principles and direction of the GLS and GWS. Any issue not covered by the aforementioned documents will be decided at the Florida Region Assembly by the voting members.

Section 1 - Responsibilities

The Florida Region Guidelines define the responsibilities delegated to the service structure and the subcommittees of the region, which is accountable to the fellowship.

The principles of our program, the Steps, Traditions, and Concepts of Service, will be the foundation of all our work.

> TRADITION NINE: "Our groups as such ought never to be organized," does suggest an orderly structure and reasonable procedures will make is possible for Nar-Anon to carry the message with maximum effectiveness.

> CONCEPT THREE: The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it;

> CONCEPT FIVE: For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.

> CONCEPT SIX and TRADITION TWO: Group conscience is the cornerstone of our decision-making process.

Section 2 - Spiritual Guidance

As suggested in the GLS, the region shall be guided by the principles of unity, group conscience, and the spiritual nature of our fellowship.

Section 3 - Compliance

The Region shall comply with the following documents:

- The Twelve Concepts of Nar-Anon Service
- The Twelve Traditions of Nar-Anon
- The Nar-Anon Family Groups' Guide to Local Services
- The Nar-Anon Family Groups' Guide to World Services
- The Florida Regional Guidelines document
- A current edition of parliamentary procedures (Robert's Rules of Order)
- Past adopted regional motions

Section 4 - Reference Guidelines

The region should refer to and adhere to the following Nar-Anon Family Group (NFG) Guidelines:

- Guide to Local Services
- Guide to World Services
- Narateen Safety Guidelines
- Event Planning Handbook
- Outreach Info Folder
- Newsletter Handbook
- Website Handbook

Article II - Groups

Section 1 - Procedure for adding/removing/editing group meeting information

Nar-Anon World Service Office and the Florida Region are notified when groups are started, changed or disbanded.

- Nar-Anon WSO, https://www.nar-anon.org/find-a-meeting (phone 800-477-6291)
- Email the Florida Region: meetings@naranonfl.org

The following links may be accessed through https://naranonfl.org.

Section 2 - New Group

Step 1. Read "Starting a Group": https://www.nar-anon.org/starting-a-group
Step 2. Register with Nar-Anon WSO: https://www.nar-anon.org/new-group
Step 3. Notify the Florida Region, meetings@naranonfl.org, with the following information:

    a. Group Name
    b. Start/establish date
    c. Meeting information: Location, day, time, and other information (i.e., room or suite#, building names, parking or other identifying information to aid newcomers to the meeting location
    d. Contact information (name, phone number, email, address)
    e. Group Type (Nar-Anon, Narateen)
    f. Group Information: group service representatives (GSR, treasurer, secretary) if applicable

Section 3 - Meeting Changes

Permanent and temporary changes (including changes in: location, room changes, meeting day, time changes, changed officers, holiday closures,

Step 1. Notify your group

Step 2. Find your Group ID# https://www.naranonfl.org/meetings.html

Step 3. Edit your meeting with Nar-Anon WSO: https://www.nar-anon.org/edit-group

Step 4. Notify the Florida Region, meetings@naranonfl.org, with the following information
   a. Group ID# & City
   b. Effective date of change
   c. Information that is changing (see examples above)
   d. Contact person (email, phone) if further clarification is needed.

Section 4 - Disbanding a Meeting

Step 1. Notify your group

Step 2. Notify Nar-Anon WSO: https://www.nar-anon.org/edit-group

Step 3. Notify FL Region: meetings@naranonfl.org and include the following information:
   a. Group ID#
   b. Contact person (email, phone)
   c. Effective date

Section 5 - Procedure to Remove a Meeting from Meeting Directory

Any meeting/group that has not responded within four (4) months of first contact to a request by the FL Region Service Committee (RSC) for confirmation that the meeting is still active will be removed from the FL Region meeting list on the naranonfl.org website and from the FL Region Contact List. The FL RSC will also notify Nar-Anon WSO of these changes. The RSC will attempt to contact the Group's Service Representative (GSR) or other contact listed for that group, two (2) times within that four (4) month period. This includes meetings that have requested an "ON HOLD" alert be put next to their meeting on any meeting directory. "ON HOLD" meetings that are closed for over four (4) months will be removed from the meeting list until the RSC receives notice by the GSR or other contact from that meeting that the meeting is reopening.

