

PO Box 423 Homestead, PA 15120; 322 E. 8th Ave, Homestead, PA 15120

“...directly responsible to those they serve. “

“Robert’s Rules and our policies and procedures are our practical methods for practicing Spiritual Principles”

Minutes of TSRSCNA meeting February 16, 2019

1. Meeting Opened: 10:30 with Serenity Prayer
2. Reading of 12 Steps, 12 Traditions, and 12 Concepts.
3. 1st of 2 roll calls: 9 voting members. Quorum (6) met.
4. Motion to accept last RSC Minutes: Accepted.
5. Sharing Session: Discussion about ASC subcommittees meeting in different locations.
6. Welcome new members: Arlene, PICNA, Brian, Kinzua
7. Old Business:
 - Motion 2 (12/8/2018) by TSRSCNA RD, seconded by EEANA: Add to TSRSNA Guidelines and Policies, Page 1, Section III, the below boundary map: (See attached motion). **Motion Passed.**
 - Motion 3 (12/8/2018) by TSRSCNA RD, seconded by WEANA: Add to TSRSNA Guideline and Policies, Page 1, Section III, the below italicized (new) paragraph to existing (bold) to say: (See attached motion sheet) **Friendly Amendment Made. See new business.**
- Wilvena presented the Zonal Forum Proposals. **These will be sent back to groups to get their conscious.**
8. Nominations and Elections:
 - Toni C. – Regional Delegate Alternate, stated qualifications, Pros & Cons. Vote taken, elected to position.
 - Steve C., BOD at Large, stated qualifications, Pros & Cons, Vote taken, elected to position.
 - Rochelle., BOD at Large, stated qualifications, Pros & Cons, Vote taken, elected to position.
 - Open Positions after February RSC: Vice Chair, Vice Secretary, Treasurer, Vice-Treasurer, H & I Vice Chair, P & A Vice Chair, PR Chair, PR Vice-Chair, Additional Needs Chair, Web Chair, Web Vice-Chair
9. RCM Area Reports:

BASCNA (Butler)	Present. Written report attached.
BVASCNA (Beaver Valley)	Present. Written report attached.
CWANA(Central Westmoreland)	Present. Written report attached.
CWPASCNA (Central Western PA)	Absent
EEANA (East End)	Present. Written report attached.
HAFANA	Absent
ICANA (Interstate Crossroads)	Present. Verbal report given.
KINZUA	Present. Verbal report given.
LCASCNA (Lawrence County)	Absent
LEANA (Lake Erie Area)	Present. Verbal report given.
LMHANA (Laurel Mountain Highlands)	Absent
NEASCNA (North East Area)	Present. Verbal report given.
NEWS	Absent
NPASCNA (North Pittsburgh)	Present. Written report attached
PASCNA (Pittsburgh)	Absent
PICANA (Pittsburgh Inner City)	Present. Verbal report given.
POANA (Penn Ohio)	Absent
SHASCNA (South Hills)	Present. Written report attached

SWANA (Southwest) Absent
WANA (We) Absent
WASCNA (Wheeling) Absent

10. TSRSO Reports:

BOD Chair Present. Written report attached
BOD Treasurer Present. Written report attached
Spiritual Retreat Present. Written report attached
Start to Live Absent.

11. 2nd of 2 roll calls: 10 voting members

12. TSRSCNA Reports:

Chair Present. Nothing to report
Policies and Administrations (P&A) Present. Verbal report given.
Treasurer Position Vacant. Secretary reported. Report attached.
Hospitals & Institutions (H&I) Present. Written report attached
Public Relations (PR) Position vacant.
Regional Delegate (RD) Present. Written report attached.
Literature Position Vacant
Outreach Present. Verbal report given.
Additional Needs Position Vacant
Web Chair Report Position Vacant.
Zonal Ad-Hoc Next meeting March 2nd, 12pm - TSRSO

13. New Business:

Motion 1 (2/15/19) by EEANA, seconded by BVASCNA: To amend TSRSCNA Motion 3 from the December 2018 RSC meeting to leave wording of motion as is with the following updates:

1. Remove Clearfield County, PA and Jefferson County, PA.
2. Update the number of counties in PA from “23 to 21”
3. Update to “in PA including but not limited to...” **Please take back to Areas for Home Groups to vote on at next RSC Meeting.**

