

Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

Date Submitted: January 19, 2018

Made by: FL Guidelines Ad Hoc Committee

Title: FL Regional Guidelines

Pass / Fail

Motion #: _____

Date Presented: _____

Seconded by: _____

For/Against/Abstain: ____ / ____ / ____

Motion:

For the Region to accept the Draft FL Regional Guidelines (FLRG), developed by the FL Guidelines Ad Hoc Committee, which will replace the current flow chart and provide a record of past, present and future policy and procedure guideline motions that have passed or will pass in the FL Region. These Draft FLRG will remain in draft form until approval of a final living document is voted in by the Region.

Intent:

The FL Region Guidelines Ad Hoc committee has served as a resource for the fellowship to clarify the policy and guidelines found in our service documents and to provide a more useful document to include information from the flow chart and other regional policies and have the FL Region Guidelines comply with Nar-Anon Family Groups GLS & GWS.

Background/Methodology:

This draft of the Florida Region Guidelines (FLRG) is a result of a thorough and diligent review of all available minutes from 2006 through 2017. The committee is aware that there are minutes that have not been made available to them. The committee has requested missing minutes, but requests have gone unanswered.

Motion 9/29/2009: Motion to develop a regional committee to set up Florida Guidelines, roles and responsibilities. Motion Passed.



Florida Region Guidelines

Adopted: _____

Revisions:

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 make 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 it 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 (S-300)
- Guide to World Services (S-301)
- Event Planning Handbook (S-320)
- Outreach Info Folder (-408)
- Narateen Safety Guidelines (S-332)
- Newsletter Handbook (S-317)
- Website Handbook (S-318)

DRAFT

Article II- Groups

Section 1 - ¹Procedure 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, <http://www.nar-anon.org/find-a-meeting> (phone 800-477-6291)
- Email the ²Florida Region, meetings@naranonfl.org³

The following links may be accessed through <http://naranonfl.org>.

Section 2 - New Group

Step 1. Read "Starting a Group" <http://www.nar-anon.org/starting-a-group>

Step 2. Fill out Nar-Anon registration form: <http://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# <http://www.naranonfl.org/meetings.html>

Step 3. Edit your meeting on Nar-Anon WSO: <http://www.nar-anon.org/edit-group>

Step 4. Notify the Florida Region, meetings@naranonfl.org, with the following information

- a. Group ID# & City

¹ Sept 7, 2008 motion that only new groups be added to the Florida Region Meeting List only after they are registered with WSO and appear on the website (Nar-Anon WSO). This will help with confusion and incorrect information. Vote: Passed

² Flow Chart: 3/7/14 - To adopt the flow chart dated 2/5/14, revised 3/4/14, and amended 4/24/14 as a procedure and guideline for Region. A flow chart will be formulated by the Outreach Committee that will "show the updates needed with opening, closing, and editing of meetings and how it would go and will be made into a motion that will be emailed to all the GSRs by the end" of March, when a Regional teleconference will be held.

³ Email sent to meetings@naranonfl.org is distributed to the following: the Florida Region Service Committee, Area Chair(s), Outreach Chair, Communications (Meeting/Contact List) person, the Website Chair and the Webmaster. Florida Region Service Committee is comprised of the chairperson, vice-chair, secretary and treasurer.

- 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. Fill out Nar-Anon WSO form: <http://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 - Sharing Meeting Events

Send the information/flyer intended for the website to the Website Chair (website@naranonfl.org) for review by the committee before posting.

Flyers for events and news in Word doc format to the Website Chair for review by the Website Committee before posting. Items are generally posted within 5 working days.

Section 6 - 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? (S-309)
- Appropriate Sharing & Crosstalk (S-308)
- Group Conscience and Business Meetings (S-305)
- Guidelines for Healthy Meetings (S-303)
- Let's Talk About Anonymity (S-307)
- Nar-Anon Group Inventory (S-316)
- Sample Format for Beginner Meetings (S-319)
- Sample Format for Nar-Anon Meetings (S-314)
- Sample Format for Narateen Meetings (S-331)

Article III- Regional Structure

The ⁴Florida 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.