Section 6 - Sharing Meeting Events

Send the information/flyer for events and news intended for the website to the Website Chair (website@naranonfl.org) with a copy to the webmaster (webmaster@naranonfl.org) for review by the committee before posting. Items are generally posted within 5 working days.

Section 7 - Donations

All group donations to the Florida Region, Florida Areas and/or to World services should be according to that groups conscience.

A. Florida Region Donations

Florida Region donations should be mailed directly to the Florida Region Treasurer and *made payable to "Florida Region Nar-Anon Family Groups."* Contact the Florida Region Treasurer at treasurer@naranonfl.org for the mailing address. Your group city, name and group number should be noted with the donation check or money order. If you require a hard copy receipt, you should include a stamped self-addressed envelope with the donation. If an e-mail receipt is acceptable, please note that with your donation.

B. Florida Area(s) Donations

For groups belonging to a Florida Area wishing to make donations to that respective Area, the group number and city should be noted with the donation check or money order.

C. World Service Donations

World Service donations should be sent directly to WSO at:

Nar-Anon FGH, Inc., 23110 Crenshaw Blvd, Ste A, Torrance, CA 90505

Please make check/money order out to: Nar-Anon and please note your Group name and group number with the donation.

Section 8 - Reference Resources for Meetings

The region should refer to the following resources for meetings:

(http://www.nar-anon.org/service-literature/)

*No Nar-Anon Group?
*Appropriate Sharing & Crosstalk
*Group Conscience and Business Meetings
*Guidelines for Healthy Meetings
*Let's Talk About Anonymity

*Nar-Anon Group Inventory
*Sample Format for Beginner Meetings
*Sample Format for Nar-Anon Meetings
*Sample Format for Narateen Meetings

Article III - Regional Structure

The Florida Region supports the areas and groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. The service structure of the Florida Region consists of the Regional Service Committee (RSC) and the Regional Service Assembly (RSA).

The purpose of the RSC is to plan for the general improvement of groups and areas by holding regular business meetings, and to conduct RSAs. The RSA is attended by officers of the RSC, the delegate and alternate delegate, the region's GSRs, ASRs, and subcommittee chairs. The assembly is a vital link between groups and the region where members conduct regional business for the benefit of the groups as specified in the Assemblies section of the GLS.

The members of the RSC/RSA shall perform the duties prescribed by these guidelines and any parliamentary procedures (Robert's Rules of Order) adopted by the Assembly. The RSC/RSA must be able to work for the common good of Nar-Anon as a whole, bearing in mind that the membership's group conscience at the meeting level is our ultimate authority, and that we must

strive to place principles above personalities. All actions of members and officers shall be bound by Nar-Anon's Twelve Traditions and Nar-Anon's Twelve Concepts of Service.

Section 1 - Boundaries

Per the NFG Guide to Local Services,

The region may be comprised of areas located within its geographic boundaries. The region supports areas and groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship.

The Florida Region acknowledges that the region's primary purpose is to support and serve the groups contained in the region. The Florida Region also acknowledges the autonomy of each group to choose the region in which the group's conscience indicates it will be best served. The geographic boundary of the Florida Region is therefore determined by the groups serviced by the Florida Region and is subject to change. Changes to the geographic boundary of the region do not need to be reflected in this document.

Section 2 - General Membership

Attendance at the RSC/RSA is open to all individuals who are members of the Nar-Anon Family Groups.

Members are welcome to attend as non-voting members using GSRs/Alternate GSRs as a channel by which to communicate. At the discretion of the Chairperson, non-voting members may be asked to speak.