Motion 2 (2/15/19) by P&A Chair, seconded by EEANA: To return \$2,500 to Visit Erie.com from the Start to Live Convention (See attached motion and supporting documentation). **Please take back to Areas for Home Groups to vote on at next RSC Meeting.**

Motion 3 (2/15/19) by BVASCNA seconded by EEANA: If the funds are available can we reimburse the RDA even though a regional representative is being funded. **Motion Passed and will discussed at P&A to determine if funds are available.**

14. Adjourn 3:15 pm

**NEXT MEETING: April 13, 2019, 10:30 AM, at the TSRSO
Zoom Meeting ID: 961-695-3680**



Tri-Area Convention 4

June 7 – 9, 2019



HOTEL INFORMATION

DoubleTree by Hilton in Green Tree
500 Mansfield Avenue
Pittsburgh, PA. 15205

For reservations by phone: 412-922-8400
(Payable to the hotel by Credit Card, Check or Money Order)

TO GET THE CONVENTION RATE
MENTION: TRI-AREA CONVENTION
(\$119.00 a Night)

Hotel reservation can be made on line at

www.doubletree3.hilton.com

Enter Group Code: NAR

Pre-registration \$25.00 until 5/1/19

(Please Print All Information Clearly)

Name _____ first _____ last _____
Address _____
City _____ State _____ Zip _____
Phone (____) _____ - _____ email _____
Date: _____
Quantity _____ Total Cost \$ _____
Pre-registration ends 5/1/2019 NEWCOMER DONATION \$ _____

Mail to: Tri-Area Convention P.O. Box 24045 Pittsburgh, PA 15206
NO Refunds No Exceptions !!!!



Tri-Area Convention 4
June 7 - 9, 2019
Pittsburgh, PA



Out of Town Members Sign Up Sheet

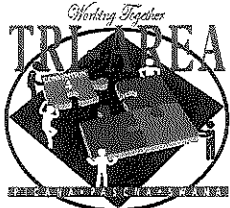
We would like to invite you to come and Chair a meeting
 or Share your experience at our Tri-Area Convention

Three (3) years to share at a Workshop
 Five (5) years to share as a Main Speaker

Name	Your City	State	Phone No.	Clean Date	Chair a meeting	Share your experience

Tri-Area Convention P.O. Box 24045 Pittsburgh, Pa. 15206 tri-area.org

Contact: Programming * Chairperson: Hank W. 412-606-5742 * Vice Chair: George J. 412-304-2470



June 7-9, 2019
Pittsburgh, Pennsylvania



June 7-9, 2019
Pittsburgh, Pennsylvania

Tri-Area Convention 4

HUGGERS / GREETERS SIGN UP SHEET

NAME	AREA	PHONE	EMAIL

RETURN TO: Orlando S. Convention Information Chair 412-519-8029

Or Mail to: Tri Area Convention P.O. Box 24054 Pittsburgh, PA 15206



PASCNA * PICANA * SWANA
 PO Box 24045
 Pittsburgh, PA 15206

Tri-Area Convention 4 OPEN POSITIONS

tri-area.org or Convention Chair Tony W. 412-880-7987

Treasurer.....	OPEN	4 years clean
Vice Secretary.....	OPEN	2 years clean

Sub-Committee Chairs & Vice Chairs

Merchandise Chair	OPEN	3 years clean
Site Liaison Vice Chair	OPEN	3 years clean
Convention Info Vice Chair.....	OPEN	3 years clean
Arts & Graphics Chair.....	OPEN	3 years clean
Arts & Graphics Vice Chair.....	OPEN	3 years clean

This is a self-nomination process

In addition to the clean time stated above, each nominee must have:

- ❖ Membership and active involvement in Narcotics Anonymous.
- ❖ Experience with NA conventions and/or other service committee work.
- ❖ Willingness to give the time and financial resources necessary.
- ❖ Working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of NA Service.
- ❖ Home group membership within the Tri-State Region.
- ❖ Ability to exercise patience and tolerance is a must.

All members considering a "Trusted Servant" position on this committee must have a Home-group in one of the 21 Areas in our Region. You must also have a written resume using the form supplied by the Tri-Area Shared Service Committee.