⁴ Motion 9/29/2008 to change name from Florida Area Service Committee to Florida Region Service Committee.

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 voted in at assembly by the region

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

C. Treasurer

1. ⁵The treasurer will set up purchase and delivery of the New Group Packet, GLS, and Outreach Information folder

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 not 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) Raises funds for the delegate's equalized travel expenses to attend the World Service Conference (WSC)

⁵ Motion 9/29/2007: Any new group who wants to start in Florida and contacts WSO in regard to starting it will be directed to a board member from FL Are of NFG which will after getting all the information about the new group, the FL Area of NFG will authorize WSO to send them a new group packet and the Treasurer will forward a check to WSO to cover the cost.

- 9) Drafts a slate of nominees eligible for election at the assembly

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

⁶The 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 Area⁷ - 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.
3. Responsible for holding regular business meetings and taking minutes of those meetings

⁶ The Florida Region will make a donation to the WSO three (3) times per year or after each F2F. INTENT: To set a timetable for donations to the WSO from the Florida Region."

⁷ 8/19/2006 - At the assembly the elected GSR's can vote to change or further divide the districts. Florida is recognized as an area by the WSO but is not subdivided into Districts.

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.

• *Convention Committee*

The Convention Committee follow Guidelines in the Event Planning Handbook.

• *Narateen Committee*

The Narateen Committee will follow the Florida Region Narateen Guidelines, FLRG and Nar-Anon WSO Guidelines and the following resources:

- FL Narateen Guidelines
- Narateen Safety Guidelines (S-332)
- Narateen Facilitator Registration Form (S-333)
- Facilitating a Narateen Group (S-330)

• *Outreach Committee*⁸

Outreach how-to information is available in the Nar-Anon Outreach Information Folder and on the WS Outreach webpage.

1. ⁹To provide all new meetings within Florida Region a Nar-Anon Outreach Folder (NFG Item# O-408).
2. Oversee the Florida Region Information Helpline
3. ¹⁰Responsible to update and distribute monthly the Florida Region Meeting Directory
4. Maintain and distribute the Contact List
5. Responsible to keep and provide updated information to the 211 Information Line¹¹.

• *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 will comply with the Nar-Anon CAL Website Handbook and any future Florida Region Website Guidelines.

⁸ Motion 9/17/2011: Based on the WSO decision to combine H&I and PI, we move that the FL Region adopt the combination of both functions and call the committee Outreach to conform to the WSO language.

⁹ Motion 9/17/2011: To provide all meetings within Florida the H & I and PI information packets as part of the new meeting packet; motion passed, Intent: To make all meetings aware of the purpose and intent of the Outreach program. This would provide the basis for local Outreach projects. Friendly amendment is as follows, "to provide the information packet to the new meetings only." Motion passed

¹⁰ Motion 5/13/14, Meeting List: Modify front of the FL State Meeting List to reflect it's the FL Region. Remove the word State, replace with Region and also add the words "by County"

¹¹ Motion 7/22/2012: To remove all current information from all the 211 providers in Florida and to add Florida Region Helpline and Website, along with the World Website, Mission Statement, and Vision Statement. Intent: Unify 211 in the Florida Region."

1. The ¹²Outreach Info Contact Card template will be provided to the fellowship through the FL Region website.
2. ¹³ To provide a link on the region website a link for addicts seeking help to the NA website, find-a-meeting webpage following NFG Website Handbook guidelines. ¹⁴"If you are an addict seeking help, click here"
3. ¹⁵To add a link on the homepage for the "Do You Need Nar-Anon?"
4. Events & Group Meeting Event Information: send information/flyer to the FL Region Website Chair for review by the website committee before posting
5. Webmaster will have no term limit¹⁶

Section 10 - Regional Delegates

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

¹² Motion 5/30/14: To allow members performing outreach to utilize the outreach info and contact card