Section 3 - RSC Officers

The Florida Region acknowledges and abides by the RSC Officers section of the GLS. Additional guidelines for Vice-Chair, Secretary and Treasurer below:

A. Vice-Chair

1. Vice-Chair is responsible for maintaining a record of Florida Region motions at RSC and RSA meetings.
2. Responsible for updating the FLRG with new guidelines passed at regional assemblies.

B. Secretary

1. Secretary will be responsible for maintaining a backup containing all pertinent documents for the region.
2. Call for agenda items should be three weeks prior to any meeting or teleconference.
3. Agendas should be sent to the region two weeks prior to the Assembly meeting or teleconference.
4. Draft Minutes should be available within two weeks after any meeting or teleconference.
5. Minutes formation - see Attachment #3
6. Maintain and distribute the Group Contact List

C. Treasurer

1. The treasurer will set up purchase and delivery of the New Group Packet and Outreach Information folder to newly registered Naranon Family Groups in the Florida Region upon request.
2. Acts as Narateen Process Person (NTPP) for region.

Section 4 - Removal of RSC Officers

The Florida Region acknowledges and abides by the Removal of RSC Officers section of the GLS.

Section 5 - RSC Meetings

The Florida Region acknowledges and abides by the RSC Meetings section of the GLS. RSC meetings are held to discuss the business of regional and area matters as described below. These meetings are attended by the officers, Area Service Representatives (ASR), regional subcommittee chairs, and the delegate and alternate delegate. 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 of the RSC are the officers (chair, vice chair, secretary and treasurer); ASRs; subcommittee chairs; and others as the region may deem appropriate. The delegate and alternate delegate are voting members of the RSC.

The RSC:
1) Hears and discusses region and area reports
2) Hears subcommittees' reports and reviews their activities
3) Hears and discusses the delegate's report
4) Reviews ways of keeping the groups informed and unified
5) Establishes subcommittees
6) Develops policies for assembly approval
7) Develops the region's budget

8) Provides funding for the delegate's equalized travel expenses to attend the World Service Conference (WSC)
9) Drafts a slate of nominees eligible for election at the assembly

10) Removal of non-responsive meetings from directory. (See Art. III, Section 5, FLRG for procedure)

Section 6 - RSC Policies and Procedures

The Florida Region acknowledges and abides by the Policies and Procedures section of the GLS and the policies and procedures of the FLRG.

Section 7 - Regional Financial Policies

The Florida Region acknowledges and abides by the Regional Financial Policies section of the GLS and the policies and procedures of the FLRG. All moneys accumulated from Area or Group contributions and other Nar-Anon sources shall be maintained in a bank account by the Treasurer.

A. Nar-Anon WSO Donations

The Region will donate to Nar-Anon WSO three (3x) a year or after each Assembly.

B. Delegate and Alternate Delegate Expenses

The committee shall make funds available to assist the Delegate and Alternate Delegate with the designated travel expenses for their attendance at the WSC.

Section 8 - Areas

The Florida Region acknowledges and abides by the Area Policies section of the GLS and the policies and procedures of the FLRG.

A. Area Service Committees (ASC)

- Formation of an Area - At Assembly, the elected GSR's can vote to change or further divide the region.

Section 9 - Subcommittees / Ad-Hoc / Special Subcommittees

The Florida Region acknowledges and abides by the Subcommittees section of the GLS. Each subcommittee should establish internal guidelines for committee work.

Subcommittee reports should be reviewed by the committee before presenting to the region.

A. Subcommittee Duties

1. Responsible for developing written guidelines for their committee and submitting them to RSC/RSA for approval.

2. Responsible for preparation of an itemized yearly budget which will be submitted to the RSA for approval. A written financial report will be presented at each regular RSC/RSA meeting two (2) weeks prior to the Regional Assembly.

3. Responsible for holding regular business meetings and taking minutes of those meetings

4. Submit a written agenda of proposed activities for approval and support to the RSC/RSA meetings, respectively.

B. Standing Subcommittees

In addition to the suggested subcommittees in the GLS, the Florida Region adopts the following subcommittees in order to provide effective services to the region. The subcommittees are responsible for electing their own officers, including representatives to the RSC/RSA and to have a written report for the regular RSC/RSA meeting.

