

Canadian Convention Of Narcotics Anonymous

Policies and Guidelines

Nov 2012

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**Canadian Assembly of Narcotics Anonymous
L'Assemblée canadienne de Narcotics Anonymous**

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1.0 NAME

- The name of this committee shall be CCNA (Canadian Convention of Narcotics Anonymous)
- The CCNA shall plan and execute The Adventure/I'Adventure on behalf of CANA/ACNA
- CCNA will be numbered in sequential roman numerals.
- The CCNA is a sub-committee of the CANA/ACNA and it is responsible to CANA/ACNA through the National Convention Coordinator (NCRC).

2.0 CCNA MEMBERS

The members of this Committee are:

a) Sub-Committee Chairs:

- Arts & Graphics (A&G)
- Convention Information (CI)
- Fund Raising & Entertainment (F&E)
- Hotels & Hospitality (H&H)
- Merchandise
- Programming
- Registration

b) Admin Committee (Core Committee):

- Chair
- Vice-Chair
- Secretary
- Treasurer
- NCRC

3.0 PURPOSE & FUNCTION

3.1 PURPOSE:

The purpose is to bring our membership together in the celebration of recovery and to generate revenue to help fund CANA/ACNA services. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members and to fulfill the CANA/ACNA vision through our Primary Purpose, *to carry the message to the addict who still suffers*. CCNA will also be tasked to provide a meeting location for the Canadian Assembly members the week prior to the convention.

3.2 FUNCTION:

The basic function of the CCNA in support of this purpose is to organize and carry out The Adventure/I'Adventure, in accordance with these guidelines, the 12 Traditions of NA & the 12 Concepts of NA Service.

4.0 CCNA REFERENCES

Committees shall comply in all actions with the following:

- 12 Traditions of NA (Appendix "D" attached)
- 12 Concepts of NA Service (Appendix "D" attached)

- current CCNA Policies and Guidelines
- current CANA/ACNA Guidelines (Appendix "D" attached)
- current CANA/ACNA Consensus Based Decision Making (Appendix "A" attached)
- future CANA/ACNA directives

At all possible times, the Approved Templates of CCNA (Appendix "C") shall be utilized.

NOTE: Each CCNA core member shall be provided with a copy of;

1. CCNA Policies and Guidelines
2. CANA/ACNA Policies and Procedures
3. Approved NAWS guides specific to position, (ie: Treasurers handbook.)

5.0 PREVIOUS CCNA MERCHANDISE

- 5.1** Merchandise, all banners, signs, registration leftovers (contents of the registration packages), office supplies, etc. – will be inventoried and turned over to the NCRC immediately following the convention for auditing and then turned over or forwarded to the incoming chair of the following CCNA.
- 5.2** All past merchandise is to be sold at fair market value before or during current convention.
- 5.3** Accountability for all merchandise is imperative to ensure an accurate report of finances to the CCNA. Inventory template (#050) from approved templates in Appendix " C" must always be followed.
- 5.4** Merchandise for sale shall only be given to a member upon approval of the Merchandise Chair and after having signed a Financial Disclosure Agreement (#018) in Approved Templates Appendix "C".

6.0 SERVICE MEETING

The principle on which all service meetings must be scheduled is to maximize the ability of individual members to attend these meetings. The responsibility for scheduling the time and place of service meetings rests with the core committee. Service meetings will only be held in public facilities where any NA member can feel welcome to attend. It is the duty of each subcommittee to seek out meeting spaces that will accommodate their members at minimum cost. There may be times when a closed door Core Committee meeting is necessary.

Taking into consideration the above, the meeting schedule may look as follows:

- Once a month leading up to two months prior to the convention.
- Two per month leading up to one month prior to the convention.
- Weekly during the last month prior to the convention.
- Short closing meeting immediately following last convention event.
- Final wrap up meeting within 30 days of the convention.

7.0 COMMITTEES DEFINED

7.1 ADMINISTRATIVE COMMITTEE:

This committee is comprised of the following Administrative (Admin) Officers:

Chair
Vice-Chair
Secretary
Treasurer

NCRC

- The Admin Committee's function and purpose is to display leadership and guidance, and frame issues for discussion and decision at Core meetings.
- Members of the Admin are appointed as liaison to a subcommittee, when needed, to ensure that the various subcommittees work together and to assist subcommittees in achieving their tasks in a timely manner.
- The members of the Admin Committee review the progress of subcommittees as well as the budget and other matters between each Core Committee meeting. These members are vital to the success of the convention. Electing candidates lacking proven leadership and communication skills is apt to cause serious issues.
- At least one Admin Committee member will be on site and participate in the tallying and reconciliation at all F&E and convention events.
- The results of Admin discussions and recommendations are included in Admin reports at Core Committee meetings and are included in the minutes.

7.1.1 CHAIRPERSON

- a. Proven leadership and communication skills
- b. Use discussion based consensus building and group conscience gathering to achieve decisions to ensure important decisions are not made prematurely.
- c. Attends all Core Committee meetings and as many CCNA functions as possible.
- d. Keeps activities within the principles of the Twelve Traditions and in accord with the purpose of the convention following CCNA and CANA/ACNA guidelines.
- e. Monitors the fund flow and overall convention costs, and helps organize the subcommittee budgets.
- f. Prepares a budget for the Executive Committee expenses.
- g. Ensures subcommittees have enough autonomy to do their job, while providing guidance and support.
- h. Prepares the agenda for Core Convention Committee meetings and Administrative Committee meetings.
- i. Chairs the Core Convention Committee meetings as well as the Saturday convention meeting.
- j. Provides detailed written reports on progress of Convention planning to CANA/ACNA after each Core Committee meeting by ensuring minutes are uploaded promptly to the CANA/ACNA website.
- k. Provides detailed written reports on progress of convention planning to hosting area and /or region monthly.
- l. Maintains regular communication with the NCRC, at a minimum at monthly
- m. Submits a detailed final report including the financial report to CANA/ACNA following the convention wrap up meeting (within sixty (60) days of the Convention.)
- n. Familiar with and utilizes the Time Line Task List (#040) in approved Templates located in Appendix "C" to ensure all members of the Core Committee are aware of their responsibilities and the impact each committee has on other committees.
- o. Clarifies responsibilities of the subcommittee and delegates major tasks to specific subcommittees.
- p. Stays informed and involved of the activities of each subcommittee, and provides assistance and direction when needed.

- q. The convention chair is expected to be on-site 24 hours a day during the convention, therefore hotel accommodations are provided for in either the hotel contract or the admin budget.
- r. Attends the annual CANA meeting and participates in the annual CANA conference call

7.1.2 VICE-CHAIRPERSON

- a. Acts as Chairperson when the chairperson is unavailable with the same duties and responsibilities as the Chairperson.
- b. Proven leadership and communication skills
- c. Use discussion based consensus building and group conscience gathering to achieve decisions to ensure important decisions are not made prematurely.
- d. Attends all Core Committee meetings and as many CCNA functions as possible.
- e. Co-ordinates and monitors subcommittees and may attend subcommittee meetings, as directed by the Chairperson or requested by a subcommittee Chair, in order to ensure that they get the necessary support to effectively complete their tasks in a timely manner.
- f. Works closely with the Chairperson to help delegate responsibilities to subcommittee Chairs.
- g. At the request of the Admin committee, acts as subcommittee Chair until the election of a subcommittee Chair has been accomplished.
- h. May be asked to liaise with a subcommittee at the request of the Admin Committee.
- i. Familiar with and utilizes the Time Line Task List (#040) in Approved Templates located in Appendix “C” to ensure all members of the Core Committee are aware of their responsibilities and the impact each committee has on other committees.
- j. Clarifies responsibilities of the subcommittee and delegates major tasks to specific subcommittees.
- k. Stays informed and involved of the activities of each subcommittee, and provides assistance and direction when needed.
- l. Informs the Admin Committee of any major concerns with subcommittees.