If you are interested in serving on one of the Committees we welcome, you. Anyone from the 21 Areas in our Region is welcome to serve on any committee. Please come and support. We need your help. Any positions remaining open after today's elections will require the nominee to come to the next Tri-Area Shared Service meeting to be voted on. Thank you for stepping up. **Contact: Tony W. 412-880-7987**



Tri-Area Convention 4

“Standing On the Shoulders Of Our Predecessors”



A Sit-Down Dinner Affair



***DINNER *ENTERTAINMENT *MEETING *DANCE**

Doors Open at 5pm *Dinner at 6pm

***Speaker at 7pm *Dance at 8pm**

All Tickets are \$10.00 Don't miss out, purchase early



March 9, 2019



East Liberty Presbyterian Church (East Lib)

116 S. Highland Ave.

Pittsburgh, Pa. 15206

All members ONLY coming to the Meeting and Dance Cost: \$4.00

NO FOOD WILL BE SOLD DURING THE DANCE * JUST POP AND WATER

Please Contact: TINA G. or HANK W. for Tickets

Tina G. Fundraising Chair * 412-969-4907

Hank W. Program Chair * 412-606-5742

“Jeopardizing the Atmosphere of Recovery will NOT be Tolerated”



Tri-Area Convention 4
P.O. Box 24045
Pittsburgh, PA. 15206
www.tri-area.org

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers...

We must always remember that as individual members, groups, service committees, we are not and should never be in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our Fellowship; it prevents us from providing the services necessary for growth.

Basic Text p. xv

To Whom It May Concern:

Please be advised that we, as members of Narcotics Anonymous, have formed what is now known as the Tri-Area Shared Services Committee of Narcotics Anonymous. We are a committee formed from the following three (3) Areas... **PASCNA, PICANA and SWANA**. These Area Service Committees (ASC's) have all come together in the spirit of unity and cooperation to coordinate and conduct what will now be recognized as the Tri-Area Convention 3

We invite your organization to participate and join with us as we strive to continue to carry the message of recovery to both the newcomer and the old-timers seeking recovery in the fellowship of Narcotics Anonymous.

All of the efforts of the **PASCNA, SWANA and PICANA Areas / Tri- Area Shared Services Committee** are inspired by the primary purpose we serve. Upon this common ground we stand committed to every addict seeking recovery, striving to ensure that all have the chance to experience our message and find the opportunity for a new way of life.

Our Convention will be held at the Double Tree by Hilton Hotel in Green Tree Pittsburgh on June 7th thru the 9th 2019. Enclosed you will find copies of our registration brochure, a signup sheet for anyone who may be interested in serving as a Hugger / Greeter Convention weekend, as well as other information about Tri Area Convention 4.

Convention Registration: \$25.00

Package A Registration (includes a Registration & Banquet ticket) \$60.00

Banquet Table (seating 8) \$320.00 up to May 1, 2019

To register please contact: Amelia B. Tickets & Reg Chairperson 412-287-1892

Kathi L. Tickets & Reg Vice Chair 412-508-7150

If you have any questions, you may contact: Tony W. Convention Chairperson 412-880-7987

Pam W. Convention V. Chair 412-452-0624



WORKING TOGETHER

Tri-Area Shared Service Committee
P.O. Box 4641
Pittsburgh, Pa. 15206

What Is the Tri Area Shared Services Committee?

The Tri Area Shared Services Committee is a collaboration of Trusted Servants of the PASCNA, PICANA, and SWANA Areas, voted on and approved by the members of all three Areas.

What Is the Tri Area Shared Services Committee's Purpose?

All of the efforts of the PASCNA, SWANA and PICANA Areas are inspired by the primary purpose we serve. Upon this common ground we stand committed, to work together in the spirit of unity and cooperation to carry our message of recovery so that every addict seeking recovery have the chance to experience our message and find the opportunity for a new way of life.

What Is the Tri Area Shared Services Committee's mandate?

Motion : To form a Tri-Area Convention that will be a three year process. Each Area (PASCNA*PICANA*SWANA) would host, coordinate and conduct a convention with the help and cooperation of the other two Areas.

- The PASCNA Area will host the fourth year
- The PICANA Area will host the fifth year
- The SWANA Area will host the sixth year

Intent : That the PASCNA, PICANA and SWANA Areas come together in a celebration of recovery to conduct and coordinate a three year convention process that would bring together members in our Area at a reasonably cost-effective manner and which would also be geographically accessible to all.