1. Convention Committee

The Convention Committee will follow Guidelines in the Event Planning Handbook.

2. Narateen Committee

The Narateen Committee will follow the Florida Region Narateen Guidelines, FLRG and Nar-Anon WSO Guidelines and the following resources:
- World Service Narateen Safety Policy & Guidelines
- Narateen Facilitator Registration Form
- Facilitating a Narateen Group

3. Outreach Committee

Outreach how-to information is available in the Nar-Anon Outreach Information Folder and on the WS Outreach webpage. The Outreach Committee's duties include:

1. Providing all new meetings within the Florida Region a Nar-Anon Outreach Folder.
2. Overseeing the Florida Region Information Helpline
3. Keeping and providing updated information to the 211 Information Line.

4. *Website Committee*

The purpose of the Website committee is to provide the region, areas, groups and members with a technology infrastructure to facilitate communications in adherence to Concept 8. The committee shall utilize the Nar-Anon CAL Website Handbook for guidance and any future Florida Region Website Guidelines.

1. The Website Committee will develop and provide a FL Region Contact Card with a QR code linking to the 'find-a-meeting' webpage template will be provided to the fellowship on the FL Region website.
2. Events & News: Send the information/flyer for events and news intended for the website to the Website Chair (website@naranonfl.org) with a copy to the webmaster (webmaster@naranonfl.org) for review by the committee before posting. Items are generally posted within 5 working days.
3. Electronic meeting listing the FL Regional website will list contact information (email or phone number) for virtual meeting information.

a. Webmaster

1. Webmaster will have no term limit.

b. Virtual Administrator

1. Virtual Administrator will have no term limit
2. Virtual Administrator duties may include starting the virtual meetings for virtual regional assemblies, regional committees and RSC meetings.
3. Record and save recordings of virtual meetings and assemblies, if requested.
4. Assisting, if needed, with technical issues that may arise during virtual meetings.
5. Keeper of the virtual meeting identification information to be shared with the region officers and Narateen facilitators.

Section 10 - Regional Delegates

The Florida Region acknowledges and abides by the Regional Delegates section of the GLS.

Article IV - Assemblies

The Florida Region acknowledges and abides by the Assemblies section of the GLS, to include sections Assembly Agendas, Election Assemblies, Nominations and Interim Assemblies.

Section 1 - Assembly Schedule

The Region shall have 4 meetings per year: two Region Assemblies and two virtual assembly meetings. The General Assembly shall meet at a central location within the Region.

1. September: General Assembly
2. December: (first half of the month) virtual assembly meeting
3. March: General Assembly
4. June: (first half of the month) virtual assembly meeting"

Section 2 - Motions & Voting Procedures

Motions are submitted electronically conveyed to the Regional Service Committee (RSC) by Area Service Representative(s) (ASRs), Group Service Representative(s) (GSRs), or by subcommittee chair(s) for consideration by the groups located within the FL Region.

Motion(s) are then emailed to the GSRs and ASRs in the FL Region. The motion will be discussed at a scheduled extraordinary virtual meeting. Motion and date of meeting will be published on the FL Region "News and Events" webpage within 5 business days.
There will one (1) Extraordinary virtual meeting scheduled as follows:

- The Extraordinary virtual meeting will take place within 4 weeks of original email to the FL region. At this meeting, the motion will require a 2nd before discussion of the motion.

A vote will take place during the next quarterly regular virtual assembly meeting or General Assembly. During the first four (4) week period after receipt of the motion(s), GSRs, Alt-GSRs, or Group Representative, will take the motion back to their groups for discussion.

The FL Region Motion Form is available on the naranonfl.org website under the FL Region webpage, https://naranonfl.org/region.html and the GSR webpage, https://naranonfl.org/GSR.html.

VOTING PROCEDURE: Attendance will be taken prior to all motion votes for quorum purposes. A majority will consist of 51% of the groups represented.