7.1.3 SECRETARY

- a. Secretary collaborates with Chairperson to prepare upcoming agenda.
- b. Accurately records pertinent information.
- c. Keeps minutes of all committee meetings and subcommittee reports.
- d. May be asked to liaise with a subcommittee at the request of the Admin Committee.
- e. Forwards approved minutes to all CCNA Core Committee members within seven (7) days
- f. Assists all committees in mailing and correspondence.
- g. Utilizes CCNA Minutes (#011) in Approved Templates included in Appendix “C” for minutes and makes available to subcommittee chairs all templates in paper and/or digital format that are included in Appendix "C"

7.1.4 TREASURER

- a. Co-ordinates with the CANA/ACNA Treasurer and the NCRC to have signing officers added to the CCNA bank account.

- b. Is a signing officer on the CCNA bank account and creates and signs all cheques whenever possible.
- c. Attends all Core Committee meetings and as many CCNA functions as possible.
- d. Works with the Admin Committee to prepare a budget, based on the CANA/ACNA approved convention budget included in the winning bid. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fundraisers; the second from registrations, third from the banquet and fourth from the sale of CCNA approved merchandise. There may be additional income streams identified. The NCRC must be informed of any significant budget changes as soon as possible.
- e. Ensures "Cash Handling - Policies and Procedures" included in Appendix "F" are always followed onsite and that all subcommittee Chairs are aware of these policies.
- f. Processes and maintains all paperwork - receipts, expense reports etc - to ensure all polices relating to financial matters are accurately approved and recorded
- g. Responsible for oversight of all monies and revenue forms, including revenues from registration and banquet tickets; pays all bills; and advises Admin on cash supply, income flow and rate of expenditures.
- h. Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. Any deviation from budget must be promptly reported to the Admin Committee (see 14.1.h)
- i. Provides monthly financial updates to the NCRC & CANA/ACNA Treasurer.
- j. Submits to the NCRC and the CANA/ACNA Treasurer a complete CCNA final treasurer's report within 60 days of the completion of the convention
- k. The Treasurer is to make all financial records available to the CCNA admin, CANA/ACNA Treasurer & the NCRC immediately upon request.
- l. May be asked to liaise with a subcommittee at the request of the admin committee.
- m. Utilizes all related templates in Appendix "C".
- n. Shall always have at least one other Admin member & security person present at all monetary processes during the convention.
- o. The Treasurer is expected to be on-site 24 hours a day during the convention, therefore hotel accommodations are provided for in either the hotel contract or the admin budget.
- p. A "counting room" will be made available onsite during the convention.
- q. Ensures all monies are promptly secured after processing following Financial Policies and Procedures in Appendix "D".

7.1.5. NCRC (National Convention Resource Coordinator)

- a) See CANA/ ACNA guidelines

7.2 SUB-COMMITTEES

The sub-committees of CCNA are:

- Arts and Graphics
- Convention Information
- Fundraising and Entertainment
- Hotels and Hospitality

- Merchandising
- Programming
- Registration

Subcommittee Chairpersons are required to attend all Core Committee meetings and as many CCNA events as possible.

7.2.1 ARTS AND GRAPHICS

- The Arts and Graphics subcommittee is comprised of members who are artistic and energetic.
- The Committee projects a budget for flyers, programs, banner(s), posters, floor plan (if required at main entrance), and other displays and graphics that will be used at the Convention. The Core Committee Admin will assist with the budget.
- Once a budget is prepared, it will be presented to the Core Committee for approval.
- The committee should have trusted servants elected as soon as possible to fill the following positions, Vice Chair and Secretary.
- Hang and remove all banners in main convention room if permissible by the contracted facility.
- All brochures/fliers where the logo is used shall go through the Arts and Graphics Committee for input & approval before distribution.
- All logo submissions should be made directly to the Arts and Graphics subcommittee which would then be gathered & ranked.
- All submissions of themes and logos become the property of CCNA and as such use of proper template release forms provided in Appendix "C" is required.
- Use official NA or CANA logo for registration forms and event fliers if a convention logo has not yet been selected
- Ensure all approved artwork is camera ready.
- This committee is responsible for facilitating a logo and theme song contest within the fellowship and presenting the top three (3) entries for approval to the Core Committee within the time frame laid out in their time line task list.
- This committee is also responsible for ensuring that the value of an appropriate prize is included in the committee budget and ensure the winners of the contest receive their prize(s). Experience has shown that a basic convention registration package and a convention branded T shirt is a suitable prize for the logo competition winner.
- This committee is responsible for the printing of all fliers.
- Responsibly for decorating the Banquet hall with F&E and H&H
- Respond to all inquiries in a timely manner.

HELPFUL HINTS FOR ARTS & GRAPHICS:

There are frequent periods of tremendous guesswork involved when forecasting budgetary proposals. Other than using exact estimates from print shops and supply stores, a good place to start is getting a copy of the floor plan of the facility. With the assistance of Core members you can determine where signage will be required.

Maintain close communication between pertinent committees. For example, when registration forms are being designed, keep in contact with the Registration Committee. It is helpful to send a representative to other collaborating committee meetings if practical and possible. Remember the Arts and Graphics committee is responsible for the layout of all artwork.

7.2.2 CONVENTION INFORMATION

- a. The Convention Information subcommittee is responsible for: Convention information table, communications equipment, taping services volunteers for onsite needs when requested as well as greeting and general security during the convention.
- b. Security, subcommittee volunteers and general helpers are to be provided by this subcommittee.
- c. Maintains and regularly updates information on the CCNA web site as directed by the Core Committee
- d. Coordinates volunteers at the convention using sign-up sheets.
- e. Coordinates with local PI, H&I, PR and help line committees to make sure all of their commitments know of the convention and related events.
- f. Communicates with professionals and organizations including prisons & rehabs to notify them of the convention and related events.
- g. If necessary, uses the press packages and templates in Appendix “C” when dealing with the press or media.
- h. Communicates to the fellowship frequently to notify them of the convention and other related events using printed & web based newsletter. Newsletter will be quarterly at first but will increase in frequency to at least every 4 weeks in the last quarter.
- i. Sends out all convention fliers to the Canadian fellowship and bordering US communities as per the time line task list utilizing regular mail and email.
- j. Sends out all subcommittee event fliers to neighboring areas and regions in a timely manner using email and regular mail when practical.
- k. Contacts NAWS to ensure the convention is listed on their web event calendar and in print (ie. NA Way Magazine).
- l. Ensures that the CANA/ACNA Website, CCNA Website and all Canadian Regional & Area websites have all accurate convention information available to post in a timely manner.
- m. Ensures strict adherence to 12 Traditions, 12 Concepts, CANA/ACNA and CCNA policies/guidelines are respected in all postings in all mediums.
- n. Respond in a timely manner to all inquiries.

