



STRENGTH THROUGH SERVICE NAR-ANON WORLD SERVICE CONFERENCE 2016

CONFERENCE AGENDA REPORT

Greetings from the Nar-Anon 2016 World Service Conference Committee,

We are sending this report to all registered regions, delegates, alternate delegates, world service committees and the board of trustees of Nar-Anon Family Groups in preparation for "Strength Through Service," the 2016 Nar-Anon World Service Conference (WSC) to be held from April 28 through May 2 at the DoubleTree by Hilton Hotel Torrance – South Bay, Torrance, California, USA. This *Conference Agenda Report (CAR)* will only be available in English, but registered non-English speaking regions may translate it into their own language.

The WSC is the time when the WSO staff, board of trustees, world service committee members, regional delegates, alternate delegates, and any other interested Nar-Anon members join together to pursue our fellowship's growth. As we continue to grow and develop in our fellowship, our primary purpose "to offer support to friends and families of addicts" and to listen to the group conscience of the Nar-Anon Family Groups will remain unchanged.

Nar-Anon Family Groups have held World Service Conferences every two years since 2006. Each WSC has seen increased participation from regions around the world. The upcoming WSC will be our 6th conference. Information about previous and upcoming conferences can be found at www.nar-anon.org/world-service-conference/.

Delegates, alternate delegates, trustees, and observers came from all over the world to attend the conference in 2014, "Trust In the Spirit of Unity". Countries represented were Brazil, Canada, Colombia, Costa Rica, Iran, Japan, Russia, South Africa, and the USA. The diversity brought by each perspective contributed to the debate and the success of the conference. The numbers illustrate how WSC participation has grown: seventeen delegates, ten alternate delegates, eleven trustees, twelve observers, seven WSO staff members, two WSC committee members, a region representative, a conference facilitator and nine countries were represented. The conference considered and voted on fifty-four CAR motions, seven items of CAT material and nine new business floor motions.

The *CAR* is a tool by which we are able to communicate the issues that we will address at the WSC. We ask that each region distribute the *CAR* to all of its groups, so that every member of the worldwide fellowship may have an opportunity to review it and have their voice heard at the group level. Our hope is that each group's conscience will then be carried to the area and to the region, so that every regional delegate and alternate delegate will be able to fully represent their region. The regional delegate and/or alternate delegate will then attend the WSC 2016 and vote on behalf of their region. If a region does not have a delegate or alternate delegate, they may send a representative who will have a voice but no vote. Only regional delegates (and alternate delegates while serving in place of their delegates) and trustees will have a vote at the conference.

The deadline for receiving motions in final form was October 11, 2015. The motions received from the regions and world service committees appear at the end of this report.

GOALS OF THE WSC 2016

The theme "Strength Through Service" was international in its creation and arose out of discussion that occurred at the conclusion of WSC 2014. This theme embodies the continued development of our fellowship. It is demonstrated by the many service related motions such as Outreach and Narateen. Our growth is supported through service at all levels. Our primary purpose, to help families of addicts, is strengthened through our service.

LITERATURE PRIORITY LIST

At WSC 2014, a motion was approved for creation of a recovery literature priority list. Attached to the CAR (Attachment 1, WSC 2016 CAR Attachment), is a list compiled from requests and submissions to the World Service Literature Committee. We ask that delegates review and prioritize this list with input from their regions. The completion of any recovery literature is dependent upon submission of writings from our fellowship. We encourage delegates to solicit writings to help accomplish the goals of the WS Literature Committee.

ELECTIONS

At the WSC, the voting members of the conference elect nominees to the World Pool, which is a group of Nar-Anon members who have applied and are eligible to serve on the board of trustees. Voting members of the WSC elect one-third (up to five) of the trustees from the World Pool and the board of trustees (BOT) elects two-thirds (up to ten) of the trustees from the World Pool, as provided in our bylaws. The maximum number of seats on the BOT is fifteen.

At WSC 2016, there will be six vacancies on the board. The existing BOT includes four trustees elected by previous conferences. The WSC will elect one trustee from the World Pool to the BOT, for a total of five WSC directly elected trustees. The BOT will fill the remaining vacancies from the World Pool.

The Conference Facilitator for the next conference is also elected during the WSC.

REPORTS

Each region, whether represented at the WSC or not, is asked to prepare a regional report and submit it to the WSC Committee at wscconference@nar-anon.org, no later than February 28, 2016. The committee will compile the regional reports for presentation with reports from the WSO, board of trustees and world service committees, along with budgets and agendas. The regional report should offer information regarding the number of groups, how many meetings are held, region structure, and events each region has participated in since the last conference. A template will be provided. Please submit reports as a Word document. Sharing your report with the WSC, even if your region is not attending, provides important information about regions around the world and allows us to better serve our fellowship.

PROPOSED CONFERENCE RULES OF ORDER

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC. The WSC Facilitator chairs the conference using the WSC Standing Rules of Order and *Robert's Rules of Order (Robert's)*.

At the opening of the WSC, all regional delegates, alternate delegates, and representatives will be polled to establish that those present have submitted proper minutes necessary to be recognized at the WSC.

To conduct business, the conference utilizes the following WSC Standing Rules of Order, adapted from *Robert's*, in conjunction with the following Floor Motion Criteria. The WSC Standing Rules of Order have been found to meet the general needs of the conference when they are not in conflict with other conference policies, the Twelve Traditions of Nar-Anon Family Groups or the Twelve Concepts of Nar-Anon Service.

In cases where the WSC Standing Rules of Order are not comprehensive enough, *Robert's* is used. In cases of a conflict or discrepancy between the two, WSC Standing Rules of Order will take precedence.

After adequate discussion and debate have occurred, the conference formalizes its consensus by voting. The consensus is determined by a majority vote except for those decisions that require a 2/3 vote as defined in the WSC Standing Rules of Order. All activities of the WSC strive to achieve the spirit of consensus-based decision making.

WSC STANDING RULES OF ORDER

1. Each WSC delegate and trustee will have a voice and a vote. Alternate delegates and representatives will have a voice. An alternate delegate has a vote in the absence of their regional delegate. Representatives have no vote. World service committee chairs have voice limited to their committee report and questions regarding their committee's activities. The WSO Executive Director has a voice limited to his/her report and questions regarding WSO activities.
2. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. A region's delegate and alternate delegate are considered to be the same member when speaking on a motion.
3. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion each time they are recognized by the facilitator. However, the facilitator may exercise discretion to extend the time limit when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion from the floor to do so must be adopted.
4. There is a limit on the number of speakers on any motion. No more than three members may speak in favor of (pro) and no more than three members may speak in opposition to (con) any motion. Debate may be extended when a motion from the floor to extend debate is made and adopted.
5. Every main motion from the floor must be presented in writing on a WSC motion form and contain the names and positions of the members proposing and seconding the motion. A region's delegate and alternate delegate are considered to be the same member when making or seconding motions. Motions presented by the BOT do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have its intent visibly reflected, as the members will be voting on the actual wording of the motion, not the maker's intent of its effects. Motions must be turned in to the motions table before the facilitator will recognize the maker. All motions are displayed in writing before debate or voting. After a motion is made and seconded, the facilitator restates the motion clearly to the conference. The motion is now pending and before the conference; it is only at this point that the motion belongs to the conference and must be disposed of in some manner.
6. Every amendment to a main motion must be presented in writing on a WSC motion form and contain the names and positions of the members proposing and seconding the amendment. A region's delegate and alternate delegate are considered to be the same member when making or seconding amendments. Any second merely indicates that another member wishes the matter to come before the conference; it does not necessarily mean that the member who seconds the motion is in favor of the motion. Amendments presented by the BOT do not require a second. Amendments must be turned in to the motions table before the facilitator will recognize the maker. All amendments are displayed in writing before debate or voting.
7. Debate follows if the motion is debatable. Debate will also follow the making of an amendment to the motion, if the motion is amendable. Debate addresses the motion or amendment, not the member making it. Motives should never be questioned. Members should address each other through the presiding facilitator. The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.
8. When ready, the conference votes to adopt (carry) or reject (fail) the motion or amendment. This is also known as the facilitator putting the question. The member who is chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

Voting shall be by a voice vote while standing. All in favor of the item are asked by the facilitator to stand and remain standing for a count of the vote. Those in favor are then seated, and the process is repeated for those opposed and in abstention to the item in question.

9. A majority vote (simple majority) is a vote of more than one-half of the votes cast.
10. Every motion to make or amend policies and guidelines must be carried by 2/3 of the voting body as polled in each session. When a 2/3 majority of those present or eligible to vote is required, abstentions count as 'nay' votes.
11. Any motion submitted in the *CAR* for the current conference and approved at the conference becomes effective at the conclusion of the conference, unless otherwise specified in the motion.
12. These standing rules of the conference are applied in conjunction with the Twelve Traditions of Nar-Anon Family Groups, the Twelve Concepts of Nar-Anon Service, and *Robert's Rules of Order*.

FLOOR MOTION CRITERIA

The agenda for the World Service Conference (WSC) includes several sessions where the conference participants address different types of business.

The Old Business session addresses the motions that were presented to the Nar-Anon Family Groups in the *Conference Agenda Report (CAR)*. The fellowship has had an opportunity to consider and evaluate these motions. Regions have held assemblies to discuss the *CAR* so their regional delegates can come to the WSC with an awareness of the group conscience of their regions. During the Old Business session, any motions raised that were not contained in the *CAR* must fall into specific categories in order to be considered.

Acceptable motions from the floor during the Old Business session would include amendments to or withdrawals of motions in the current *CAR* and motions regarding the daily conference agenda, conference rules of order or general operations of the current conference, such as motions to adjourn or motions to accept minutes of the prior day's business.

During the Old Business session, the WSC Facilitator will rule out of order any motions from the floor of the conference that substantially change the intent of a motion presented in the *CAR*; attempt to change the Nar-Anon Family Groups' Twelve Steps, Twelve Traditions or Twelve Concepts of Service; or attempt to change Nar-Anon's name, nature or purpose. Motions of this nature require review by the fellowship and will be dealt with under New Business.

The WSC cannot approve new recovery literature or changes to existing conference approved recovery literature unless the new literature or changes to existing literature have been presented to the fellowship with the *CAR*. Recovery literature is simply defined as the conference approved literature that groups use in their meetings to work on recovery. This would include step and tradition books, daily readers, pamphlets on recovery topics, the Blue Booklet, step workbooks, etc. Changes to conference approved recovery literature require fellowship approval. Motions from the floor that attempt to change conference approved recovery literature will be dealt with under New Business.

The WSC also hears region reports and world service committee reports. Any motions that arise as a result of these reports will fall under New Business.

The New Business session of the WSC deals with budgets, projects planned for the next conference cycle, approval of service material presented within the conference approval track (CAT) timeframe, and the evaluation of new ideas which have come about during the current conference, including changes to conference approved recovery literature as mentioned above. After discussion of ideas which have come about during the current conference, the WSC decides whether these ideas or proposals will be included in the *CAR* for the next conference cycle or whether no action will be taken.

WSC 2016 MOTIONS

In addition to 5 motions originating from WSC 2014, there are 9 motions from regions around the world, 41 from world service committees and 3 board of trustee motions to be considered at the WSC 2016. These motions are presented in the following order: WSC 2014 floor motions, region motions, world service committee motions and BOT motions. At the conference the motions will be dealt with as time permits. Although all motions are important - especially to the regions or committees that submitted them - time to address each motion could be an issue, therefore we would like to accomplish this in as fair and equal a manner as possible.

General Note for Motions Appearing in the CAR: Proposed new language is shown in **bold** but will not be bold in the approved form. ~~Strikethrough~~ indicates existing language to be deleted in the approved form.

NEW BUSINESS MOTIONS from WSC 2014 Floor motions passed which require ratification by the fellowship

Motion 1: The subject matters and topics in Persian language to be set in the Nar-Anon website.

Maker: WSC 2014 Floor Motion 3

Intent: All members of Persian language in different countries of the world can be able to use the website.

Rationale: As the number of Persian speaking Nar-Anon members, both in Iran and in other countries. As well as there are more than 23,000 Nar-Anon members in Iran.

Financial Impact: Even if there is an expense, it will be very helpful for all the Persian speaking members.

**Motion 2: Rescind Motion 2 from WSC 2008.
WSO prepare and implement guidelines for all groups' qualifications for:**

- a) Starting new meetings;**
- b) Chairing all meetings and conventions;**
- c) Speaking at meetings and conventions.**

Maker: WSC 2014 Floor Motion 5

Intent: To dispose of a motion that was directed to the wrong service body.

Rationale: Not in the scope of WSO's duties to prepare guidelines. WS Convention Committee is working on a handbook encompassing convention and speaker guidelines. There are existing guidelines in the GLS addressing how to start a group. WSO does not determine qualifications.

Financial Impact: None given.

Motion 3: In the Guide to Local Services, page 6-7, section Regional Structure, subsection Regional Delegates, revise the second and third sentences.

When elected as delegates and alternate delegates, they can no longer hold office in the area or region; **this also includes no longer being a GSR.** Delegates and alternate delegates are

elected to serve for three (3) years **representing all the meetings in their region; this is why it is important that they hold no other position in their group, area or region.**

Maker: WSC Floor Motion 6

Intent: These added words are to clarify further the important role of the delegates and alternate delegates.

Rationale: There is a misunderstanding that delegates and alternate delegates can also hold the position of Group Service Representative (GSR). Being the GSR for a group may conflict with the delegate's and alternate delegate's responsibility to fully represent the region and all groups in that region. This also takes away the opportunity for others in the group to hold the GSR service position. The GSR is one of the most valuable positions for training our future trusted servants in the area and region. We need more not less.

Financial Impact: None, will be incorporated with next printing after WSC approval.

Motion 4: In the Guide to Local Services, page 6-1, section Regional Structure, subsection RSC Officers, after the last sentence, add:

Once elected, regional officers may no longer serve as GSR.

Maker: WSC Floor Motion 7

Intent: Clarify that regional officers can no longer serve as GSR.

Rationale: Consistent with one vote per group.

Financial Impact: None.

Motion 5: Create an ad hoc committee formed from the WS Outreach, Website, and P&G Committees to research the pros and cons of WSO utilizing Twitter as a tool for our fellowship and then making findings available to the fellowship.