Section 3 - Voting Members

1. Each group within the region must register their GSR and Alternate GSR. The region uses the Group/Alternate Group Service Representative Registration Form from the GLS. Only those names appearing on this form will be recognized at the RSA as voting members.

2. Voting members shall consist of those groups who wish to take an active voting role in the region and who are represented by a GSR or Alternate GSR. The GSR or Alternate GSR can be represented by a substitute as described in the next paragraph.

3. If a GSR or Alternate GSR is not able to attend an assembly and a group sends a substitute, a substitution form must be filled out and presented to the Administrative Body before that representative can be recognized as a voting member. The region uses the Group/Alternate Group Service Representative Substitution Form from the GLS.

Article V - Amendment of Guidelines

In order to amend these guidelines, a written motion must be submitted to the Assembly, specifying Article No., Section No., and intent and follow Main Motions Guidelines found within the FLRG and Robert's Rules of Order.

Article VI - Special Rules of Order

New business resulting from a member's report or recommendation is to be taken up in new business.

Article VII - FL Region Resources, Forms, Procedures

FL Region has adopted the following Forms, Procedures and Resources:

Section 1 - Attachments

- *Attachment #1 - FL Region Narateen Safety Policy and Guidelines*
- *Attachment #2 - Minutes Form*
- *Attachment #3 - Parliamentary Motions Guide*
- *Attachment #4 - Introduction to Robert's Rules of Order*

FL Region Guidelines Revision History

Revision Date	Description of Revision
09/12/20	Article III, Section 9.4b: add virtual administrator position & duties
12/12/21	Article III, Section 9.4.3: virtual meetings will list contact info (email/phone) for virtual meeting details
09/10/22	Article III, Section 9.4.a: remove #2 webmaster responsibility
09/10/22	Article III, Section 9.4: add responsibility to develop & provide Region Contact Card
09/10/22	Article IV, Section 1: revise (add virtual wording) assembly schedule
03/04/23	Replace Attachment #1 - FL Region Narateen Safety Policy and Guidelines, rev 3/4/23
03/04/23	Article IV, Section 2 - revise motions & voting procedure
03/04/23	Article II, Section 5: add procedure to remove a meeting from region meeting listings (website)
03/04/23	Article III, Section 5: add #10 - responsibility to remove non-responsive meetings from directory

FLORIDA REGION
NARATEEN SAFETY POLICY AND GUIDELINES

ROLE OF THE REGION:

The Florida Region will provide the following to each new Narateen Group registered with the WSO:

- A Narateen New Group Packet
- One copy each of the "Hope for Children", "Day at a Time" and "Living Today in Alateen" Books
- A Narateen Step Workbook; and
- the Narateen Table Card.

Virtual Narateen meetings generating out of the FL Region will be supported by the Florida Region.

The Florida Region will reimburse and/or pay for the costs of the background checks for Narateen Group Facilitators.

As with other subcommittee chairs, the Narateen Subcommittee chair will be elected at regional assembly and have term limits as determined by the region.
The region members will vote at assembly on any submitted motion to change these guidelines.

ROLE OF THE NARATEEN SUBCOMMITTEE:

- Ideally the committee should include at least one facilitator or member from each Narateen group.
- The Narateen subcommittee shall update the FL Region Safety Policy and Guidelines as needed and present as a motion for assembly approval.
- Submit a yearly budget proposal to the region.
- Refer to the Narateen Process Person (NTPP) the names of interested facilitators who have communicated with the committee and appear committed to supporting a Narateen meeting.
- Support existing group members and facilitators.
- Support outreach and new group formation.
- Support Narateen participation in local Nar-Anon conventions.
- Work to design and maintain a facilitator training program.
- Assign experienced facilitators to mentor new facilitators.

ROLE OF A NAR-ANON GROUP:

It is suggested that Narateen Groups be affiliated with an active Nar-Anon Group. Local Nar-Anon groups are encouraged to provide material and/or financial support for Narateen as well as have members willing to become certified facilitators.