¹³ Motion 5/18/2013: "Outreach Committee Motion: The original motion was made by certain Outreach members and it was requested that the makers of the motion be changed to the Outreach Committee upon their approval. Another amendment to the motion is in the intent. After "add the above 'Click Here'" link, it should state:

"<http://portaltools.na.org/portaltools/meetingloc/>". Motion passes." [111211-032016FLRegMtns-Mins copy - PAGE 39 (Motion

¹⁴ CAL Website Handbook, PG 7 "Tradition Six states, "...although a separate entity, we should always cooperate with Narcotics Anonymous." To this end, Nar-Anon sites may link to any other Nar-Anon or Narcotics Anonymous websites that the website committee finds consistent with Tradition Six. The following suggested disclaimer should accompany the link to any Narcotics Anonymous website: "Links to Narcotics Anonymous websites are provided as a convenience and in a spirit of cooperation and not affiliation."

¹⁵ Motion 2014.05.30: A friendly amendment was made, stating for the motion to read "To add a link for the "DO YOU NEED NAR-ANON?" questions to the home page of the Florida Region Nar-Anon website." The friendly amendment was accepted. 111211-032016FLRegMtns-Mins - PAGE 38 & Outreach motion form: "To add a link for the "Do You Need Nar-Anon?" questions to the home page of the Florida Nar-Anon website with the verbiage underneath the link. Intent: To aid those in search of the question "do I need Nar-Anon?" utilizing the questions listed in the Hope pamphlet (ELSEWHERE: CAL Website Handbook, pg. 4 - RESPONSIBILITIES OF A WEBSITE COMMITTEE)

¹⁶ Motion 9/17/2011 - Webmaster - no term limit: motion to dissolve the Web Chairperson position and committee, and to replace it with a trusted servant position, Web Master, without a term limit. A friendly amendment was made to add an Assistant Web Master position. Motion carried unanimously (01312009-10282012-FLRegMtns-Mins-motions-table -- pages 5-7)
 •REMOVE Motion 111211-032016FLRegMtns-Mins - PAGE 38 - no motion form - this was a page taken from minutes) (Also indicated in Outreach minutes 10/23/2013) Website Committee Motion: The motion was read and followed by a second. A question was asked as to whether or not the new Webmaster would be on the monthly phone call or not, but no answer could be given, but she would be part of the Website Committee call. It was shared that the previous webmaster did take part of the monthly teleconference calls but she also submitted a monthly report to the Region. Motion Passes

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

¹⁷The Region shall have 4 meetings per year; two Region Assemblies and two Region teleconferences. The General Assembly shall meet at a central location within the Region.

1. September: General Assembly
2. December: (first half of the month) Teleconference
3. March: General Assembly
4. June: (first half of the month) Teleconference

Section 2 - Election Assemblies, Nominations & Election of Officers

Florida Region will comply with GLS with the exceptions of the following:

1. ¹⁸Dual Membership - Members who are also members of NA cannot hold office in both memberships beyond group level.
2. ¹⁹Chair Positions do not need to be GSRS

Section 3 - Quorum

²⁰A quorum shall consist of 51% of voting members, or business will not be conducted.

Section 4 - Motions & Voting Procedures

Motions can be submitted through a Group Service Representative (GSR) for consideration by the GSR face to face meeting.²¹

²²Main motions shall be presented to the regional RSC/ASR/GSRs sixty (60) days prior to a previously scheduled F2F assembly for voting by the members of the Region. Thirty (30) days after presentation of the motion(s) and thirty (30) prior to a motion(s). At the end of the sixty (60) day period, all groups shall be prepared to vote on said motion(s).

Section 5 - 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.

¹⁷ Sept 2015 Regional Assembly: The Region shall have 4 meetings per year; two Region Assemblies and two Region teleconferences to a mid-state location.