7.2.3 FUNDRAISING AND ENTERTAINMENT

- a. This committee’s function is to raise funds, interest and support for the convention within the local and surrounding NA communities while at the same time increasing awareness and convention attendance.
- b. This committee is responsible to ensure convention fundraising and awareness events are planned and carried out within the hosting and neighboring areas or regions.
- c. The committee shall create a detailed plan and budget well in advance of each activity. The Admin Committee is responsible to assist with the budget while all Core members are encouraged to attend and assist with events.
- d. The committee must ensure they gain permission from the local service body and work closely with the local Area Committee to ensure CCNA efforts do not overlap with already planned local events. When working jointly with local committees the F&E subcommittee shall accept responsibility for all expenses and revenues.
- e. This committee is responsible for entertainment activities including recommending the bands or disc jockeys and other forms of entertainment to be used at fundraising events and at the convention. Best practice is to send three recommendations to the Core Committee for ratification and then forward to the NCRC for contract negotiations

- f. At least one admin core committee member will be on site and participate in the financial tallying and reconciliation at all F&E events.
- g. Though this committee may have a Treasurer, all monies are immediately turned over to the F&E Chair to be forwarded to the CCNA Treasurer.
- h. All subcommittee reports to the CCNA Committee shall include a financial report utilizing the Balance Sheet (#046) found in approved templates in Appendix "C"
- i. This committee is responsible for organizing a number of events including one large fundraising day no more than (90) days and no sooner than thirty (30) days prior to the Convention. This event will be the CCNA Kick Off which all subcommittees will fully participate in as a dry run of the convention. They will exercise all the same responsibilities they would for the convention itself. Admin and all subcommittees are required to contribute in their respective areas as follows:
 - Arts & Graphics: Flyers, signage
 - Convention Information: Greeters/Volunteer signup sheet
 - F & E: Manages overall entertainment operation
 - Hotels & Hospitality: Food and Facility
 - Merchandising: Pre Merchandise Sales
 - Programming: Chair meeting and select speakers
 - Registration: Ticket Sales
- j. This subcommittee is responsible for all merchandise donated for the auction. All auction merchandise must be numbered and inventoried prior to Auction and tracked financially during the auction. All items must be NA approved merchandise.
- k. All who handle money or merchandise must sign a "Financial Disclosure Agreement" (#018) available in Appendix "C".
- l. Responsible for decorating the Banquet Hall with A&G and H&H
- m. Respond to all inquiries in a timely manner

NOTE: All contracts must be presented to the NCRC for final disposition.

7.2.4 HOTEL & HOSPITALITY

- a. Responsible for developing and maintaining a positive relationship with the hotel.
- b. Responsible for a working understanding of the hotel contract and ensuring its execution throughout the entirety of the convention.
- c. Responsible for preliminary arrangements of the possible banquet and/or brunch.
- d. Works with the Core Chair, NCRC & Programming Chair when planning effective layout and use of meeting facility considering the needs of all subcommittees.
- e. Organizes a facility walk through for all Core members coinciding with a regular Core Committee meeting.
- f. In the event that the hotel sound system is used for the convention it is this subcommittee's responsibility to ensure a physical test of the sound equipment is performed prior to the beginning of the convention.
- g. Responsible for organizing and maintaining a hospitality suite.
- h. Responsible for decorating of banquet hall with A&G and F&E
- i. Responsible for obtaining all alternate tourist information available in the host area and making available on site.
- j. May assist the NCRC and the Convention Chair in matters dealing with the facility and hotel staff.
- k. Respond to all inquiries in a timely manner.

NOTE: All contracts must be presented to the NCRC for final disposition.

7.2.5 MERCHANDISING

Merchandising As Fundraising:

The merchandising effort on any convention is primarily based on the need to generate funds to help ensure the financial success of the event. Attempts should be made to sell merchandise in advance online. To avoid left over merchandise, on site inventory quantities should be extremely conservative.

Past Convention Merchandise:

All merchandise related items passed to the current Core Committee from past conventions will be utilized in a manner that maximizes financial return and not be severely discounted without permission of the NCRC.

Pre-Convention Merchandise:

Pre-convention merchandise will only be distributed to members of the Core Committee and members of the local NA community in attendance at Core Committee meetings. This is for the simplification of bookkeeping as well as for the ease of distribution and accountability. All who handle money or merchandise must sign a "Financial Disclosure Agreement" (#018) available in Appendix "C".

Online Merchandise Store:

Work with CI to ensure accuracy and functionality in the event of selling of merchandise online. Merchandise is available online only until the onsite store opens. All online merchandise sold shall be packaged and made available for pickup by the purchaser at the convention live on site store located at the venue.

On Site Merchandise Store:

- a. The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of a secure space and storage area for a store at the convention site.
- b. Store hours should be coordinated with the Programming and the Hotels and Hospitality Subcommittees to ensure effective scheduling during the convention.
- c. This committee may have a Treasurer, however all funds are to be turned over to the subcommittee chair immediately and forwarded to the Core Treasurer.
- d. All who handle money or merchandise must sign a "Financial Disclosure Agreement" (#018) available in Appendix "C"
- e. At least one admin core committee member will be on site and participate in the financial tallying and reconciliation of all merchandise at F&E events and the convention itself.
- f. All subcommittee reports to the Core Committee shall include a financial report utilizing the Balance Sheet (#046) Approved Template in Appendix "C" including a detailed breakdown of all expenses & revenues.
- g. Activity in the onsite store will follow Financial Policies document in Appendix "F"
- h. Immediately following the convention a final audit of remaining inventory shall be conducted by the Merchandise Chair and the Core Treasurer. The product will

then be turned over to the NCRC to be forwarded to the next CCNA Core Committee

- i. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to ensure accountability for all merchandise expenditures.
- j. The Merchandise Committee shall procure an inexpensive (around \$3.00) convention branded gift to be presented to every speaker as a souvenir.
- k. Respond to all inquiries in a timely manner.

Selecting Vendors:

Careful consideration should be made in negotiating the purchase price of items selected for sale. It is recommended three different bids or proposals are solicited from vendors and submitted by the merchandise committee for consideration at the Core Committee meeting. The committee should consider the availability of funds they wish to invest in merchandise and look at the possibility of a consignment agreement as a possible and practical solution to avoiding any unnecessary risk. All merchandise for sale at the convention should be approved by the Core Committee.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention and or online (i.e. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). The Merchandising Subcommittee is responsible for overseeing the sale and control of all merchandise.

In the event an outside vendor is permitted to sell merchandise at the convention the following must be met to ensure our traditions are upheld.

- a) Only vendors registered with NAWS are permitted to sell merchandise at CCNA. This does not apply to the selling of speaker CD's.
- b) Items and pricing should be forwarded to the Core Committee 30 days prior to the convention.
- c) The Core Committee will determine the operating hours and locations the goods may be sold.

On Site Literature Sales:

The Merchandising Subcommittee shall set aside space within the store for the sale of NA approved literature and related items selected for sale at conventions. The Core Committee shall approve the products and service body permitted to sell NA literature on site.

Alternate Store:

On occasion there will be committee representatives from other NA conventions or similar activities (i.e. area & regional committees) at a convention. Many times these committees would like to sell items from a previous or upcoming NA event. This should be allowed as long as it does not conflict with the merchandising effort of CCNA.

The Merchandising Subcommittee co-ordinates arrangements to provide space and determine time for this type of sale to take place with the Programming and Hotels and Hospitality sub committees, usually on the last day of the convention.

Committees wishing to sell NA approved merchandise shall make a request in advance using the Alternative Merchandise form (#012) in Approved Templates Appendix "C" This allows the host committee ample time to plan for the provision of space.

Registration Packages:

The Registration Committee supplies a wish list for the registration package. Procurement of the registration package items then becomes the responsibility of the Merchandising Subcommittee. The selection of the merchandise for these packages will be presented as a proposal by the Registration and Merchandise Subcommittees to the Core Committee for final approval.

NOTE: All contracts must be presented to the Core Committee for consensus. They are then forwarded to the NCRC for final disposition.

7.2.6

PROGRAMMING

- a. Prepare a budget and submit to the Core Committee, which will include funds for 3 main speaker's accommodations, registrations and travel expenses.
- b. Select workshop speakers and chairpersons for meetings and use Potential Speaker Questionnaire (#027) in Approved Templates in Appendix "C" to determine qualified candidates and obtain release forms.
- c. Ensure every effort is made to include speakers from across Canada and consider age, gender, as well as other factors in order for our diversity to be reflected.
- d. Special consideration should be given to NA World Services (NAWS) and CANA/ACNA travelers as convention speakers.
- e. Ensure when NAWS is presenting workshops during the convention nothing is scheduled that might minimize the potential participation.
- f. Use Potential Speaker Questionnaire (#027) in Approved Templates in Appendix "C" to determine potential main speakers. CD or electronic submissions of the final recommendations are to be forwarded to each Core Committee member for final approval as stated in the Time Line Task List (#040) included in Appendix "C"
- g. Try to involve as many people as possible in chairing workshops and considering geography to ensure diversity.
- h. Create the program schedule including all events for distribution with registration packages. See Approved template Program (#028 & #029) in Appendix "C"
- i. Ensure there are marathon meetings held when possible, especially when there are no other scheduled meetings.
- j. Schedule at least a 15 minute break between meetings during the convention whenever possible and practical.
- k. Plan main program agenda; ensure to consider space requirements, time, topic and other related factors. See Approved Template Room Allocation (#036) in Appendix "C"
- l. Create a screening committee to listen to tapes/cds/speakers using the Potential Speaker Questionnaire (#027) in Appendix "C" This form may also be available online for screeners to fill out.

