Canadian Assembly of Narcotics Anonymous Zonal Forum (CANA/ACNA)

Guidelines (September 2025)

CANA Vision Statement

Inspired by the primary purpose of the groups we serve; our Vision provides direction for all the efforts and actions of the Canadian Assembly of Narcotics Anonymous.

In our vision is a time:

- *When addicts throughout the geographical expanse we serve need no longer suffer and die without having had the opportunity to discover and experience the miracle of recovery offered by Narcotics Anonymous.*

- *When the NA message of recovery is freely carried in every language an across all boundaries of culture, ethnicity, and geography from coast to coast to coast.*

- *When the Canadian Assembly is universally recognized as a dynamic and reliable resource for NA services and information.*

- *When every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service.*

This vision directs all our service efforts. With the guidance of a loving Higher Power we strive towards these ideals.

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1. PURPOSE AND FUNCTION OF CANA

1.1 The name of this body shall be the Canadian Assembly of Narcotics Anonymous Zonal Forum Zonal Forum.
1.2 The purpose of this Assembly is to allow its member Regions/Areas to assemble and meet the needs of the Fellowship and to encourage CANA unity, cooperation, and communication. This body has been created to compliment the existing service structure of Narcotics Anonymous.
1.3 The Canadian Assembly of Narcotics Anonymous Zonal Forum is directly responsible tot eh Fellowship of Narcotics Anonymous through its Regional/Area service.
1.4 The immediate goals of the Canadian Assembly of Narcotics Anonymous Zonal Forum shall be:
1.4.1 To sponsor a Canadian Convention
1.4.2 To provide NA services in English and French
1.4.3 To develop, conduct and coordinate Public Relations efforts
1.4.4 To maintain a National website
Future meetings of the Canadian Assembly of Narcotics Anonymous Zonal Forum will develop additional goals.
1.5 Some of the functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum shall be:
1.5.1 To meet as a body at least one (1) time per year
1.5.2 To form subcommittees and workgroups to accomplish the goals of the Assembly
1.5.3 To maintain a post office box address
1.5.4 To maintain and make available an electronic archive of NA service material and tools relevant to NA services in Canada
1.5.5 To generate and distribute minutes/reports of the Assembly to its constituent membership as in article 3
1.5.6 To manage funds in accordance with established NA guidelines
1.6 The Canadian Assembly of Narcotics Anonymous Zonal Forum (CANA) shall be self-supporting through its own fundraising activities including the Canadian Convention (CCNA) and by the voluntary contributions of the Fellowship.

This Purpose and Function was originally adopted by the delegates to the Mississauga meeting of July 29, 1989 for submission and ratification by Regional Service Committees of Canada.
Ratified by the BC, AL-SASK, Ontario and Quebec regions and the Winnipeg Area on January 19, 1990, in Calgary, Alberta.

2 OPERATIONAL GUIDELINES

2.1 CANA will develop and adopt as practice or procedure, the programs, policies, guidelines, and events it may find desirable, from time to time, to fulfill and implement the broad purpose and functions authorized by the Canadian Fellowship for CANA.
2.1.1 Matters affecting the document "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous" will require consensus of the Delegates after being returned to the Canadian Fellowship for approval.
2.1.2 Any amendment or revision to the CANA guidelines will be inserted into the official version of the guidelines and is to be translated into French at the soonest convenience. A notation regarding changes that need to be translated will be entered into the French document.
2.2 *Removed Sept 2019*
2.3 in all its elections, CANA will refer to the following documents in succession:
2.3.1 The Twelve Traditions
2.3.2 The Twelve Concepts
2.3.3 The *Statement of Purpose and Function*
2.3.4 The current CANA Guidelines
2.3.5 The current version of *A Guide to Local Service in Narcotics Anonymous*
2.3.6 The current editions of all NA handbooks
2.4 The CANA meeting will take place at least once a year in the same location as, and immediately preceding our annual convention (CCNA), usually in the fall.
2.5 A copy of all archive materials from the main body and all subcommittees of CANA will be retained by the CANA secretary in an electronic format stored in the secure section of the CANA website. These archives will be accessible by all admin members. All original archives are to be returned to new Officers and Subcommittee Chairpersons at the end of each annual CANA meeting.
2.6 The CANA/ACNA Ground Rules will be read during the opening of each meeting. See Page 24.

3 COMPOSITION OF THE BODY OF CANA

3.1 CANA is made up of the representatives of the seated regions as well as all trusted servants elected to serve the Body. These are all known as *CANA Members/Participants.*
3.2 CANA's trusted servants: the trusted servants of CANA are to be grouped into one committee, the purpose of which is to assess, initiate and coordinate actions based on the bodies decisions – this committee does not govern; it performs the tasks assigned to them and reports to CANA.
3.3 The CANA committees are the following:
3.3.1 CANA Administration Team (Admin)
3.3.1.1 Chairperson
3.3.1.2 Vice-Chairperson
3.3.1.3 Secretary
3.3.1.4 Treasurer
3.3.1.5 NCRC
3.3.1.6 Canadian Fellowship Development Team (FD/PR)
3.3.1.7.1 Fellowship Development East
3.3.1.7.2 Fellowship Development West
3.3.1.7.3 Fellowship Development Central

3.4 CANA Regional Members: these are the duly elected representatives (Regional/Area Delegates & Alternates) from seated Area and Regional Service Committees, which are:
3.4.1 Alberta-Saskatchewan Region (AL-SASK)
3.4.2 British Columbia Region
3.4.3 Canada Atlantic Region
3.4.4 Ontario Region
3.4.5 Quebec Region
3.5 CANA will recognize a maximum of two (2) Service Delegates from each seated Region and one (1) Service Delegate from an Area which does not belong to a region in Canada.

4 SEATING PROCEDURES

4.1 Requirements for Regional/Area seating at CANA:
4.1.1 Registered with WSO
4.1.2 Agreement with the "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum"
4.1.3 Represented by a Service Delegate elected by the Region/Area
4.2 Procedure for Regional/Area seating at CANA:
4.2.1 Introduction by a seated participant
4.2.2 Brief Regional/Area report stating a commitment to the "The Purpose and Functions of the Canadian Assembly of Narcotics Anonymous Zonal Forum"
4.2.3 Agreement by consensus to seat by the CANA body

5 DECISION MAKING PROCESS

5.1 In all its decisions, CANA strives to reach consensus
5.1.1 In order to minimize the time spent discussing topics within the Assembly, a Workgroup system, and/or forum or small group system may be used instead
5.1.2 Input to the Assembly, including questions, ideas, proposals, suggestions, experiences and needs may be referred to an ad-hoc or standing committee and/or forum or small group
5.1.3 The basic purpose of these committees and open forums or small groups is to collect, clarify, define, and state the decisions of CANA within specific area of concern and to initiate and coordinate actions based on these decisions. These committees do not govern; they perform the necessary task, reporting the results to CANA

6 PROPOSALS

6.1 Only Assembly participants are allowed to participate in the decision-making process, submit proposals and discussion items or address the Assembly except as directed by the Assembly.
6.1.1 CANA encourages regions to present their issue as a topic discussion item or proposal
6.1.2 All proposals that commit the Assembly to a policy or an action are to be submitted in writing
6.1.3 All proposals recorded in the Assembly's minutes shall include the members name and the region that submitted the proposal

7 GENERAL DISCUSSION PROCEDURES

7.1 The Chairperson shall have the right to limit the time for each participant to speak. This may be invoked by the Chairperson at any time and is subject to appeal
7.2 No member may speak on a proposal or discussion item more than once unless others desiring to speak have exercised their opportunity
7.3 Only one (1) voice per Region/Area will be recognized on any proposal referred by CANA for Regional/Area conscience

8 SMALL DISCUSSION GROUPS' PROCEDURE

8.1 At the start of each group discussion a Recorder and a Facilitator will be appointed from each groups' participants. Participants will rotate the responsibilities of the Recorder and Facilitator throughout the following days of the Assembly. This will allow each member an opportunity to share in the activities and discussion
8.2 The duty of the Facilitator is simply to keep the group focused on the solution. If the subject of discussion is too large, the subject can be broken into smaller items.
8.3 The duty of the Recorder is to take minutes or record ideas during the meeting and to formulate and submit a written report to the Assembly
8.4 Decide at the start of the meeting what the purpose for the discussion is. The group should be able to define a goal they wish to achieve

9 - WORKFLOW

9.1.1 : Prioritize and address the topic of discussion:
● Discuss the issue that needs to be resolved, or simply entertain the topic put forward.
● Ensure that CANA/ACNA has a thorough and common understanding of the issue or topic.
● Sometimes the topic of discussion is the proposal on step # 2.

