

CONFERENCES AND CONVENTIONS Subcommittee Guidelines

ARTICLE 1 Name

The name of this committee shall be the Pacific Cascade Regional Conferences and Conventions subcommittee, a subcommittee of the Pacific Cascade Regional Service Committee for the fellowship of Narcotics Anonymous. Herein called the C&C subcommittee.

ARTICLE 2 Purpose & Function

The purpose of the C&C subcommittee is to provide a single point of accountability for all Regional Conventions, Conferences or Assemblies.

- Section 1. Provide information and support to any committee anticipating having a Regional Convention, Conference or Assembly, i.e.,
1. Vendor Lists
 2. Host Committee Support
 3. Previous Event Archives
- Section 2. Provide and maintain the following Guidelines for:
1. Event Bids
 2. Regional Convention Events
 3. Regional Conference Events
 4. Regional Assembly Events
- Section 3. Provide representation for the Pacific Cascade Region on the PNWCNA (Pacific Northwest Convention) Board (see Article 7, section 1 & 2).
- Section 4. Coordinate host selection for any regional conference or assembly in the absence of bidding within the specified timeframe as established by the RSC.

ARTICLE 3 Officers

- Section 1. The officers of the Regional Conferences and Conventions subcommittee shall be a Chairperson, a Vice-Chairperson and a Secretary.
- Section 2. The Chair and Vice-Chair shall be the designated Pacific Northwest Convention Representatives for the Pacific Cascade Region.
- Section 3. Qualifications of the Chairperson shall be defined by the RSC including two years clean time and the willingness and resources to fulfill the duties of the position.

ARTICLE 4. Duties and Responsibilities of C&C Officers

- Section 1. Chairperson:
1. Attend all RSC meetings, providing reports on all C&C committee activities – including but not limited to:
 - Future Regional Conventions
 - Future Regional Conferences
 - Future Regional Assemblies
 2. Schedule, attend and provide an agenda for all C&C meetings.

ARTICLE 4. Duties and Responsibilities of C&C Officers (continued)

3. C&C Chair shall fulfill the duties of the PNW Board Representative (see PNW Guidelines).
 4. C&C Chair shall attend 2-3 future event planning committee meetings per quarter as requested by future host committees/RSC.
- Section 2. Vice-Chairperson:
1. Attend all RSC meetings
 2. Attend all C&C meetings
 3. Act as C&C Chairperson in the Chairperson's absence
 4. C&C Vice-Chair shall fulfill the duties of the PNW Board Representative (see PNW Guidelines).
 5. C&C Vice-Chair shall attend 2-3 future event planning committee meetings per quarter as requested by future host committees/RSC.
- Section 3. Secretary:
1. Attend all C&C meetings
 2. Record the minutes of all C&C meetings
- Section 4. Removal of Officers
1. A service member may be removed from their position for any of the following situations:
 - a. Loss of abstinence
 - b. Failure to notify the committee of absence prior to any scheduled meeting
 - c. Failure to carry out tasks and responsibilities delegated to them by the committee
 - d. Misappropriation of fellowship funds
 2. A two-thirds (2/3) vote is required for removal.
 3. In cases of removal or resignation of a C&C member an interim service member shall be selected to serve the unexpired term, in accordance with the following:
 - a. In cases of removal or resignation, the C&C chairperson shall appoint an interim service member, w/elections to fill the interim position at the next C&C meeting
 - b. In cases of removal or resignation during a C&C meeting, the C&C Subcommittee shall elect an interim service member at that time.

ARTICLE 5. Membership and Voting

- Section 1. General membership in C&C subcommittee shall be open to all individuals who have the time and resources to share in the stated purpose of the C&C subcommittee.
- Section 2. The Voting members shall be:
1. Anyone who has attended three consecutive C&C subcommittee meetings in the past year (includes meetings between regularly scheduled RSC).

ARTICLE 5. Membership and Voting (continued)

2. A member specifically designated by their Area after attending three consecutive meetings (as above).
- Section 3. Any member of the C&C subcommittee, general or voting, may make a motion or participate in discussion. All motions must be seconded by a voting member.
- Section 4. In the event of a tie vote on any motion or election, the C&C Chairperson will cast the deciding vote; otherwise from that, the Chair will not vote.
- Section 5. The requirements and duties of voting participants shall be:
 1. Willingness and desire to serve.
 2. Six (6) months continuous clean time
 3. A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous.
 4. Maintenance of abstinence throughout term or participation

ARTICLE 6. Meetings

- Section 1. The subcommittee shall meet at each Regional Service Conference and may meet between at the discretion of the committee.
- Section 2. Special meetings may be called by the Chairperson, and/or by written request of three voting members. The purpose, place, and time of the meeting shall be stated in the written request.
- Section 3. Any area successfully bidding on future PCR events – Convention, Conferences, and Assemblies – will attend the regular C&C subcommittee for approval of seed money. Actual checks for seed money will be dispersed by the RSC Treasurer.
- Section 4. A representative from all future PCR events – Conventions, Conferences, and Assemblies – will attend the regular C&C subcommittee meeting with an update of their host committee activities which will be included with C&C subcommittee report during RSC general business.

ARTICLE 7. PNWCNA Board Representative Duties and Responsibilities

- Section 1. The purpose of the PNWCNA Board Representative will be to act as liaison between the PCRSC and the PNWCNA Board of Representatives.
- Section 2. Attend the annual meeting of the PNWCNA Board of Representatives at the PNW Convention.
- Section 3. Attend any PNWCNA Board of Representatives meetings during the year as scheduled by the Board.
- Section 4. Report to the PCRSC the activities of the Board and serve as a resource to the PNW Host committee in this (Pacific Cascade) Region regarding the PNWCNA Guidelines.
- Section 5. Work together with the other representatives to provide safe storage for any PNWCNA archive materials from this Region.

ARTICLE 8. Elections

Section 1. The C&C Chairperson shall be elected by the Regional Service Committee during regularly scheduled elections.

Section 2. The Vice-Chair and Secretary shall be elected internally by the subcommittee.

ARTICLE 9. Amendments to Guidelines

Section 1. Any voting member may propose an amendment to the guidelines of the C&C subcommittee.

Section 2. A two-thirds (2/3) majority of the voting members present is necessary to amend.