- m. Start a library to keep track of all tapes/CD's that are submitted and received.
- n. Ensure the request for speakers and cut off dates are included in registration fliers. See Registration Flier (#032) template in Appendix "C" for a template.
- o. Have back-up chairpersons and speakers as potential fill ins when necessary.
- p. Have a programming table near registration to greet & sign in speakers and workshop chairpersons as they arrive. Use "Speaker and Chair Sign In" (#051) in approved templates in Appendix "C"
- q. Make sure speakers and chairpersons show up at the programming table at least 15 minutes prior to meeting.
- r. Ensure there is time (up to 15 minutes) set aside for the Chair and/or Vice Chair of the Canadian Assembly to address attendees during the banquet or Saturday Main Speaker meeting.
- s. Respond to all inquiries in a timely manner

Meeting Formats

- Use approved meeting format templates (#0003, #015, #021 & #044) included in Appendix "C"
- Friday Main Meeting to be chaired by past CCNA Chair.
- Saturday Noon Meeting (if designated a main meeting), to be chaired by CCNA Vice Chair or another admin committee member in their absence.
- Saturday Banquet or Evening Meeting to be chaired by current CCNA Chair
- Sunday Closing Meeting to be chaired by incoming CCNA Chair

In the event that these individuals are unavailable to chair the meeting then the NCRC shall chair the meeting.

7.2.7 REGISTRATION

- a. Create a budget and submit it to the Core Committee for approval. Use Admin to assist if necessary.
- b. Work with A&G to create a pre-registration flier. Use Registration Flier (#032) template included in Appendix "C"
- c. Work with CI to ensure online registration is accurate and functional and fliers have been distributed to the fellowship at large.
- d. Send out confirmation responses to all registrants. Email would be the preferred method.
- e. Works with H&H to ensure needs are met for an onsite registration area.
- f. At each Core meeting the Registration Chairperson shall present an updated registration list including information on; early bird registrations, pre-registration, registrations, banquets, comedy and other event tickets and newcomer donations.
- g. Registration will also supply, on a regular basis, CI with contact info for volunteers and the Programming Chair with potential willing speakers and meeting chairpersons contact information.
- h. This committee may have a Treasurer but all monies are to be turned over to the Registration Chair immediately and forwarded to the Core Treasurer as soon as possible.
- i. Only those preapproved and having a financial disclosure agreement on file with the Core Treasurer may handle merchandise, tickets and monies.
- j. All monies received on behalf of CCNA are to be turned over to Core Treasurer at every Core meeting or sooner if possible and practical.

- k. All subcommittee reports to the Core Committee shall include a financial report utilizing the Balance Sheet template (#046) in Appendix "C" and a detailed breakdown of all expenses & revenues on the CCNA Revenue Form template In Appendix "C" (#009)
- l. Submits a wish list of items desired to be included in the Registration package to the Merchandise Committee for input & pricing. The Core Committee will approve the final package contents.
- m. The Registration Chair or another member of the Core Committee may issue hardship packages in accordance with Hardship Policy (#025) in Appendix "C"
- n. There will be no refunds or exchanges on ticketed events or registrations. Transfer of tickets or packages may only be made if the following criteria are met:
 - Must provide original receipt
 - Must provide signed letter of approval/transfer from original owner (see Package Transfer Request template (#046) in Appendix "C")
 - Must complete transfer process at least 7 days prior to event
- o. Respond to all inquiries in a timely manner

8.0 REQUIREMENTS FOR ELECTIONS

The suggested clean time requirements for elected CCNA officers are as follows:

- Chairperson 6 years
- Vice-Chairperson 5 years
- Treasurer 6 years
- Secretary 3 years
- Subcommittee Chairs 3 years
- Shall have willingness and commitment to serve, the time and resources necessary to do the job, previously fulfilled service experience and a good working knowledge of the 12 Steps, 12 Traditions of Narcotics Anonymous and 12 Concepts of Service.
- Shall have effective leadership and communication skills but also work well in a team.
- Shall be a regular and proficient user of a computer, the internet and email.
- Waiving clean time requirements is often not the best option but at times does happen in unique circumstances. An 85% acceptance must be achieved before the waiving of clean time requirements for a candidate can be considered.
- Candidates should be willing and able to travel easily and cheaply to attend all meetings. Electing someone who will incur travel expenses may not be the best use of NA funds.

8.1 TRUSTED SERVANT QUALIFICATIONS & ASSETS

8.1.1 Chair Person:

- Demonstrated stability in the local NA community and administrative abilities.
- Good conflict resolution skills
- Time management skills
- Budget preparation and management skills
- Good understanding of the 12 Traditions and 12 Concepts
- Good understanding of Consensus Based Decision Making
- Good understanding of these guidelines
- Effective leadership skills

- Effective delegation skills
- Exhibits strong principles
- Effective team player
- Skilled in use of and has daily access to a computer and the internet

8.1.2 Vice Chair Person:

- Demonstrated stability in the local NA community and administrative abilities.
- Good conflict resolution skills.
- Time management skills
- Budget preparation and management skills
- Good understanding of the 12 Traditions and 12 Concepts
- Good understanding of Consensus Based Decision Making
- Good understanding of these guidelines
- Effective leadership skills
- Effective delegation skills
- Exhibits strong principles
- Effective team player
- Skilled in use of and has daily access to a computer and the internet

8.1.3 Treasurer:

- Demonstrated stability in the local NA community and administrative abilities.
- Skilled in money management and bookkeeping
- Budget preparation and management skills
- Time management skills
- Good understanding of the 12 Traditions and 12 Concepts
- Good understanding of Consensus Based Decision Making
- Good understanding of these guidelines
- Effective leadership skills
- Exhibits strong principles
- Effective team player
- Skilled in use of and has daily access to a computer and the internet

8.1.4 Secretary:

- Demonstrated stability in the local NA community and administrative abilities.
- Skilled in minute taking and transcribing
- Time management skills
- Budget preparation and management skills
- Good understanding of the 12 Traditions and 12 Concepts
- Good understanding of Consensus Based Decision Making
- Good understanding of these guidelines
- Effective leadership skills
- Exhibits strong principles
- Effective team player
- Skilled in use of and has daily access to a computer and the internet

8.1.5 Subcommittee Chairs:

- Demonstrated stability in the local NA community and administrative abilities.

- Time management skills
- Good understanding of the 12 Traditions and 12 Concepts
- Willingness to embrace Consensus Based Decision Making
- Effective leadership skills
- Exhibits strong principles
- Effective team player
- Skilled in use of and has daily access to a computer and the Internet

9.0 DISMISSAL AND RESIGNATION

9.1 DISMISSAL

Officers may be dismissed from their positions at any time for:

- Admitted interruption in continuous abstinence (loss of clean time)
- Negligence of responsibilities
- Violence or threat of violence
- Continuous absenteeism (2 consecutive CCNA meetings, except for humanitarian/compassionate reasons)
- Inability or unwillingness to perform responsibilities
- Refusal to comply with the documents listed in Section 4.0 of the CCNA guidelines.
- By a written proposal for dismissal, showing due cause and receiving at least 75% support from Core Committee.
- The officer must be duly notified in writing and shall be afforded the opportunity to speak on their own behalf at the next Core Committee meeting before any discussion or decision takes place.
- Final decision for dismissal will be determined by secret ballot voting.
- A minimum of 75% majority is required for the removal of any officer or subcommittee Chair of CCNA. The CCNA chair will verify the final tally.
- The NCRC may suspend a Core Committee member for cause pending review at the next Core meeting.
- The Chair may only be removed by CANA/ACNA.
- If the committee has reason to believe that the Convention Chair should be removed, a vote of confidence will take place after the Chair has been afforded the opportunity to speak on their own behalf. If the result of the confidence vote is NO-CONFIDENCE and exceeds 75%, the proposal will be forwarded by CCNA to the NCRC, who will notify the CANA/ACNA Chairperson. CANA/ACNA will be requested to hear the proposal and address it as soon as possible. Since the position of Convention Chair is assigned by CANA/ACNA, only CANA/ACNA may remove a sitting CCNA Chair person.