¹⁸ Motion 9-12-09 F2F Minutes& 5/23/10 teleconference minutes: Clarify Dual Membership: members who are also members of NA cannot hold office in both memberships beyond group level. Yes, in Region;

¹⁹ 8-22-10 FL region minutes mentioned Chair positions don't need to be GSR

²⁰ Guide to Local Services and Quorum addressed in 9/19/2015 minutes

²¹ Motions: 8/28/11 Conference Call Minutes: "Motions can be submitted through a Group Service Representative (GSR) for consideration by the GSR face to face meeting

²² Motion 9/28/2013: This new motion procedure shall commence October 1, 2013

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 - Motion Form*
- *Attachment #2 - Minutes Form*
- *Attachment #3 - Parliamentary Motions Guide*
- *Attachment #4 - Introduction to Robert's Rules of Order*
- *Attachment #5 - Florida Region Flow Chart*

Attachment #1

Nar-Anon Florida Region Service Committee Motion

NOT TO BE FILLED IN UNTIL FLRSC MEETING

Date Submitted: _____

Made by: _____

Title: _____

Pass / Fail

Motion #: _____

Date Presented: _____

Seconded by: _____

For/Against/Abstain: ____ / ____ / ____

Motion:

Intent:

Draft/Approved/Amended Minutes of the Florida Regional Assembly Date, Time, Place

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

Attachment #4

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.