When does the Tri Area Shared Services Committee Meet?

The Tri-Area Shared Services Committee meets on the 3rd Saturday of every month at the YMCA 7140 Bennett St. Pittsburgh, PA 15208 from 2:00pm until 4:00pm

Kenny J. 412-849-8033 / bigkt19k@comcast.net PASCNA

Jamal E. 412-913-5590 / el.amin225@gmail.com PICANA

Richard F. 412-537-0960 / dickeyfields@gmail.com SWANA

If you want to get involved with this committee you are welcome. We NEED your Help and support in this endeavor!

Tri-Area Convention 4

Registration May 1, 2018 \$25.00	Qty.	Amt.	TOTAL
Registration @ \$25.00		\$25.00/ea.	\$
Package A. Registration and Banquet		\$60.00/ea.	\$
Convention Registration @ \$25.00		\$25.00/ea.	\$
Child Registration(15 & Under) @ \$10.00		\$10.00/ea.	\$
Saturday Night Banquet @ \$45.00		\$45.00/ea.	\$
Our Banquet is a Buffet with (2) entrée : Chicken Beef			
Banquet Table (8 seats) @ \$320.00		\$320.00	\$
Newcomer Donations Welcome			\$
Grand Total			
Enclosed.....		\$	

PLEASE REGISTER EARLY

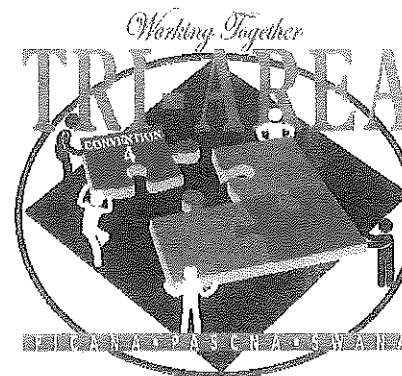
First Name: _____ Last Name: _____

Street Address: _____

City: _____

Phone: _____ Email: _____

Mail to :
 Tri-Area Convention
 P.O. Box 24045
 Pittsburgh, PA 15206
 Our Tri-Area Website is: tri-area.org



June 7-9, 2019
 Pittsburgh, Pennsylvania

Tri-Area Convention 4 June 7 - 9, 2019

DoubleTree
 By Hilton
 Green Tree Pittsburgh
 500 Mansfield Ave, PA 15205

Tradition Seven page 68 Basic Text

"We, who were unable to function as human beings, now find that anything is possible of us.

Dreams that we gave up long ago can now become realities.

Addicts, as a group, have been a burden to society.

In N.A., our groups not only stand on their own, but demand the right to do so."

Hotel Reservations

DoubleTree by Hilton GreenTree

Room Rate: \$119.00 plus tax

All rooms are NON SMOKING!

Phone: 412-922-8400

Please mention "Tri-Area Convention" to receive special room rates. In order to guarantee convention room rates and availability, reservations must be made by May 18th, 2019.

PLEASE BOOK YOUR HOTEL ROOM EARLY

Convention Registration Information

Make checks or money orders payable to:

Tri-Area Convention

Mail to:

Tri-Area Convention

PO Box 24045 Pittsburgh, PA 15206

(Do not mail cash.)

- **Pre-registration must be postmarked on or before 5/1/19**
- Pre-registrations postmarked after 5/1/19 WILL NOT be accepted
- Registrations at the convention site will be **\$25.00**
- Dances are included with your registration

CONTACTS

Convention Chair.....	Tony W.	412-880-7987
Convention Vice Chair...	Pam W.	412-452-0624
Tickets &Reg Chair.....	Amelia B.	412-287-1892
Merchandise Vice.....	Sharon B.	412-758-8675
Fundraising Chair.....	Tina G.	412-969-4907
Programming Chair.....	Hank W.	412-606-5742
Programming Vice ...	George J.	412-304-2470
Convention Info Chair....	Orlando S.	412-519-8029
Secretary.....	Rochell J.	412-779-5889

TRI-AREA CONVENTION 4 MERCHANDISE

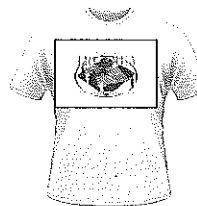


Tri-Area Convention 4

T-Shirts *White *Black *Pink

Sizes: *Med *Large *XL \$17.00

Sizes: *2XL *3XL \$17.00



Please contact Jamal E. 412-913-5590

TRAVEL TO AND PARKING AT CONVENTION SITE

Parking:

- There is NO cost for parking. Large parking lot available

Getting Here from Downtown Pittsburgh in a Car:

- Follow I-376 West out of Downtown Pittsburgh. Take the Greentree exit and stay in the left lane. Make a left turn on Mansfield Ave. Travel on Mansfield Ave about 1 mile, and the entrance to the Hotel is on the right up the small grade.