ROLE OF THE NARATEEN PROCESS PERSON (NTPP):

- The Florida Region's Treasurer, who is elected at assembly, shall serve as the Narateen Regional Process Person with duties and responsibilities as follows:

- Maintain and update Florida and Alabama Narateen Group Facilitator information and Narateen Group information with Nar-Anon World Service Office (WSO).

- Maintain current information with the background check agencies in the States of Florida and Alabama, including setting up account and payment information.
- Verify funds are available for background checks.

- Communicate and maintain records between agencies and facilitators for completion of background check process.

- Act as a liaison between WSO, the Florida Region, the Florida Narateen Committee, Narateen facilitators, Narateen members, and the fellowship.
- Securely store records related to facilitator information and background check results.

- Send completed facilitator registration forms to WSO (S-333) and update that information annually each June.

- Complete and submit the Narateen Group Registration form to the WSO via their website once the group is ready to start.
- Communicate passed background checks to the regional Narateen Committee chair.

- Preferably should not be an active Narateen facilitator or member of the Florida Narateen Committee.

ROLE OF FACILITATORS:

The role of a Narateen facilitator is to provide a safe space for the teen group members and provide a framework and guidance for the meetings based on the 12 Steps, 12 Traditions and 12 Concepts of Nar-Anon. There must be two Narateen Group facilitators at all Narateen Meetings (see special exception below for a school-based group).

A NARATEEN GROUP FACILITATOR MUST MEET THE FOLLOWING REQUIREMENTS:

- Be at least 21 years of age.

- Be an active member of Nar-Anon, continue to attend their own meeting, and maintain a working knowledge of the Nar-Anon program.
- They should not be a family member or guardian of any group members.

- Successfully complete the necessary background check that is in accordance with Florida and Alabama Laws. Completed background checks will accommodate all public and private institutions/facilities. In Florida, background checks are completed every five years according to the

Care Provider Background Screening Clearinghouse to ensure the safety of group members. The background check required by Florida Law allows qualified entities to obtain state and national criminal history record checks on individuals working with children, the elderly or the disabled. Facilitators in the State of Alabama are required to obtain their background checks through the Alabama Background Check System (ABC).

- Those interested in becoming a Narateen facilitator should submit a letter of willingness to the Narateen committee who will share these guidelines with them, assess the need for additional facilitators and offer support before submitting the letter of interest to the NTPP. The NTPP will then communicate directly with the interested Nar-Anon member to start the background check process.
- Have an experienced Narateen Facilitator mentor for the first 6 months for guidance and support.

- Facilitators will respect all local, state and federal laws related to adults interacting with minors. Their role as facilitator is as a volunteer not a professional. They should be encouraged to consult each other or Narateen Committee members for support before reporting suspected child abuse or neglect.

- A facilitator will serve as the liaison to any supporting Nar-Anon group and the facility where the meeting takes place.
- Facilitators with more than 6 months experience must be willing serve as mentors to new facilitators.

NARATEEN GROUP MEMBERS:

- Group members will be aged 13-18 and be affected by the addiction problem of someone close to them. Individuals outside of this age range can be members if the group decides through group conscience.
- Group members will create behavior guidelines for the meeting and help each other adhere to them.

- They will be encouraged to keep the focus of the meeting on the Nar-Anon 12 steps of recovery using only conference approved literature.

- Per the Nar-Anon 12 Traditions, they will respect both each other's and the addict's anonymity as well as aim to be self-supporting, though a local Nar-Anon group can decide to provide financial and material support.

- Just as for Nar-Anon groups, Narateen members may elect a Group Service Representative to represent them at the area or regional level meeting. They may also elect other service positions such as group secretary and treasurer.

SPECIAL SITUATIONS:

Transportation of any minor Narateen member by any Narateen Facilitator is discouraged (please see the Narateen Safety Handbook, Appendix 4 – Form F-1).

School based meetings: A school professional who has been screened and approved through the school district background check can substitute for one Nar-Anon facilitator only on an emergency basis.

if 2 facilitators are not available and the group conscience approves. This will assure that 2 adults with passed background checks are present at each meeting while avoiding the need to cancel a meeting.