9.1.2 : Determine if a proposal is required or implement the proposal.
● Clarify the proposal at hand, ensure CANA/ACNA understands what change or action the proposal will bring forth
to or for the body.

9.1.3 : Test for consensus
● 100% of the assembly reaches consensus, proceed with implementation.
● If it's less than 100%, the assembly will hear out the concerns or requests for clarity raised.

9.1.4 : Hear out the concerns or requests for clarity raised.
● Dissenters present their viewpoints, others request clarity.
● Body discusses the dissent and content, seeking understanding and solutions.
● Consider modification of the proposal, if it can be altered simply during the discussion.
● A small group discussion, or a break may be necessary.

9.1.5 : Second test for consensus
● 100% of the assembly reaches consensus, proceed with implementation.
● Less than 100% proceed to next step.

9.1.6 : <u>Consult</u>

● Hear out any additional concerns that have not yet been raised.
● The Chair ("facilitator") or Vice Chair ("cofacilitator") should make the body aware of the current time spent on the topic, and determine if further cycles of consensus tests will make any progress. They may recommend forming a workgroup, or deferring the topic to the next calendar quarter for reflection, if the topic becomes too involved.
● If the assembly determines a such a postponement or deferral is not necessary, proceed to step 7.

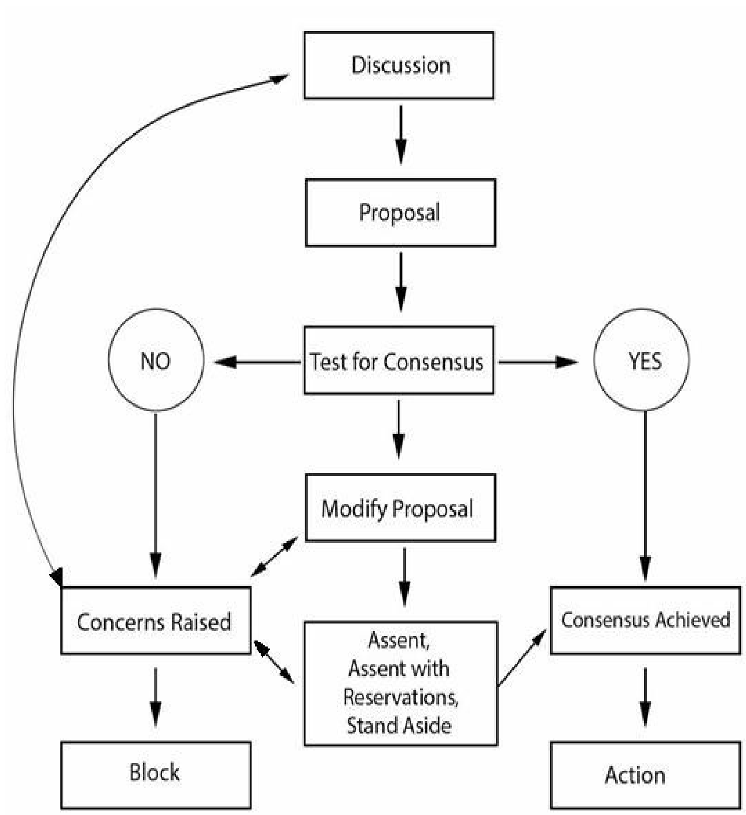
9.1.7 : <u>Test that authority level for consensus</u>

● 80% assent/assent with reservations of the ***regions*** (4 out of 5) shall be considered consensus (the "zonal threshold.")
● If 40% (2 out of 5 regions) or greater stand aside ***and/or*** block, consensus will not have been achieved.
● This threshold is again dependent on the ***regions*** (eg: 4 out of 5 regions = 80%,) not the specific count of ***RDs and RDAs*** (eg: 6 out of 7 active RDs and RDAs.) The rationale is that a region's position represented by only one RD cannot then be "outweighed" by a region represented by both an RD and RDA.
● In the event where the RD and RDA for the same region cannot align on the same position, they must either come to a consensus on their position or consider their region to stand aside on the topic at hand.

9.1.8 : <u>Address and confirm level of authority</u>

● Does this decision need to go back to the regions? Or does it fall under the acting authority of the service delegates on the spot (eg: the RDs?)

9.2 : CBDM Workflow Diagram:



9.3 - FINAL DECISION DEFINITIONS:

Assent
"I'm on board, absolutely! Let's do it!"

Assent with Reservations
"I think this may be a mistake, but I can live with it." "I agree for the most part, or to a degree"

The degree is basically giving assent to the proposal so that we can move forward, but not fully on board. In short, not stopping what the body wants to do.
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.

Stand Aside
"I personally cannot do this, but I will not stop others from doing this"

Basically, taking yourself out of the equation. You do not agree but will not actively stop the group from moving forward. However, you recognize that this position could inadvertently stop consensus for the reason below:
NOTE: a number of Stand Asides (40% or more) of those decision-making members 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 a working group for reworking.
The content of the dissent is noted in the minutes.

Block
"I cannot support this or allow the group to support this; it is against our principles."

Blocking is 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 fundamental or moral position would be violated.
A participant who blocks, must be able to articulate which and how a tradition, concept, policy or spiritual principle fundamental to NA is being violated.
A block must be based on a generally recognized principle, not a personal preference.
Before a concern is considered to be a "valid" block, the service body must have accepted the validity of the concern, and a reasonable attempt must have been made to resolve it.

Consider the following when considering a BLOCK:
- Blocking a proposal is a last resort and only done in rare and extreme cases
- Can I put aside my personal opinion to allow the rest of the group to move forward?
- Am I able to pass on making a point, when someone else has already made it?

Straw Polls are for information to assess where the body is at. They are not votes.

9.4 : Pertinent References from *A Guide to Local Services in Narcotics Anonymous*:

"The (Regional) delegate is selected by the region's group representatives and/or RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities."

- A Guide to Local Services in Narcotics Anonymous, page 88.

"As our fellowship's Second Concept for Service indicates, GSRs take part on their groups' behalf in the area committee and the regional assembly, conveying a sense of their groups' wishes to the service structure and bringing back information on what's happening in the larger world of NA. Yet our Twelve Concepts also suggest that GSRs are delegated the authority to serve in their own right as ASC and regional assembly participants, exercising their own conscience and best judgment in the best interests of NA as a whole."

- A Guide to Local Services in Narcotics Anonymous, page 47.

10 GRIEVANCE PROCEDURE

TENTH CONCEPT

Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.

The Tenth Concept is our fellowship's guarantee of respect for the individual trusted servant. This concept may seem self-evident, but our belief in the principle involved is so strong that we want to say it loudly and clearly. Narcotics Anonymous is a spiritual society, with high ideals for how we treat each other. Our members, however, are only human, and we sometimes mistreat one another. The Tenth Concept is our spiritual society's promise that if one of us is wronged in the service environment, the aggrieved trusted servant may ask that the wrong be made right.

The Tenth Concept's guarantee of the right to appeal for redress of a personal grievance is designed, in part, to protect those who exercise their Ninth Concept responsibility to speak their mind in service discussions. Together, the Ninth and Tenth Concepts support an atmosphere in which our members feel free to express themselves frankly on matters at hand. This open atmosphere is essential in developing an effective group conscience. If, after having demonstrated the courage of their convictions, individuals become the subject of reprisals initiated by those who have disagreed with them, the Tenth Concept allows them to petition the appropriate service body for redress of their grievance. Thus, the respect of our service structure for the rights of the individual NA member is guaranteed. In a fellowship such as ours, whose success is based upon mutual support and cooperation, that kind of respect for the individual is indispensable.