Getting Here On PAT Transit From Downtown:

- **38 M Greentree Stanwix St & Penn Ave.**

Getting Here On PAT Transit From East Liberty:

- **Any Bus or Bus Way to downtown
38 M Greentree Stanwix St & Penn Ave.**

Getting Here On PAT Transit From Braddock:

- **Any Bus or Bus Way to downtown
38 M Greentree Stanwix St & Penn Ave.**



TRI STATE SPIRITUAL RETREAT

Presents...

HOW IT WORKS:

THE SPONSOR SPONSEE DINNER

SUNDAY MARCH 10 2019

DINNER at 3:00PM

SPEAKERS at 4:00PM

\$10.00

TRINITY LUTHERAN CHURCH

120 SUNSET DRIVE

BUTLER, PA 16001

More INFO: MARK B. 724-900-6536



What is consensus-based decision making?

In Narcotics Anonymous, we make decisions by seeking direction from a loving Higher Power as it expresses itself in our group conscience. The principle of anonymity in NA means we serve as equals, and consensus-based decision making (CBDM) is one method for a service body, as a team of equals, to hear that group conscience. The heart of consensus is a cooperative intent, where members are willing to work together to find or create the solution that meets the needs of the group. The cooperative nature of consensus building is a different mindset from pro/con debate.

Tradition 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.

Tradition 12: Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

CBDM rests on the fundamental belief that each member of the body holds a piece of the larger truth. In this spirit, we strive for consensus to affirm the principles inherent in both the Seventh and Ninth Concepts. A decision reached by a consensus-based process may not mean total unanimity, but in CBDM, consensus can exist when each member of the service body is able to say:

- ✓ I had the opportunity to voice my opinions.
- ✓ I believe the team has heard me.
- ✓ I can accept the team's decision, even if it is not what I would choose as an individual.

Concept 7: All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

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

Why consensus-based decision making?

CBDM isn't just about particular policies or rules, or one or two specific Concepts or Traditions. It's about a group conscience process that connects us with a Higher Power and offers a potentially more inclusive process than parliamentary procedure. Our service bodies' meetings should be forums where trusted servants can be heard, and CBDM is about listening. With its emphasis on inclusion, collaboration, and consensus building, CBDM is in harmony with our spiritual principles. The consensus process is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

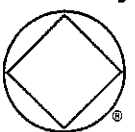
What types of decisions can we make with CBDM?

CBDM can be used to reach agreement on the types of decisions that are also made using parliamentary procedure. It can also be used to hold broader discussions that may not result in a specific decision. Each community is free to determine when a CBDM process will be most effective for them. Elections are one type of decision where it is common to simply seek a majority or a two-thirds vote rather than utilize a consensus-based decision making process.