Only 1 facilitator is available to attend a meeting: Group conscience by the Narateen members will decide whether the meeting takes place. For in person and virtual meetings, after group conscience is taken, the meeting can be held with one facilitator as long as the group agrees that it be recorded.
Facilitator suspects a minor member is a victim of neglect or abuse:

Facilitators will respect all local laws related to adults interacting with minors. Their role as facilitator is as a volunteer not a professional. They should be encouraged to consult each other and/or Narateen Committee members for support before reporting suspected child abuse or neglect.

For more detailed information regarding the Florida Child Abuse Mandatory Reporting law please refer to Florida Statutes 39.201 – Mandatory reports of child abuse, abandonment, or neglect; mandatory reports of death; central abuse hotline. For Alabama, please refer to 2021 code of Alabama, Title 26 - Infants and Incompetents. Chapter 14 - Reporting of child abuse or neglect. Review the State of Alabama's Department of Child Abuse and Neglect Prevention document.

GROUP PROBLEMS AND EMERGENCY SITUATIONS:

Each Narateen group should develop before or at the first meeting, through a group conscience involving both facilitators and members, a written plan on how to handle emergency situations which should include, but not be limited to, the following:

1. A member becomes disruptive (e.g., give a verbal warning). If a member's disruptive behavior requires their removal from a meeting, a facilitator should stay with the minor until they are released to their parent/legal guardian. For virtual meetings, if disruptive behavior continues after a warning, the Narateen will be removed from the virtual platform.

2. A physical danger such as natural threats (i.e., storm) or fire. The written plan should include the emergency exit plan of the facility where the meeting is taking place. For all meetings, the meeting could be cancelled due to the above-mentioned natural disasters.

3. A member becomes ill. The parent/legal guardian should be called, and a facilitator should remain with the minor until they are picked up. Calling 911 for assistance will be up to the judgement of the facilitators present.

Attendance:
List members and attendees in this area - divide by voting and non-voting members. (GLS, 6-4, A quorum shall consist of 51% of voting members, or business will not be conducted).

Call to Order:
The Chair called the meeting of the Florida Regional GSR Assembly to order _____ time, date, place (or teleconference) _____ . _____ name _____ will record minutes for this meeting. Roll call was taken by the Secretary, see list above.

Minutes:
_____ 1st name motions to approve the minutes of ____ (date)____ , with the following corrections (detail the corrections on the original motion). Note: The changes are made on the original minutes and the minutes of the meeting voting on the minutes (two different meeting minutes). Nothing is ever erased from the minutes. Corrections are made in the margin and initialed or added in a way (font, italics, colors) to easily see what was added/changed/amended. If wording is to be expunged, a line is drawn through the words that are to be expunged. Crossed out words should still be readable. When minutes are approved, minutes should clearly reflect that the draft minutes or amended minutes are now approved. The word, "Approved" and the secretary's initials and date of the approval are written next to the signature of the secretary OR a line can be provided at the bottom of the page that shows "approval date." To correct minutes previously approved require a 2/3 vote (Roberts Rules) Minutes should be written "promptly" and distributed.

Committee Reports: Attach long resolutions, reports or other supplementary material to the minutes as an appendix.
1. Treasury - (GLS 6-4 - Special Rules of Order New business resulting from a member's report or recommendation is to be taken up in new business.)
2. Outreach
3. Website