9.2 RESIGNATION

Voluntary resignation should be submitted in writing to the CCNA Chair. A written resignation becomes effective at the end of the meeting in which it is received and read into the minutes.

NOTE: Elections to fill vacancies must go out to the fellowship immediately after the Core meeting in order to allow those who wish to volunteer their service an opportunity

to be present at the next meeting in which nominations will be heard and elections will be held.

10.0 COMMITTEE PARTICIPANTS

10.1 DECISION MAKING PARTICIPANTS

- The decision making participants of the CCNA committee shall be Treasurer, Vice-Chair, Secretary and Subcommittee Chairs, or their alternate.
- An effort will be made to finalize all decisions using consensus based decision making as defined in Appendix "A"
- 85% consensus shall be the thresh-hold for adoption of proposals. Should a matter not achieve 85%, we may delay the decision to the next meeting or specified time, doing one of the following:
 - Form a workgroup with members with experience on the topic.
 - Seek more information to present at the following meeting
 - Make an interim decision and set a time to continue discussion

10.2 OBSERVING MEMBERS

- An observing member, having registered with the CCNA Secretary and being recognized by the Chair may then be permitted to participate in discussions and make nominations.
- Participation of non seated members will be at the discretion of the Core Chair

11.0 QUORUM REQUIREMENTS

QUORUM: One half, plus one of all eligible CCNA decision-making participants.

NOTE: Quorum must be reached by 30 minutes after scheduled start time or meeting is adjourned.

If Quorum cannot be established, the Core Committee may continue to do business ever aware of the need to ensure all voices are heard. It would be best if issues of significant ramifications were postponed to ensure a thorough discussion takes place.

The body should use consensus based decision making as much as possible.

12.0 VOTING PROCEDURES

12.1 SECRET BALLOT

- 12.1.1 Secret ballot voting shall be used for election and dismissal of CCNA officers only.
- 12.1.2 Tellers –the Chair and one other nonvoting participant or another admin member
- 12.1.3 Ballots, indicating vote only, shall be tallied by tellers.
- 12.1.4 The results of secret ballot votes shall not be published by number.
- 12.1.5 The CCNA Chair shall announce the results of the vote, either yay or nay.
- 12.1.6 Ballots shall be initialed by 2 tellers prior to distribution.
- 12.1.7 In the event that the Chair is the subject of a confidence motion, this shall be conducted by secret ballot. The Vice Chair or NCRC if present will chair this portion of the meeting.

12.2 CONSENSUS

CCNA is a Consensus Based Decision Making service body and shall attempt to achieve consensus using Appendix “A” as a guide.

13.0 ELECTION PROCEDURES

13.1 ELECTION MEETING

The first election meeting shall take place in the host area and will be organized by the NCRC and the newly elected CCNA Chair. Should the NCRC not be able to chair the first election meeting the sitting RD of the host region or another sitting member of CANA/ACNA will chair the first election meeting.

13.2 ELECTION SCHEDULE

Whenever possible, election for CCNA positions, except for the CCNA Chair, shall be held a minimum of 12 months prior to the convention whenever possible.

13.3 NOMINATIONS – VOLUNTEERS

- Whenever possible, announcements of available positions should be made at least one month prior to elections.
- Nominees or volunteers must be present or have submitted a written service resume.
- Nominees or volunteers present will be given an opportunity to share with the committee their qualifications and to respond to any questions.

13.4 ELECTION VOTING

- Voting for election of CCNA officers shall be conducted by secret ballot.
- Runoff elections (involving two or more nominees):
 - Under runoff voting (involving two or more nominees), the voters cast a single vote for their chosen candidate. However, if no candidate receives a majority* of votes (defined as more than ½), then all but the two candidates receiving the most votes, are eliminated, and a second round of voting occurs.
 - During the second round of elections, one candidate must receive 60% or more of the votes cast. (Note that abstentions do not count).
- In the event that only one (1) nominee is standing for any executive position, a two-third (⅔) majority of voting participants is necessary for their election.

In some cases where there is only one nominee, standard voting procedures must still be followed. (No candidate may be elected by acclamation)

14.0 CCNA FUNDS

14.1 GENERAL

- a. The NCRC and CANA/ACNA Treasurer will assist the elected admin committee in setting up the bank account at a CDIC insured financial as soon as the committee is elected.

- b. All Admin members including the NCRC and the CANA treasurer are signing officers on the convention account.
- c. The convention committee shall be funded through contributions from CANA/ACNA or individual members of NA, and CCNA subcommittees' events and activities.
- d. All trusted servants handling funds must complete and sign the CANA/ACNA Financial Disclosure Agreement template (#018) in Appendix "C".
- e. All revenue accumulated from all sources will be maintained in a general fund bank account, with separate bookkeeping of individual committee funds.
- f. The CCNA Treasurer shall deposit all revenues regularly and without delay.
- g. A night deposit key shall be acquired with the most convenient bank branch location. All deposits shall be made using the night deposit key when monies are received outside of regular banking hours. The Treasurers input should be carefully considered when selecting the branch location.
- h. All non-budgeted expenditures must be approved by proposal, including a budget, at the CCNA Core committee meeting.
- i. In the event that a cheque is made payable to one of the co-signers, it is preferred that payee not be one of the signatories on that cheque.
- j. Normally, all expenditures shall be paid by cheque. Cash disbursement may be made only upon submission of receipt and approval of the Admin Committee. The Core Committee shall be informed of all cash disbursements.
- k. All proceeds from the sale of merchandise, convention profits, or funds otherwise raised through the efforts of subcommittees shall be turned over to the CCNA Treasurer at the first reasonable opportunity. See Financial Policies and best practices in Appendix "F" for additional clarification.
- l. American money is to be taken at par except in situation of a difference of more than 10% exchange rate.
- m. Upon completion of any CCNA fundraising event a full report including expenses, revenue and receipts must be forwarded to the CCNA Treasurer no later than the next Core meeting
- n. Any member handling money shall have a minimum of two (2) years clean time and sign Financial Disclosure Agreement template (#018) in Appendix "C"
- o. CCNA subcommittee's are to attempt to acquire three (3) quotes and present them to the Core Committee. The Core Committee will make all financial decisions and recommendations together after consultation and discussion.
- p. All sub-committees monthly report will include a complete financial breakdown of their committee's progress. Balance Sheet template (#046) in Appendix "C" is to be used for reporting.
- q. All profits from every CCNA will be turned over directly to CANA/ACNA.
- r. The current account must be audited and ready for fund transfer to CANA no later than 90 days following the convention.

NOTE: All contracts must be presented to the NCRC for final disposition.

14.2 CCNA INVENTORY PROCESS AND PROCEDURES

- Inventory is to be managed and treated as though it were cash.
- Members responsible for handling inventory, including tickets and merchandise, must have signed the Financial Disclosure Agreement (template #018) in Appendix "C" of the CCNA Guidelines.

