



Upper Rocky Mountain Regional Service Committee (URMRSC) Guidelines

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Upper Rocky Mountain Regional Service Committee
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www.urmrna.org

Upper Rocky Mountain Regional Service Committee (URMRSC) Guidelines

Article I Name

- Section 1. This committee shall be known as the Upper Rocky Mountain Regional Service Committee (URMRSC) of Narcotics Anonymous (NA).
- Section 2. This committee is a member of the World Service Conference (WSC) of NA and thereby is a seated Region and voting member of the WSC.
- Section 3. This body is part of the Rocky Mountain Zonal Forum (RMZF).

Article II Purpose

- Section 1. The primary purpose of the URMRSC is to further unity within our Region by maintaining and improving communication with Narcotics Anonymous World Services (NAWS), and our member Areas and groups in accordance with NA's Twelve Traditions and Twelve Concepts; and by serving, and being accountable to, the Areas and groups within our region.
- Section 2. To ensure that our purpose is carried out, the URMRSC Chair may assign officers or RCMs a resource assignment when the need(s) arise(s).

Article III Service Area

- Section 1. This committee shall serve the geographical area of the US state of Wyoming and what is commonly known as the Nebraska "panhandle".
- Section 2. We shall have the option of including any neighboring areas when necessary.
- Section 3. In the event a new area would like to be a part of the URMR, the new area would be required to send representation to two (2) consecutive URMRSC meetings. At the second meeting, the new area would be a full participant with all voting rights afforded as such.
- Section 4. Guideline revisions and item additions voted and approved at the URMRSC will be incorporated into the guidelines by the Secretary at that service meeting. The Secretary will then distribute the guidelines to the Regional Service body when the minutes from that service meeting are distributed.

Article IV Functions

- Section 1. The URMRSC shall maintain a P.O. Box mailing address, a bank account and a website presence (www.urmrna.org).

- Section 2. The Regional P.O. Box key will be assigned to a trusted servant who lives in the city where the P.O. Box is located in Cheyenne, provided the Regional Secretary does not live in that town. That trusted servant would then be responsible for the Regional mail.

- Section 3. The URMRSC shall donate all monies above its working budgets to NAWS.

- Section 4. To ensure monetary security of the URMRSC, no two signers on the Regional bank account may reside in the same household.

Article V Meetings

- Section 1. All duly elected members of the URMRSC shall hold one regular business meeting on the first Saturday of February, June, August and October at 1 (one) PM. The RSC will rotate in person business meetings between the areas: Central Wyoming Area (February); Wyoming Western Area (June); Wyo-Braska Area (August); Freedom Seekers Area (October) with the April Assembly held in Central Basin for the next year beginning August 2021. Meetings will be set by the delegate team in cooperation and conjunction with the hosting area's RCM or an area contact and should be held in a location that significantly reduces travel for all its members. Two additional virtual meetings will be scheduled at 10:00 AM for the first Saturday of December and the Saturday after the assembly in April, beginning December of 2021. There will be no workshops presented at these virtual meetings, the purpose is to concentrate only on business and reports.

- Section 2. Regional workshops are held at 10:00 AM to 11:30 AM with a lunch break from 11:30 AM to 1:00 PM at which time the regional business meeting will begin. The delegate team will determine the nature of the workshops, prepare the material needed and facilitate the workshops. There may be times when this schedule would change due to extended time needed for business. It is recommended that all committee members attend the regional workshops.

- Section 3. The Regional Assembly will be held the first Saturday of April at 9 (nine) AM, and will be arranged by the RD. This is in addition to the business meetings in February, April, June, August, October and December. All members of the URMRSC are encouraged, but not required, to attend the Assembly. Final CAR votes will be accepted by GSR's at the assembly. Additionally, on Conference (even numbered) years, the Delegate team of

the URMRC will hold a Conference Agenda Report (CAR) workshop for our Region GSRs starting at 9 (nine) am prior to the February RSC meeting.

Section 4. Special meetings may be requested by the Chairperson or Vice Chair on being advised of a matter of special urgency. Reasonable notice of such meetings must be given to all voting participants by the Chair and is defined as two (2) weeks.

Section 5. All URMRC business meetings shall be open to any member of NA as non- voting participants but shall be closed to the general public unless specifically approved by the Chair. The only participants shall be those listed in article VI, unless the chairperson requests special input or clarification.

Section 6. A hybrid of Consensus-Based Decision Making (CBDM) and Robert's Rules of Order will be used as procedure. Robert's Rules of Order will be used only where Consensus-Based Decision Making (CBDM) would not apply.