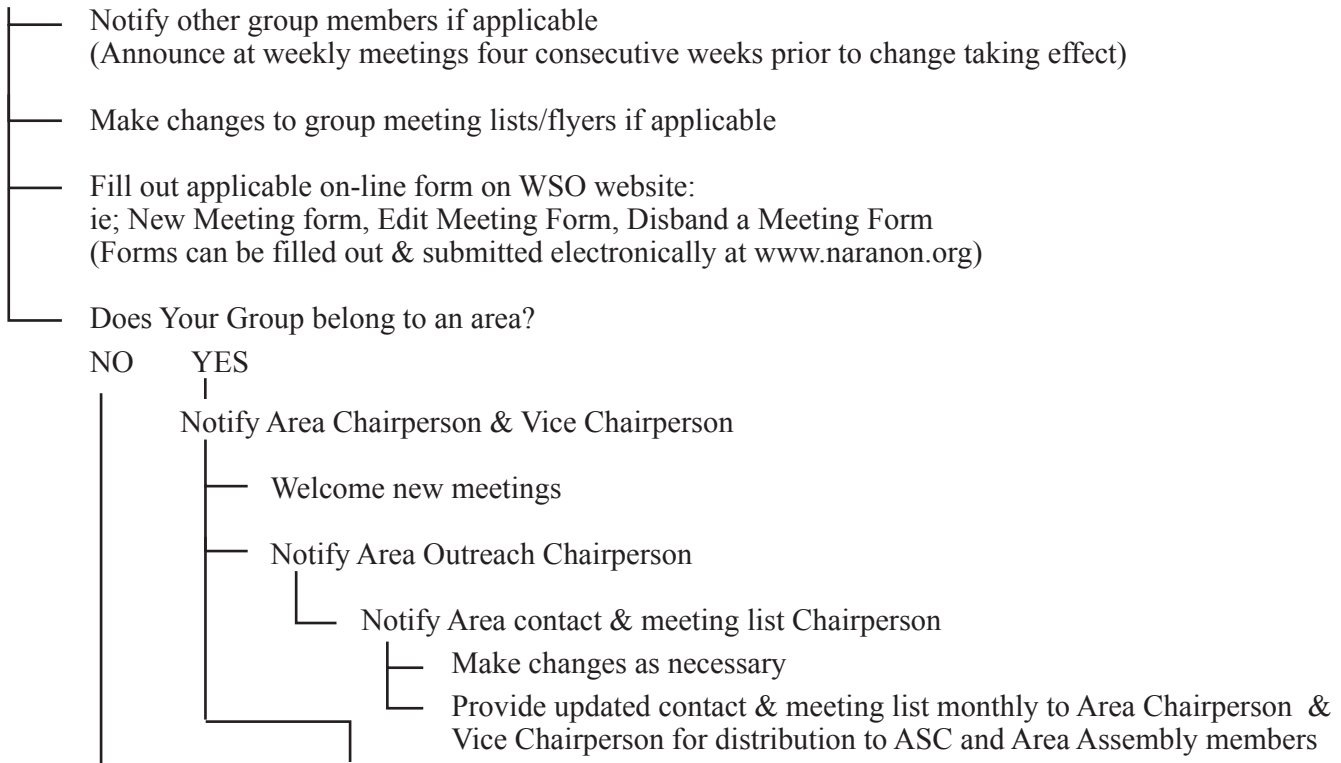
The Rules

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

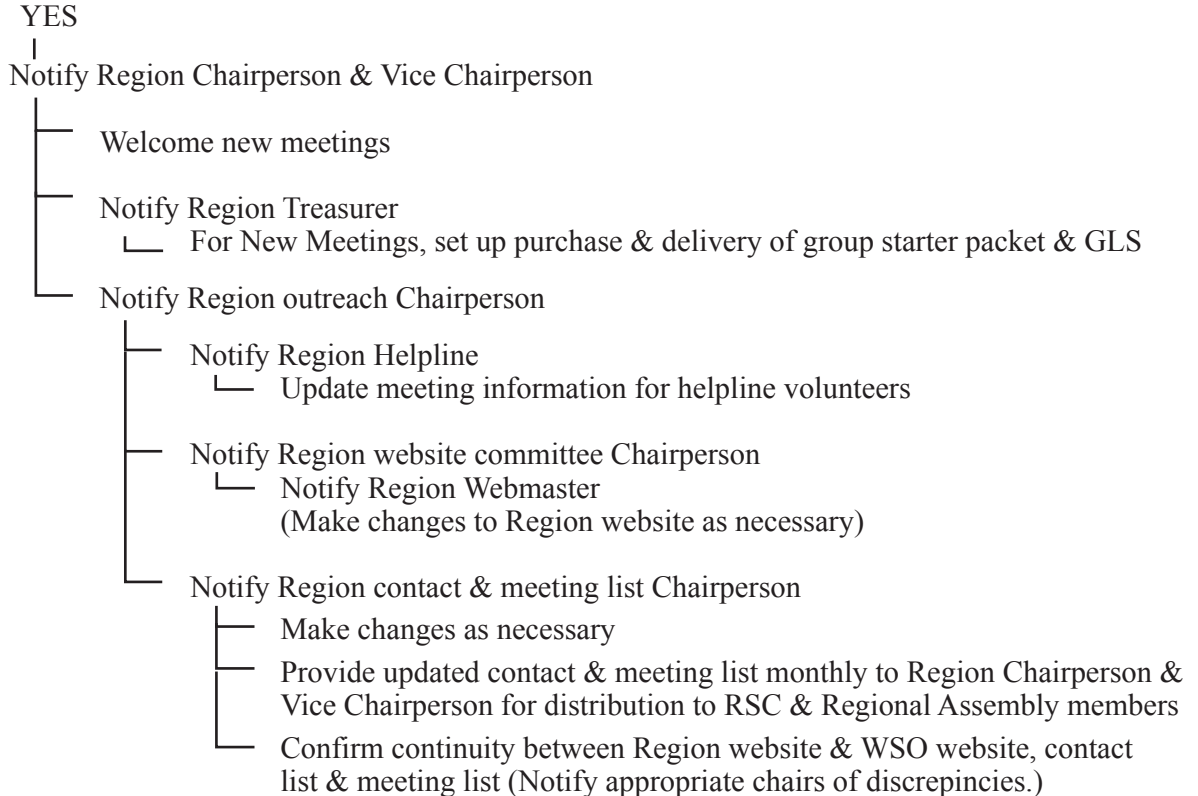
Attachment #5

Procedure for adding/removing/editing group meeting information included on meeting lists/websites/contact lists:

GSR**



Does Your Group belong to a Region? (If not the process is complete.)