10.1 The first item of new business at all regularly scheduled meetings will be Grievances: Procedure for Filing a Grievance

10.2 To be heard, a grievance must:

10.2.1 Be written and forwarded via email to the Chair one week prior to the meeting.

10.2.2 The chair will reach out to the aggrieved and will propose a resolution.

10.2.3 If the aggrieved is not in agreement with said resolution the following procedure will take place during the next full body meeting;

10.2.3.1 Must be filed within six (6) months following the event or action which caused the grievance.

10.2.3.2 A time limit to discuss the grievance will be set by the Chair, subject to appeal.

10.3 Discussion

10.3.1 The aggrieved will clearly state the problem.

10.3.2 RDs and Admin participants will discuss and attempt to resolve the grievance.

10.4 Grievances with CANA/ACNA Admin

10.4.1 If there is a grievance with a CANA/ACNA Admin member, the same process will be followed

10.4.2 If a grievance involves the CANA/ACNA Chair, the CANA/ACNA Vice Chair will follow up with the aggrieved with one other CANA/ACNA admin member present.

11 INTERIM DECISIONS

Interim decisions: in order to achieve consensus on a proposal or discussion item, the following process will be utilized:

11.1 Any discussion item or proposal is sent to the CANA chairperson for review and input. Proposals requesting funds require a fixed dollar amount. Proposals affecting our "*Purpose and Function*" document always return to regions/areas

11.2 The CANA chairperson will present the proposal to the body by email, for discussion only, for a period of one (1) week

11.3 Following one (1) week of discussion, the CANA chairperson will facilitate consensus. If unanimity cannot be reached, then 85% will be considered consensus as per our consensus guidelines

11.4 One (1) week following the presentation of the proposal to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA secretary shall attempt to contact by telephone, those who have not yet participated in discussion

11.5 Two (2) weeks following the presentation of the proposal or discussion item to the body for consensus, in the absence of sufficient responses to indicate a decision, the CANA chairperson shall consider those who have not voted to have stood aside

12 ELECTION PROCEDURES

12.1 Terms of office for all positions will be two (2) CANA Conference Cycles (each conference cycle is one (1) year), renewable by the standard conference election process to a maximum of two (2) consecutive terms

12.2 It is strongly recommended that at least one member of the CANA Admin be bilingual

12.3 Requirements to be elected as an Officer or a Subcommittee chairperson of CANA:

12.3.1 A commitment to service

12.3.2 Service experience

12.3.3 The willingness to give time and resources necessary to do the job

12.3.4 A good working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of NA and Consensus Based Decision Making

12.4 Although written nominations from CANA participants or Regional/Area service committees are preferred, the body can approve a nomination that does not have regional/area support and is not a CANA participant. Careful consideration will be given to the qualifications and commitment of the candidate

12.5 If a Regional/Area Delegate is elected to a CANA Admin or Subcommittee chair position, it is understood that they will be returning in the CANA capacity and not as a delegate

12.6 If a CANA officer or subcommittee chair should be elected to a position as a Regional/Area Delegate between CANA meetings, there will be an election for that position at the next scheduled CANA meeting. Requirements for the position remain as above

12.7 Election Procedures for Officers of CANA:

12.7.1 Nominations are accepted from:

12.7.1.1 CANA participants

12.7.1.2 CANA Regions/Areas

12.7.2 Absentee nominations are accepted in writing

12.7.3 Nominations must be seconded by a participant of CANA

12.7.4 Nominees may decline, but only after nominations have been closed

12.7.5 Upon acceptance of a nomination by a nominee:

12.7.5.1 Each nominee shall provide a statement of his/her qualifications

12.7.5.2 Each nominee shall be given the opportunity to respond to questions concerning his/her qualifications

12.7.5.3 Should the nominee not be present due to personal circumstances, the nominator shall address questions from the Assembly on behalf of the nominee

12.7.5.4 CANA participants shall be given the opportunity to give their objections (if any) to any nominee

12.7.6 Nominations open thirty (30) days prior to the electing meeting

12.7.7 Elections are to take place on the last day of the Assembly meeting

12.7.8 Voting to be held by secret ballot

12.7.9 One Candidate: The candidate must be elected with 60% or more of those voting in favor of the nomination.

12.7.9.1 Two Candidates: When two candidates have been nominated for a position, one candidate must be elected with 60% or more of those voting in favor of the nomination. If neither candidate gets 60% on this round, the candidate with the greater number of votes can run for one more round as per "One Candidate" on 12.7.9.

12.7.9.2 Multiple Candidates: In case of multiple nominations for the same position, voters cast a single vote in favor of their chosen candidate. However, if no candidate receives 60% or more of those voting in favor of the nomination, then all but the two candidates receiving the most votes are eliminated, and a second round of voting occurs.

12.7.10 During the second round of elections, one candidate must be elected with 60% or more of those voting in favor of the nomination.

12.7.10.1 In the second round each voter is entirely free to change the candidate they vote for.

13 QUALIFICATION OF OFFICERS AND SUBCOMMITTEE CHAIRS

13.1 Suggested requirements and qualifications:

13.1.1 Chairperson

13.1.1.1 A suggested minimum 5 years continuous abstinence from all drugs

13.1.1.2 Bilingual in French and English is recommended

13.1.1.3 Previous experience on CANA is recommended

13.1.1.4 Facilitation experience

13.1.1.5 Familiar with CANA Guidelines

13.1.1.6 Knowledgeable with CBDM

13.1.1.7 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.2 Vice Chairperson

13.1.2.1 A suggested minimum 5 years continuous abstinence from all drugs
13.1.2.2 Bilingual in French and English is recommended
13.1.2.3 Previous experience on CANA is recommended
13.1.2.4 Facilitation experience
13.1.2.5 Familiar with CANA Guidelines
13.1.2.6 Knowledgeable with CBDM
13.1.2.7 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts
13.1.2.8 Ability to coordinate with the Chairperson

13.1.3 Treasurer

13.1.3.1 A suggested minimum 5 years continuous abstinence from all drugs
13.1.3.2 Bilingual in French and English is an asset
13.1.3.3 Bookkeeping skills
13.1.3.4 Previous treasurer experience in NA
13.1.3.5 Familiar with CANA Guidelines
13.1.3.6 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.4 Secretary

13.1.4.1 A suggested minimum 4 years continuous abstinence from all drugs
13.1.4.2 Bilingual in French and English is an asset
13.1.4.3 Secretarial skills
13.1.4.4 Attention to detail
13.1.4.5 Ability to Coordinate with the Chairperson
13.1.4.6 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

13.1.5 NCRC

13.1.5.1 A suggested minimum 7 years continuous abstinence from all drugs
13.1.5.2 Bilingual in French and English is an Asset
13.1.5.3 Suggested experience as a chairperson of one (1) Convention, preferably a regional or national convention
13.1.5.4 Served as an elected member of either and RSC or the CANA body for a minimum of one (1) term
13.1.5.5 Familiar with Excel, word, and email programs and willing to check and respond to email daily
13.1.5.6 Knowledge of CBDM
13.1.5.7 The NCRC will provide mentorship to an NA member that meets all requirements
13.1.5.8 Familiar with the guidelines of CANA
13.1.5.9 Familiar with the guidelines of CCNA
13.1.5.10 Working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts

13.1.6 FD/PR Team

13.1.6.1 A suggested minimum of 4 years continuous abstinence from all drugs
13.1.6.2 Bilingual in French and English is an asset
13.1.6.3 Familiar with the CANA Guidelines
13.1.6.4 Familiar with the CCNA guidelines
13.1.6.5 Experience with Public Relations (PR)
13.1.6.6 Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts

14 JOB DESCRIPTIONS

14.1 Chairperson

14.1.1 Attends all CANA Meetings
14.1.2 Serves as a signing authority on the CANA bank account
14.1.3 The chairperson is the single point of responsibility for CANA
14.1.4 The chair is the main point of contact for CANA members and for other service bodies such as World Services, other Zonal Forums and other service bodies outside CANA
14.1.5 Fosters an atmosphere of unity within the CANA body
14.1.6 The chair facilitates the CANA meetings using our strategic plan as the main focus of business
14.1.7 It is the responsibility of the Chair to plan and arrange CANA meetings
14.1.8 Provides the Chair report for including in the minutes
14.1.9 Maintains lines of communication between assembly participants, subcommittees and service bodies throughout the year
14.1.10 Facilitates the CANA meetings in order to complete the agenda and achieve consensus
14.1.11 Assists the secretary when necessary
14.1.12 Provides newly elected members with contact information for members with previous experience
14.1.13 Coordinates with the secretary to circulate any relevant information received between meetings to all CANA participants
14.1.14 Produces a draft agenda with the Vice Chair and ensures it is sent out prior to meetings
14.1.15 Together with the Vice Chair, reviews and provides input to the draft minutes after each meeting before distribution
14.1.16 Sends out emails to the full body before and after CANA meetings with all documents needed for the meeting and/or documents required to gain approval at the following meeting
14.1.17 Prepares the CANA Zonal report, with the Vice Chair and distributes to the WSC
14.1.18 Recommends a qualified candidate to any open position, when necessary, in between meetings gaining the support of the CANA body
14.1.19 Emails the request for participation to World Services 4 to 6 months prior to the CANA meeting
14.1.20 Mentors the Vice Chair in the role of chair encouraging the Vice Chair to chair the meeting at times
14.1.21 Ensures internal documents are translated into French, including minutes. Requests translations from the French translations’ workgroup in a timely manner. Coordinates with a bilingual member of the French translations’ workgroup to double check the documents for correct translation.

14.2 Vice-Chair

14.2.1 Attends all CANA meetings
14.2.2 Serves as a signing authority on the CANA bank account
14.2.3 The primary role of the Vice Chair is to assist the Chair and is responsible for chairing the CANA meeting if the Chair is unavailable or upon request by the Chair
14.2.4 Takes an active role in “shadowing” the chairperson at in person meetings (i.e. taking the chairperson’s role once a day at CANA sessions)
14.2.5 Produces a draft agenda with the Chair and ensures it is sent out prior to meetings
14.2.6 Together with the Chair, reviews and provides input to the draft minutes after each meeting
14.2.7 Provides the Vice Chair report for inclusion in the minutes
14.2.8 Prepares the CANA Zonal report with the Chair to the WSC

14.2.9 Monitors the Website:
14.2.9.1 Is the main liaison between the body and the Web provider
14.2.9.2 Provides updates on functionality, costs, etc.
14.2.10 Provides regular reports on status of the website
14.2.11 Addresses all concerns relating to the website
14.2.12 Follows CANA direction relating to the website
14.2.13 Only posts events that are either national or Canadian Regional events
14.2.14 Informs all persons submitting flyers/posters that personal information on the submissions will be available to the public
14.2.15 Ensures the website content conforms with CANA wishes and respects the 12 Traditions and *FIPT*

14.3 Secretary
14.3.1 Attends all CANA meeting
14.3.2 Serves as a signing authority on the CANA bank account, if necessary
14.3.3 Send an electronic welcome to all new CANA members, provide an Orientation Package, and request their contact information
14.3.4 Update and distribute the CANA contact list as required
14.3.5 Produce draft minutes from all CANA meetings within twenty (20) days following the meeting
14.3.6 Shares with the Chair and Vice Chair for review and input
14.3.7 Uploads an electronic copy of all *minutes* ***to be approved*** to the Minutes folder in the forum no later than 30 days after the CANA meeting
14.3.8 When minutes have been approved, the secretary replaces the 'To be Approved' copy of the minutes in the forum folder, with the 'Approved' copy of minutes and renames the forum folder
14.3.9 Has access to the internet and responds to emails on a regular basis
14.3.10 Updates the guidelines including all changes within 2 weeks of approval of changes
14.3.11 Creates and maintains a log of all guideline changes including reasoning and the date of change as an addendum of the guidelines
14.3.12 Uploads the updated guidelines with the approved changes and the change log to the guideline folder in the forum within 2 weeks of approval and changes made to the documents

14.4 NCRC National Convention Resource Coordinator
14.4.1 See point 18 for details

PROPOSED Changes: Leave NCRC until Workgroup has prepared/submitted proposed changes

14.5 Treasurer
14.5.1 Attends all CANA meetings
14.5.2 The first duty of the CANA treasurer is to be familiar with guidelines and other related NA material relevant to the duties of the treasurer as well as all aspects of CANA finances and the financial records
14.5.3 Serves as a signing authority on the CANA bank account
14.5.4 Provides quarterly financial reports for all CANA meetings to the CANA committee
14.5.5 Provides the body with a 3-year contributions history, ongoing
14.5.6 Is responsible for payment of all regular invoices
14.5.7 Reconciles the CANA bank account to bank statements
14.5.8 Will be available to answer any questions and assist as necessary in the annual audit as referenced in guideline 16.11
14.5.9 Obtains quotes and purchases insurance for the annual assembly meeting and for CCNA

14.5.10 Oversees the CANA Toll Free Number
14.5.11 Ensures the invoices are paid on time
14.5.12 Identifies and reports call volume and ascertains if the volume package is sufficient with each financial report to the body
14.5.13 Ensures that all newly elected members sign a Financial Disclosure Agreement
14.5.14 CCNA requirements:
14.5.14.1 Member of the Planning Workgroup
14.5.14.2 Signing officer on the CCNA bank account
14.5.14.3 Works with the LWG Treasurer on documents and as a mentor/resource
14.5.14.4 Financial oversight for the convention
14.5.14.5 Posts the finalized CCNA financial statement to the CCNA financial folder in the secure section of the CANA website
14.5.15 Establishes and maintains payments for a CANA Post Office Box

14.6 FD/PR Team
14.6.1 Attend all CANA meetings
14.6.2 The specific number of these events will be determined on an annual basis as budget resources allow
14.6.3 Planning for these events will be finalized by Fellowship Development (FDW, FDE, FDC)
14.6.4 Will work in collaboration with the RD teams and the local NA PR subcommittees to provide or facilitate presentations at the request of NA service bodies
14.6.5 Will work in conjunction with all national NA service bodies to respond to requests from individuals and organizations and reach out to isolated individuals to offer support
14.6.6 The specific amount of these outreach efforts shall be determined on an annual basis as budget resources allow
14.6.7 If there is an opportunity for attendance at an event which will cause a cost overrun of the FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event
14.6.8 The decision for attendance will be finalized not less than 30 days before the event
14.6.9 Keeps all correspondence received/sent thru the CANA website
14.6.10 Each FD/PR team member is responsible for their respective PR booth. This includes receiving incoming inventory spreadsheets, keeping the Booth Tracking Sheet up to date and keeping the booth stocked.
14.6.11 Each booth will be stocked with the following inventory:

- Pull Up Banner
- Table Runner
- PR Folders (50-100)
- PR Folder Content (50-100 of each)
  Information about NA, Membership Survey, NA A Resource in the Community, NA and Medical Assisted Treatment, An Introduction to NA Meetings, Mental Health, and Recovery, CANA/ACNA Business Cards
- One each of Basic Text, It Works How and Why, Just for Today, Step Working Guide, Living Clean, Guiding Principles, Spiritual Principle a Day, Sponsorship, Miracles Happen
- One each of White Booklet, Intro Guide to NA, Group Readings
- Keytags: Welcome tags including white tags to multiple years
- Keytags; Multiple Language keytags (random)
- PR Pens
- White Booklet
- Ips; Group Business Meetings, Disruptive and Violent Behavior, NA Groups and Medication, Social Media and Our Guiding Principles, IP7 Am I An Addict

- Also include a copy of the nearest service bodies literature price list when possible
- Meetings list of the hosting area/region

14.6.12 Coordinates the annual airing of Public Service Announcements (PSAs) and whenever possible, works in collaboration with the regions