Section 7. Matters that would not apply to CBDM would be Money Matters, approving minutes and guidelines and nominations of trusted servants, this will fall under Robert's Rules of Order, all other matters would have the CBDM process.

Article VI Participants

This Committee shall have two (2) types of participants, that of voting and of non-voting. Voting participants shall have no more than one (1) vote.

Section 1. Voting members must be clean to be participants of the URMRC. These participants are expected to attend all URMRC meetings. Officers shall not hold positions of RCM of an area; we recognize the primary importance of the RCM vote.

The voting participants of the URMRC are the following officers:

1. Chair
2. Vice Chair
3. Secretary
4. Treasurer
5. Regional Delegate
6. Alternate Delegate
7. Convention Committee Chair (current)
8. Convention Committee Chair (incoming)
9. Regional Committee Members (RCMs) or their alternate

Regional Committee Members (RCM) or their alternates as elected by, and represent, their Area's conscience. The RCMs can be chosen as resource people by the RSC Chair. Areas currently served by the URMRS are:

Central Basin Area
Central Wyoming Area
Freedom Seekers Area
Wyo-Braska Area
Wyoming Western Area

Section 2. Members of NA outside the RSC may attend URMRS meetings as non-voting members and may speak provided the Chairperson has granted them the floor.

Section 3. New groups will be listed on the regional website and meeting list if there is a contact person for that group and it is brought to region by any member of the regional body. If unable to establish contact in 3 attempts, the group may be removed from the regional website and meeting list.

Article VII Duties of Officers

All Officers shall follow these Guidelines as set forth by the URMRS and shall submit a written report to the Secretary before each RSC. Each of the officers listed below, with the exception of the RD, AD, and Convention Committee Chair(s) serves for a period of two (2) years and shall not serve for more than two consecutive terms. All these offices are open to any NA member who meets the requirements stated below. Any member serving on the URMRS should have a working knowledge of NA's Twelve Steps, Twelve Traditions, Twelve Concepts, and reside within one of the Areas served by the URMRS. In addition to the requirements listed below, officers shall have the following: willingness and desire to serve, personal time and ability to serve, resources to travel, and continued abstinence during term of office. Based on our experience and to ensure continuity, outgoing officers are encouraged to remain active within the RSC and help to train newly elected officers.

Section 1. Chairperson

Service experience: two (2) years minimum, three (3) years clean time, ability to chair in a firm and understanding manner, arranges agenda and presides over business meetings, maintaining order and calling for pros and cons, maintains a good working relationship with all other officers of the committee, co-signer of the URMRS bank account, votes only in the case of a tie or may send discussion back to the Areas. The Chairperson will be responsible for conducting training for any upcoming open positions prior to the election being held. The Chairperson will work with the current position holder in the creating, gathering and presentation of the training. The chair will follow the voting procedures that allow for both CBDM and Robert's Rules of Order, per the guidelines in Article VIII.

Section 2. Vice Chairperson

Service experience: minimum one (1) year, two (2) years clean time, ability to chair in a firm and understanding manner, performs duties of absent officers, or any other positions that are vacant, performs the Chair's duties in the absence of the Chair, is a co-signer on the URMRSC bank account.

Section 3. Secretary

Service experience: minimum one (1) year, two (2) years clean time, takes accurate minutes of each URMRSC business meeting, distributes such minutes within one (1) month after the last URMRSC meeting to all officers and RCMs, keeps a current contact list of all URMRSC participants, is responsible for P.O. Box, P.O. Box key (if the Secretary resides in the same city the P.O. Box is located) and all Regional mailings, will have a file cabinet containing archives. File cabinets and archives will be turned over at the end of each of their terms to the new officer. The secretary will track and update approved guideline changes with dates of the changes.

Section 4. Treasurer

Service experience: two (2) years minimum, five (5) years clean time requirement, prior treasurer experience demonstrating responsible handling of fellowship funds, custodian of URMRSC bank account and is responsible for reconciling checkbook, gives a written financial report at every business meeting, makes ledgers, journals, etc., available for auditing on a quarterly basis, is a co-signer on the URMRSC bank account, sends all monies over the defined sub-account caps to NAWS after each URMRSC meeting, prepares estimates and recommendations of operating budget requirements and reports these to the URMRSC on request and will have a file cabinet containing archives. File cabinets and archives will be turned over at the end of each of their terms to the new officer.