*Note: If your group is not listed on the RSC contact/meeting list, please contact the Region Vice Chairperson.

**Note: Please send all flyers for events and news in Word doc format to the Website Chair for review by the Website Committee before posting. Items are generally posted within 5 working days.

FLORIDA REGION NARATEEN GUIDELINES

Narateen is a recovery program for young people whose family and friends are suffering from the disease of addiction based on the 12 Steps, 12 Traditions and 12 Concepts of Nar-Anon.

Because Narateen members are minors, there are special considerations needed to make sure their meeting is a safe space for them to share their experience, strength and hope.

The Nar-Anon World Service Office has provided some guidelines through the WS Safety Guidelines (S-332), the Guide to Local Services, and the Guide to World Services and have a tab on their webpage devoted to Narateen.

The following are the guidelines developed by the Florida Narateen Subcommittee and approved by the Florida Region Assembly in compliance with WSO requirements and suggestions.

FLORIDA REGION GUIDELINES

ROLE OF THE REGION:

- The Florida Region will provide each new Florida Narateen Group registered with the WSO with the Narateen New Group Packet as well as one copy each of the “Hope for Children”, “Day at a Time” and “Living Today in Alateen” Books. (Motion September 17,2011)
- 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 these safety guidelines as needed and present as a motion for assembly approval.
- Submit a yearly budget proposal to the region
- Refer to the NTPP the names of interested facilitators who have communicated with the committee and appear to 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.

NARATEEN PROCESS PERSON (NTPP):

- The Florida Region’s Treasurer shall serve as the Narateen Regional Process Person with duties and responsibilities as follows:
- Maintain and update Florida Narateen Group Facilitator information and Narateen Group information with Nar-Anon World Service.
- Maintain current information with the background check agency, including setting up account and payment information.
- Verify funds are available for background checks.
- Communicate and maintain records between agency and facilitators for completion of background check process.
- Acts as a liaison between World Service, Florida Region, Florida Narateen Committee, facilitators Narateen members & 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.
- Complete and submit the Narateen Group Registration form (form in GLS) to the WSO 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.
- 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 a VHECS background check, every five years, through the Florida Region's Narateen Committee's approved resource. (motion date)
- Have an experienced Narateen Facilitator mentor for the first 6 months for guidance and support.
- Special exceptions for a school based meeting: A school professional who has been screened through the school district background check can substitute for one Nar-Anon facilitator if 2 are not available.
- 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 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 for experience must be willing serve as mentors to new facilitators.
- Successful completion and passing of a VECHS background check to be a Narateen Group Facilitator will be required to ensure the safety of group members
- What is the Volunteer and Employee Criminal History System (VECHS) program? The VECHS program allows qualified entities to obtain state and national criminal history record checks on individuals working with children, the elderly or the disabled. The authority for these checks is granted under the National Child Protection Act (NCPA), which is implemented through the VECHS program, under Section 943.0542, F.S.
- Those interested in becoming a Narateen facilitator should submit a letter of willingness to the Narateen committee who will share these guidelines with them and offer support before submitting the letter of interest to the NTPP.

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 so 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 Groups Service Representative to represent them at area or regional 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 must occur only with the expressed written consent of the minor's legal guardian (a sample permission form is attached).

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 if 2 are not available.

Only 1 facilitator is available to attend a meeting: Group conscience including both facilitators and members will decide with the meeting takes place.

Facilitator suspects a minor member is a victim of neglect or abuse: (as mentioned above)

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 or Narateen Committee members for support before reporting suspected child abuse or neglect.

Details of the 2016 Florida Child Abuse Mandatory Reporting Law (39.201) can be found here:

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0000-099/0039/Sections/0039.201.html

EMERGENCY SITUATIONS

Each Narateen group should develop, 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
2. A physical danger such as natural threats (i.e. storm) or fire
3. A member becomes ill.