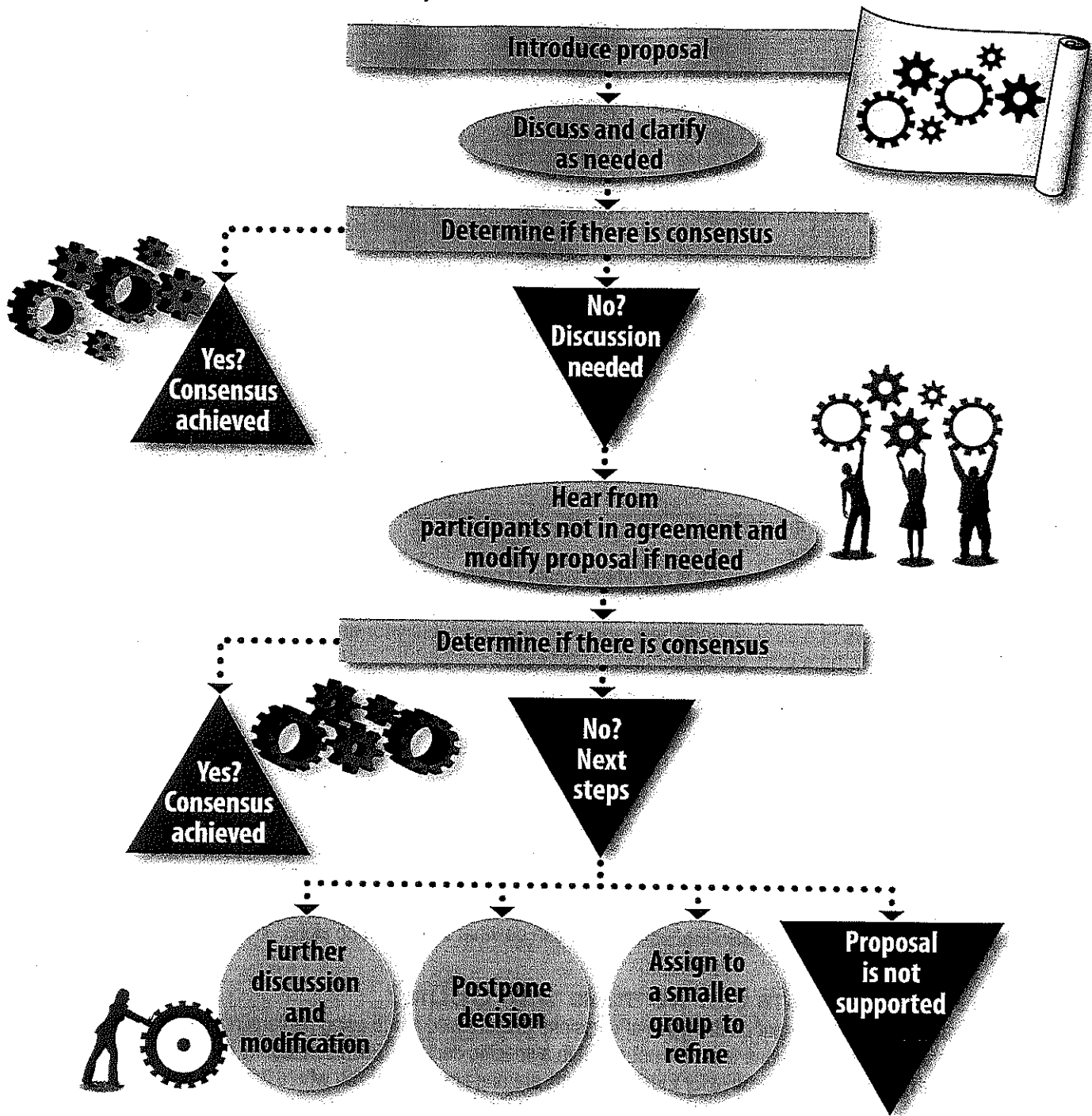
How does CBDM work?

There are different variations of CBDM, but the basic steps are fairly consistent and simple to follow. Within those basic steps there is a great deal of variety depending on the individual service body's process and the type of decision being made. The material in this section is intended to help service bodies understand how the basics of a consensus-based process work, and can be adapted to fit local needs. Each NA community is free to create a process that works for them.

Using CBDM doesn't have to mean a service body has to change the order of the agenda it is accustomed to using. What it does mean is that instead of making a decision by first making a motion, proposals are introduced and can be adapted to include ideas and concerns offered by participants in the course of the discussion.



Here are some details of a CBDM process.



Introduce proposal

- Provide relevant details including:
- ✳ Where did the proposal come from?
 - ✳ Why is the proposal necessary?
 - ✳ What are the specific objectives of the proposal?
 - ✳ What human and financial resources are required?

Community decision: Who can introduce an idea or proposal?

- ✳ Most bodies allow only trusted servants (including delegates) to make proposals.
- ✳ In some bodies, only delegates (GSRs, RCMs, and RDs) can make proposals.
- ✳ Other bodies will allow anyone present to make a proposal.



Discuss and clarify as needed

Asking questions, sharing resources, and offering experience and ideas are all parts of this phase of the process. Newer members may need extra time to catch up with previous discussions on the topic.

Community decision: Who can speak to an idea or proposal? It's common for consensus-based bodies to allow anyone present to speak, though some recognize trusted servants before hearing from interested members.