Maker: WSC Floor Motion 8

Intent: To open conversation amongst our fellowship and provide clarity on this issue based on the findings of the ad hoc committee.

Rationale: Twitter may be a useful tool for education and worldwide outreach. An information page within the website may be facilitated for the purpose of educating those not familiar with the platform while providing guidance on maintaining online anonymity.

Financial Impact: None.

Board of Trustees comment: As far as the Board of Trustees is aware, Twitter, in its current form, does not protect anonymity. Concept 11 speaks of using Nar-Anon funds responsibly. Our trusted servants' time is a valuable resource that should be used wisely. A project plan that already conflicts with our Eleventh Tradition takes away from other crucial projects.

REGIONAL MOTIONS

Motion 6: To change the Guide to Local Services, page 4-4, section Group Structure, subsection Multiple Group Membership and Office-Holding, first paragraph:

Remove "However, most group members consider one group their home group", **replace with** "However, it is suggested that members consider one group their home group. When voting on matters beyond the group level, it is suggested that members vote only at their home group."

Motion applies to: Policy and Guidelines.

Maker: Eastern Pennsylvania Region, Motion #1.

Intent: Encourage suggested membership to a specific home group so that deciding who can vote and when is clear.

Rationale: To avoid personal opinion being the deciding factor of who can vote when in the group. Members who attend multiple meetings and/or business meetings would be encouraged to limit their motions/voting privileges to one group. This also better communicates voting and/or motions within the fellowship.

Financial Impact: Modification to GLS.

Motion 7: To change the Guide to Local Services, page 6-9, section Regional Structure, subsection Assemblies, first paragraph:

To conduct business, a quorum of the region's **registered** GSRs voting their group's conscience will be necessary. A tie vote will be taken back to the areas for their consideration if time permits. If time does not permit, refer to tie breakers under RSC policies above.

Motion applies to: Policy and Guidelines.

Maker: Florida Region, Motion #1.

Intent: The insertion of this word will clarify who the voting members are in order to establish a quorum.

Rationale: As the paragraph is currently written a quorum would be 51% of all the regions' GSR's. If all GSR's do not attend, a quorum may not be possible.

Financial Impact: None.

Motion 8: In the Guide to Local Services, after page 6-10, section Regional Structure, after Assemblies add a new subsection, "Establishing a New Region":

Establishing a New Region Three Step Process:

The decision to form a new region should include in its group conscience process, the Areas and all groups in the geography of both the new proposed Region and the impacted existing Region(s). This procedure is particularly important when the creation of a new region proposes to include existing Area(s) or local group(s) from an existing Region or Area.

A new region, or a change of affiliation from one Region to another by an Area or a local group, may be created after a transparent 3-step process of notice, group inventory and group conscience as follows:

- 1) Notice. The first step is a notice to initiate group inventory and discussion among groups and service structures potentially impacted. An Area or local group intending to take a Group Conscience on a proposed change of affiliation to another Region, issues a notice of intent (describing the proposed change) and initiates discussion not only by the initiating Region, Area or local group(s) but also with potentially impacted service structure(s) and their local groups (in the Region they propose to leave).

Notice of intent (to create a new region and/or to recruit existing groups/areas to join an existing region) should be sent to all of the potentially affected groups with copy of the Notice to the *World Service Conference c/o WSC Committee*, prior to any final group conscience by those contemplating creation of a new region or recruitment of existing groups to change regional affiliation by moving affiliation from one region to another region.

- 2) Group Inventory. A regional group inventory regarding the effect of the new region proposal and reasons therefor should be taken by all affected groups in the proposed new region and in the existing region, preferably with an in person meeting to discuss and consider the inventory.

A group inventory process includes discussion, listening to impacts/concerns of others and coming to a thorough understanding before taking group conscience. Listening to each other can improve decision-making; it may not change a local group final Group Conscience decision affecting service structure(s). It would afford all an opportunity to forge a joint outreach solution to avoid newcomer confusion at the public level.

Unless impacts on service structures, such as on each region, are jointly discussed by the local groups and the affected service structures as part of the region group inventory, an autonomous local group conscience, which affects other groups or Nar-Anon as a whole, may have impacts not considered by an Area or a local group in its decision-making.

- 3) Group Conscience. After service structure and local group joint discussion of the Group Inventory, Group Conscience occurs. The Area or local group(s) take(s) back this inventory input and considers it as part of its local autonomous final Group Conscience on whether to make the proposed change.

Transparency and Group Conscience can preserve the respect and unity that all members expect and deserve. After such a group conscience is taken, Area(s) and/or group(s) wanting to do so may then form a new region.

Motion applies to: Policy and Guidelines.

Maker: Northern California Region, Motion #1.

*Intent: **Intent is to create a transparent 3-step process of group conscience, whenever a local group is considering a change which may affect other groups or Nar-Anon as a whole. Emphasizing groups are autonomous except in matters affecting other groups or Nar-Anon as a whole. Currently, no process exists when considering the formation of a new region.*** This motion is intended to add such a process to the Guidelines for Local Service. The process is intended to apply when forming new regions, when existing regions recruit an Area or a local group to change regional affiliation and when a local group considers changing its affiliation from one region to another. ***This motion calls for group discussion between & among local groups and the service structures affected by the proposed action.***

Initiating the Group Conscience process in this motion is how Nar-Anon members are insured a Higher Power's loving influence in our decision making process, this motion builds autonomous Group Conscience as a step in Region, Area or local group

decision-making. The notice, inventory discussion and Group Conscience process, will provide for a fully informed autonomous Area or local Group Conscience process and promotes unity.

Rationale: Uninformed group conscience may impact other groups or Nar-Anon as a whole. A multi group inventory, discussion and group conscience is a transparent decision-making process. Group inventory helps Areas and individual groups considering joining another service structure to Understand service structure impacts before taking a final Group Conscience.

Cross-region discussion and group inventory, can consider impacts, otherwise overlooked. Inclusive process encourages affected service structures to solve potential impacts in advance. Impact may be particularly strong in public outreach. One community with two local groups, each belonging to different regions with one listed on each region's website and meeting schedules potentially confuses newcomers and referring agencies. This process affords all an opportunity to forge a joint outreach solution to avoid newcomer confusion at the public level.

Financial Impact: None.

Board of Trustees comment: As per Tradition 4, groups have autonomy. Although the action of forming a new region may impact the budget, quorum, or services of the existing regional service structure that the groups are a part of, it will not affect the other groups themselves.

All levels of service, including regions and areas, are created by groups to serve the common good of the groups and are accountable to those groups. See service structure *The Guide to Local Services – Pg. 1-2*. This process proposes to make the groups accountable to the region.

In keeping with Concept Two, the decision to form a region or change regions rests solely with the groups.

WSC Committee comment: Required assembly minutes confirming approval of this motion were not received at the time of the CAR release. The motion may be subject to challenge at the WSC.

Motion 9: In the Guide to Local Services, after page 5-3, section Area Structure, after subsection Sample ASC Agenda, add a new subsection, "Establishing a New Area Three-Step Process":

Establishing a New Area Three Step Process:

The decision to form a new Area should include in its group conscience process, all groups in the geography of both the new proposed Area and the impacted existing Area(s). This procedure is particularly important when a new or existing Area is proposed to recruit and include existing local group(s) from an existing Area. The process also applies when a local group proposes or local groups propose to move from an existing Area to join another Area.

A new Area or a change of affiliation from one Area to another by a group may be created after a transparent 3-step process of notice, group inventory and group conscience as follows:

1. Notice. The first step is notice to initiate group inventory and discussion among groups and service structures potentially impacted. A local group intending to take a Group Conscience to create a new Area or change of affiliation to another Area, or an Area (new or existing) wanting to recruit existing local group(s) to change affiliation from one Area to another, issues a notice of intent (describing the proposed change) and initiates group discussion with local groups and Areas affected.

Notice of intent (to create a new Area and/or to recruit existing groups to change and join a different existing area), is sent to all of the potentially affected groups, with copy of the Notice to the *World Service Conference c/o WSC Committee*, prior to any final group

conscience by those contemplating creation of a new area, recruitment of existing groups to change area, or moving affiliation of their local group(s) from one area to another.

2. Group Inventory. An area group inventory regarding the effect of the proposed change and reasons therefor, may be taken amongst all affected local groups in the proposed new and existing areas, preferably with an in person meeting to discuss and consider the inventory.

A group inventory process includes discussion, listening to impacts/concerns of others and coming to a thorough understanding before taking group conscience. Listening to each other can improve decision-making; it may not change a local group final Group Conscience decision affecting service structure(s). It would afford all an opportunity to forge a joint outreach solution to avoid newcomer confusion at the public level.

Unless impacts on service structures, such as on each area, are jointly discussed by the local groups and the affected service structures as part of the area group inventory, an autonomous local group conscience, which affects other groups or Nar-Anon as a whole, may have impacts not considered by an Area or a local group in its decision-making.

3. Group Conscience. After service structure and local group joint discussion of the Group Inventory, the Area or local group(s) take(s) back this inventory input and considers it as part of its local autonomous final Group Conscience on whether to make the proposed change.

Transparency and Group Conscience can preserve the respect and unity that all members expect and deserve. After such a group conscience is taken, local group(s) may form a new Area or move from one Area to another.

Motion applies to: Policy and Guidelines.

Maker: Northern California Region, Motion #2.

*Intent: **Intent is to create a transparent 3-step process of group conscience, whenever a local group is considering a change which may affect other groups or Nar-Anon as a whole. Emphasizing groups are autonomous except in matters affecting other groups or Nar-Anon as a whole. Currently, no process exists when considering the formation of a new Area.*** This motion is intended to add such a process to the Guidelines for Local Service. The process is intended to apply when forming a new area, when an existing Area wants to recruit a local group or groups to change affiliation and when a local group considers changing its affiliation from one area to another. ***This motion calls for group discussion between and among local groups and the service structures affected by the proposed action.***

Initiating the Group Conscience process in this motion is how Nar-Anon members are insured a Higher Power's loving influence in our decision making process, this motion builds autonomous Group Conscience as a step in Area or local group decision-making. The notice, inventory discussion and Group Conscience process, will provide for a fully informed autonomous Area or local Group Conscience process and promotes unity.

Rationale: Group inventory between & among potentially impacted local group and service structures is beneficial. Area boundaries are affected by a local group(s) decision to move from one area to either another existing Area or to form a new Area. Areas and individual groups considering joining another service structure benefit from understanding service structure impacts on both before taking a final Group Conscience.

With cross-area discussion and group inventory, any impacts, otherwise overlooked, can be considered. An inclusive process encourages affected service structures to solve potential impacts in advance. Impact may be particularly strong in public outreach. In one region, local groups formed a new area within their existing area, leaving a donut of stranded local groups. This process affords all an opportunity to forge a joint solution that avoids such outcomes.

Financial Impact: None.

Board of Trustees comment: As per Tradition 4, groups have autonomy. Although the action of forming a new area may impact the budget, quorum, or services of the existing regional service structure that the groups are a part of, it will not affect the other groups themselves.

All levels of service, including regions and areas, are created by groups to serve the common good of the groups and are accountable to those groups. See service structure *The Guide to Local Services – Pg. 1-2*. This process proposes to make the groups accountable to the area.

The decision to form an area or change areas rests solely with the groups, in keeping with Concept 2 and the GLS, Pg. 5-1 which states “*Approval for the formation of an area rests solely with the groups within the proposed area.*”

WSC Committee comment: Required assembly minutes confirming approval of this motion were not received at the time of the CAR release. The motion may be subject to challenge at the WSC.

Motion 10: In the Guide to World Services (GWS), page 23, section “Changes to Nar-Anon’s Twelve Steps, Twelve Traditions, Twelve Concepts of Service, or Nar-Anon’s name, nature, purpose, or logo” to amend the Tally Process point #4.

Currently, Point 4 of “Changes to Nar-Anon’s Twelve Steps, Twelve Traditions, Twelve Concepts of Service, or Nar-Anon’s name, nature, purpose, or logo” in Chapter 6 at page 23 of the Guide to World Services reads:

“Numbered ballots requesting a yes, no, or abstention response, together with self-addressed return envelopes, will be mailed to each group who registered for the tally. Groups will be provided sufficient time to return their ballots.”

The motion amends the notice to participate and return of group conscience vote, when the World Service Conference tally process is initiated to confirm, by the worldwide fellowship through Assembly group conscience, any proposed WSC-approved change, to the following:

Point 4: “Notice of Assembly group conscience is communicated to registered local groups by electronic or other means, i.e. by e-mail, text, Skype or by phone or in person. When other methods are not available or not appropriate, notice may be given by mail. Sender of communication (e.g. WSO) maintains a record of groups given notice and method of communication used. The notice includes a deadline (e.g. six months) for return of the group conscience for inclusion in the tally process.

The Assembly group conscience tally or individual group conscience is taken and communicated back to the WSC, c/o WSO, by electronic or other means - including web voting, email, text, Skype, or fax-- or by telephone, in person or by mail. A record is to be made either by the WSC or its designee—e.g., WSO, of the return and its method of communication.

The WSC Committee will announce the final results of the tally and the announcement will be included in the following World Service Conference Agenda Report.”

Motion applies to: Policy and Guidelines.

Maker: Northern California Region, Motion #6.

Intent: Adopt an updated process for taking a worldwide fellowship group tally to affirm (or deny) World Service Conference-approved proposed change(s) in the Twelve Steps, Twelve Traditions or Twelve Concepts.

An updated process for notice and group conscience is instituted, amending the current process maintain notice and opportunity for group conscience voice as well as the integrity of the group conscience process, while cutting costs from cost-prohibitive to a more reasonable expenses. A less costly process would allow appropriate changes to be considered and approved by the WSC. Today such motions, when initiated, are opposed solely on grounds of cost prohibitive requirements of current tally process – “we can’t afford it.” This motion is intended to remove this barrier and allow groups to advance such motions when group conscience finds it appropriate to make such a change.

Rationale: Due to prohibitive cost, Nar-Anon doesn’t have a workable process for change in wording in the Twelve Steps, Twelve Traditions or Twelve Concepts. Prior to the current process, change was made, without controversy, to add the word “internet.” Currently, a motion to update wording or make changes is objected to and not considered on its merits, defeated by the prohibitive tally cost (postage, printing, mailing, WSO staff time) objection alone.