15 DISMISSAL AND RESIGNATION

15.1 **Dismissal:** Officers may be dismissed from their positions at any time for:
15.1.1 Admitted interruption of continuous abstinence (loss of clean time) will result in immediate dismissal
15.1.2 Gross negligence of responsibilities or assigned tasks
15.1.3 Violence or threat of violence
15.1.4 Continuous non-participation through email, meeting either online or in person including discussion topics and interim decisions (except for humanitarian/compassionate reasons)
15.1.5 Inability or unwillingness to perform responsibilities
15.1.6 Refusal to comply with CANA guidelines
15.1.7 Refusal to comply with the documents listed in Section 2.3 of the CANA guidelines
15.1.8 Misappropriation/absconding with NA funds will result in immediate removal
15.1.9 By a written proposal for dismissal, showing due cause and receiving at least 75% support from the CANA body
15.1.10 The chairperson committee member may suspend a committee member for cause pending review at the next meeting
15.1.11 Any CANA officer who is removed from their CANA position before the end of his/her term of office, shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such removal
15.1.11.1 Terms of delayed ability to serve will commence after the normal term would have expired
15.1.11.2 For a removal in reference to point 15.1.8, the period of ineligibility is 2 cycle (four (4) years) contingent on the funds being repaid

15.2 **Process for Dismissal:**
15.2.1 The officer must be duly notified in writing and shall be afforded the opportunity to speak on their own behalf
15.2.2 Final decision for dismissal will be determined by secret ballot voting of the CANA body
15.2.3 A minimum of 75% majority is required for the removal of any officer or subcommittee chair of CANA. The CANA chair will verify the final tally

15.3 **Removal of the Chair:**
15.3.1 The chair will stand aside and allow the vice chair to conduct the vote
15.3.2 The vice chair will gain a 75% vote of non-confidence from the administrative committee after the chair has been given the opportunity to speak on their own behalf
15.3.3 If 75% are in agreement, the chair will be notified
15.3.4 A vote of non-confidence by the regional delegates will take place after the chair has been afforded the opportunity to speak on their own behalf
15.3.5 If the result of the confidence vote is NO-CONFIDENCE and exceeds 75%, the vice chair will notify the CANA chairperson
15.3.6 The vice chair will take over duties immediately

15.4 Resignation:
15.4.1 Voluntary resignation should be submitted in writing to the CANA chair
15.4.2 Written resignation becomes effective at the end of the meeting in which it is received and read into the minutes
15.4.3 If a resignation is submitted in writing in between CANA meetings, the position will become vacant immediately
15.4.4 Any CANA officer who resigns from their CANA position before the end of his/her term of office shall not be eligible for election to any CANA position for a period of one cycle (two (2) years), following such resignation
15.4.4.1 Terms of delayed ability to serve will commence after the normal term would have expired

15.5 Removal from a Workgroup:
15.5.1 If a workgroup member is not participating in the workgroup, the workgroup can agree to have the person removed
15.5.2 The workgroup point person will contact the chair of CANA with their decision
15.5.3 If the chairperson agrees with their decision, the chairperson will remove the group member after contact with the member
15.5.4 If the point person of a workgroup fails to participate in the workgroup in the agreed manner, the point person will be removed, and the member will not be assigned as a point person of a workgroup for a minimum of one (1) year
15.5.4.1 Terms of delayed ability to serve will commence after the normal term would have expired

15.6 Interim filling of Open Positions
15.6.1 The chairperson may appoint a member to a vacant position with the approval of the body
15.6.2 This position will become open to the fellowship at the next regular CANA meeting where the election will take place
15.6.3 If it is a non-election year, the chairperson will hold an interim election until the next regular election year based on the process outlined in section 11

16 CANADIAN ASSEMBLY FUNDS

16.1 All transactions made by the CANA committee will comply with the accepted principles set out in our Traditions, Concepts and other NA approved service documents concerning accountability and use of NA funds
16.2 The CANA treasurer is responsible for administering all aspects of CANA finances pursuant to CANA guidelines, committee directives, and generally accepted standards to accountability in NA and reporting completely and promptly to the CANA body

16.3 Banking Procedures
16.3.1 CANA shall maintain a single chequing bank account with a CDIC insured financial institution of the Treasurer's choosing and agreed upon by the body
16.3.2 The treasurer is responsible for maintaining the bank account; its records including signing authority, printing out monthly online bank statements for reconciliation and records management and keeping all expense forms with receipts for audits

16.4 Bank Deposits

16.4.1 Revenue received by CANA is deposited directly into the CANA bank account in a timely and orderly manner

16.4.2 These deposits include all contributions received by CANA from individual NA members, groups, areas, regions, activities, CCNA or other NA entities. Any other deposits must require the CANA body approval

16.4.3 All contributors will receive a numbered receipt upon bank receipt and verification of the deposit of funds. This receipt number will be noted on the financial spreadsheet

16.4.4 The treasurer will file a duplicate numbered receipt in the CANA financial records

16.4.5 All deposits will be recorded in the CANA deposit records, and be itemized by contributor amount, date, and method of contribution (i.e. cheque, money order, etc.)

16.5 Signing officers

16.5.1 CANA is to have four (4) signing officers registered on the CANA bank account

16.5.2 Normally these signatories are the CANA treasurer, chairperson, and two (2) other members of the admin committee. The CANA admin body will decide which member of the committee will serve as the third and fourth signing officers

16.5.3 When four (4) signing officers cannot be obtained as described in 15.6.1, the CANA admin body will appoint another member to serve as a signing officer

16.5.4 No two (2) CANA signing authorities may be joined in any relationship or venture. Examples of this restriction include, but are not limited to, family, residential, romantic, business

16.6 Bank statements

16.6.1 Electronic records of bank statements, including cancelled cheques and other documents shall be accessible to the Treasurer.

16.7 Disbursements

16.7.1 Any and all disbursement of funds by the treasurer requires CANA body approval according to the treasurer guidelines

16.7.2 Disbursements are to be made by e-transfer, debit visa or cheque, depending on the recipient's requirements

16.7.3 Release of funds requires two (2) authorized signatures on every Interac e-transfer and two (2) physical signatures on every cheque Release of funds requires two (2) signatures on every cheque

16.7.4 When funds are to be released to a signing officer the other two (2) signing officers will sign off on the electronic transfers and/or the cheque. If this is not possible the 2 signers will inform the committee before issuing the payment

16.7.5 No disbursement of funds will be made unless there are sufficient funds available to cover the disbursement

16.7.6 CANA expenditures shall be dispersed in accordance with the following list of priorities:

16.7.6.1 Outstanding expenses of CANA

16.7.6.2 Reimbursements

16.7.6.3 Expenditures of the CANA conference

16.7.6.4 Budgeted items

16.7.7 The CANA treasurer upon request of reimbursement of funds or bill payment shall write a cheque and mail it to the second signer within three (3) days of receiving the request. Priority post shall be used if the payee would not receive payment within 2 weeks

16.7.7.1 The CANA treasurer will release funds to members who provide an estimate of the approved trip or expense usually 2 weeks before the event. All excess funds will also be returned to the treasurer within 2 weeks of the event

16.8 Expenditures

16.8.1 The treasurer or other signing officer shall only disburse funds to approved expenditures

16.8.1.1 All individual expenditures must be recorded in the 'Ledger" tab of the quarterly financial report that is provided to CANA/ACNA as per 13.5.4., as well as the year-end annual closing budget provided to CANA/ACNA."

16.8.1.2 The "Ledger" tab of the quarterly financial report must contain and identify the below for each expenditure/transaction: Budget Category as labeled in the "Budgets" tab on the report template (e.g.: "FD Initiatives") – Full Name on Cheque (Payee, the receiver of the funds) – Description (e.g.: clarity and general details of the items or services expensed for the budget.) For example, if the budget category is "FD Initiatives," the description should identify "Display booth for "x" event," or "Literature order for "x" organizations."

16.8.1.3 In the event that the payee is (a) "a member of CANA/ACNA, or a company owned by a member of CANA/ACNA," and (b) being funded in the capacity as a special worker in order to yield a profit, this expenditure/transaction must be recorded in the minutes and must be made payable to invoice only.

