



## **Guidelines for the Southeastern Zonal Forum of Narcotics Anonymous**

Approved March 16,2024

### **Mission Statement**

The mission of the Southeastern Zonal Forum is to provide a regularly scheduled time and place where representatives of the member regions come together to further our primary purpose, "to carry the message of recovery to the still suffering addict", through service-oriented discussions, workshops, events and task forces. The Southeastern Zonal Forum's primary function is to facilitate joint, multi-regional efforts that serve our member regions and are directly responsible to the Regional Service Committees within the zone.

1. The Forum is comprised of Regional Delegates and Alternate Delegates from within the geographical boundaries of the Southeastern Zone.
2. To accomplish its primary purpose, the Southeastern Zonal Forum has established guidelines that provide direction and accountability for its actions. Changes to the guidelines require consensus.
3. The Southeastern Zonal Forum will conduct itself in accordance with the Twelve Traditions and the Twelve Concepts for NA Service so that a spirit of selfless service and not of government remains always as its guidepost.
4. The SEZF shall act as a service to the Regions and not as another level of service between the Regions and NAWS.

## **Meetings and Rotation**

1. The Forum location will rotate among the participating regions according to the following schedule (or a schedule agreed to among the zonal participants based on pricing and availability): Florida, Alabama/NW Florida, Carolina, Georgia, South Florida and North Carolina. The host Region is responsible for finding meeting space for the Forum.
2. Multi-regional events, workshops, learning days etc. may be held as needed or requested by member Regions.
3. The December meeting prior to the WSC will include a zonal CAR workshop held after the publishing of the Conference Agenda Report. The zonal meeting prior to the WSC will include a zonal CAT workshop held after the publishing of the Conference Approval Track.
4. The Zonal Facilitator will request participation from NAWS at least 3 months prior to the proposed date of the zonal CAR and CAT workshops if requested by the zone.
5. Typically, The Southeastern Zonal Forum workshop(s) will occur on a Saturday and the business meeting will occur on Sunday. The meetings will be located near a major airport with shuttle service available to the facility. The workshops will include other service and/or recovery-oriented topics as requested by the region hosting the zonal forum.
6. The time, location and date for zonal meetings for the conference cycle will be set at the first zonal meeting before the WSC.
7. The agenda for the next Zonal Forum meeting will be set by the Facilitator with input from the Regional Delegates.

## **Zonal Trusted Servants**

### **Elections**

1. Elections are held the second meeting following the WSC (December).
  2. All positions are for a term that will coincide with the WSC cycle, with a maximum of two consecutive terms.
  3. Nominations will be taken at the first meeting after the WSC (July).
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## **Facilitator**

### Requirements

1. Has a minimum of 8 years continuous clean time.
2. Has previous service experience in NA at the Area, Regional, or Zonal level.
3. Has the ability to lead a meeting and guide the workgroup.
4. Has knowledge of webinar technology and can conduct electronic meetings.

### Responsibilities

1. Is the single point of accountability and primary contact for the Southeastern Zone.
2. Facilitates all regular meetings of the SEZF.
3. Is a co-signer on the checking account.
4. Will appoint a project leader to any projects agreed upon.
5. Will call for a zoom meeting between regular meetings if necessary.
6. Is responsible for other facilitator tasks listed elsewhere in the guidelines.

## **Secretary/Treasurer**

### Requirements

1. Has a minimum of 8 years continuous clean time.
2. Has previous service experience as a Secretary and a Treasurer of a committee or subcommittee in Narcotics Anonymous at the Area, Regional, or Zonal level.

### Responsibilities

1. Keeps accurate financial information in a clear and concise manner.
2. Presents a complete written and oral report at each zonal meeting.
3. Prepares copies of bank statements with the written report, that will include a budget to actual variance analysis and be provided with all meeting minutes.
4. Maintains physical custody of the checkbook, receipts, reports, and electronic records of the treasury.
5. Is a co-signer on the checking account.

6. Is responsible for maintaining SEZF legal status and files the Corporate Annual Report with the Florida Dept of Corporations ([sunbiz.org](http://sunbiz.org)) each year prior to its due date (May 1).
7. E-mails minutes to zonal participants within 14 days of the close of the zonal meeting.
8. Adds a proposal summary to the minutes for clarity.
9. Seeks regional web servant assistance to keep website and hosting site current.
10. Provides a final treasurer's report at the end of the budget cycle.
11. Budgeting
  - a. The Budget will be prepared by the secretary/treasurer and submitted at the meeting following the WSC (July) to be voted on at the next meeting (December).
  - b. The budget will be for a term that will coincide with the WSC cycle, starting January 1 of that cycle. The fiscal year will be January 1 through December 31<sup>st</sup>.
  - c. The budget will include:
    - i. Travel, lodging and per diem for trusted servants  
Cost of zonal weekends
    - ii. Funding of NAWS/WB participation if requested
    - iii. Website and webinar costs
    - iv. Corporate filing costs
    - v. Other expenses agreed upon by the zone and its member regions
    - vi. regions

### **Web Servant**

1. The web servant is an elected member of the Southeastern Zonal Forum but does not need to be present to be elected.
2. The web servant is a non-voting member of the Southeaster Zonal Forum but is fully aware of all zonal activities.
3. Web servant is responsible for the hybrid equipment and for setting up zoom links and ensuring the zonal meetings are available for virtual participation.

### **Website Guidelines**

1. Sezf.org is an integral communications conduit connecting all the regions in the zone. Its purpose is as an information exchange between other regions, zones.

2. The web servant is assigned website maintenance and works closely with all zonal trusted servants. Site maintenance guides and tutorials will be created and maintained by the web servant.
3. The content on the website is maintained by the web servant. It is developed by the web servant based upon zonal participant input. No external links except to member RSC committees, other zones, and NAWS will be permitted. The site should be an evolving, living document and updated on an as-needed basis.
4. To coordinate zonal activity, a calendar of events will be maintained by the web servant.

### **WSC Nomination Process**

All resumes should be submitted so that they can be voted on by the Regions no later than the July meeting prior to the WSC. A written copy and a digital link will be distributed to all RDs. The resume can contain any pertinent information with the understanding that confidentiality will not be able to be protected. Questions can be directed to the candidate through their RD.

### **Definition: Consensus Based Decision Making**

Consensus is defined as the decision-making process used by the SEZF in which discussion and compromise are used to reach agreement. For example, if a proposal /topic is introduced to change, or create a practice of the Southeastern Zonal Forum and consensus is not reached, the practice will continue as it currently stands or will not be implemented.

#### Procedure: Consensus Based Decision Making

1. Proposal / Topic is introduced
  2. The facilitator opens the dialogue. Begin with the maker of the proposal / topic
  3. Clarifying questions are taken. This is when questions are asked to ensure that all participants understand the proposal / topic. This is not the time for general discussion
  4. Facilitator asks for concerns or reservations (General Discussion). This is when modifications may be made to the proposal / topic to address expressed reservations or concerns
  5. Facilitator asks for Consensus
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6. A voting member may “Stand Aside”. This means that the member is removed from the vote count and does not affect the vote.

CONSENSUS is reached when 80% of the RD's and AD's are in favor of a proposal/topic.