Determine if there is consensus

A simple way to do this is to ask the room, "Is everyone comfortable moving forward with this proposal?" If everyone is not in agreement, then a show of hands (a straw poll) can be used to determine the level of support.

Community decision: Who can participate in a straw poll? It's common for any interested member to have a voice, but less common for everyone to participate in polls.

Some communities take a simple "for" and "against" vote to determine if consensus exists and a decision can be made.

Others include options such as:

- ✦ "Agree with reservation" for members who accept the proposal even if it is not what they would choose as an individual.
- ✦ "Stand aside" for members who do not agree with the proposal but will not stand in the way of it moving forward.

Community decision: What is the threshold for achieving consensus? Some options include:

- ✦ Two-thirds majority
- ✦ 80%
- ✦ More?

If consensus isn't achieved in the straw poll, then further discussion may be required. A very low level of support may indicate that no further discussion is needed, although care should be taken to ensure that the minority voice has been heard.

Hear from participants not in agreement and modify proposal if needed

This phase allows those not in agreement to share their concerns. All participants are encouraged to listen and offer ideas for modifying the proposal. Not all concerns will lead to changes. Compromise is an essential part of the process.

In strict consensus, everyone agrees or gives their consent; a single dissenter can block a decision. Most NA service bodies, however, use some form of consensus-**based** decision making rather than strict consensus. Any participant that believes a decision is in conflict with NA's guiding principles should have the opportunity to explain the details of their objection so the body can carefully consider whether it is appropriate to move forward.



The role of the facilitator is to suggest possible next steps in the process and to help the body determine which are appropriate.



This may be a workgroup or an ad-hoc committee, a number of the service body's trusted servants, or any other group that has the experience to suggest a way forward. Providing clear guidance to this group is particularly important.



An effective facilitator can help the body determine when to continue discussion and when to try something else.



Not every idea or proposal is supported, but CBDM allows all participants to be heard and to work together rather than argue opposing sides of a decision.



A simple option is to take a short break or to postpone the decision until the next service meeting.



Facilitating a CBDM body

CBDM requires a skilled facilitator who can guide the body in its decision-making process. A good facilitator can prevent a discussion from turning into an open sharing session and help everyone reach a decision they can all agree with in a timely manner. Facilitators may lead discussions, but they do not govern them.

What does the facilitator do?

The role of the facilitator is to help a group or service body reach consensus on an issue. Certain actions are recommended to accomplish this:

- * Invite a loving Higher Power into the process, often by opening the meeting with an NA prayer or a short excerpt from NA literature.
- * Ensure that everyone has a clear understanding of the process being used and the issue being discussed. This may include distributing relevant materials in advance of the discussion or making information available at the meeting.
- * Help everyone to participate, including the quieter members in the room, and discourage domination of the discussion by one or two members.
- * Listen for common ground and points of agreement, and share these with the body.
- * Repeat ideas that are shared to be sure everyone has a common understanding of them.
- * Suggest ways to combine ideas to build consensus.
- * Manage the time available and ensure enough is allocated for the proposal.
- * Keep the conversation focused and move it forward toward a decision when needed.
- * Confirm that everyone has a clear understanding of decisions made and further actions required, and that these are recorded.

Different communities will expect different levels of participation from their facilitator. Some require them simply to facilitate the meeting, while others encourage the facilitator to share information relevant to the discussion. Many facilitators find it easier to maintain the respect of the entire body by remaining neutral and providing information but not opinions.

Tips for Facilitators:

- Make eye contact, smile, and be enthusiastic.
- Be who you are – let your own style come through.
- Remember that communication isn't just the spoken word; for example, try to avoid "closed" body language such as crossing your arms or turning your back on your audience.
- Remember that listening is a key part of successful facilitation—listen first and speak second.
- Speak clearly so that everyone can hear, use a positive tone, and remember to breathe!

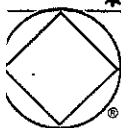
Useful questions for facilitators include:

- What have we tried before that works?
- If we tried this, what would happen next?
- Can anyone add anything to these ideas?

What qualities does a facilitator need?