16.8.1.4 Types of expenses shall fall into one of the following categories:

16.8.1.5 Regular expenditures

16.8.1.6 Interim expenditures

16.8.1.7 Budgeted expenditures

16.8.1.8 General expenditures

16.8.2 Regular Expenditures:

16.8.2.1 Regular expenditures are paid by the treasurer in a time manner and do not require additional approval

16.8.2.2 The list of regular expenditures are pre-approved by the CANA committee and generally include any bills such as bank charges, postage, Post office box rental, etc.

16.8.2.3 An approved regular expenditure list should be maintained by the treasurer and archived by the secretary

16.8.2.4 A report of these expenditures must be made at every CANA meeting

16.8.3 Interim Expenditures

16.8.3.1 Interim expenditures are those that occur between CANA meetings that must be paid before the next CANA meeting and are not approved regular or budgeted expenditures (unexpected expenses such as extra Web meetings, extra travel expenses, etc.)

16.8.3.2 In order to receive approval to pay these expenditures or obligating the funds for these expenses, written consensus must be reached by the CANA body and be recorded by the secretary. This consensus may be obtained through email consensus as described in section 11 of these guidelines

16.8.3.3 A report of these expenditures must be made at the next CANA meeting and quarterly report

16.8.4 Budgeted Expenditures

16.8.4.1 A budget for the upcoming year will be approved at the CANA service meeting where each predicted expense is itemized, the selected vendor or payee, the estimated amount and the maximum amount approved

16.8.4.2 The fiscal year will be defined as the day immediately following the current conference, to the day immediately following the next conference

16.8.4.3 When the CANA committee approved such a budget, the treasurer is authorized to make these expenditures to the approved vendors or payees up to the maximum amount budgeted without requiring additional approval

16.8.4.4 A detailed report of these expenditures must be made at every CANA meeting

16.8.5 General Expenditures

16.8.5.1 If the expenditure does not fit the definitions of the *regular, interim, or budgeted*, then it is a ***general expenditure*** that requires approval at the CANA service meeting before the expenditure can by paid (ex. Photocopying at the conference, meeting supply expenses, etc.)

16.8.5.2 Reimbursement request form must be completed for all expenditures. A receipt for each expense must be attached before any reimbursement is made

16.8.5.3 a report of these expenditures must be made at the next CANA meeting and quarterly report

16.8.5.4 any request for funding or expenses, which falls outside of established CANA guidelines or the annual budget, will require a two-thirds (2/3) majority of the Assembly, which includes admin and member regions/areas

16.8.5.5 If these requests are received between meetings, it shall be treated as an interim decision and consensus may be obtained through email consensus as described in section 11 of these guidelines

16.9 Reporting

16.9.1 Quarterly Income/Expense and Balance Report:

16.9.1.1 Each quarterly meeting a treasurer's report should be created and uploaded in advance of the meeting and uploaded to the forum meeting folder for all members of the CANA body and will be included in the meeting minutes

16.9.1.2 This report should include itemized income and expenses. It should also show cash assets beginning balance and ending balance for the quarter

16.9.2 Fiscal Year End Report (at the end of the annual Assembly meeting):

16.9.2.1 At the close of the fiscal year a final income/expense and balance report is submitted to the CANA body as a whole and to any legal agency that requires this information

16.9.2.2 The fiscal year-end report shall be sent out to the CANA committee no later than thirty (30) days after year-end

16.9.2.3 All financial records are to be retained for a period of seven (7) years from the current year. Beyond seven (7) years, relevant records will be electronically stored before hard copies are disposed of

16.10 Audits

16.10.1 16.10.1 During each annual in-person CANA meeting, an audit must be performed by an ad-hoc committee that includes the treasurer and at least two (2) people that are not signing officers of the CANA body. The chair will ask for 2 volunteers; 1 RD and 1 admin member who are not a signing authority on the bank account. The treasurer may be present to answer questions, but not as an auditor)

16.10.2 16.10.2 Complete annual Audit details are supplied to all members of CANA the next business day in a written and signed report by the two (2) volunteer auditors. A signed copy will be provided in the minutes from that meeting

16.10.3 At any time, the CANA committee may decide to perform an audit that excludes any or all signing authorities from the audit, or to have an outside auditor review the CANA financial documents. Procedures pursuant to this policy may be developed and implemented by the CANA committee as needed

16.10.4 All officers and/or workgroups with bank accounts, budgets, etc. are to be audited at each CANA meeting. Audits are to be done independently of the officers and/or committees. Officers and/or committees should be in attendance during the audit

16.10.5 Auditors will use the Audit Process Document and Auditors Report Template as found in Addendum A

16.11 Convention

16.11.1 Start up funds for the Canadian Convention (normally $5000) will be available in the CCNA bank account either as a rollover from the previous year or as a deposit made by CANA at least nine months prior to the start of the convention

16.11.2 The current convention start-up amount is a maximum of $5000.00

16.11.3 If any extra funds are required for the convention, approval is required by the CANA admin

16.12 Travel Expenses

16.12.1 Travel expenses for the CANA Admin will be paid by CANA

16.12.2 All CANA elected officers are funded for per diem and hotel to attend CANA meetings and CCNA

16.12.3 CCNA is held in conjunction with the CANA conference, travel expenses and per diem will be extended for the duration of the convention providing the CANA elected member is willing to serve at the convention.

16.12.4 Travel expenses would include cost effective transportation, shared hotel room and a per diem set by the CANA committee

16.12.5 Travel will be reimbursed at fuel plus $0.30 per kilometer. The least expensive mode of transportation (vehicle vs flight) will be reimbursed

16.12.6 The per diem is $80.00 CDN/day when travelling within Canada, or $80.00 USD/day when travelling to the US

16.12.7 The per diem works on an honour system. At the end of the conference, the portion of the per diem that is not used will be returned to CANA. It is the responsibility of the individual to return any unused per diem portion

16.12.8 The per diem will be given at the conference and will include two travel days plus the number of days of the conference and convention, if applicable; this will be paid at the beginning of the conference

16.12.9 All travel expenses will be supported with receipts; no receipts are required for the per diem

16.12.10 It will be the responsibility of the treasurer to include travel expenses as a line item in the annual budget for CANA

16.12.11 If cancellation insurance is not purchased and the CANA member cannot attend the CANA meeting for any reason, he/she is responsible to reimburse CANA for the flight cost and any other monies received in advance

16.12.12 The cost of cancellation insurance will be reimbursed by CANA for funded members

16.13 Cost Subsidization

16.13.1 The underlying principle of this plan is that each Region/Area seated at CANA will make its best effort to cover transportation expenses for their participant/representative

16.13.2 In the event a seated Region/Area is unable to cover parts, or all the travel expenses associated with sending a representative to a scheduled CANA meeting, they might qualify for subsidization from CANA using the following guidelines

16.13.2.1 Cost subsidization would be a maximum of one person from a Region/Area

16.13.2.2 Travel would be done by cost effective transportation

16.13.2.3 Cost subsidization would only include transportation expenses to and from the CANA conference and a shared hotel room for the length of the conference

16.13.2.4 Requests for cost subsidization must be in writing from the requesting Region/Area chairperson, including their current regional financial statements, and sent to the CANA treasurer a minimum of ninety (90) days prior to the upcoming conference

16.13.2.5 The request for travel subsidization must state the estimated expenses for travel and itinerary outlines of day and times most suitable for travel
16.13.2.6 Bookings for transportation will be made in discussion with the CANA treasurer
16.13.2.7 Every request for cost subsidization would need approval from the CANA admin by consensus
16.13.2.8 All cost subsidization expenses will be supported with receipts
16.13.2.9 It will be the responsibility of the treasurer to include cost subsidization as a line item in the annual budget for CANA

16.14 Cash Advances
16.14.1 In order to receive a money advance, a CANA admin member or workgroup point person first needs to submit a budget with line items as detailed as possible
16.14.2 Every time there is a CANA meeting, whether in person or by technology, the person that received the advance must submit a detailed costing of where the funds are at:
16.14.2.1 Starting balance
16.14.2.2 Details of amounts spent
16.14.2.3 Amount left
16.14.3 At the face-to-face CANA meeting following the advance, any leftover monies must be returned to the CANA treasurer

16.15 Goods and Services
16.15.1 Three quotes will be obtained whenever feasible for all requests for goods or services, in excess of $1000.00 CAD in a budget year.
16.15.2 If a member of CANA/ACNA is providing a quote, there must be at least one additional quote, up to two quotes if feasible.
16.15.3 The CANA/ACNA member providing a quote will not be a part of the final decision in the decision-making process.
16.15.4 The quote that best suits the needs of quality and price will be chosen.
16.15.5 Recurring or subscription services are to be reviewed biennially (once every 2 years) with the intent of getting the best value for cost.