- All inventories, including merchandise and tickets etc, shall be tracked using the Inventory Tracking Form (template #050) in Appendix "C" of the CCNA Guidelines. Committees likely to use this process are Merchandise, F & E and Registration.
- All inventories are to be accounted for and reported to the CCNA Treasurer prior to every CCNA Core Committee meeting with monies turned over to the Treasurer at the earliest opportunity. Efforts must be made to ensure there is no delay in the reporting or submission of revenue.
- On site processing of CCNA Inventory/monies will follow the practices defined in Cash Handling (template #049) in Appendix "C" of the CCNA Guidelines.

14.3 FINANCIAL AUDITS/REVIEW

Periodic financial reviews or audits of CCNA can be called and conducted at any time by the Administrative officers of CANA/ACNA. This review will exclude the CCNA Treasurer and will be conducted as outlined in the Treasurer's Handbook and its successors.

Subcommittee audits will be conducted by three Admin Committee members including, but not limited to the Chair, NCRC, Vice Chair, Treasurer, and Secretary. The subcommittee chair person shall be present, however, participation in the audit will be as a resource to answer questions.

14.4 NEWCOMER DONATION

The newcomer donation/contribution funds collected shall go to pay for costs associated with registration packages including but not limited to;

Introduction to NA booklet

Name Tag

Program

Any merchandise included in regular package (if available)

All remaining Newcomer donation funds shall be used in the general account to offset other convention expenses.

14.5 HARDSHIP PACKAGES

The Registration Chair, CCNA Chair & Vice Chair as well as the NCRC shall participate in determining eligibility and dispensing hardship packages. Hardship Policy template (#025) is included in Appendix "C"

14.6 SPEAKER TRAVEL EXPENSES

CCNA shall consider partial or full funding for up to three (3) main speakers. Funding may include transportation, accommodations, registration packages and event tickets. In extraordinary circumstances there might also be consideration to assist workshop speakers. All funding must be cleared through the Core Committee. Receipts must be presented in order to receive reimbursement.

To help minimize expenses, CCNA Programming Committee should give special consideration to using trusted servants from NAWS and CANA/ACNA.

15.0 REPORTING PROCEDURES

15.1 SECRETARY

- Presents minutes of the last CCNA meeting
- At least 1 hard copy of all past minutes are to be brought to all Core Committee meetings. The minutes are to be prepared, approved by the CCNA Chair and forwarded to all members of the Core within seven (7) days of each CCNA meeting.
- Minutes will include subcommittee reports within the document whenever possible and attached when not.

15.2 TREASURER

- Reports on revenues/expenditures for previous period
- Has all financial information available at every CCNA meeting
- Presents the cash flow budget and bank ledger at all meetings, this is to be included in report.
- Bank ledger and actual bank balance are to be balanced at each meeting.
- Presents questions, requests or concerns, if any
- Adjusts budget immediately when necessary

15.3 CHAIR

- Reports on correspondence or communication with NCRC, CANA/ACNA and shares any concerns about the convention preparations.
- Reports contents of Admin meetings to the core committee
- Provides detailed written reports on progress of convention planning to hosting area and /or region monthly.

15.4 VICE CHAIR

- Reports on the progress of the Task List and on any benchmarks that subcommittees may miss.

15.5 SUBCOMMITTEE CHAIRS

- At each meeting subcommittee chairs shall file a detailed report of their committee's progress using the approved template "Subcommittee Report to CCNA" (#048) in Appendix "C" and include Balance sheet (#046) when appropriate
- Reports on task list progress and any time line concerns
- Reports on projects, progress and problems.
- Presents questions, requests or concerns, if any.

NOTE: All reports must be typed or legibly written and submitted electronically to the CCNA Committee at least three (3) days prior to a meeting. Verbal reports are not acceptable.

16.0 MEETING AGENDA

A request from the Chair shall be sent out seven (7) days in advance of each Core Committee meeting soliciting input for the agenda. Core members will have 3 days to respond. CCNA Chair shall send the agenda for the upcoming meeting to all Core members at least 3 days prior to the meeting. Agenda can be found in Business Meeting Agenda (#005) template in Appendix "C".

17.0 AMENDMENTS OF CCNA POLICIES AND GUIDELINES

Any proposal to amend the CCNA Policies & Guidelines must be presented to, and reviewed by CANA/ACNA. 85% Consensus must be achieved at CCNA to forward an amendment to CANA/ACNA for endorsement.

Appendix “A”

Consensus Based Decision Making Procedure

A Working Definition of Consensus

Derives from the Latin *con* meaning “with” or “together with” and *sentir* meaning to “think” or “feel”. So, “*consensus*” means to “*think or feel together.*”

Consensus is a process by which a common mind of the meeting is sought about the wisest way forward on a particular issue at the time.

Consensus decision making is...

- **A cooperative process for making decisions in which everyone consents to the decisions of the group**
 - Not everyone’s first preference necessarily, but true consent
 - Decisions should reflect the integrated will of the whole group
 - Preserves the interests and integrity of all participants
- **A problem-solving orientation for people who wish to work together**
 - Not a process for determining whose ideas are best, but searching together for the best solution for the group
 - A questioning process
 - The decision is in this room — our job is to find it
 - Have respect and enjoy the process of coming to a decision together

How It Works

- **Discussion of the item:** If you have a discussion topic, put it on the discussion topic list. The item is discussed with the goal of identifying opinions and information on the topic at hand. The general direction of the group and potential proposals for action are often identified during the discussion.

- **Formation of a proposal:** Based on the discussion, a formal decision proposal on the issue is presented to the group. It should be written down and read aloud so we're clear on what is being discussed.
- **Test for consensus/Straw poll:** show of hands - to find the amount of support and the concerns of those opposed
- **Identification and addressing of concerns:** If consensus is not achieved, each dissenter presents his or her concerns on the proposal, potentially starting another round of discussion to address or clarify the concern.
- **Modification of the proposal:** The proposal is amended, re-phrased in an attempt to address the concerns of the decision-makers. The process then returns to the call for consensus and the cycle is repeated until a satisfactory decision is made.

Call for consensus: The facilitator of the decision-making body calls for consensus on the proposal. The facilitator will ask if there are any concerns and if not, we will move forward with the decision reached. The decision reached by consensus takes into account the insights of all members. The process ensures that issues are fully aired and that all members feel they have been adequately heard.

Decisions are taken not simply because one more than 50% of members are in favor of a proposal, but because all agree to a way forward.

Some may feel that it's not necessarily their first option, but ALL can support it and commit themselves not to undermine the decision.

TRUE CONSENSUS is not the same as unanimity. We must be careful to recognize that real consensus arises out of real community, and often only through real tension as people express their insights with passion and integrity, and yet with respect for really hearing others' points of view. Reaching 85% favorable after a thorough discussion will be considered achieving consensus.

Ideally.....

- Concerns and reservations will be identified and addressed though the consensus decision-making process
- When the call for consensus on a proposal is made, you should **ASSENT** if you support the proposal, all things considered.
- **Assent** does not indicate that you may agree with every aspect of a proposal, but that you...
 - *have heard the discussion,*
 - *have had a chance to participate in the process of finalizing the proposal, and*
 - *are prepared to support the final proposal.*
- **Assent is signified by remaining silent**

Three Degrees of Dissent

Assent with Reservations

Stand Aside

Block

➤ Assent with Reservations

“I think this may be a mistake but I can live with it”

- ☐ Assent with Reservations if you are willing to let a motion pass but want to register your concerns
- ☐ Do so by raising your hand and, when called on by the facilitator, simply saying “Assent with Reservations.” The assumption is that the reservations have been heard already, and you are simply noting that you can support the proposal and continue to have these reservations.
- ☐ If there are significant reservations about a proposal, the body may choose to modify or re-word it.

- Stand Aside
- Block

➤ Stand Aside

“I personally can’t do this, but I won’t stop others from doing it.”

- ☐ Stand Aside if you have a serious personal disagreement with a proposal, but are willing to let the proposal pass. The concerns of group members standing aside are usually addressed by modifications to the proposal.
- ☐ A sizable number of Stand Asides of those present will indicate that a consensus to adopt the proposal is too weak. The proposal is then either dropped or delegated to the maker of the proposal or an Ad Hoc Committee/Workgroup for reworking.
- ☐ If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject or does nothing.