Section 5. Regional Delegate (RD)

Service experience: two (2) years minimum experience at the area or regional level, five (5) years clean time requirement. Serves for two (2) conference cycles, primary responsibility of an RD is to work for the good of NA providing two-way communication between the URMRSC and NAWS, attends all regularly scheduled URMRSC meetings, maintains communication with and is available for any problems within the Region's Member Areas, works closely with the Regional Officers and any Resource Person, and is a source of information and guidance in matters concerning NA's Twelve Traditions and Twelve Concepts. In absence of both the Chair and Vice Chair, they shall act as Regional Chair. Participates at the WSC as the voice of the Region at the World Level and ought to receive a vote of confidence from the Region to vote on items not on the CAR, or where a specific discussion has not been obtained, evaluating each item with the needs of our group conscience in mind and the NA's Twelve Concepts.

Attends the RMZF meeting yearly in July and attends the CAR workshop each conference cycle every other December. Acts as the co-facilitator and selects the topics for the Regional Assembly and all Regional Workshops and is a co-signer on the URMRSC bank account. The Regional Delegate will be in possession of the Regional Bank Account debit card and is the single point of accountability for that debit card.

Section 6. Alternate Delegate (AD)

Service experience: two (2) years' experience at the area or regional level, four (4) years clean time, serves for two (2) conference cycles, preferably, assumes the responsibilities of the RD if the RD is not available, attends the WSC, attends the RMZF meeting yearly in July and attends the CAR workshop each conference cycle every other December, acts as the cofacilitator for the yearly Regional Assembly and all Regional Workshops and is a cosigner on the URMRSC bank account.

Section 7. Web Servant

Service experience: two (2) years' experience at the area or regional level, four (4) years clean time, serves two-year term, preferably, NA service and computer/web experience, maintains URMRSC website and web presence, maintains updated URM regular meeting list, maintains current information & website links for all Areas in the URM Region, keeps current email links on website for regular officers & RCM's. The Web Servant will also maintain the email account as well as be the single point of accountability for the Region's Zoom account.

Section 8. Convention Chairs (two - one current, one for following year)

Service experience: two (2) years' experience at the area or regional level, three (3) years clean time, serve one- and one-half year's term, preferably, coordinates the assignment of convention executive committee, assigns and coordinates appropriate Convention subcommittee chairs/members, facilitates the convention committee meetings, fulfills duties of any Convention executive committee member vacant and fulfills duties of any Convention sub-committee chair vacant in absence of Convention Vice-Chair.

Article VIII Voting Procedures

Section 1. Each duly elected RCM is entitled to vote; in the event of an RCM's absence the RCM Alternate shall have the RCM's vote.

Section 2. Officers (excluding the Chairperson), as recognized by the URMRSC, shall vote on all URMRSC business matters as recognized per Concept Seven.

Section 3. The Chairperson shall have one (1) vote only in the event of a tie.

Section 4. Money Matters falls to Robert's Rules of Order for voting and requires a quorum, that will be determined at the beginning of the business meeting. A quorum shall consist of two-thirds (2/3) of the URMRS C voting participants. This quorum being present, a simple majority shall decide the matters before the Committee. CBDM requires 90% for strong support.

Section 5. The following is the hybrid procedure:

- a) The election of Officers (the nomination process is Roberts Rules) then switches to CBDM for discussion and election
- b) Motions and Proposals – this is where the hybrid of CBDM and Roberts Rule's is present – CBDM is discussion with consensus results and Roberts Rules is the motion process

Section 6. CBDM will address any participants not in agreement with the proposal. Straw polls will be conducted to see if the consensus moves in one direction or the other. When a consensus cannot be met after the straw polls (limited to 3 straw polls) the chair will need to switch to RR and call for a motion and the vote.

Section 7 Proposals do not need a second, motions require a seconded motion from a voting participant.

Section 8. Each motion or proposal, including its intent will be written by the maker and read by the Secretary.

Section 9. URMRS C officers and RCMs are the only participants who may make and/or second (2nd) motions.

Article IX Elections

Section 1. Nominations and elections for all officers and participants listed in Article VII will be held as follows:

February RSC - Convention Committee Chair, Web Servant

June RSC – Chairperson and Vice Chairperson, Secretary and the Treasurer

October RSC – RD and AD

Section 2. All nominees must be present or submit a written request at the time of their nomination in order to be elected to a position of the URMRS C.

Section 3. In the event of a vacated office, temporary appointments may be made by election until the next regularly scheduled election.