17 CCNA (Canadian Convention of NA)

17.15 Operational Guidelines
17.15.1 The Canadian Convention of Narcotics Anonymous (CCNA) is managed by the Canadian Assembly of Narcotics Anonymous Zonal Forum(CANA) through the Planning Work Group (PWG)
17.15.2 CANA is financially responsible for CCNA
17.15.2.1 The full profit generated from CCNA shall go entirely to CANA within ninety (90) days of the convention ending
17.15.2.2 CCNA is responsible for providing CANA meeting space
17.15.3 The Canadian Convention will be held on the weekend following the CANA meeting
17.15.4 The Canadian Convention is only to be held within the physical borders of Canada
17.15.5 Whenever possible, main convention speakers will be chosen from the pool of Canadian speakers and NAWS representatives who attend the CANA meeting
17.15.5.1 Efforts are made so that speakers are representative of as many Canadian regions as possible
17.15.5.2 Funding for the travel expenses of the main speakers will be at the discretion of the Planning Work Group (PWG)
17.15.6 The Canadian Convention will be planned based on a rotation schedule

17.15.6.1 The rotation will be as follows:
17.15.6.1.1 West – AL-SASK and British Columbia regions
17.15.6.1.2 East – Quebec and CARNA regions
17.15.6.1.3 Central – Ontario region and Manitoba Area
17.15.6.2 The rotation would commence again following the last region/area on the list
17.15.6.2.1 Should the region/areas within Canada wish to bypass their option to host that year's convention, the next zone on the list rotation would have the option
17.15.6.3 Any new member region/area would be added to the appropriated zone on the list
17.15.6.4 That at least once every two (2) years the convention is held in a large urban center in the zone on the rotation list
17.15.7 CCNA admin committee follows current operational guidelines as established by CANA
17.15.8 CCNA will incorporate "*The Adventure/L'Aventure"* in its theme
17.15.9 The Local Working Group (LWG) if formed in the city that is awarded the convention
17.15.10 Between meetings the functions of the PWG shall be:
17.15.10.1 Receive monthly reports from the convention host committee
17.15.10.2 Will have the authority to act on behalf of CANA regarding all issues that might put in jeopardy the success of the convention

17.16 Election Guidelines
CCNA Host Committee
17.16.1 The Convention consists of the Planning Work Group and a Local Work Group. The admin committee and subcommittee chair positions are identified as follows:
17.16.1.1 Planning Workgroup (PWG)
17.16.1.1.1 Chairperson (elected by the current seated PWG members)
17.16.1.1.2 CANA Treasurer
17.16.1.1.3 Hosting region's RD or AD
17.16.1.1.4 NCRC
17.16.1.2 Local Work Group (LWG)
17.16.1.2.1 Secretary/Treasurer
17.16.1.2.2 Fundraising & Entertainment
17.16.1.2.3 Hospitality and Convention Information
17.16.1.2.4 Registration
17.16.1.2.5 Arts & Graphics
17.16.1.2.6 Programming
17.16.1.2.7 Merchandise
17.16.2 Requirements and qualifications suggested for the LWG point persons are as follows:
17.16.2.1 Chairperson – 5 years clean time
17.16.2.2 Secretary/Treasurer – 5 years clean time
17.16.2.3 Subcommittee chairs – 3 years clean time
17.16.3 The CCNA LWG members will be selected by the PWG
17.16.4 Working knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of Narcotics Anonymous
17.16.5 Willingness to give the time and resources as necessary
17.16.6 Ability to exercise patience and tolerance
17.16.7 Active participation in Narcotics Anonymous

17.17 **Responsibilities of the CCNA Administrative Committee**

17.17.1 The PWG functions as the administrative committee of the convention and holds monthly meetings. The members set the convention budget and all other matters that affect the conventions. The PWG shares information and communicates with the LWG through the CCNA chair and the NCRC.

17.17.2 As soon as possible, the LWG drafts a schedule of meeting dates for the convention committee. The schedule is then approved by the convention committee and distributed to all members. It is advisable to choose a particular night on which meetings will be held and schedule all meetings on that night throughout the duration of the planning period

17.17.3 The responsibilities and qualification of the LWG are as follows:

17.17.3.1 **Chairperson:** Demonstrated stability in local community and administrative abilities

17.17.3.2 Stays informed of the activities of each subcommittee and provides help as needed

17.17.3.3 Keeps activities within the principles of the Twelve Traditions, Twelve Concepts and in accord with the purpose of the convention

17.17.3.4 Prevents important questions from being decided prematurely, in order to foster understanding by the entire workgroup prior to action

17.17.4 **Secretary/Treasurer:**

17.17.4.1 Attend all LWG meetings

17.17.4.2 Prepare electronic reports in advance of all meetings

17.17.4.3 Compile an accurate electronic record of all meetings and make all minutes available to all LWG members within 7 days (after review by the CCNA chair)

17.17.4.4 Participate in discussions at LWG meetings

17.17.4.5 Manage local funds responsibility by tracking all income and expenses and making deposits within 48 hours of receiving any monies

17.17.4.6 Work closely with the CANA treasurer

17.17.4.7 Collect all mail from PO Box when local box exists and process through the LWG meeting

17.17.4.8 Signing officer on CCNA bank account

17.17.4.9 Implement budget presented by the PWG

18 FELLOWSHIP DEVELOPMENT/PUBLIC RELATIONS

18.15 **FD/PR Team Mission Statement**

18.15.1 To enhance the Public Relations image of CANA through interaction and participation at professional events

18.15.2 Utilize and develop tools that contribute to the growth and maturity of existing NA communities

18.15.3 Support isolated individuals/communities seeking recovery

18.15.4 Unite our services and service communities through infrastructure development

18.15.5 Carry the message of recovery to individuals, communities and organizations that exist beyond the scope of our existing NA fellowship

18.16 **Duties**

18.16.1 Facilitates presentations at professional events of a national nature

18.16.1.1 The specific number of these events will be determined on an annual basis as budget resources allow

18.16.1.2 Planning for these events will be finalized by Fellowship Development working in conjunction with the CANA admin

18.16.2 Will work in collaboration with the RD teams and the local NA community to provide or facilitate presentations at the request of NA service bodies

18.16.2.1 NA service bodies will be required to submit a "Request for CANA resources" which will be processed by Fellowship Development working in conjunction with CANA admin
18.16.3 Will work in conjunction with all national NA service bodies to respond to requests from individuals and organizations and reach out to isolated individuals to offer support
18.16.3.1 Examples of this support may include, but are not limited to, correspondence, visits, referral to local service bodies and provision of NA literature
18.16.3.2 The specific amount of these outreach efforts shall be determined on an annual basis as budget resources allow
18.16.4 If there is an opportunity for attendance at an event which will cause a cost overrun of the FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event
18.16.4.1 The decision for attendance will be finalized not less than 30 days before the event
18.16.5 If there is a request for resources/support which will cause a cost overrun of FD/PR budget, a specific proposal will be submitted to the CANA body for consideration not less than 60 days prior to the event
18.16.5.1 A decision will be finalized not less than 30 days after the request
18.16.6 Keeps a lot of all correspondence received/sent thru the CANA website
18.16.7 Each FD/PR team member is responsible for their respective PR booth. This includes facilitating each request form and keeping the Booth Tracking Sheet up to date.
18.16.8 Basic Starter Kit:
18.16.8.1 One each of Basic Text, It Works How and Why, Just for Today, Step Guide
18.16.8.2 One each of White Booklet, Intro Guide to NA, Group Readings
18.16.8.3 Keytags: 3 Welcome tags, 2-30-day tags, 1 each of 60, 90 days, 6,9 months
18.16.8.4 One each of 16 IPs at $0.25 value, one each of 5 IPs at $0.30 value
18.16.8.5 Also include a copy of the nearest service bodies literature price list when possible
18.16.8.6 Meetings list of the hosting area/region
18.16.8.7 Group Booklet
18.16.8.8 Group Treasurer Workbook
18.16.9 Coordinates the annual airing of Public Service Announcements (PSAs) in collaboration with the regions