CBDM bodies need to think carefully when electing a facilitator and may find the Fourth Concept a useful resource. A good facilitator can feel the sense of the body and earn the trust needed to guide discussion toward a decision. Some of the qualities to look for include:

- * Familiarity with the group or service body and an understanding of the experience level of those attending.
- * Some experience with CBDM and a clear understanding of the details of the process being used locally.
- * Being prepared with information about the issues to be discussed and any relevant resources, such as guidelines, handbooks, and Traditions and Concepts materials.
- * Commitment to the CBDM process and a willingness to focus on more than just their own ideas.
- * The ability to earn the trust of a body by guiding rather than controlling discussions.
- * Flexibility, patience, and the understanding that some participants may need more time to reach a decision than others do.



What spiritual principles can facilitators apply?

As with all NA service, applying spiritual principles helps a CBDM body to be more successful. Some of the principles that we can focus on when facilitating are:

- * **Integrity**—Honesty, consistency, and trustworthiness are all elements of this principle and are essential for successful facilitation.
- * **Humility**—An attitude of service rather than government allows a facilitator to focus on helping the body reach consensus.
- * **Open-mindedness**—Being open to new ideas is essential in helping to build consensus.
- * **Accountability**—A CBDM facilitator is a trusted servant and is accountable to the body they serve.
- * **Cooperation**—The facilitator helps create an environment in which everyone can work together to understand and consider the proposal.
- * **Trust**—A CBDM facilitator needs to both trust the process and the body they are serving.

Developing a collective conscience provides us with the spiritual guidance we need for making service decisions. We pray or meditate together, we share with one another, we consider our traditions, and we seek direction from a Higher Power. Our groups, service boards, and committees often use the vote as a rough tool for translating that spiritual guidance into clear, decisive terms. Sometimes, however, no vote is needed; following thoughtful, attentive discussion, it is perfectly apparent what our collective conscience would have us do in a given service situation.

*Twelve Concepts for NA Service,
Sixth Concept*

Participating in a CBDM body

The Seventh Concept essay reminds us, “NA service is a team effort. Our service representatives are responsible to the NA Fellowship as a whole rather than any special constituency; so are all the other trusted servants on the team. The full participation of each member of the team is of great value as we seek to express the collective conscience of the whole.”

Being an effective participant in a CBDM body is, in some respects, easier than being an effective participant in a parliamentary procedure-based body as there is no need to be proficient at Robert’s Rules of Order or some other set of parliamentary guidelines. However, CBDM also requires some skills that parliamentary procedure does not.

What do participants do?

Members of a CBDM body are required to work together to make decisions that can be supported by the entire body. To be successful in this, certain actions are required:

- * Contribute toward a positive and respectful meeting environment where everyone feels comfortable contributing.
- * Be prepared with the necessary information in advance of the discussion.
- * Participate in the entire discussion process so that a clear understanding of all viewpoints can be gained.
- * Ask questions when more information is needed.
- * Consider what best serves our primary purpose rather than our personal preferences.
- * Commit to the process and actively support the consensus of the body.

What qualities do participants need?

Participating in CBDM should help evolve a proposal, so it is important to be flexible and to be a good listener. Some qualities that will help participants fulfill their roles are:

- * A focus on creating solutions rather than on finding fault with ideas.
- * The willingness to share ideas and let go of the outcome. Remember that compromise may be required and decisions can be revisited if needed.
- * The ability to pass on speaking when someone else has already made the same point.
- * An awareness of personal characteristics and circumstances, and how these may affect participation in the CBDM process. Examples of these include irritability when tired or hungry, impatience with a slower decision-making process, or intolerance of certain ideas.



What spiritual principles can participants apply?

Some of the principles we can focus on when participating in a CBDM body include:

- * **Anonymity**—Participants have the right to be respected and to be heard as equals.
- * **Humility**—Listening to others and understanding that we don't have all the answers is a foundational part of CBDM and is firmly rooted in the Second Tradition.
- * **Open-mindedness**—While CBDM carefully considers all viewpoints, as is discussed in the Ninth Concept, this does not mean that all opinions influence the final decision.
- * **Surrender**—Participants accept the decisions reached by the body.
- * **Patience**—Allow everyone the time to understand and consider the issue.
- * **Trust**—CBDM participants need to trust the process and the facilitator they have chosen.
- * **Unity**—Whatever the outcome of discussions, everyone needs to work together to do the work involved to implement decisions.

Additional information and resources
are available at www.na.org/toolbox

Notes

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