A workable process allows group conscience consensus for change to occur while still honoring the intent to notify all groups of the proposed change and afford opportunity to voice group conscience on the proposal. Utilizing communication methods to reach all groups and return group conscience to the WSC is in keeping with Nar-Anon Traditions and Concepts.

Financial Impact: In the long run, the financial impact will be to reduce cost as it will be far less costly than the current tally process. The current initial cost in communicating notice that a tally of Assembly group conscience is being taken on a WSC-approved Motion is so prohibitive in WSO time and mailing costs that any proposals which require approval by a tally process are defeated on the issue of prohibitive cost alone without considering the merits of the proposed change.

This change in the tally process would permit sending of notice and return of Assembly group conscience by electronic means (such as email, text or social media, or by personal delivery as well as by mail. National Service Offices and Regions, can assist WSO, where appropriate, in reaching local groups. The remaining mailing cost will be postage to reach those who cannot or should not be reached by electronic or personal means. While the cost may still be significant, it will be far, far less than the prohibitive current cost for a tally process.

Board of Trustees Comment: The GWS states on page 23, “If approved by the WSC, **the proposal or action must then be approved directly by the groups** through a group tally process according to the following guidelines.” The proposed motion calls for an assembly group conscience in addition to the groups.

Confusion could arise from this process because it would be difficult for WSO to verify the votes from officially registered groups through the various methods proposed in this motion. Concept 5 states “*For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.*” The current process has one level of accountability and the proposed motion has multiple.

The financial cost will increase by having the tally votes come in through the various methods cited in this motion. It will take more time/manpower to the region level and WSO to compile the votes through the various methods.

WSC Committee comment: Required assembly minutes confirming approval of this motion were not received at the time of the CAR release. The motion may be subject to challenge at the WSC.

Motion 11: For the World Service Conference to adopt the following as a Nar-Anon suggested Third Step Prayer/Affirmation:

Higher power,
Guide me as I move forward on my journey to achieve peace and serenity in my life.
No longer am I alone.
No longer do I have to hold on to self-will.
Today I turn my life over to guidance from a power greater than me.
(Anonymous)

Motion applies to: Literature.

Maker: Northern California Region, Motion #7.

Intent: This motion proposes to add a unified simple Third Step Prayer/Affirmation for use by the Nar-Anon fellowship at the completion of working the Third Step. This prayer/affirmation was written by a current member of Nar-Anon.

Rationale: Nar-Anon doesn't have a suggested prayer or affirmation, as many other 12 Step fellowships have, for use as we turn over our will and our lives to our Higher Power at the conclusion of working the Third Step. The Third Step suggests that we use the spiritual principles of the program to move forward in our recovery in order to do this we must be willing to turn over self-will to our Higher Power. An affirmation or prayer is used in other 12 Step programs in working the Third Step, but Nar-Anon has not yet adopted its own, authored independently. It is desirable that, just as in all literature, Nar-Anon create its own.

Financial Impact: None, as this will only be added to existing literature under provisions of the reprint/2 cycle rule.

WSC Committee comment: Required assembly minutes confirming approval of this motion were not received at the time of the CAR release. The motion may be subject to challenge at the WSC.

Motion 12: In the Guide to Local Services, on page 3-7, insert Sample Beginner Format after "General Suggestions for a Six-Week Series of Beginner Meetings" and before Meeting Chart on page 3-8.

Attachment #2 "Sample Format for Beginner Meetings"

Motion applies to: Policy and Guidelines.

Maker: Pacific Northwest Region, Motion #1.

Intent: To provide a sample beginner meeting format similar to the sample formats provided for Nar-Anon and Narateen meetings.

Rationale: The Sample Beginners Format (S-319-14-08-12) was approved at WSC 2014 as a Conference Approval Track (CAT). There was no motion to request it to be added in the GLS. Placing this format in the GLS will provides useful tool for conducting a Beginner Meetings and is consistent with the Nar-Anon and Narateen formats in the GLS.

Financial Impact: None given.

Motion 13: In the Guide to Local Services, page 13-5; replace the Group/Alternate Group Service Representative Registration Form.

Attachment #3 "Group/Alternate Group Service Representative Registration Form" (Remove)
Attachment #4 "Group/Alternate Group Service Representative Registration Form" (Replace)

Motion applies to: Policy and Guidelines.

Maker: Pacific Northwest Region, Motion #2.

Intent: To provide an updated form to include pertinent contact information related to a GSR/Alt. GSR. This form is to be used for GSR/Alt. GSR registration with the region and to submit changes thereafter. It is not intended to register a GSR/Alt. GSR for an assembly.

Rationale: The Group/Alternate Group Service Representative Registration Form is outdated. The current form requests group name only but does not ask for a mailing address. Some groups may have setup a mailbox. Proposed form provides for the entry of a GSR/Alt. GSR email address and his/her group address. The new form tracks the effective start and end dates for each GSR/Alt. GSR. The current form is not set up to report GSR/Alt. GSR changes. Section B is added for a group to submit changes to the region whenever a new GSR/Alt. GSR is elected. This allows the region to maintain an up to date list of GSR's/ Alt GSR's registered with the region. The current form only recognizes an area to submit registration form. Section D is added to allow a group unaffiliated with an area but wishes to register with a region and acknowledged by an RSC officer.

Financial Impact: None given.

Motion 14: In the Guide to Local Services, page 6-9, section Regional Structure, subsection Assemblies, remove the following paragraphs and remove the Group/Alternate Group Service Representative Substitution Form on page 13-6:

The only voting members of the assembly are GSRs, or in their absence, alternate GSRs. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR registration form with the RSC prior to the vote being taken (a sample form is found at the end of this guide).

The RSC will provide a form to each area within the region for registering GSRs and alternate GSRs. Each area is responsible for reproducing and completing a form for each GSR/alternate GSR within their area. Only those names appearing on these forms will be recognized as voting members at the assembly.

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 RSC before that representative can be recognized as a voting member (a sample form is found at the end of this guide).

Replace with the following paragraphs and the Assembly Registration Form

The only voting members of the assembly are GSRs, or in their absence, Alternate GSRs or Group Substitutes. This is consistent with one vote per group. Only recognized GSRs are considered voting members. This recognition is gained by filing a GSR/Alternate GSR Registration Form or an Assembly Registration Form with the RSC prior to the vote being taken (sample forms are found at the end of this guide).

The RSC will provide forms to use in registering for Assembly. Each ASC is responsible for registering voting GSRs, Alternate GSRs, and Group Substitutes of participating Groups within

their Area. Groups unaffiliated with an Area are responsible for registering their voting representatives. Both ASCs and unaffiliated Groups register their voting members by submitting completed forms to the Region. Only those names appearing on these forms will be recognized as voting members at the Assembly.

Attachment #5 "Group/Alternate Group Service Representative Substitution Form" (Remove)
Attachment #6 "Group/Alternate Group Service Representative Substitution Form" (Replace)

Motion applies to: Policy and Guidelines.

Maker: Pacific Northwest Region, Motion#3.

Intent: Add a new sample Assembly Registration Form in the GLS for registering voting and non-voting members to attend an Assembly. Revises paragraphs on GLS page 6-9 to reference the use of the new form to reflect its use. Deletes the Group/Alternate Group Service Representative Substitution Form. Deletes paragraphs related to registration of a Group Substitute.

Rationale: Use of the sample Assembly Registration Form to register members at each Assembly will streamline the process for Assembly registration and voting. The proposed form can be used by the a region to determine the total number of all voting and non-voting members who plan to attend, determine room size, amount of assembly materials, number of name tags, and amount of refreshments to order, etc. The proposed form has additional fields to identify a member's position as a GSR, Alternate GSR, or Group Substitute and the date of the Assembly for which the members are registered. Completed Assembly Registration Forms may be included as part of Region Assembly records. Section C of the form allows non-voting members to register.

Financial Impact: None given.

WORLD SERVICE COMMITTEE MOTIONS

Motion 15: In the Guide to Local Services, page 8-1, section Finances and subsection Other Contributions to WSO, revise:

FINANCES

Nar-Anon Family Group Headquarters, Inc. is a non-profit organization that is fully self-supporting. Contributions from our membership are used to support our groups, areas, regions, and WSO, including a portion of the operating expenses for the World Service Conference. Contributions made directly to WSO, as well as monies from the sale of conference approved literature, are used to help realize our vision of carrying the message of hope throughout the world.

Contributions to WSO cannot be earmarked for special purposes; all contributions are allocated to the general fund.

Other Contributions to WSO

Although it is appropriate to ensure funds are available to carry out the normal tasks of groups, areas and regions, **these** entities should avoid the accumulation of funds in excess of their immediate needs (prudent reserve). Excess funds should be contributed to WSO for the benefit of Nar-Anon as a whole.

~~Contributions to WSO cannot be earmarked for special purposes unless recommended by the World Service Conference; all contributions are allocated to the general fund.~~

Motion applies to: Policy and Guidelines.

Maker: World Service Budget & Finance Committee, Motion #1.

Intent: To clarify that donations from members, groups, areas and regions cannot be designated for special purposes by those making the contributions.

Rationale: Removing the words "unless recommended by the World Service Conference" confirms that the World Service Conference does not have the authority to recommend earmarking by groups, areas, or regions. In the paragraph "Other Contributions to WSO" replacing the word "all" with the word "these" specifies and clarifies which entities are being referenced.

Financial Impact: None.

Motion 16: In the Guide to World Services, page 28, section Nar-Anon Recovery Literature and Service Materials, subsection Copyright and Trademark Information, second paragraph, revise to read:

"There are certain exceptions for reproducing or reprinting literature. Outreach literature labeled "This may be photocopied," may be reproduced by local outreach committees for use in their areas and regions. Area or regional committees may use quotes or reprint portions of Nar-Anon CAL that do not exceed 25% of the original piece or do not exceed 25% of a single chapter or section, if taken from a booklet or book. The Twelve Steps, Twelve Traditions, and Twelve Concepts of Service, Mission and Vision Statements **from the Nar-Anon Blue Booklet or world service website** may be **reproduced** in their entirety. These excerpts shall always include proper notation or credit identifying the origin of the quote or reprinted portion. This does not create any legal right or claim to Nar-Anon's CAL."

Motion applies to: Literature and Policy and Guidelines.

Maker: World Service Literature Committee, Motion #1.

Intent: This will clarify that the Nar-Anon 36 may not be reproduced in its entirety. The Twelve Steps, Twelve Traditions, and Twelve Concepts of Service, Mission and Vision Statements can only be reproduced in their entirety if taken from The Nar-Anon Blue Booklet or world service website.

Rationale: The way the paragraph is currently written does not make clear that the Nar-Anon 36 is excluded from being reproduced in its entirety.

Financial Impact: None.

Motion 17: In the Guide to Local Services, Replace the acronym "WSO" with "Nar-Anon Family Group Headquarters, Inc. [NFGH, Inc.]" or "NFGH, Inc." or "world services" as appropriate to reflect the correct entity in the following places:

Page 3-9, section Suggested Programs for Nar-Anon Family Group Meetings, under Note, change:

From: WSO has no responsibility in the matter of tape enthusiasts who realize a profit from the sale of taped talks by Nar-Anon members."

To: ~~WSO~~ **Nar-Anon Family Group Headquarters, Inc. [NFGH, Inc.]** has no responsibility in the matter of tape enthusiasts who realize a profit from the sale of taped talks by Nar-Anon members."

Page 5-2, section Area Structure, last bullet under ASR, change:

From: "Assists the delegate by keeping the GSRs informed of **WSO** activities and World Service Conference (WSC) decisions"

To: "Assists the delegate by keeping the GSRs informed of ~~WSO~~ **world service** activities and World Service Conference (WSC) decisions"

Page 9-1, section Literature, second to last paragraph under The Nar-Anon Newsletter, change:

From: "Since it is copyrighted material, **WSO** does not grant permission for substantial reprints in regional newsletters in the U.S. and Canada. However, newsletters of other countries, upon informing WSO, may use newsletter material if they give a proper credit line in their publication."

To: "Since it is copyrighted material, ~~WSO~~ **NFGH, Inc.** does not grant permission for substantial reprints in regional newsletters in the U.S. and Canada. However, newsletters of other countries, upon informing WSO, may use newsletter material if they give a proper credit line in their publication."

Page 10-1, section Public Information, paragraph under Public Information Literature, change:

From: "Although the conference has designated Nar-Anon's WSO as the sole publishing agent for the fellowship, WSO extends permission to RSCs to publish only one public information piece, which can be reproduced inexpensively and distributed within their region. As an example, this is often incorporated with the local meeting schedule. In regions where an NSO does not exist, WSO reserves the right to review such items before publication."

To: "Although the conference has designated Nar-Anon's WSO as the sole publishing agent for the fellowship, ~~WSO~~ **NFGH, Inc.** extends permission to RSCs to publish only one public information piece, which can be reproduced inexpensively and distributed within their region. As an example, this is often incorporated with the local meeting schedule. In regions where an NSO does not exist, WSO reserves the right to review such items before publication."

Motion applies to: Literature and Policy and Guidelines.

Maker: World Service Literature Committee, Motion #2.

Intent: To name the correct entity (legal or otherwise) that is responsible.

Rationale: To bring the Guide to Local Services up to date.

Financial Impact: None.

Motion 18: Allow the World Service Literature Committee to update all literature affected by conference approved changes.

Motion applies to: Literature and Policy and Guidelines.

Maker: World Service Literature Committee, Motion #3.

Intent: To have all literature writings be consistent with changes made and approved at the WSC.

Rationale: This will ensure that all changes to conference approved literature can be applied to all literature that uses the same wording. This will also ensure documents not mentioned in the conference approved motion will not be overlooked.

Financial Impact: Unknown.

Motion 19: In the Guide to Local Services, page 9-2, section Literature, subsection Publications by Members, Groups, Areas, or Regions, revise to read:

"Publications by Members, Groups, Areas, or Regions

Traditions are violated when **members**, groups, areas, or regions **print, distribute, or** publish their own literature. The only exceptions are noted under Public Information Literature, or as clarified in *The NFG's Guide to World Services* covering the National Service Office (NSO). It is also a violation of traditions to **print, distribute, or** promote the sale of any literature other than CAL."

Motion applies to: Policy and Guidelines.

Maker: World Service Literature Committee, Motion #4.