19 NATIONAL CONVENTION RESOURCE COORDINATOR (NCRC)

To be referred to as NCRC for the remainder of the document
19.15 Position:
19.15.1 The NCRC will be an elected member of the CANA admin committee and will oversee the business of the "Core convention committee" of the yearly national convention in Canada. This position is ultimately and wholly accountable to the Canadian Assembly of Narcotics Anonymous

19.16 Duties:
19.16.1 Work directly with the Core convention admin to plan the national convention
19.16.2 Sign and negotiate all contracts involved in National convention on behalf of CANA in cooperation with the host region (example but not limited to hotel, transportation, food and beverage, entertainment, jewellery sales)
19.16.3 Responsible to chair a Web meeting with the admin of the core convention committee at least 3 times prior to the convention
19.16.4 The NCRC is fully responsible for overseeing the financial records for each host convention. This individual must have monthly contact with the treasurer of the core convention committee to ensure accuracy

of the books. During the convention, the NCRC will work with the current CANA treasurer as well as the core convention committee chair and treasurer to oversee all financial transactions during the convention
19.16.5 The NCRC is responsible for the training of the core convention committee administrative
19.16.6 The NCRC will supply all existing CANA template materials, procedures and CCNA convention guidelines
19.16.7 The NCRC will maintain all previous convention banners, previous core convention committee contact information
19.16.8 The NCRC is responsible to ensure all subcommittee chairs receive instruction and tools during the orientation meeting held after the initial CCNA election
19.16.9 The NCRC is responsible for keeping awareness of fiscal responsibility a topic of the core convention committee
19.16.10 The NCRC will directly report quarterly to CANA the financial status of the committee and any outstanding challenges and/or issues the core convention committee may be having
19.16.11 The NCRC is the liaison between the CANA administrative body and the core convention committee on all levels. The NCRC must be readily available to any member of the core convention committee as required
19.16.12 Will be the liaison between the core convention committee and all outside source contracts involved in the convention

19.17 Term of office
19.17.1 NCRC will be a 2-year term
19.17.2 The NCRC will provide mentorship to an NA member that meets all requirements

19.18 Travel
19.18.1 The position may involve 2-4 trips per convention as reflected in our annual budget (even if core convention committee is formed 2 conventions prior)
19.18.2 The travel will be funded by CANA as the position represents the fiscal interests of the Assembly with the core convention committee

19.19 Qualifications
19.19.1 Must have been chairperson of 1 convention preferably regional or national convention
19.19.2 High level of understanding of the treasurer's duties and responsibilities
19.19.3 Elected member of either and RSC or CANA for a minimum of one term
19.19.4 Familiar with Excel, Word and email programs and willingness to check and respond to email daily
19.19.5 A strong working knowledge of the 12 steps, 12 traditions, 12 concepts of NA service and consensus-based decision making
19.19.6 Minimum suggested clean time for this position is 7 years
19.19.7 Will be familiar with the policies and guidelines of the Canadian Assembly

19.20 Intent of position
19.20.1 To protect the fiscal position of CANA, so that CANA may continue to responsibly serve the national fellowship
19.20.2 To ensure seamless transition between core convention committees
19.20.3 To ensure consistency in branding, templates, and function of the national convention on behalf of CANA
19.20.4 To ensure the financial success of the convention
19.20.5 To ensure that CANA can continue to fulfill its primary purpose and mission statement as outlined in the document "Policy and guidelines of the Canadian Assembly of Narcotics Anonymous" while being fiscally responsible and accountable to the fellowship it serves

20 TRANSLATION POLICY

There are two basic types of translation projects CANA may consider

20.15 CANA initiated

20.15.1 CANA targets a language group which is most likely to possibly benefit from having our literature available

20.15.2 The process for this type of project is:

20.15.2.1 Identify the language group

20.15.2.2 Identify the CANA resource person

20.15.2.3 Invite NA members who might be willing to participate

20.15.2.4 Invite NA members who speak the targeted language who might be willing to participate

20.15.2.5 If a committee of qualified NA members can be constituted, then the project can be continued in which the glossary and IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

20.15.2.6 If no native language committee can be constituted, then a professional translator may be utilized

20.15.2.7 In this case NAWS should also be notified to provide guidance on how to use the translation tools such as the glossary of allowable variations

20.16 Initiated by an NA community

20.16.1 The language group self-identifies and contact CANA in response to a notice on the CANA website

20.16.2 CANA identifies the CANA resource person

20.16.3 Invite NA members who might be willing to participate

20.16.4 Invite NA members who speak the language who might be willing to participate

20.16.5 If a committee of NA members can be formed, then the project can be continued in which IP#1 can be translated in conjunction with the CANA resource and the NAWS Translations Group in accordance with NAWS guidelines

21 DEFINITIONS (for the purpose of this document)

21.15 CANA: "*Canadian Assembly of Narcotics Anonymous Zonal ForumZonal Forum*"

21.16 CANA Administration Team (Admin): chairperson, vice-chairperson, secretary, treasurer, NCRC and Web servant

21.17 CANA Servants: Fellowship Development team, National convention resource coordinator, and the Webmaster

21.18 CANA Regional Members: Delegates and alternates (representatives) from seated area and regional service committees

21.19 CANA Committee/Service Body: Administration team, CANA servants, CANA regional members make up the CANA service body and are all known as CANA members

21.20 Term/Terms: the length of time between the CANA election meeting and the following CANA election meeting

21.21 **Signing Officer/Signatory:** a person that signs jointly with others

21.22 **CCNA:** *"Canadian Convention of Narcotics Anonymous"*

Canadian Assembly Meeting Ground Rules

1. We strive to achieve consensus whenever possible.
2. We will focus on establishing unity, mutual respect, and trust throughout each meeting.
3. We will strive to achieve our stated objectives for each meeting. To use our time effectively, we will follow our agenda and support the facilitator in moving us through discussions. If, during discussion, other issues arise, they can be identified and reserved for future discussion.
4. Our meetings and breaks will start and stop on time.
5. We will be critical of ideas, not individuals. Our focus will be opportunities, options, and solutions.
6. We will discuss CANA/ACNA issues openly at CANA/ACNA meetings. Individual members may have conversations about CANA/ACNA issues for purposes of clarity or information; however, when the conversations concern substance, they should be undertaken in the presence of the full body. We agree to address issues through facilitated dialogue and group discussion.
7. We will make every effort not to limit ourselves to negative comments on issues. While it is the body's responsibility to discuss specific problems and difficulties, when identified, we will make every effort to remain solution oriented.
8. During each CANA/ACNA meeting, adequate time will be provided for a session that allows participants to revisit any unfinished business or to discuss their perspective regarding the conduct and content of the meeting. In addition, any member can request a session to address a concern or a conflict in hopes of refocusing on trust and mutual support.
9. We affirm that CANA/ACNA deliberation will be balanced. No one person or perspective will dominate the discussion, and every member will be provided with an opportunity to contribute.
10. We agree that only one person should speak at a time and should have the full attention and focus of the body. There will be no sidebar conversations or other distractions not related to the meeting activity.
11. We agree not to gossip or to let conflict fester, but to face disagreement in a direct and respectful manner.
12. The Assembly depends upon unity. Our spiritual principle of unity must be closely guarded and nurtured. We are to be stewards of this principle and provide leadership to the Canadian fellowship.