- Section 4. If at the time of election, the newly elected officer is an RCM, that person shall resign as RCM, enabling the Area to elect a new RCM, thus ensuring all Areas equality of representation.
- Section 5. Vice chair, AD, or any other alternate type officers do not automatically assume the next higher position. They must be given a vote of approval by the URMRS.
- Section 6. Upon election, any officer or of the URMRS shall take office at the conclusion of the meeting at which they were elected. All privileges, voting and otherwise, will be honored by the body at its next regularly scheduled meeting.
- Section 7. We suggest each URMRS officer keeps archives of their position and pass them to their successors, prepare a statement explaining how they have best found to do their duties. Archives should explain what the committee did and how they accomplished it. Collected archives should be passed on to the next officer to further our work in the most productive manner.

Article X Removal of Officers

The URMRS may declare vacant the position of any officer who has been:

1. Absent at two consecutive URMRS meetings without contact or representation.
2. Found unable, by the committee, to perform the duty of the position.
3. Fails to meet requirements and duties as described in Article VII.

Section 1. No officer shall be removed without cause and has the right to enact Concept Ten on their own behalf.

Section 2. A two-thirds (2/3) majority vote of all voting participants shall be required in the removal of any officer.

Article XI Money Matters

Section 1. The Secretary may be reimbursed up to twenty-five (\$25.00) at each RSC meeting to cover the expense of the minutes.

Section 2. The URMRS Treasurer will first, with all donations, cap the Regional Travel Fund at \$3,000.00. The Treasurer will maintain a \$500 operating fund which is not to be used for travel.

- Section 3. The URMRSC will donate any remaining funds, after meeting the caps, after each URMRSC meeting, to NAWS.
- Section 4. The URMRSC will pay all officers up to thirty (.30) cents per mile to travel to all RSC meetings as requested.
- Section 5. Officers are asked to carpool when feasible and if possible, to share hotel rooms.
- Section 6. Reimbursement to areas hosting regional meetings is capped at \$100.00.
- Section 7. The URMRSC will fund its RD to attend the RMZF meeting yearly, the RMZF CAR workshop biyearly and the annual Regional Assembly. It is this body's responsibility to fund the Rocky Mountain Zonal Forum when it's our turn to host – which means to get a facility and supply food.
- Section 8. The URMRSC will fund its AD to attend the RMZF meeting yearly, the RMZF CAR workshop biyearly, the annual Regional Assembly and the meeting of the WSC each conference cycle.
- Section 9. Funding generally includes automobile or air travel, hotels and foods for delegates and will be paid in advance with mileage and hotel estimates and food stipend as established by NAWS.
- Section 10. The executive committee will audit the check book annually in October during workshop time.

Article XII Convention Rotation

- Section 1. The rotation for the Regional Convention, URMRCNA, is as follows:
Wyo-Braska Area
Freedom Seekers Area
Wyoming Western Area
Central Wyoming Area
Central Basin Area
- Section 2. In the event an area is not prepared to host the Convention, the next area in the rotation would do so. This would be decided in February with the election of the incoming Convention Chair.

Any portion of these guidelines may be amended at any time by a two-thirds (2/3) vote of the URMRSC participants.

Twelve Steps of Narcotics Anonymous

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

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Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

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TWELVE CONCEPTS FOR NA SERVICE

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

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The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service,
published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of
Narcotics Anonymous.*

Group conscience

“Working with others is only the beginning of service work.”

Basic Text, p. 59

Service work calls for a selfless devotion to carrying the message to the still-suffering addict. But our attitude of service cannot stop there. Service also requires that we look at ourselves and our motives. Our efforts at service make us highly visible to the fellowship. In NA, it is easy to become a “big fish in a little pond.” Our controlling attitude can easily drive away the newcomer.

Group conscience is one of the most important principles in service. It is vital to remember that the group conscience is what counts, not just our individual beliefs and desires. We lend our thoughts and beliefs to the development of a group conscience. Then when that conscience arises, we accept its guidance. The key is working with others, not against them. If we remember that we strive together to develop a collective conscience, we will see that all sides have equal merit. When all the discussions are over, all sides will come back together to carry a unified message.

It is often tempting to think that we know what is best for the group. If we remember that it doesn't matter if we get our way, then it is easier to allow service to be the vehicle it is intended to be—a way to carry the message to the addict who still suffers.

Just for today: I will take part in the development of group conscience. I will remember that the world won't end just because I don't get my way. I will think about our primary purpose in all my service efforts. I will reach out to a newcomer.

Service Prayer

“GOD, grant us knowledge that we may serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”

Guidelines approved on February 5, 2022 virtual meeting and sent to the regional body on 02/05/22.