Intent: Clarify that members, in addition to groups, areas, or regions, violate traditions when they not only publish, but also print or distribute their own literature.

Rationale: Because publishing is a formal or legal process, printing and distributing literature has been added which also violates the traditions.

Financial Impact: Unknown.

Motion 20: In the Guide to Local Services, page 9-1, section Literature, subsection Conference Approved Literature, revise:

Currently reads:

In our meetings, we may only read and use literature that is on the literature order form from WSO. This consists of literature written by and for our fellowship and approved at our World Service Conference, literature that is pending approval by our World Service Conference and certain pieces of Al-Anon literature. Al-Anon gave Nar-Anon permission to sell some of their literature until we have our own. As Nar-Anon literature replaces Al-Anon literature, we will no longer sell or approve Al-Anon literature for use at meetings. Nar-Anon's daily reader, SESH, replaced Al-Anon's courage to Change and One Day at a Time. The World Service Literature Committee is currently working on Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts book. Members interested in writing for Nar-Anon may contact the Literature Committee at LitCom@Nar-Anon.org, or call (800) 477-6291 or (310) 534-8188.

Revise to read:

In our meetings, we may only read and use literature that is **listed** on the **Nar-Anon's Literature Order Form** from WSO. This consists of literature written by and for our fellowship and approved at ~~our~~ **the** World Service Conference, ~~literature that is pending approval by our World Service Conference~~ and certain pieces of Al-Anon literature. Al-Anon gave Nar-Anon permission to sell some of their literature until we have our own. As Nar-Anon literature replaces Al-Anon literature, ~~we~~ **WSO** will no longer sell ~~or approve~~ Al-Anon literature and it will no longer be approved for use at **Nar-Anon** meetings. **As an example**, Nar-Anon's daily reader, SESH, replaced Al-Anon's Courage to Change and One Day at a Time. ~~The World Service Literature Committee is currently working on Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts book.~~

Members interested in writing for Nar-Anon **or forming an area or regional literature committee to work with the World Service Literature Committee**, may contact the Literature Committee at LitCom@Nar-Anon.org, or call (800) 477-6291 or (310) 534-8188.

Motion applies to: Policy and Guidelines.

Maker: World Service Literature Committee, Motion #5.

Intent: The changes in this paragraph will accomplish the following:

1. Will remove reading of pending literature in meetings as only conference approved literature is allowed to be used in meetings. This brings the GLS in line with the recovery literature approval process in the GWS, page 25.
2. To eliminate the need to revise this section at a later date with updates of what the World Service Literature Committee is working on.
3. Using SESH as an example eliminates the need for future updates on which Al-Anon pieces are being replaced.
4. Area and regional literature committees are being added to help work with the World Service Literature Committee.

Rationale: This will give the fellowship correct information regarding CAL literature.

Financial Impact: Unknown.

Motion 21: In the Guide to Local Services, page 6-7, section Regional Structure, subsection Subcommittees, paragraph under Literature, revise:

Currently reads:

This subcommittee meets regularly to develop new ideas and new literature proposals to be submitted to the World Service Literature Committee. Its mission is to be an instrument to produce literature for the Nar-Anon Fellowship as a whole, thereby helping the overall unity. In an effort to involve all members, the subcommittee may hold workshops at conventions or other Nar-Anon events.

Revise to read:

This subcommittee meets regularly to develop new ideas and new literature for the fellowship. The subcommittee may also assist the World Service Literature Committee by reviewing and editing literature. In an effort to involve all members, writing workshops can be held at conventions or other Nar-Anon events.

Motion applies to: Policy and Guidelines.

Maker: World Service Literature Committee, Motion #6.

Intent: To more accurately describe the purpose and function of regional literature subcommittees.

Rationale: This will encourage the formation of regional literature subcommittees in contributing to our Nar-Anon literature.

Financial Impact: Unknown.

Motion 22: Approve the booklet *Continuing Our Journey After Loss (We Still Belong)* to be used as conference approved literature and allow the fellowship to submit additional stories from other perspectives. These stories and additional text can be submitted to the World Service Literature Committee and voted on at later conferences until the booklet is complete.

Attachment BD-215 ~ 15-11-24, *Continuing Our Journey After Loss (We Still Belong)*

Motion applies to: Literature.

Maker: World Service Literature Committee, Motion #7.

Intent: This booklet will provide a piece of literature that will help our members know that the Nar-Anon fellowship is here for us even if we have lost our addicted loved ones and to share how other members have dealt with their grief.

Rationale: Motion #17 from WSC 2014 unanimously approved the composing of a brochure for those Nar-Anon members who lived the experience of losing their loved ones. This brochure turned into a booklet because of the many stories to be told.

Financial Impact: Will generate income from the sale of the booklet.

Motion 23: Approve Steps Ten through Twelve, which will complete the Twelve Steps portion of *The Nar-Anon Thirty-Six*. Once approved, they will be joined with Steps One through Nine, which were approved at previous conferences. A moratorium on motions to change Steps Ten through Twelve does not apply until the complete Twelve Step volume of *The Nar-Anon Thirty-Six* has been altered for the first time by the conference.

Attachment BD-206D~15-11-15, *The Nar-Anon Thirty-Six Steps Ten - Twelve*

Motion applies to: Literature.

Maker: World Service Literature Committee, Motion #8.

Intent: This will complete the Twelve Steps of Nar-Anon.

Rationale: These steps have gone through the entire recovery literature approval process and are the voice of the fellowship.

Financial Impact: This will generate income from the sale of the completed Twelve Steps of Nar-Anon.

Motion 24: To approve the pamphlet *Boundaries and Consequences*.

Attachment PD-116~15-11-17, *Boundaries and Consequences*

Motion applies to: Literature.

Maker: World Service Literature Committee, Motion #9.

Intent: This will add a new piece of literature on this important topic.

Rationale: This pamphlet has gone through the entire recovery literature approval process and is the voice of the fellowship.

Financial Impact: This will generate income from the sale of the pamphlet.

Motion 25: In the Guide to Local Services, page 1-3, Section Membership in Nar-Anon and Narateen, revise:

Currently reads:

Anyone who feels their life is or has been affected by close contact with an addict is eligible for membership in Nar-Anon. Narateens are members of the Nar-Anon Fellowship and, as the name implies, Narateen is designed for members in their teens. Members beyond the teen years are encouraged to attend Nar-Anon meetings. Family members below teen years may not be ready for the Narateen self-help program. Such children may have to depend on others to choose what they learn. This dependency could lead to the development of a teaching program rather than a shared learning experience. "Teaching" is not compatible with the Nar-Anon principle of sharing. There are, however, younger children who need and are ready for sharing in Narateen. It is within the autonomy of each Narateen group to lower the age limit or divide into groups according to age. Whatever the decision, all such groups will be registered as "Narateen" at the World Service Office (WSO).

Replace with:

Anyone who feels their life is or has been affected by close contact with an addict is eligible for membership in Nar-Anon. **Narateen (Nar-Anon for younger members) is an integral part of the Nar-Anon Fellowship. Using their knowledge of the Twelve Steps and Twelve Traditions, facilitators (certified Nar-Anon members in service to Narateen) guide groups and keep meetings focused on topic. Narateen meetings are closed and limited to teenagers who are coping with the addiction problem of a family member or friend. See Narateen Groups for more information.**

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #1.

Intent: Replace old language describing Narateen with updated information relating to the Narateen program.

Rationale: Replaces plagiarized Al-Anon text with current Narateen descriptions.

Financial Impact: None.

Motion 26: In the Guide to Local Services, page 4-1, section Group Structure, subsection Organizing a Nar-Anon/Narateen Family Group, revise last sentence:

Each **Nar-Anon and Narateen** group also has a group service representative who participates in the wider service organization of Nar-Anon.

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #3.

Intent: Add Nar-Anon and Narateen to the last sentence of paragraph to be clear that both types of groups have GSRs.

Rationale: Although in the title, Narateen is not mentioned in this paragraph. This will clarify and encourage Narateen groups to elect a GSR. Some members don't realize Narateen groups have GSRs.

Financial Impact: None.

Motion 27: In the Guide to Local Services, page 5-2, section Area Structure, after subsection Treasurer, insert new subsection titled Subcommittees.

Subcommittees

An ASC may establish subcommittees to carry out the work within an area at its discretion and/or to support region priorities. These subcommittees may include, but are not limited to, Outreach - HI/PI,

Literature, Narateen (see Narateen Groups), Convention and Events. Subcommittee chairs shall be elected at an ASC business meeting. Once a chair is chosen, the committee may elect its own officers. Regular meetings are usually held in central locations. Each subcommittee submits written reports, including budget reports of their activities and finances, at ASC/RSC meetings as needed.

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #4.

Intent: Subcommittees may be established by an area to carry out work identified by the area or region.

Rationale: Areas often establish subcommittees for the purpose of carrying the message of Nar-Anon to the communities they serve. Add reference to Narateen. It is necessary to identify the optional positions of Narateen Area Safety Coordinator used for regions where multiple states are involved necessitating reports to the ASC.

Financial Impact: None.

Motion 28: In the Guide to Local Services, page 6-6, section Regional Structure, revise section Subcommittees and add new paragraph for Narateen after subsection Conventions and Events.

The RSC may establish subcommittees to carry out the work of the region. These subcommittees shall include, but are not limited to, Outreach - HI/PI, Literature, Convention and Events, **Narateen**. Subcommittee chairs shall be elected at the assembly.

Narateen

This subcommittee implements the process for screening, certification, and training of potential and current Nar-Anon members involved in Narateen service in the region. These procedures are necessary to ensure the protection of Narateens and Nar-Anon members involved in Narateen service within a region in accordance with applicable laws. The Narateen Process Person (NPP) is a member of this subcommittee and may also serve as chair.

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #5.

Intent: Add Narateen subcommittee and brief description.

Rationale: Per WS Narateen Safety Guidelines (S-332), regions shall elect a Narateen Process Person who shall be part of a subcommittee which carries out certification, training, and registration of facilitators.

Financial Impact: None.

Motion 29: In the Guide to Local Services, page 11-1, section Conventions and Events, subsection Narateen Participation revise:

Since Narateen is part of the Nar-Anon Fellowship, its members are included in Nar-Anon activities wherever possible. It is within the autonomy of the planning committee to determine whether Narateen members have a separate agenda. **See Narateen section for more information.**

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #6.

Intent: Direct members to the Narateen section where more information is found on this subject.

Rationale: Rather than expanding this section, it is thought that all Narateen information should be condensed in one section when possible.

Financial Impact: None.

Motion 30: In the Guide to Local Services, page 13-7, Section Acronyms, add Narateen acronyms

NPP Narateen Process Person
NASC Narateen Area Safety Coordinator
NSC Narateen State Coordinator

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #7.

Intent: Add Narateen acronyms for consistency.

Rationale: WSC 2014 approved Narateen Safety Guidelines S-332, update the GLS with new acronyms.

Financial Impact: None.

Motion 31: In Narateen Facilitator Registration Form (S-333) add the word "JUNE" to establish a due date:

TO REMAIN REGISTERED, FACILITATOR REGISTRATION FORMS NEED TO BE RENEWED ANNUALLY **IN JUNE** WITH THE NAR-ANON WORLD SERVICE OFFICE.

Motion applies to: Literature and Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #8.

Intent: The registration forms for renewal will all be submitted to the WSO at a specific time of year.

Rationale: Having a deadline and certain time of year to submit the forms will help NPP and WSO track renewal compliance. The month is the suggestion of the WSO which is the month after conference.

Financial Impact: None.

Motion 32: In the Guide to Local Services, section Registration Forms, add form (S-333) Narateen Facilitator Registration Form in the back together with the other registration forms.

Attachment S-333-14-09-15, "Narateen Facilitator Registration Form"

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #9.

Intent: The registration form will be located in GLS along with other required registration forms. Currently this form is only found on service page of the Nar-Anon Family Groups website, not on the literature order form. Having it in GLS will make it readily available.

Rationale: Since this is a required form and it is part of policy referred to in the GLS, it should be placed with other forms in the back of the GLS.

Financial Impact: None.

Motion 33: In the Guide to World Services, page 37, under World Service Narateen Committee, revise:

Duties and responsibilities: The purpose of the World Service Narateen Committee is to advance the growth of Narateen. This is done by encouraging area and region support of Narateen through joint and individual events and activities (e.g., conventions, unity days, fundraisers, and Narateen weekends). **The committee will review approved region guidelines for compliance with WS Narateen Safety Guidelines.** The committee will inform the worldwide fellowship about Narateen through websites, mailings, and presentations. The committee will also encourage Narateen members to submit writings for Narateen literature.

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #10.

Intent: Add requirement for WS Narateen Committee to review region guidelines for compliance with Narateen Safety Guidelines.

Rationale: WSC 2014 approved Narateen Safety Guidelines S-332. Per the BOT, the WS Narateen Committee is responsible to review region guidelines for compliance with the safety guidelines.

Compliance ensures safety of all Narateen and Nar-Anon members involved in Narateen and the Nar-Anon program as a whole.

Financial Impact: None.

Motion 34: In the Guide to Local Services, page 2-2, section How to Start a Group, remove subsection Narateen Groups. Create a new section for Narateen Groups after Section 3 "Suggested Programs for Nar-Anon Family Group Meetings". Move the "Sample Format for Narateen Meetings" from GLS Page 3-4 to the end of new section. Renumber all sections following the new Narateen section 4.

Remove:

Narateen Groups

If you are a teenager and someone important to you is an addict, you can find help by attending Narateen meetings. If there is no group near you, talk to someone in a Nar-Anon meeting and ask if they would be willing to facilitate a Narateen group. It may be a good idea to hold Narateen meetings at the same time and location as the Nar-Anon or NA meeting. A weekly meeting will give members a better opportunity to apply and practice the Narateen program in their lives on a day-to-day basis.

Every Narateen group has a Nar-Anon facilitator. If possible, it is suggested that each group has two facilitators. An NA member may assist a group. If, however, NA members are also Nar-Anon members, they may serve as the facilitator of a Narateen group by virtue of their Nar-Anon membership. Emphasis should be placed on the Nar-Anon program at all times. Narateen facilitators should help to facilitate, not rule, the meetings by keeping the group focused and on topic.

It is best if a facilitator is not a parent of a Narateen member as members of the group may not feel free to speak openly. Facilitators should be those who are active in Nar-Anon and continue to attend their own meetings. Groups are more successful if a facilitator is willing to serve in this capacity for one year, preferably two. It is the facilitator's responsibility to find a substitute if unable to be present at a meeting.

All Narateen facilitators must register with WSO and agree to submit to a background check.

New section:

NARATEEN GROUPS

Starting a Narateen Group

So you are interested in starting a Narateen group? To begin a meeting, you will need two certified facilitators registered with WSO. For detailed information, please see "Narateen Facilitator" under

"Narateen Policy" below. Contact your region for assistance and ask if they have completed assembly-approved region Narateen guidelines. You may want to inquire about start-up funds available for new groups.

Then you can look for a meeting place for your Narateen meeting. You may want to choose a location and time that coincides with a Nar-Anon or NA meeting, as it will help teens with transportation. Choose a name for your meeting (please see **How to Start a Nar-Anon Group** section in this guide). Tell your NPP the name of your new group, location, day, and time. The Narateen Process Person (NPP) will register your group with WSO, and you can now order your Narateen New Group Packet. The NPP will receive your WSO group number within a few weeks, and then you can start your meeting! You will want to notify nearby Nar-Anon and NA meetings of your Narateen meeting. See the Nar-Anon World Service website for more information on doing Outreach to attract more members www.nar-anon.org/outreach/.

Narateen Policy

World Service Narateen Safety Guidelines (S-332) were approved at the 2014 World Service Conference and include requirements for regional guidelines and a certification process for Nar-Anon members who wish to become a Narateen facilitator. Nar-Anon Family Groups must provide accountability for all adults who work with minors in accordance with applicable laws (including

but not limited to local, county, state, region, province, or country) to ensure a Narateen meeting is an appropriate and safe place for healing and growth. Certification and training of Nar-Anon members is a formal acknowledgement that a member has met the legal and region requirements for being of service to Narateen.

Region Requirements

Starting a Narateen group is unlike other Nar-Anon groups because there are applicable laws that must be followed by Narateen facilitators who work with minor children. The region shall create region Narateen guidelines, identifying what the applicable laws are. Once the draft Narateen region guidelines are prepared and reviewed by the RSC, they must be approved by the assembly. A Narateen Process Person (NPP) is elected to oversee Narateen business. Additional positions may be added as needed, including safety coordinators and committees to help the NPP.

Each Nar-Anon region's guidelines shall meet or exceed the minimum requirements of the World Service Narateen Safety Guidelines (S-332), listed here. If there is no organized region, these requirements fall on an area or group. It is suggested the group wishing to start a meeting contact the nearest region to discuss joining that region. Contact the World Service Narateen Committee at Narateen@Nar-Anon.org for more information.

Minimum Safety Requirements:

1. The region guidelines *must prohibit* any conduct contrary to applicable laws.
2. The region shall create a process for the Narateen Process Person to follow including applications and forms according to region guidelines (for NPP, safety coordinators, facilitators). This includes a process to securely store and dispose of records.
3. Once elected by assembly, the Narateen Process Person and region will develop training for facilitators based on their guidelines. More information can be found in the Narateen Safety Guidelines.
4. The region requirements must contain procedures for legal guardian permission and/or medical care where applicable by law, anytime Narateens are meeting at a different location from where they regularly meet. The region will define the laws regarding facilitators transporting minors before making recommendation whether to include this in their region guidelines. If the region decides to include this recommendation, they must include a full release of liability waiver for Nar-Anon Family Group Headquarters, Inc. (NFGH, Inc.) and the facilitator(s), according to their region's laws.

Narateen Process Person

The assembly shall elect a Narateen Process Person (NPP) who becomes a voting member of the RSC. This elected position may, at the discretion of the assembly, be combined with a position on the RSC such as alternate region chair or alternate delegate. The Narateen Process Person (NPP) is a member of the region's Narateen subcommittee and may also serve as chair. The length of service commitment shall be set by the region.

The requirements that must be met to be considered for NPP are as follows:

- Must be at least 23 years of age
- Must be active member of Nar-Anon for 3 years (2 years of which may be in Narateen) and have held service positions beyond the group level for at least 2 years

The region may consider electing additional Narateen safety coordinators (NSC) (optional position, their duties and service commitment to be defined by region guidelines) to provide service in a larger region, especially when more than one state or province is involved. This

allows for communication between the NPP, safety coordinators, facilitators, groups, area service committee (ASC), and the regional service committee (RSC) to flow more effectively. It is imperative the region and/or area be kept apprised of all Narateen activities. It is suggested that the NPP and/or safety coordinators be certified in the same way the facilitators are.

Narateen Facilitator

A Narateen facilitator must be an active member of Nar-Anon, attending meetings on a regular basis. An NA member may be a Narateen facilitator provided they are also an active member of Nar-Anon. It is suggested that a facilitator not be a relative or legal guardian of a Narateen member in their group, as members of the group may feel uncomfortable speaking freely and openly. Narateen facilitators should not dominate the meetings, but facilitate, as needed, to keep the group focused on the topic. Emphasis should, at all times, be placed on the Nar-Anon/Narateen program.

Qualifications

- Have been attending Nar-Anon meetings consistently for 3 years (may include time in Narateen program)
- Be 21 years of age or as determined by region
- Have completed one year of service in Nar-Anon program
- Have a working knowledge of Nar-Anon's Twelve Steps, Twelve Traditions, and Twelve Concepts of Service, GLS, GWS and the WS Narateen Safety Guidelines
- Pass a criminal background check
- Not act contrary to applicable laws when working with minors
- Anonymity statement - due to legal requirements, full name will be required on all forms

It is strongly suggested that every Narateen group has two certified facilitators at every meeting. If one facilitator is unable to attend, he/she can call another certified Narateen facilitator to substitute. When no certified facilitator is available to be of service to a regularly scheduled Narateen meeting, Narateen members are always welcome to attend a Nar-Anon meeting. A region may need to certify additional Narateen facilitators to support a group. For more information on facilitators, go to www.nar-anon.org/service-literature to download a copy of S-330 - Facilitating A Narateen Group.

Registration of Groups

A Narateen group is not considered a registered group until it is listed on Nar-Anon World Service website as a Narateen meeting. The region NPP registers a new group after the region has satisfied all requirements of the Narateen Safety Guidelines and a location for the meeting is found. The Narateen Group Registration Form (S-333) must be completed and sent to WSO by the NPP. If the form is received from anyone other than the authorized NPP, it will be returned unregistered to the NPP for that region. It is important that groups keep the WSO's information up-to-date of any changes, including the names of facilitators. Narateen Group registration forms can be found online at www.nar-anon.org/narateen/ and at the back of this Guide.

There must be at least two certified facilitators registered with WSO for each Narateen meeting (this is different than being physically present at a meeting). It is not feasible for one facilitator to be available every week. The NPP will send the registration of Narateen Facilitators form (S-333) to WSO every June, and promptly whenever information changes, especially contact information.

Narateen Group Structure

Who Can Attend a Narateen Meeting?

Narateen meetings are closed meetings. Any minor from the age of 13 may participate in Narateen meetings. Laws in some regions or countries identify an individual 18 years old to be an adult. Therefore, it is recommended the Narateen member begin transitioning to start attending regular Nar-Anon meetings by his/her 18th birthday or as determined by law, when they reach legal adult age. Narateen groups within an area or region may allow younger members under the age of 13 years old to attend based on group conscience.

Only adults who have been certified and registered with WSO may attend a Narateen meeting. In addition, Narateen groups are age specific. Therefore, Narateen groups decide which adults are part of their group as facilitators. The group can choose, by group conscience, to have an open meeting on occasion, such as a meeting at a convention, or so relatives and legal guardians may attend. It is important to announce, at any open meeting, the Twelfth Tradition and the principle of anonymity.

Narateen in Schools and Other Facilities

Narateen meetings in schools, hospitals, juvenile centers, and other professional settings allow access for teens who might not otherwise be able to attend. These meetings are often closed or limited access meetings, only open to the youth at these schools or facilities. Access by teens outside of these facilities may be allowed at the discretion of a facility. Some facilities require that a counselor or other staff member sit in the meeting. In such cases, the meeting can be considered open only to required personnel who have been informed of Nar-Anon's Twelve Traditions, particularly the Twelfth, *"Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles above personalities."*

Organizing a Narateen Family Group

The Narateen group structure is the same as the Nar-Anon group structure. Officers are elected by group conscience to serve for a period decided by the group, often from three to six months. Regular rotation of service positions gives all members the privilege of serving. Officers are trusted servants, they do not govern. Every group needs a meeting leader, sometimes called a chair. A group will also need a member to act as secretary. The secretary often acts as treasurer until the group is large enough to divide duties among other members. Each group also has a group service representative (GSR) who participates at the area and region level. Refer to the suggested Sample Format for Narateen Meetings at the end of this section.

Safety and Behavior Requirements

Safety and Behavior Requirements are drafted by the each Narateen group's members, preferably during the first few meetings and then read aloud at the beginning of each meeting. In this way, members know what is expected of them during a meeting. All Narateen groups are autonomous and free to develop their own safety and behavior requirements, based on the principles of the program. It is the facilitator's responsibility to gently remind the group of good practices based on shared experiences and the principles of the Nar-Anon program.

Funding/Seventh Tradition

Narateen groups often lack the funds necessary to pay for rent, literature, etc. to get started and maintain the group. The local Nar-Anon group(s), areas, or region may purchase literature or give donations to help a Narateen group. Each Narateen group is encouraged to participate in area or region fund raising. The goal of each Narateen group is to become fully self-supporting as suggested by the Seventh Tradition.

Sponsorship in Narateen

Sponsorship is a mutual and confidential sharing between two Narateen members. A sponsor is someone with whom a member can discuss personal problems or questions, someone who

willingly shares the experience, strength, and hope of the Narateen program. Just as Nar-Anon members sponsor each other, Narateens sponsor each other. Facilitators do not sponsor Narateens.

Events, Conventions, Conferences

As a part of the Nar-Anon Fellowship, Narateen is included in Nar-Anon activities wherever possible. Narateen participation is conducted under the guidance of Narateen facilitators. The facilitators will be part of the planning committee and may participate in determining whether Narateen members have a separate agenda. Narateen activities are autonomous, but must comply with World Service Narateen Safety Guidelines, region guidelines, as well as safety and behavior requirements and local laws. The associated region will determine in their guidelines, relative to applicable laws, whether it is feasible to have facilitators transport Narateen members. If the region allows this in their guidelines, a signed full liability waiver signed by the Narateen member's legal guardian releasing NFGH, Inc. and the facilitator of responsibility must be in the possession of the facilitator before such transport.

Attachment #7 "Sample Format for Narateen Meetings"

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #11.

Intent: This new section expands on the policy and guidelines of the S-332 WS Narateen Safety Guidelines to provide regions, areas and groups with information and minimum requirements to hold meetings for Narateen. It also clarifies the purpose and duties of the new positions in the region of NPP.

Rationale: The WS Narateen Safety Guidelines which passed in 2014 began the process of uniting the fellowship in ensuring that everyone involved in Narateen (including facilitators and Narateen members) would now take steps to be in compliance with applicable laws and would experience an increased level of safety. It is necessary to have placement in the GLS to confirm the content of the Safety Guidelines as policy.

Financial Impact: Additional 6 pages added to GLS-minimal.

Motion 35: To approve S-330, "Facilitating a Narateen Group", updated language:

Attachment S-330~15-11-01 "Facilitating a Narateen Group"

Motion applies to: Policy and Guidelines and Literature.

Maker: World Service Narateen Committee, Motion #13.

Intent: To update said literature to be in line WS Narateen Safety Guidelines.

Rationale: For purposes of keeping the fellowship informed with new policies.

Financial Impact: None

Motion 36: In the Guide to Local Services, page 3-9, section Suggested Programs For Nar-Anon Family Group Meetings, subsection Open/Closed Meetings, revise:

Closed meetings are only for Nar-Anon members; anyone whose life is or has been deeply affected by close contact with an addict. Open meetings may be attended by anyone interested

in Nar-Anon or Narateen. **Narateen meetings are closed. Please refer to Narateen section.**

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #14.

Intent: To designate all Narateen meetings as closed and refer to Narateen section of GLS.

Rationale: Clarification based on WS Narateen Safety Guidelines when teens are involved.

Financial Impact: None.

Motion 37: In the Guide to Local Services, page 6-3 and 6-6, section Regional Structure, revise subsection RSC Meetings and add new subsection Narateen Process Person after subsection Subcommittees.

RSC Meetings

RSC meetings are held to ~~discuss~~ **manage** the business of regional and area matters as described below. These meetings are attended by officers, ASRs, regional subcommittee chairs, **Narateen Process Person (NPP)**, 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 are the officers (chair, vice chair, secretary, and treasurer); ASRs; subcommittee chairs; **NPP**; and others as the region may deem appropriate. The delegate and alternate delegate are not voting members of the RSC.

Add new subsection:

Narateen Process Person

The Narateen Process Person is the designated region contact for communicating with WSO, registering certified facilitators, and overseeing Narateen business in the region. These duties can be added to an existing position on RSC or the region may create a new position.

Duties

- Coordinates criminal background checks, training, certifications and registers Narateen facilitators with WSO.
- Prepares an itemized yearly budget to support Narateen initiatives, submitted to RSC for inclusion in the region budget.
- Presents verbal/written reports, including financial status, to the RSC and at assemblies.
- Maintains region Narateen facilitator (NF) database, to include contact information and current meeting list. Stores all confidential records in a secure manner as determined by region guidelines.
- Coordinates these duties with (optional) additional coordinators and subcommittee members.
- Liaises with outside organizations requesting Narateen groups.

For additional information, see **Narateen section** of GLS.

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #15.

Intent: 1. First paragraph under **RSC Meetings:** Add Narateen Process Person to Region Service Committee; change **discuss** to **manage** in first sentence to clarify purpose of meetings. 2. Add new position Narateen Process Person to RSC as vital position to ensure compliance to region guidelines and assist in coordinating services for Narateen in the region. While it is not necessary for NPP to be an officer, they should be a voting member of the RSC.

Rationale: The region accepts responsibility for Narateen groups once the assembly has approved Narateen Safety Guidelines which meet or exceed (S-332) WS Narateen Safety Guidelines. The NPP oversees Narateen business for the region and is single point of contact for WSO. The region relies on the NPP to ensure compliance of Narateen guidelines and applicable laws.

Financial Impact: None.

Motion 38: To approve the Narateen Group Registration Form and add it to the Guide to Local Services in section 13 and to the Nar-Anon website.

Attachment #8 "Narateen Group Registration Form – World Service Office"

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #16.

Intent: WSO has a legal responsibility to keep current records of Narateen meetings. This form provides instructions and information needed for them to do so.

Rationale: Each Narateen meeting shall be validated against records to ensure all meetings have met the requirements of the WS Narateen Safety Guidelines. This form must be submitted by the NPP. This is necessary to avoid the possibility that a group has not notified their region of the meeting. The region is responsible for upholding the minimum requirements of the Narateen Safety Guidelines.

Financial Impact: None.

Motion 39: Revise the Group Registration Form by adding "Nar-Anon" to the title and removing "or Narateen Facilitator" below "Secretary" in the Guide to Local Services, page 13-4, Group Registration Forms, as well as on the Nar-Anon website.

Attachment #9 "Nar-Anon Group Registration Form – World Service Office"

Motion applies to: Policy and Guidelines.

Maker: World Service Narateen Committee, Motion #17.

Intent: Adding 'Nar-Anon' will differentiate this from the Narateen Group Registration Form proposed in Motion 16. "Narateen Facilitator" will also no longer be needed on this form.

Rationale: It will be necessary to specify the type of registration form being used if there is a Nar-Anon Group Registration Form and a Narateen Group Registration Form.

Financial Impact: None.

Motion 40: To approve "Outreach Information Cover Sheet for Family and Friends of Addicts":

Attachment #10 "Outreach Information Cover Sheet for Family and Friends of Addicts"

Motion applies to: Literature and Outreach.

Maker: World Service Outreach Committee, Motion #1.

Intent: To provide one dedicated information cover sheet for outreach to any family member or friend of an addict.

Rationale: A cover sheet that does not stipulate which materials to attach simplifies the process. Individuals, groups, or committees utilizing this tool can choose which pieces of white literature to include when reaching out to those who may be seeking help.

Financial Impact: Little, to no financial impact as these are PDF documents available for download from the Nar-Anon Family Groups website. Any cost for printed material included in the Nar-Anon Outreach Folder is minimal.

Motion 41: To approve "Outreach Information Cover Sheet for Professionals."

Attachment #11 "Outreach Information Cover Sheet for Professionals"

Motion applies to: Literature, Outreach, and Website.

Maker: World Service Outreach Committee, Motion #2.

Intent: To provide one dedicated cover sheet for outreach to any professional.

Rationale: A cover sheet that does not stipulate which materials to attach or which professional to send it to simplifies the process. Individuals, groups, or committees utilizing this tool can choose which pieces of white literature to include when contacting professionals.

Financial Impact: Little, to no financial impact as these are PDF documents available for download from the Nar-Anon Family Groups website. Any cost for printed material included in the Nar-Anon Outreach Folder is minimal.

Motion 42: To remove literature pieces "Information About Nar-Anon", "An Open Letter to Doctors/Mental Health Facilities", "An Open Letter to Spiritual Leaders", "An Open Letter to Treatment Centers", and "An Open Letter to Police, Probation Officers, Public Defenders, Court Clerks" from the Nar-Anon Family Groups website Outreach page and the Nar-Anon Outreach Folder and replace with two cover sheets: "Outreach Information Cover Sheet for Family and Friends of Addicts" and "Outreach Information Cover Sheet for Professionals".

Motion applies to: Literature and Outreach.

Maker: World Service Outreach Committee, Motion #3.

Intent: To simplify the Outreach process by removing the above mentioned letters and replacing with two cover sheets: "Outreach Information Cover Sheet for Family and Friends of Addicts" and "Outreach Information Cover Sheet for Professionals".

Rationale: Having multiple pieces complicates the utilization of this Outreach tool. The pieces identified for removal have similar content and stipulate the materials to include with the piece.

By offering only two streamlined cover sheets, this process is simplified. The two new cover sheets will also provide individuals, groups, and committees the choice of which pieces of White Literature to include as they deem necessary.

Financial Impact: None, or no financial impact. A possible minor impact for any small amount of printed pieces already included in the Nar-Anon Outreach Folder. A possible positive impact on the Nar-Anon Family Groups website as the removal of six pieces with the replacement of only two pieces will free up data space.

Motion 43: To remove Nar-Anon Poster (8.5"x14") B&W M-833 from Nar-Anon Webstore, New Group Packet and Nar-Anon FGH Literature Order Form.

Motion applies to: Literature.

Maker: World Service Outreach Committee, Motion #5.

Intent: To remove material that contains some information inconsistent with the Nar-Anon principles.

Rationale: It is the WS Outreach Committee's responsibility to develop materials for attracting new members. Our fellowship should be represented with a consistent message. By removing this, we can replace it with an updated version that follows the principles and traditions of our program.

Financial Impact: No financial impact

Motion 44: In the Guide to Local Services, page 10-1, remove section Public Information, and add new section, Outreach to the Public:

Remove:

PUBLIC INFORMATION

Paid Ads, Free Listings in Newspapers, and Meeting List Flyers

A group may pay for an ad in a newspaper or magazine to make the community aware of Nar-Anon and Narateen. It would not constitute a violation of our traditions for an individual member to pay for such space with group approval. This can be considered a member's personal contribution. Some newspapers will post group information under community services for free. It is suggested that when placing an ad, it state that it is a support group for families and friends of addicts. It may list the day, time, and location, and/or for meetings call: 1-800-477-6291 (Nar-Anon Family Groups toll-free number). Meeting information can also be found online at the Nar-Anon Family Groups website. We do not recommend using an individual's name or telephone number in these ads or in group directories, meeting list flyers, etc., due to turnover in members available to answer these calls.

Answering Services

An answering service for a community can be an effective tool in Twelfth Step work. The decision to implement and support this service is within the autonomy of the groups it serves. Such services must guard the anonymity of its volunteer members. Members' names or personal phone numbers should not be published.

Public Information Literature

Although the conference has designated Nar-Anon's WSO as the sole publishing agent for the fellowship, WSO extends permission to RSCs to publish only one public information piece, which can be reproduced inexpensively and distributed within their region. As an example, this is often

incorporated with the local meeting schedule. In regions where an NSO does not exist, WSO reserves the right to review such items before publication.

Posters

Nar-Anon/Narateen posters may be displayed in any public place or conveyance (bus, library, laundry mat, clinic, school, etc.) with the permission of the respective facility. For referrals, use a post office box or office address with the local Nar-Anon hotline or service phone number. Areas or regions may have a need for posters which can be produced inexpensively and distributed within their geographic boundaries. In order to protect our public image, permission limits for the production of such posters are the same as those for public information literature as stated above. Such permission is, of course, not required when posters are made up for single local events.

Replace with:

OUTREACH TO THE PUBLIC

Free Listings in Newspapers, Paid Ads, and Meeting List Directories

Local newspapers and publications may offer free posting of group/meeting information in a Public Service Announcement (Community Calendar, Day Book, Community News, etc.) section. A group may pay for an ad in a newspaper or magazine to make the community aware of Nar-Anon and Narateen. It would not constitute a violation of our traditions for an individual member to pay for such space with group approval. This can be considered a member's personal contribution. When placing information in any location utilize our mission statement, list meeting day, time, and location, a local/regional info line/answering service, where applicable, or 1-800-477-6291 (Nar-Anon Family Groups toll-free number). Utilize a web address whenever possible – Nar-Anon Family Groups website and/or local/regional websites. We do not recommend using an individual's name or telephone number in these ads or in meeting list directories. Due to turnover of members, it is always prudent to utilize contact information that is supported by areas, regions, or world services.

Information Line / Answering Services

This tool can be effective in Twelfth Step work by letting those in need know they are not alone, by providing meeting information and encouraging attendance at a Nar-Anon meeting. The decision to implement and support this service is within the autonomy of the groups it serves. Such services must guard the anonymity of its volunteer members. Members' names or personal phone numbers should not be published.

Literature for Outreach to the Public

The WS Outreach Committee develops and compiles outreach literature and material to raise public awareness about the Nar-Anon program. Groups, areas or regions should submit literature and materials they develop to the WS BOT for review (see the Development and Approval Process for Service and Outreach Literature section of the GWS). WSO has been designated as our fellowship's sole clearinghouse. An area or region may publish a meeting list incorporating outreach information. For guidelines on adding information to your meeting list, refer to Copyright and Trademark section of the GWS.

Posters/Flyers

Nar-Anon posters may be purchased from the Nar-Anon Webstore and displayed in any public place or conveyance (bus, library, laundromat, clinic, school, etc.) with the permission of the respective facility. Local or regional contact information may be added to the poster. A downloadable meeting information flyer template is available on the Nar-Anon Family Groups website under Outreach. A print version copy is also available in the New Group Packet. Groups, areas, or regions may have a need for flyers for special events, conventions, etc. these can be produced inexpensively and distributed within their geographic boundaries. These flyers do not

require submission and review. Remember to follow our principles, traditions and concepts and use the approved Nar-Anon logo(s) available in the Media Kit when producing such flyers.

Audio/Video PSA

A conference-approved PSA is available at the Nar-Anon Family Group website. Areas and regions are encouraged to develop additional PSAs for submission and review.

For more information and support, always refer to www.nar-anon.org or contact outreach@nar-anon.org.

Motion applies to: Literature, Outreach, and Policy and Guidelines.

Maker: World Service Outreach Committee, Motion #6.

Intent: To bring the GLS in line with the correct terminology and change the title from "Public Information" to "Outreach to the Public". These changes will also update, clarify, and bring continuity to Nar-Anon's suggested policies and guidelines for groups, areas, and regions conducting Outreach to the public.

Rationale: Our primary purpose is to carry the message. These policies and guidelines lend a clear and concise guideline that follows the principles, traditions, and concepts of our program. Members and committees conducting outreach to the public can refer to this page as an informational tool to assist them.

Financial Impact: None.

Motion 45: In the Guide to Local Services, pages 6-6 and 6-7, section Regional Structure, subsection Subcommittees, revise:

Subcommittees

The RSC may establish subcommittees to carry out the work of the region. These subcommittees shall include, but are not limited to, Outreach ~~—HI/PI~~, Literature, Convention and Events. Subcommittee chairs shall be elected at the assembly.

~~Outreach—Hospitals and Institutions (HI)~~

~~This subcommittee acts as a resource to groups and members in their efforts to carry the Nar-Anon message into hospitals and institutions to those who may not be aware of Nar-Anon, keeping in mind the Twelve Traditions.~~

~~Outreach—Public Information (PI)~~

~~This subcommittee acts as a vital link between individuals seeking help and Nar-Anon members who share their experience, strength, and hope. Its mission is to provide information regarding~~

~~Nar-Anon to agencies and the public, following the Nar-Anon Outreach Guide. PI is responsible for keeping the region's meeting directory current with information provided by the ASRs.~~

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 may include, but not be limited to recovery centers, hospitals, professionals in contact with family and friends of addicts, local agencies, clergy, and the general public who may be seeking help. Members, groups, and committees reach out in an effort to carry the Nar-Anon message to those unaware of the Nar-Anon program and the benefits offered in our meetings where our members share their experience, strength, and hope. Please reference the GLS *Outreach to the Public* section for more information.

Motion applies to: Literature, Outreach, and Policy and Guidelines.

Maker: World Service Outreach Committee, Motion #7.

Intent: To bring the GLS into line with the current terminology and explanation of Outreach.

Rationale: The term "Outreach" is used in the Nar-Anon Family Groups website for all those activities, events and information related to being a resource for spreading awareness of Nar-Anon to the public. This terminology needs to be consistent in the GLS.

Financial Impact: None.

Motion 46: In the Guide to World Services, page 26, section Nar-Anon Recovery Literature and Service Materials, subsection Outreach Literature, revise:

Outreach Literature **and Material**

Outreach literature and materials can include letters, pamphlets, flyers, posters, videos, digital slide show presentations, and television ads that are informational in nature and are used to raise public awareness about the Nar-Anon program. These items can be distributed to treatment facilities, hospitals, community health fairs, schools, doctors' offices, etc. The World Service Outreach Committee will develop informational literature **and material** regarding the Nar-Anon program. **The literature and material** will be sent to the World Service Literature Committee for review and editing before submission to the BOT for approval.

Motion applies to: Policy and Guidelines.

Maker: World Service Outreach Committee, Motion #8.

Intent: To bring the GWS into line with the correct explanation of what the WS Outreach Committee develops.

Rationale: In its current format, the GWS suggests the WS Outreach Committee only develops materials when in fact they may also develop literature. This will bring clarification to the WS Outreach Committee's duties.

Financial Impact: None.

Motion 47: In the Guide To World Services, page 37, section World Service Committees, revise subsection World Service Outreach Committee.

Duties and responsibilities: The purpose of the World Service Outreach Committee is to carry the Nar-Anon message of hope throughout the world. This is done by developing and compiling outreach **literature and** material used to raise public awareness about the Nar-Anon program. The committee will serve as a resource for ~~new and existing local public information services~~ **groups, areas and regions.**

Motion applies to: Other (GWS)

Maker: World Service Outreach Committee, Motion #9.

Intent: To bring the GWS into line with the correct explanation of what the WS Outreach Committee develops and who it serves.

Rationale: In its current format, the GWS suggests the WS Outreach Committee only develops material when in fact they may also develop literature. It also suggests that the committee

serves as a resource for new and existing local public information services. This will bring clarification to the WS Outreach Committee's duties.

Financial Impact: None.

Motion 48: In the Guide to Local Services, page 4-4, section Group Structure, subsection Group Conscience and Business Meetings.

**Remove:
Group Conscience and Business Meetings**

Tradition 1 - Our common welfare should come first; personal progress for the greatest number depends on unity.

Tradition 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.

Concept 6 - Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

All members share responsibility for the healthy functioning of the group. To ensure the unity of our groups, we use the Twelve Steps, Twelve Traditions, and the Twelve Concepts of Service with the guidance of a Higher Power when making decisions that affect the group. The principle of the group conscience is used for decision making in all of our business meetings, whether it be at the group, area, region, or World Service Conference (WSC).

A group conscience is the collective viewpoint on matters affecting the group. Arriving at a group conscience requires informative discussion by its members using the Guides to Local and World Services and adhering to the steps, traditions, and concepts of Nar-Anon in order to reach a decision. As members of a spiritual program, we invite our Higher Power to guide us throughout this process. When we treat each member with respect and learn by listening to one another, we can achieve unity.

Each group is autonomous but still has an obligation to work within the guidelines of Nar-Anon.

Through group conscience and group autonomy, our groups make decisions, such as

- how their business meetings are conducted and when they are held;
- issues to be discussed at business meetings (e.g., group, area, region, and world service matters, such as the Conference Agenda Report (CAR));
- types of meetings held by the group (e.g., beginner meetings, step meetings, tradition meetings);
- establishing committees when necessary (e.g., public information, literature, group anniversary, finding a new location);
- group participation in area, region, or world events;
- holding group elections;
- scheduling regular group inventories in order to keep meetings healthy;
- donating to the area, region, and WSO. "

Replace with:

Group Conscience

Tradition 1 - Our common welfare should come first; personal progress for the greatest number depends on unity.

Tradition 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.

Concept 6 - Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

A group conscience is the collective viewpoint on matters affecting the group. Group conscience occurs anytime members make a decision in the best interest of a group, area, region, etc., or Nar-Anon as a whole. Arriving at a group conscience requires informative discussion by its members using the Guides to Local and World Services and adhering to the steps, traditions, and concepts of Nar-Anon in order to reach a decision. As members of a spiritual program, we invite our Higher Power to guide us throughout this process. When we treat each member with respect and learn by listening to one another, we can achieve unity. The group conscience is a spiritual principle in the Nar-Anon program. All members share responsibility for the healthy functioning of the group. The principle of group conscience is used for decision making at all levels of Nar-Anon. Any member of the group can request a group conscience.

Business Meetings

Concept 3 - The Nar-Anon Family Groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.

Concept 6 - Group conscience is the spiritual means by which we invite a loving Higher Power to influence our decisions.

Concept 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.

Concept 9 - All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision making processes.

Business meetings are held regularly to discuss any issue pertaining to the welfare of the group. Each group is autonomous but still has an obligation to work within the guidelines of Nar-Anon when determining how their business meetings are conducted and when they are held. Through group conscience and group autonomy, our groups make decisions, such as:

- types of meetings held by the group (e.g., beginner meetings, step meetings, tradition meetings)
- scheduling regular group inventories in order to keep meetings healthy;

- holding elections
- group participation in area, region, or world events
- issues to be discussed at business meetings (e.g., group, area, region, and world service matters, such as the Conference Agenda Report (CAR))
- establishing committees when necessary (e.g., public information, literature, group anniversary, finding a new location)
- donating to the area, region, and WSO

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #1.

Intent: To clarify terms used by groups of "Group Conscience" and "Business Meetings"

Rationale: The current information in the GLS only speaks to the use of group conscience as a tool in business meetings, however, group conscience occurs anytime members make a decision in the best interest of a group, area, region, etc., or Nar-Anon as a whole. Existing information of business meetings also needs expansion.

Financial Impact: None given.

Motion 49: In the Guide to Local Services, pages 2-1 and 2-2, section How to Start a Group, subsection Registration of Groups.

Remove:

HOW TO START A GROUP

Registration of Groups

The founding of a group and its functions are the responsibility of those qualified for membership. WSO will register any group designating itself a Nar-Anon Family Group (NFG) or Narateen group with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts and

meetings will be open to any Nar-Anon or Narateen member. Group registration forms are available online at www.nar-anon.org and at the end of this guide.

If there is no NFG in your community, contact WSO by writing to Nar-Anon Family Group Headquarters, Inc., 22527 Crenshaw Blvd., Suite 200B; Torrance, California 90505, by the web at www.nar-anon.org, by email at WSO@naranon.org or by calling 1-800-477-6291 for information. Anyone who has an addicted relative or friend or is concerned about the effects of drug use in others in any way may start a group. The first step in getting a group started is finding at least one other person sharing your concern. It is easiest to start a group with three or more people. If you do not know anyone, attending NA meetings to meet the relatives or friends of addicts after the meetings can be a successful way of locating others interested in starting a new group. Usually NA groups are happy to cooperate with Nar-Anon, but they must be assured that their anonymity will be protected.

Find a meeting place, usually in a church, school, community center, hospital, or rehabilitation center. Some choose a location and time coordinated with an NA meeting. Our 7th Tradition states: Every group ought to be fully self-supporting, declining outside contributions. The expenses include a small donation for use of the meeting room. After a meeting place is found,

contact WSO and your region to purchase a new group packet. The packet includes all necessary information and literature to start a meeting along with the group registration form. A permanent mailing address, such as the group secretary's, will assure your group continues to receive the benefits of WSO's services.

You will need to attract more members to your group. Informing the clergy, doctors, social workers, and others in your community who have occasion to counsel families of addicts may be productive. This can be done by mail and you can keep your anonymity. Some newspapers will include Nar-Anon listings in the local events columns without charge. In Nar-Anon's format for group meetings, it states we have no dues or fees, but we pass a basket at each meeting to pay for literature, to cover the group's expenses, and to support Nar-Anon beyond the group level. This is in accordance with our Seventh Tradition.

New and small groups will need a member to act as secretary and a member to act as chair/leader of their meetings. It may be helpful to invite guest speakers from other Nar-Anon groups. NA speakers may also be invited to speak.

Do not be discouraged if the group grows slowly or if members drop out. There are many reasons why people do not continue to attend, even if your meetings are highly interesting and helpful. Whatever the reason, Nar-Anon is like NA; it is only for those who really need it and want it.

Replace with:

HOW TO START A NAR-ANON GROUP

Registration of Groups

Establishing a group and its functions are the responsibility of those qualified for membership. Anyone who has an addicted relative or friend or is concerned about the effects of addiction in others in any way may start a group. WSO will register any group designating itself a Nar-Anon Family Group (NFG) with the understanding that it will abide by the Twelve Traditions and the Twelve Concepts of Service and meetings will be open to any Nar-Anon member.

If there is no group in your community, contact WSO by phone at 800-477-6291 or visit the website www.nar-anon.org/groups/ for information on how to start a group.

The first step in getting a group started is finding at least one other person sharing your concern. It is easier to start a group with two or more people. The second step is finding a meeting place, usually in a church, school, community center, hospital, or rehabilitation center. Some choose a location and time coordinated with an NA meeting. Our Seventh Tradition states however: "Every group ought to be fully self-supporting, declining outside contributions." The expenses include donation for use of the meeting room. Having a permanent mailing address and an email address, such as the group secretary's, will assure your group receives services from the WSO.

After a meeting place is found, contact WSO and **order a New Group Packet**. The packet includes all necessary information and literature to start a meeting. **Group registration forms are available online and at the end of this guide.**

Here are some suggestions to attract members to your group: Inform clergy, doctors, social workers, and others in your community who have occasion to counsel families

of addicts. This can be done by mail and you can keep your anonymity. Some newspapers will include Nar-Anon listings in the local events columns without charge. **The Nar-Anon website under "Outreach" (www.nar-anon.org/outreach/) provides letters for professionals that are downloadable.**

Do not be discouraged if the group grows slowly or if members drop out. There are many reasons why people do not continue to attend, even if your meetings are highly **informative** and helpful. Whatever the reason, Nar-Anon is like NA; it is only for those **who really want it.**

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #2.

Intent: To update information on registration of groups, and remove information addressed in other sections of this document that had no impact on group registration.

Rationale: Update the registration of groups to include hyperlinks to information on Nar-Anon website; Narateen removed from content.

Financial Impact: None given.

Motion 50: In the Guide to Local Services, page 4-5, section Group Structure, subsection Group Problems, revise.

All groups are encouraged to resolve misunderstandings or disputes by applying the Twelve Traditions and the Twelve Concepts at the group level. ~~If this is not possible, they should refer these matters to their area or regional service committee before asking WSO or their respective national service office (NSO) to suggest solutions.~~ **The best source for solving group problems is the group itself. Mutual respect, open minds, accurate information, and discussing the issue calmly will lead the group to an effective resolution. If additional guidance is needed, research Nar-Anon service literature, articles in the Nar-Anon Newsletter may have addressed the group's problem, asking other groups for their experience and if necessary have the Group Representative take the concern to the area or region for suggested recommendations.**

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #3.

Intent: To clarify the group's decision making process and to ensure groups understanding their responsibility as final decision-maker.

Rationale: The final decision with group issues is their responsibility; following traditions and concepts they need to work within the service structure. WSO has been and continues to be a resource but is not part of the service structure.

Financial Impact: None given.

Motion 51: In the Guide to Local Services, page 11-1, section Conventions and Events, revise the first paragraph.

Conventions attract many members, drawing them together to celebrate and share their experience, strength, and hope. Committees planning area or region-wide events work closely with their local RSC. **Communication within the fellowship minimizes calendar conflicts, helps increase attendance and encourages unity.** Flyers for these events may be emailed to WSO for inclusion on its website (wso@nar-anon.org).

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #4.

Intent: Re-wording this paragraph to remove "promote" without changing the intent of the communication.

Rationale: Tradition 11 states "Our public relations policy is based on attraction rather than promotion". Using the word promotes better attendance, as it is written here, seems to be in conflict with our principle.

Financial Impact: None.

Motion 52: In the Guide to Local Services, page 12-1, section Nar-Anon as it Relates to Others, remove subsection Publicizing Nar-Anon/Narateen.

Publicizing Nar-Anon/Narateen

In any newspaper announcement of a Nar-Anon or Narateen meeting at which a clergyman or professional is to speak, it is suggested that a statement such as the following be included: "Nar-

Anon/Narateen is not affiliated with any sect, denomination, political entity, organization or institution.”

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #5.

Intent: Remove the confusion on outside speakers.

Rationale: The paragraph contradicts the following paragraph “Speakers from the Helping Professions” in the Guide to Local Services, page 12-1, section Nar-Anon as it Relates to Others, subsection Outside Agencies, by stating clergymen or professionals are to speak at a Nar-Anon/Narateen meeting.

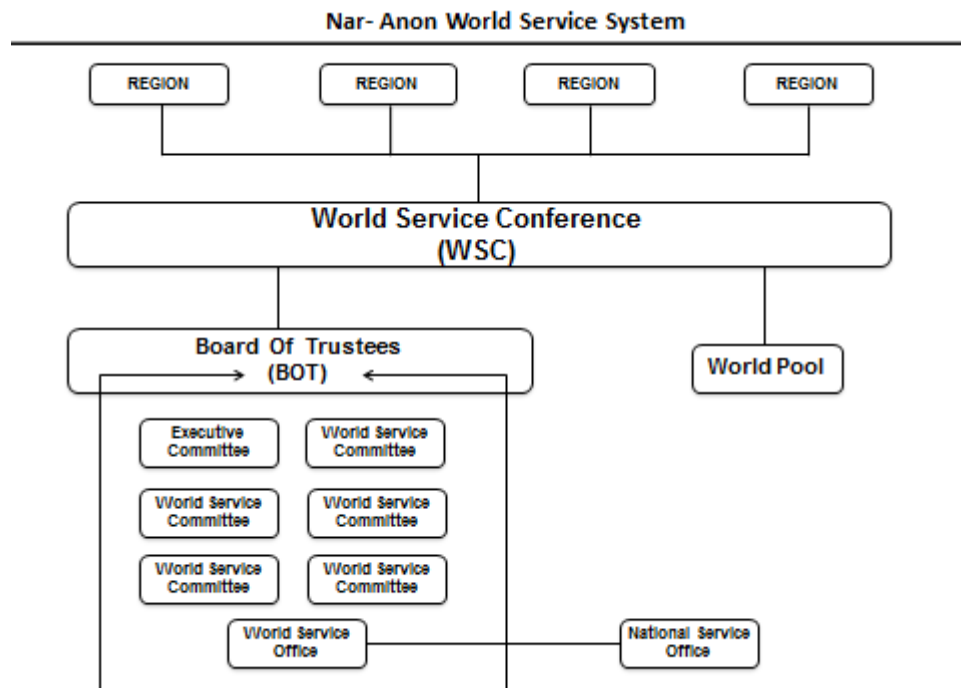
Speakers from the Helping Professions

The purpose of Nar-Anon is personal growth through applying the Twelve Steps and sharing our experience, strength, and hope. It is from Nar-Anon and Narateen members that we hear ideas and experiences that put us on the road to recovery. Outside speakers at Nar-Anon and Narateen meetings may divert the focus from our recovery. Professionals in the field of drug addiction may provide valuable information but they can be heard in other places. Our Sixth Tradition states “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...”

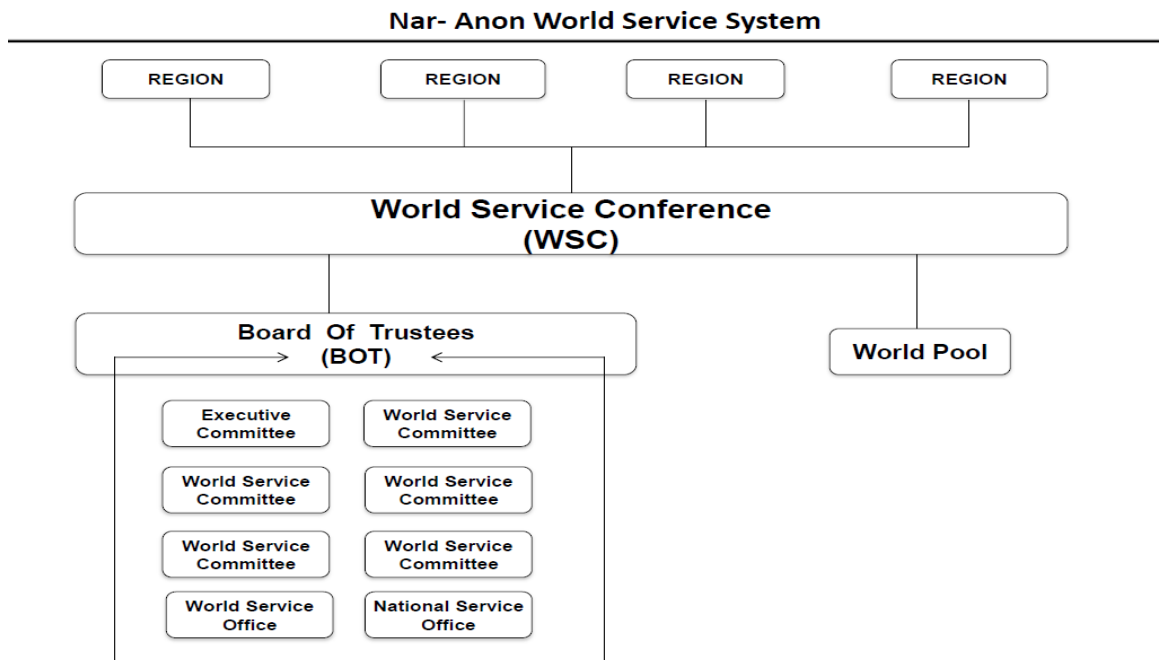
Financial Impact: None.

Motion 53: In the Guide to World Services, page 10, section Nar-Anon World Services, subsection Diagram: Nar-Anon World Service System.

Remove:



Replace with:



Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #6.

Intent: To make it clear the World Service Board of Trustees (BOT) has oversight of both the National Service Office (NSO) and the World Service Office (WSO).

Rationale: None given.

Financial Impact: None given.

Motion 54: In the Guide to World Services, page 27, section Nar-Anon Recovery Literature and Service Materials, remove subsection Production of Literature and Materials and add new subsection Production Process for Conference Approved Literature and Materials.

**Remove:
Production of Literature and Materials**

The production of all literature and materials recommended and approved by the WSC must be authorized by the World Service Board of Trustees. NFGH, Inc. is the sole authorized publisher and distributor of Nar-Anon literature. However, countries outside of the United States with a duly executed contract to print and distribute CAL in English may do so. The contract must be binding and clearly state the percentage of payment due NFGH, Inc. from their literature and material sales.

Replace with:

Production Process for Conference Approved Literature and Materials

All literature and materials recommended and approved by the WSC are forwarded to the WS Literature Committee for any processing. The approved literature and materials are sent back to the

Committee to which the motion applies, and reviewed for consistency. Within 30 days of committee review, the documents are returned to the WS Literature Committee for final formatting before being sent to WSO for production. The literature and materials are then sent to WSO for production. WSO will forward the approved literature and materials to the countries outside of the United States with a duly executed contract to translate, print and distribute CAL.

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #7.

Intent: Explains the process of the production of literature after WSC approval and removes two sentences which do not relate to the production process.

Rationale: Explains the process of the production of literature after WSC approval and removes two sentences which do not relate to the production process.

Financial Impact: None given.

Motion 55: In the Guide to World Services, page 38, section World Service Committees, subsection Policy and Guidelines Committee, revise first and second paragraphs.

Duties and responsibilities: The purpose of the World Service Policy and Guidelines Committee is to research, develop, and review all policies and guidelines proposed for fellowship approval at the WSC. The committee will update existing policies and guidelines as directed by the WSC. ~~All proposed internal guidelines for world service committees will be reviewed by this committee.~~

The committee is also a resource **for the fellowship to clarify the policy and guidelines found in our service documents.**

Motion applies to: Policy and Guidelines.

Maker: World Service Policy and Guidelines Committee, Motion #8.

Intent: To remove the responsibility of reviewing WS Committee internal guidelines from the Policy and Guidelines Committee, and to clarify how it serves the fellowship.

Rationale: The World Service Committees are overseen by the BOT which has the responsibility to review the WS Committee internal guidelines.

Financial Impact: None.

Motion 56: Revise the Website Handbook (S-318~14-10-26), page(s) 7, 12 and 13.

Remove from page 7:

Interactive media and animations, as well as video, can be presented utilizing Adobe Flash.

Remove the bullet point in the Website Handbook pg. 12:

Flash Video (FLV)

Using Flash in websites is not recommended as it is not compatible with newer generation mobile devices, such as iPhones and iPads. Future support for Flash is not guaranteed.

Remove the bullet point in the Website Handbook pg. 13:

In the Web Browser Plug-ins section the: Flash

Motion applies to: Website.

Maker: World Service Website Committee, Motion #1.

Intent: These sections reference obsolete technology that is no longer relevant

Rationale: Reference to this specific technology is no longer relevant in creating standard websites.

Financial Impact: None.

Motion 57: In the Website Handbook (S-318~14-10-26), remove unnecessary mention of specific technologies that could change rapidly.

Make the following changes to the **Website Handbook**. (Page references are according to the PDF on the WSO Website as of August, 2015. Pagination in other editions differs.)

- Page 7, Section "Multimedia and Images", paragraph 1. Remove "Video content can be in the form of Windows Media Videos (WMV) or QuickTime Movies (MOV) among other formats. Interactive media and animations, as well as video, can be presented utilizing Adobe Flash."

Page 7, Section "Multimedia and Images", paragraph 2. Change "Solutions should be provided that are Apple Mac/OS, Microsoft Windows, and popular web browser compatible." to "Solutions should be provided that are compatible with all popular operating systems found on desktop, laptop, tablet, mobile, and other common, small- to large-screen, devices (excluding miniature screens such as wearables), and are compatible with all popular web browsers found on those devices. Many web hosting service providers can make logs available that can be analyzed to determine which operating systems, devices, and browsers are used to access the website."

- Page 11, Section "File Types", subsection "Images". Remove the last sentence "Following are some common internet image types:", and remove the list following this sentence.
- Page 11, Section "File Types", subsection "Multimedia". Remove the last sentence "Here are examples of multimedia file types:" and remove the list following this sentence.
- Page 12, Section "File Types", subsection "Web Pages (dynamic)". Remove the last sentence "Below are a few of the most popular:" and remove the list following this sentence.
- Page 12, Section "Operating System". Remove the sentence "Popular operating systems are Windows, Mac OS, iOS, Linux, and UNIX, among others."
- Page 13, Section "Web Browser Plug-ins". Remove the last sentence "This is a short list of popular plug-ins.", and remove the list following this sentence.

Motion applies to: Website.

Maker: World Service Website Committee, Motion #2.

Intent: Remove unnecessary references to specific technologies that undergo change more rapidly than is possible to maintain with bi-annual Conferences.

Rationale: While listing various technologies for various purposes would be helpful to webmasters, especially citizen-webmasters who are not experts, such technologies change rapidly, and it is not possible keep these current in a document that must undergo a lengthy Conference Approval process every two years. The general descriptions still include the current technology as that changes. While the specific technologies listed illuminate the general descriptions, they are just examples, and are neither requirements nor recommendations, and thus not necessary for this document. As Tradition 10 states, we have no opinion on outside issues, so listing such in a document that is the Conference-Approval voice of Nar-Anon Family Groups is contrary to our principles, when it is unnecessary to list the technologies.

Financial Impact: The financial impact is minimal – it only involves reprinting new versions of the Website Handbook. It will not affect the choices made by webmasters, since the technologies listed are only examples, neither requirements nor recommendations.

BOARD OF TRUSTEE MOTIONS

Motion 58: To remove all reference to Resource Development Committee from the Guide to Local Services (GLS), the Guide to World Services (GWS), Website and any other materials or places affected.

Motion applies to: Policy and Guidelines.

Maker: Board of Trustees, Motion #3.

Intent: Remove the language referring the Resource Development Committee.

Rationale: Resource Development Committee has had no assignments in over three years. Recently assignments have been dispersed to other committees or combinations of committees. Temporary ad hoc committees can be created without the need for a standing committee.

Financial Impact: None.

Motion 59: In the Guide to Local Services, page 6-7, section Regional Structure, subsection Delegates, remove second bullet:

- Provide a written report to the board of trustees on region and delegate activities.

Motion applies to: Policy and Guidelines.

Maker: Board of Trustees, Motion #4.

Intent: This motion removes an unnecessary report. As the board of trustees does not oversee the actions of the regions, delegate reports to the board are not required.

Rationale: The service structure suggests that all levels of service report to those they serve. The board serves the fellowship as a whole. Each region's RSC serves its areas and groups. With this simple service structure, it is not necessary for the delegates to report to the board.

Information will be obtained through regional reports already in place that are submitted to the WSC. A Regional Report form made available to the entire fellowship allows regions to share with each other. The reports will provide comparative information to the fellowship.

Financial Impact: None.

Motion 60: In the Guide to World Services, page 26 and 27, section Nar-Anon Recovery Literature and Service Materials revise subsections "Service Literature" and "Outreach Literature," remove the subsections "Approval Process for Service Literature" and "Approval Process for Outreach Literature" and replace with a single process subsection "Development and Approval Process for Service and Outreach Literature".

Service Literature

Service literature includes both *The Nar-Anon Family Groups' Guide to Local Services* and *The Nar-Anon Family Groups' Guide to World Services*, plus any other handbooks, **pamphlets**, or service manuals pertaining to policies and/or guidelines used **as resources** for **group and** service work in Nar-Anon. ~~The BOT, WSC, or world service committees may direct service literature to be developed and written for use by service members of the fellowship. The World~~

~~Service Policy and Guidelines Committee will draft service literature for preliminary approval by the BOT. World service committees may also develop guidelines to be submitted to the World Service Policy and Guidelines Committee for review.~~

Approval Process for Service Literature

~~After service literature has been reviewed and edited by the World Service Policy and Guidelines Committee, it is sent to the BOT for preliminary approval. Upon BOT approval, it is then sent to the World Service Literature Committee to be edited for style, grammar, and punctuation. BOT approved service literature will then be distributed to the WSC participants for conference approval. This occurs not less than 90 days prior to the WSC, which is when the CAT is distributed. There may be instances when the BOT decides service literature warrants a longer review process. In those cases, the service literature will be distributed no less than 150 days prior to the WSC.~~

~~There may be times when multiple inquiries from the fellowship indicate a need for service informational pamphlets. The BOT may temporarily approve service informational pamphlets for distribution and use before they are conference approved, thus making them readily available to the fellowship. If necessary, BOT approved service informational pamphlets can be easily changed or pulled from inventory if there are concerns from the fellowship. Although service informational pamphlets may receive temporary approval from the BOT, conference approval is still necessary. Service informational pamphlets will be treated in the same way as other service literature and must be distributed to participants of the WSC not less than 90 days prior to the conference with the CAT.~~

Outreach Literature and Materials

~~Outreach literature and materials can include letters, pamphlets, flyers, posters, videos, digital slide show presentations, and television ads that are informational in nature and are used to raise public awareness about the Nar-Anon program. These items can be distributed to treatment facilities, hospitals, community health fairs, schools, doctors' offices, etc. The World Service Outreach Committee will develop informational literature regarding the Nar-Anon program. This literature will be sent to the World Service Literature Committee for review and editing before submission to the BOT for approval.~~

Approval Process for Outreach Literature

~~The BOT may temporarily approve outreach literature and materials for distribution and use before they are conference approved, thus making them readily available to the fellowship. By allowing the BOT to temporarily approve these items, we are able to continue carrying the Nar-Anon message of help and hope for families and friends of addicts. If necessary, BOT approved outreach literature and materials can be easily changed or pulled from inventory if there are concerns from the fellowship. Although outreach literature and materials may receive temporary~~

~~approval by the BOT, conference approval is still necessary. Outreach literature and materials will be treated in the same way as service literature and must be distributed to participants of the WSC not less than 90 days prior to the conference with the CAT.~~

Development and Approval Process for New Service and Outreach Literature/Materials

Ideas for service and outreach literature/materials can come from members, groups, areas, regions, world service committees, or the BOT and should be sent directly to the BOT at BOT@nar-anon.org. Ideas should be in alignment with our principles. Each idea is reviewed to ensure a similar piece is not already available or in development. If the BOT evaluation determines a piece is needed, it will be assigned to a world service committee or an ad-hoc committee for development.

The developing committee will create the suggested piece and send to the BOT for review. The BOT will provide suggestions and return it to the developing committee for revisions. This process will repeat until the BOT agrees by 2/3 majority it is ready for fellowship review. The piece then goes to the World Service Literature Committee for grammar and formatting edits. Edits that change the intent in any way must be sent back to the BOT for approval. When the review has been completed by the World Service Literature Committee, the literature/material will go to the BOT for the final review.

After BOT's final review, the literature/material will be stamped "Board Approved for Fellowship Review" and sent to WSO for publishing. Each piece is then given a minimum of twelve months for review by the fellowship. During this time, the fellowship can use the piece, and the BOT will accept suggestions and comments from the fellowship and make changes as they and the developing committee deem appropriate. If necessary, BOT approved literature/material can be easily changed or pulled from inventory if there are concerns from the fellowship. When the literature/material has met the minimum review requirements, the BOT then submits the final draft as CAT (Conference Approval Track) literature/material. At the WSC, the piece is then voted on for conference approval.

Motion applies to: Policy and Guidelines and Literature.

Maker: Board of Trustees, Motion #5.

Intent: This will be a more complete process than the current service and outreach approval.

Rationale: The suggested process, from conception of idea to conference, is more complete than the current service and outreach literature approval process. With the current approval process, pieces are submitted to CAT (Conference Approved Track); therefore, many service members and service bodies do not see the materials until after they have received conference approval. This more complete process allows the materials to be reviewed and used, with suggested changes made before the final step of conference approval. With more fellowship input prior to CAT, there may be less motions in the future to edit materials that have already received conference approval.

Financial Impact: None.

ATTACHMENTS TO THE CAR

LITERATURE:

Recovery Literature:

1. BD-215~15-11-24, *Continuing Our Journey After Loss (We Still Belong)* (Motion 22)
2. BD-206D~15-11-15, *The Nar-Anon Thirty-Six Steps Ten - Twelve* (Motion 23)
3. PD-116~15-11-17, *Boundaries and Consequences* (Motion 24)

Service Literature:

4. S-333~14-09-15, *Narateen Facilitator Registration Form* (Motion 32)
5. S-330~15-11-01, *Facilitating a Narateen Group* (Motion 35)

WSC 2016 CAR ATTACHMENT:

6. PDF document, 16 pages, containing 11 items pertaining to the following:
 - o Literature priority list
 - o Motion 12
 - o Motion 13 (2 items)
 - o Motion 14 (2 items)
 - o Motion 34
 - o Motion 38
 - o Motion 39
 - o Motion 40
 - o Motion 41