➤ Block

“I cannot support this or allow the group to support this. It is against our principles.”

- ☐ A rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal or that some very fundamental moral position would be violated.
- ☐ A participant who blocks must be able to articulate which Tradition, Concept or Spiritual principle fundamental to NA is violated by the proposal.

- ❑ If consensus is blocked or no reasonable consensus can be reached, the group stays with whatever the previous decision was on the subject.

Consensus as an Alternative to Voting:

Robert's Rules of Order	Consensus Decision Making
Competitive, win/lose	Problem-solving, cooperative
Discussion constrained by motion	Multiple concerns and info can be considered
Discussion takes the form of a debate with a win-lose approach.	Discussion involves active listening and sharing information.
Few constraints are placed on the order or frequency of speaking.	Norms limit number of times one asks to speak to ensure that each speaker is fully heard.
Differences resolved by voting on motion.	Differences resolved by discussion. Facilitator identifies areas of agreement and names disagreements to push discussion deeper.
Chair calls for a vote.	Facilitator articulates the sense of the discussion, asks if there are other concerns, and proposes a "minute" of the decision.
Winners and losers are identified. Decision belongs to the winners.	Group as a whole is responsible for the decision, and the decision belongs to the group.
Chair's vote can determine the decision when votes are tied.	Facilitator can discern if a minority concerns' warrant a delay in a decision.
Dissenters' perspectives suppressed in majority vote.	Dissenters' perspectives are embraced and incorporated into decisions.

CDM Requires Practicing Spiritual Principles such as...

- **Patience**
- **Open-mindedness**
- **Trust & Faith**

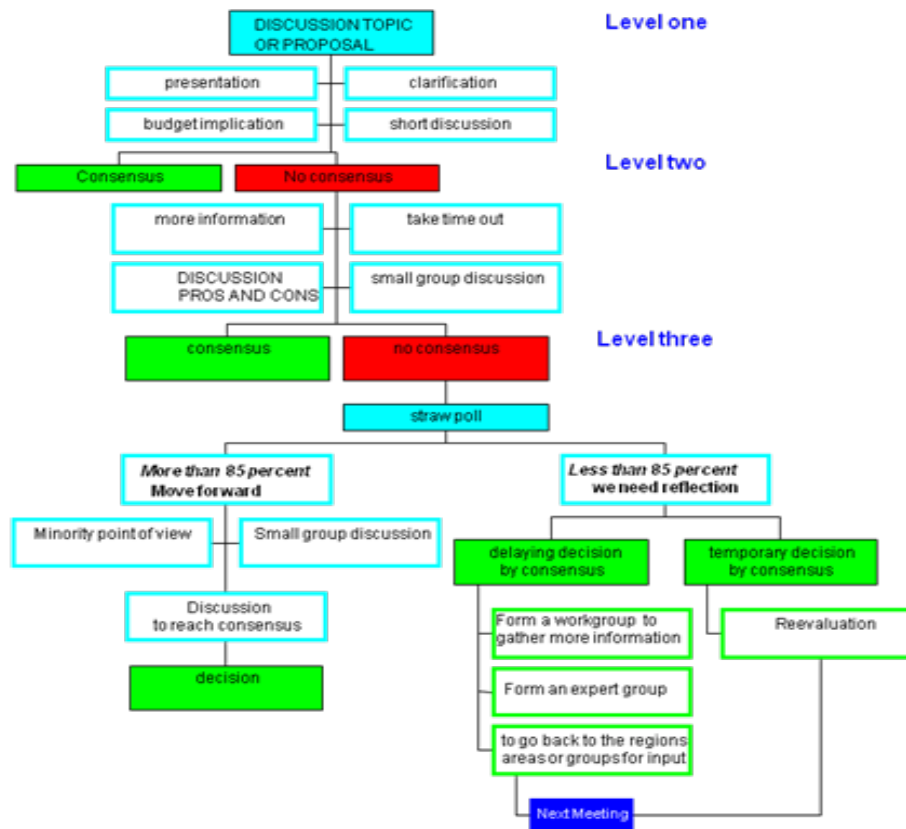
➤ **Good will**

➤ **Honesty**

➤ **Respect**

- This model can be changed to fit the needs of your service body....it is just an example.....
- Blocking a proposal is a last resort and only done in rare and extreme cases with just cause
- We need to change the way we think....to work together... “WE”
- Can I put aside my personal opinion to allow the rest of the group to move forward?
- CBDM does not have to slow down the process....
- Am I able to pass on making a point, when someone else has already made it?
- Straw Polls are just to see where the body is at with a proposal
- Some service bodies allow all participants at their meeting to participate in reaching consensus and some use each area. This would be determined by your service body.

Note: With such a small number of participants, the Chairperson shall be aware of a high number of stand asides as an indication for discussion to continue



Appendix “B”

Canadian Convention Bid Process

Following the principles laid out in the CANA/ACNA Guidelines this is the process to be followed by interested Area Service or Regional Service committee’s

1.0 PURPOSE

To investigate the possibility of holding a Canadian Convention of Narcotics Anonymous (CCNA) within the geographical boundaries of Canada following the current conference rotation.

2.0 Members

Any Area Service Committee or Regional Service Committee in Canada may form their own Bid Committee provided that the regional committee is informed through the regions RD team (or thru the area’s RCM where a regional committee does not exist) a minimum of 30 days prior to the first meeting of the bid committee or RSC. Neither CCNA nor CANA/ACNA will be responsible for any expenses relating to the formation or process of a Bid Committee

3.0 Resource Utilization

The Bid Committee shall notify CANA/ACNA of their request to host a CCNA by contacting the NCRC a minimum of thirty (30) days prior to the first meeting of the bid committee. The NCRC will advise the Bid Committee of the policies, best practices and expectations of CANA/ACNA. The NCRC will negotiate contracts for the Bid Committee and assist the Bid Committee with written proposals to be included in their bid package.

4.0 Hotel Negotiations

4.1 Hotel negotiations are the responsibility of the NCRC.

4.2 A copy of the current or recent hotel contract should be used as a guideline when negotiating.

4.3 If a banquet will be held that includes food provided by the hotel, it is recommended the banquet be negotiated as a standalone contract.

4.4 It is customary in hotel contracts for the CCNA committee to receive a complementary suite as well as a number of guestroom nights based on a formula like 1 complimentary room night for every 20 room night bookings completed. These nights may be used for such things as housing admin members, main speakers & talent.

Meeting Space:

4.5 A main aim in negotiations is to secure meeting space for CANA/ACNA and convention speaker meetings etc. Efforts are made to minimize or eliminate any costs associated with use of these spaces. This is done by making a commitment to procure guestroom nights. At a certain point, perhaps as 175 room nights, the meeting space is free. It operates on a sliding scale based on negotiated numbers.

4.6 Parking rates, coffee prices and special menus for the restaurant should also be negotiated with the hotel to try and provide the best value for our members.

5.0 Proposed Budget

The NCRC will work with the Bid Committee on the budget which is to be included with the recommended bid to CANA/ACNA. This budget should be as detailed and accurate as possible. The next CCNA committee may use this budget as their framework in developing their own budget.

6.0 Bid Selection

It is recommended that three hotels be visited before a recommendation is made as part of the bid. All bids being considered will be presented to the NCRC. The Bid committee will endorse its bid through at least an 85% consensus.

7.0 Bid Recommendation to the sponsoring ASC/RSC

In the Bid Committee Chair's report to the sponsoring ASC/RSC the winning bid will be presented for approval at a regular meeting of the Service Committee. Upon approval of the bid, the Bid Committee will notify the NCRC who will advise CANA/ACNA. Site visits will take place by the NCRC and the Bid Committee Chair. Only bid's that contain all required documents, ASC approval &/or RSC approval will be presented to CANA/ACNA. CANA/ACNA has the final responsibility and decision if a bid is accepted.

8.0 Signing the Hotel Contract

Upon approval of the bid by CANA/ACNA, the NCRC will notify the hotel, finalize any details and sign the contract. After this point the NCRC will ensure a deposit cheque, if required, is delivered to the hotel.

9.0 Dissolving the Standing Convention Bid Committee

9.1 If the bid is accepted by CANA/ACNA the Bid Committee is dissolved. All hotels should be notified of the outcome to preserve the relationship for future negotiations.

- 9.2** If the bid is not accepted by CANA/ACNA the Bid Committee may decide to attempt to submit as a new bid. However, all hotels should be notified of the status. Should the Bid Committee not wish to continue the committee should be dissolved.
- 9.3** In the event that CANA/ACNA does not approve a bid the CANA/ACNA Chair can ask that the NCRC continue to research bids. If this is done the Bid Committee becomes the responsibility of the NCRC, who will follow these guidelines in soliciting bids from Canadian ASC's, reporting directly to CANA/ACNA.

Appendix "C"

Templates

Trusted Servants of the Canadian Convention Committees should make all effort to use the templates in this section where ever required and whenever possible. This list is constantly expanding so we encourage members to offer edit suggestions to existing templates and submit ideas for new templates by contacting the National Convention Resource Coordinator who can be reached through the CCNA Chair or the Canadian Assembly web site: www.canaacna.org

- 001 Artwork Release
- 002 Auction Inventory
- 003 Banquet Speaker Meeting Format
- 004 Banquet Ticket
- 005 Business Meeting Agenda
- 006 Attendance Sheet
- 007 Bid
- 008 Chair Format
- 009 Invoice
- 010 Post Recovery Meeting Evaluation Form
- 011 Core Minutes
- 012 Alternative Merchandise Agreement
- 013 Treasurer Workbook
- 014 Clarity Statement
- 015 Closing Speaker Meeting Format
- 016 Comedy Show Ticket
- 017 Countdown Power Point
- 018 Financial Disclosure Agreement
- 019 Huggers Schedule
- 020 Incident Report
- 021 Kick Off Speaker Format
- 022 Main Speaker Confirmation Letter
- 023 Main Speaker Invitation Letter
- 024 Marathon Chair Sign Up Sheet
- 025 Hardship Package Policy
- 026 Past CCNA Trusted Servant Contact List

027 Potential Speaker Questionnaire
028 Program Inside Tri-fold
029 Program Outside Tri-fold
030 Potential Trusted Servant Questionnaire
031 Registration Confirmation Letter
032 Registration Flier Tri-fold
033 Registration Sign In Sheet
034 Registration Spread Sheet
035 Request to Sell CCNA Pre-registrations
036 Room Allocations
037 Serenity Keepers Shift Schedule
038 Speaker Copy Write Release
039 Speaker Review Guide
040 Time Line Task List
041 Update Registration Numbers
042 Workshop Speaker Confirmation Letter
043 Workshop Speaker Invitation Letter
044 Workshop Speaker Meeting Format
045 Cash Handling
046 Balance Sheet
047 Package Transfer Request
048 Subcommittee Report To CCNA
049 On Site Financial Policies and Procedures
050 Inventory
051 Speaker and Chair Sign In Sheet

Appendix "E"

The Twelve Traditions of NA

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

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.

Twelve Concepts for NA Service

The Twelve Traditions of NA have guided our groups well in the conduct of their individual affairs, and they are the foundation for NA services. They have steered us away from many pitfalls that could have meant our collapse. Our various service units *serve*, for example, they do not govern; we stay out of public debate; we neither endorse nor oppose any of the many causes that our members may feel strongly about; our approach to addiction is a non-professional one; we are fully self-supporting. The traditions have provided our fellowship with essential guidance throughout its development, and they continue to be indispensable.

The Twelve Concepts for NA Service described here are intended to be practically applied to our service structure at every level. The spiritual ideals of our steps and traditions provide the basis for these concepts, which are tailored to the specific needs of our fellowship's service structure. The concepts encourage our groups to more readily achieve our traditions' ideals, and our service structure to function effectively and responsibly.

These concepts have been crafted from our experience. They are not intended to be taken as the "law" for NA service, but simply as guiding principles. We find that our services are stabilized when we conscientiously apply these concepts, much as our steps have stabilized our lives and our traditions have stabilized and unified our groups. The Twelve Concepts guide our services and help ensure that the message of Narcotics Anonymous is available to all addicts who have a desire to stop using and begin practicing our way of life.

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.

Appendix "F"

CASH HANDLING – POLICIES + PROCEDURES

The purpose of this document is to have in place a set of policies and procedures both to protect the assets of the Narcotics Anonymous fellowship and implement an accountability piece, both to the convention committee and the fellowship. The sole intention of these procedures is to eliminate any opportunity for questionability, and ensure a smooth and practical approach to cash handling and cash management. Our traditions clearly state that we must do our utmost to protect NA funds and in the process protect ourselves.

For the purpose of this document, below are a few definitions of service positions involved in this process:

Cashier – anyone handling cash or credit card payments in any of the various areas of convention operations. All cashiers are required to have a minimum of 3 years clean.

All cashiers must agree to be part of a mandatory training workshop and sign a document prior to volunteering confirming their understanding of the cash handling processes and privacy acts relating to credit card information.

Witness – a witness will be anyone signing off on cash deposits, cash skims, or shift changes in relationship to sales. For simplicity and practicality a witness may be any of the following:

CANA Treasurer, CCNA Chair, Registration Chair, Merchandise Chair, XXX

CCNA Treasurer – elected/ appointed individual responsible to all financial pieces related to convention

Administrator/ Manager – anyone given authority and direction from CCNA convention committee to perform back end functions on the POS system, or make decisions in consultation with said committee at general operating procedures throughout the convention in relation to cash handling, sales, POS and systems,

Floater – person assigned to an operating area (merchandise/ CI/ registration) who will perform any and all other duties required in that area, with the exception of cash handling. Minimum clean time requirement for a floater will be 1 year.

As mentioned in the definition above, all cashiers will participate in a training session with a manager or administrator prior to working a shift handling cash.

Cashiers volunteers on Friday will participate in a workshop on Friday morning; volunteers for Saturday and Sunday will have their training session on Friday night or Saturday morning. All volunteers for cashier positions must be identified no later than 4pm Friday. A manager or administrator will compile this information and prepare a training and work schedule based on the number of volunteers.

On hand cash in cash room for the purposes of supplying and maintaining cash for the three specified areas will be \$2500:

This will allow 2 floats for each station, 1 primary and 1 back up for shift changes; as well as \$500 additional cash.

This will be counted at the opening and end of each day to ensure all floats are accounted for. These counts will be logged and witnessed by the Treasurer and 1 additional witness.

Ex.

Friday 3pm.

Friday 11pm.

Saturday 8am.

Saturday 11pm.

Sunday 8am

Sunday 6pm.

Opening floats for each area will be as follows:

Merchandise \$300

Registration \$300

Convention Information \$400

Prior to opening – Treasurer and witness will pre-determine float breakdown dependent on area – ex. CI may require a larger amount of coin, as they will be selling raffle tickets.

For merchandise and registration, shift changes will occur on 2 hour intervals - when possible; for convention information this will happen every 4 hours. The times will be staggered to allow smooth practical transition throughout the day; the Treasurer and management team will create this schedule on Thursday.

Shift change forms will be filled out by trusted servants working at each station, witnessed by treasurer and witness. A new float will be assigned to each new shift. A cash breakdown form will then be filled out in the cash office by the Treasurer and witness – all deposits will be logged on a daily deposit sheet. Each department will have their own log sheet.

Deposits will be sealed in a bank deposit bag and bag number recorded on the daily deposit log. At the close of business, all bags will be taken to bank deposit drop by Treasurer and 1 witness. 3 copies of the daily deposit log for each department need to be made.

1 for Treasurer, 1 for master file, 1 for chair of each department