Old Business:
1. Item 1

New Business: How to Write Meeting Minutes
1. The minutes provide a permanent record, provide a reference to check commitments and decisions, and provide a record of results for those who were not present at the meeting. Essential elements are noted, such as type of meeting, name of the organization, date and time, venue, name of the chair or facilitator, main topics and the time of adjournment; include approval of previous minutes, and all resolutions. Taking minutes is not the same as taking dictation. Record what is done, not what is said. Do not reflect the secretary's opinion about anything that is said or done. Minutes should be distributed as soon as possible after the meeting. Benefits of prompt minutes include easier writing of the minutes while memory is fresh, and it is very important in helping the chair create the next meeting agenda.
   a. Florida Region uses *motion forms* to ensure accurate wording of all motions. Refer to the form for specific wording when completing the minutes. Record the motions made (attach motion form) and the first names of people who originate them. You do not need to record the name of the "second" to the motion (Robert's Rules of Order). Record whether motions are adopted or rejected, how the vote is taken (by show of hands, voice or other method). (i.e., unanimous; 10 for/ 3 against)
   b. Minutes - GLS, 6-4 - "All meetings will be recorded, and the resulting minutes distributed to members of the RSC and assembly. Upon request, any Nar-Anon member can be given a copy of the minutes. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record."
   c. GLS, 6-4 - "Only voting members may make motions. Motions may be amended at any time prior to voting. A motion to amend must have a second."
   d. Tie Breakers, GLS, 6-4 - "In case of a tie vote on any motion, a body of three (chair, treasurer, and secretary) shall cast one vote each to decide the issue. If one or more of these officers are absent, the vice chair, delegate, and alternate delegate, in that order, shall replace the missing officer(s). Tie breaker privileges do not apply in actions requiring a two/thirds majority."

Open Agenda:

Next Meeting Date & Time:
The next meeting will be held on_____ (day and time)_____ in the ____ (place of next meeting)_____ .

Meeting Adjournment:
_____ name of person making motion_____ motioned to adjourn the meeting at_____ . Motion carried unanimously.

Submitted by,
First Name of Recorder_____
Name of Position on Board _____
Approval Date: _____

Parliamentary Motions Guide

PART 1: Main Motions. These motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.						
PURPOSE:	**YOU SAY:**	**INTERRUPT?**	**2ND?**	**DEBATE?**	**AMEND?**	**VOTE?**
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to …	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to …	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to …	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by …	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] …	No	Yes	Yes	Yes	Majority
PART 2: Incidental Motions - no order of precedence. Arise incidentally and decided immediately.						
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which …	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None
PART 3: Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.						
§34 Take matter from table	I move to take from the table …	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind …	No	Yes	Yes	Yes	2/3 majority w/ notice
§37 Reconsider motion	I move to reconsider the vote …	No	Yes	Varies	No	Majority

Intro to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

The Order of Business may (for example) follow this order: Call to Order, Roll Call of Members Present, Reading of Minutes of Last Meeting, Officers Reports, Committee Reports, Special Orders --- Important Business Previously Designated for Consideration at This Meeting, Unfinished Business, New Business, Announcements, and Adjournment.

The Rules

1.	**Point of Privilege**	Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
2.	**Parliamentary Inquiry**	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
3.	**Point of Information**	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
4.	**Orders of the Day (Agenda)**	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
5.	**Point of Order**	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
6.	**Main Motion**	Brings new business (the next item on the agenda) before the assembly
7.	**Divide the Question**	Divides a motion into two or more separate motions (must be able to stand on their own)
8.	**Consider by Paragraph**	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
9.	**Amend**	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
10.	**Withdraw/Modify Motion**	Applies only after question is stated; mover can accept an amendment without obtaining the floor
11.	**Commit /Refer/Recommit to Committee**	State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
12.	**Extend Debate**	Applies only to the immediately pending question; extends until a certain time or for a certain period of time
13.	**Limit Debate**	Closing debate at a certain time, or limiting to a certain period of time
14.	**Postpone to a Certain Time**	State the time the motion or agenda item will be resumed
15.	**Object to Consideration**	Objection must be stated before discussion or another motion is stated
16.	**Lay on the Table**	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
17.	**Take from the Table**	Resumes consideration of item previously "laid on the table" - state the motion to take from the table
18.	**Reconsider**	Can be made only by one on the prevailing side who has changed position or view
19.	**Postpone Indefinitely**	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
20.	**Previous Question**	Closes debate if successful - may be moved to "Close Debate" if preferred
21.	**Informal Consideration**	Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
22.	**Appeal Decision of the Chair**	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
23.	**Suspend the Rules**	Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified