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In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government. (12th Concept for NA Service)

Section 1 - PURPOSE OF THE METRO SERVICE COMMITTEE

This section defines our purpose—the reason we exist. Our purpose is based on NA's 5th tradition, "Each group has but one primary purpose—to carry the message to the addict who still suffers," and the 12th step," we tried to carry the message to the addict who still suffers". Everything we do in NA Service must be motivated by the desire to successfully carry the message of recovery— that an addict, any addict can stop using drugs, lose the desire to use, and find a new way to live.

Mission Statement:

The primary purpose of the Rose City Metro Service Committee shall be to administer the organization and delivery of services to the addicts of the Portland Metropolitan Area, freeing the participant Area Service Committees to focus on facilitating group support.

1.1. The name of this assembly shall be the Rose City Metro Service Committee, hereafter referred to as the Metro Committee.

1.2. The Metro Committee serves the needs of the Greater Willamette, Portland, and Tualatin Valley Area Service Committees of Narcotics Anonymous.

1.3. The purpose of the Metro Committee is to provide services to addicts residing in the Portland Metropolitan Area, as directed by the participating Area Service Committees.

1.4. The Metro Committee receives its direction from the participating Area Service Committees.

1.5. The Metro Committee, its officers and sub-committees shall not make any decision, pass any proposal or take any actions that conflict with the Twelve Traditions, Twelve Concepts, and Twelve Steps of Narcotics Anonymous.

1.6. The Metro Committee shall comply in all its actions with the following documents in order of priority as listed below:

- a) The Twelve Traditions, Concepts, and Steps of Narcotics Anonymous
- b) The current Guidelines of the Metro Committee
- c) Any special rules of order the Metro Committee may adopt.
- d) The current Guidelines and/or Bylaws of the participating Area Service Committees.
- e) A Guide to Local Services in NA, and conference approved service handbooks
- f) Past Metro Committee Proposals
- g) Appendix A -A Model for Consensus Based Decision Making

Section 2 - MEMBERSHIP & COMMITTEE MEMBERS

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Although anyone can be a member of Narcotics Anonymous as long as they have “a desire to stop using” (3rd Tradition), the Metro Committee is established by the participating Areas as a means to provide the services that have been requested by their member groups, acting as ‘trusted servants’ to the Areas. Therefore, membership in the Metro Committee is limited to those trusted servants selected by the Areas to represent them. However, any interested member may attend and speak at Metro Committee meetings.

2.1 Any Narcotics Anonymous member or interested person may attend the Metro Committee meeting.

2.2 Decision making shall be limited to the Metro Committee members as permitted by these guidelines through consensus based decision making.

2.3 The members of the Metro Committee shall be; an Area Metro Committee representative from each participating area, a Treasurer, a Secretary and a Committee Chair for each active Metro Service Committee.

Section 3 - METRO COMMITTEE MEETINGS

The Metro Committee meeting provides a forum for the participating areas and any interested Narcotics Anonymous member to discuss the current and future service needs of the NA fellowship in the Portland Metropolitan area and related issues. The open forum sharing session provides a way to discuss issues in an informal setting. Ideally, this helps to achieve consensus when decisions need to be made in the business portion of the Metro Committee meeting. It is also an opportunity for any committee member to receive information on service related issues that they would like guidance on. The Metro Committee establishes times and places to meet that accommodate the needs of the participating areas and other trusted servants.

3.1 The Metro Committee shall meet on the second Tuesday of each month from 7:15 PM to 9:00 PM at The Paulist Center in SE Portland.

3.2 All permanent service committee meetings shall meet monthly with the time and place to be scheduled by the respective service committee membership.

3.3 The Area Metro Committee representatives shall share responsibilities for leading the Metro Committee, with the meeting facilitator responsibility rotating between them on a monthly basis.

3.4 The Metro Committee meeting shall follow the format specified in Appendix B - Rose City Metro Committee Meeting Format.

Section 4 - DECISION MAKING

As a spiritual body, we try to reach all decisions by consensus; we believe that a loving God’s will is expressed through our group conscience (2nd Tradition). One of the reasons we try to

achieve consensus is it insures that we follow our 9th Concept, "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making process." By carefully discussing and respectfully listening to all points of view we try to make sure this happens at the Metro Committee meeting.

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- 4.1 All Metro proposals and decisions except elections will be considered using consensus-based decisions. For the Metro Committee's purposes, the process for consensus-based decision-making allows for points of view to be heard and fairly considered when making decisions. If at the end of discussion the Metro Committee has not reached agreement, those dissenting from the majority will be given the opportunity to state the reason for their dissent if they choose. If their rationale does not persuade the majority to change their view, the dissenting member(s) may be asked if they can support the majority view, even though they themselves do not agree with it.
- 4.2 No Metro Committee member will be permitted more than one vote in any decision, regardless of how many positions they hold.
- 4.3 A quorum for the purpose of the Metro Committee meeting shall consist of each Area Metro Committee Representative and a representative for each Metro Service Committee.
- 4.4 The participating Areas shall determine who can sit in for the active Area representative in their absence, either through election of an alternate representative for the term or through the appointment of a replacement during a representative's absence. Each Area shall only be allowed one voting representative at each Metro Committee Meeting
- 4.5 Each Service Committee shall determine who can sit in for the Committee Chairperson in their absence, either through election of an alternate representative for the term or through the appointment of a replacement during a representative's absence. Each Service Committee shall only be allowed one voting representative at each Metro Committee Meeting
- 4.6 A quorum must be present to act on any proposals before the committee.
- 4.7 Any decisions regarding new services, significant changes to existing services or that require additional funding from the participating Areas will be referred back to the Areas for decision and guidance.
- 4.8 The Area Metro Committee representatives shall be the only voters on matters that have been referred back to the Areas.
- 4.9 Any member of Narcotics Anonymous may make a proposal or nomination and participate in discussion. A Metro Committee member must second all proposals and nominations.
- 4.10 New proposals must be submitted prior to the beginning of new business. Proposals may be amended or withdrawn at any time prior to voting.
- 4.11 All proposals must be submitted to the Secretary in writing to insure accuracy.

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Secretary will keep a copy of all passed or failed proposals.

4.12 Any proposal to change the Metro committee guideline must refer to the section and line

item of the guidelines to be changed.

Section 5 - ELECTIONS

In our election process we use the 4th concept, "Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants."

5.1 Area Metro Committee representatives shall be selected by each Area in accordance with that

Area's Guidelines or By-Laws.

5.2 (Insert date) The Metro Committee Treasurer and Secretary shall be elected annually from

the areas participating in the Metro Committee.

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5.3 In the event that the Treasurer or Secretary is unable to fulfill their commitment for their

entire term, a replacement shall be appointed by the Metro Committee to serve in their place

until the next regularly scheduled election.

5.4 (Insert Date) Service Committee Chairpersons shall be elected annually by each Service

Committee in accordance with their approved guidelines.

5.5 No Metro Committee member shall serve in more than one Metro Committee position at any

one time.

5.6 A Metro Committee Trusted Servant may be removed from their office for non-compliance

only after the person has been notified by either letter or phone call from the Area Metro

Committee representatives stating that concerns about their fulfillment of service responsibilities have been raised. If a member who is the subject of a proposal to be removed

from office is present, and can address the concerns of their fulfillment of their service

responsibilities raised by the maker of the proposal, a letter or phone call will not be required.

Non-compliance includes but is not limited to:

- a) Loss of abstinence from drugs
- b) Failing to perform the duties of the position
- c) Three consecutively missed Metro Committee meetings
- d) Misappropriation of NA funds

5.7 It is essential that each participating Area be represented by a Metro Committee

Representative at each Metro meeting to ensure that the Committee is able to meet its service

commitments. Should an Area Metro Committee Representative fail to appear for a scheduled committee meeting, that representative shall be notified by the Secretary that they

are on probation for the remainder of their term. The Secretary shall also contact a member

of the representative's Area Board of Directors and advise them of the missed meeting and

that their representative is on probation for the remainder of their term. If a

representative, or their alternate, should miss a second meeting during their term, that representative shall be notified in writing within one week that they have been removed from the Metro Committee.

A written notice will also be sent to the representative's Area Board of Directors notifying them of the Committee's action and requesting that a new Area Metro Committee representative be selected prior to the next scheduled Metro Committee meeting.

5.8 All nominees for Metro Committee Secretary and Treasurer positions will submit a service resume for review by the Areas and/or groups.

Section 6 - SERVICE COMMITTEES

The Metro Committee creates Service Committees to do the actual work involved in delivering direct services for the purpose of carrying the message to the addict who still suffers. Our use of Service Committees is based on the 9th tradition, the creation of "service boards or committees directly responsible to those they serve."

6.1 The Metro Committee shall establish a Service Committee for each of the services the Areas have directed the committee to provide. These sub-committees shall perform their duties as described by these guidelines, approved sub-committee guidelines, A Guide to Local Services in NA, Twelve Concepts of Narcotics Anonymous for Service, and any subcommittee handbooks approved by the World Service Conference of Narcotics Anonymous.

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6.2 Each participating Area shall appoint a Service Committee representative in accordance with the Areas Guidelines or By-Laws to represent the areas interests on the Service Committee.

6.3 The Metro Committee may appoint special sub-committees as needed to assist in the work of the committee. These special subcommittees include but are not limited to the following:

- a) Ad-hoc (specific situation).
- b) Select (usually research).

6.4 All Service Committee Chairpersons shall attend and submit a written report at the regular Metro Committee meeting, and all Service Committees must reserve and announce meeting times and places at least one month in advance, in time to announce each meeting at the preceding Metro Committee.

6.5 Each subcommittee will designate a minimum of one representative to their respective regional subcommittees.

Section 7 - FINANCIAL RESPONSIBILITY

The basis of this section is the 11th Concept which states "NA funds are to be used to further our primary purpose, and must be managed responsibly." We believe that to manage our money responsibly we must have safeguards and financial controls in place to insure that

the funds we are entrusted with are used to further our primary purpose. We also recognize that it is impossible to protect all our money in every circumstance, so we must trust that the people we have carefully selected to handle our money will do so responsibly.

7.1 The Metro Committee will establish a single checking account for all funds.

7.2 The Metro Committee will use a calendar year (January thru December) for its fiscal year.

7.3 All monies received from the Areas, activities and all other sources shall be maintained and deposited in the Metro Committee checking account.

7.4 All unbudgeted disbursements shall be made by a check issued by the Metro Committee Treasurer following receipt of an approved check request form.

7.5 All deposits to the Metro Committee checking account shall be made as soon as possible.

7.6 All Metro Service Committees shall establish cash handling procedures as part of their approved sub-committee guidelines.

7.7 The Metro Committee checking account shall require a minimum of two signatures on any check. Checks must have "Two Signatures Required" preprinted on the checks.

7.8 All expenditures from Metro Committee accounts will require one of the following documents to be presented to the Treasurer:

a) A bill from an approved vendor for regular monthly bills approved in the Metro Committee budget.

b) An approved budget request form. Service committee budget requests should be signed by the person or persons specified in the committee's guidelines.

c) A check request form for non-budgeted expenses. These should be accompanied by receipts unless the Metro Committee approves pre-payment of expenditures. All non budgeted expenses must be approved for payment by the Metro Committee before a check is issued.

7.9 The signers for the Metro Committee checking account shall consist of the Metro Committee Treasurer, and the Area Metro Committee Representatives.

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7.10 The bank statements for the Metro Committee Main Account will be mailed to the Committees PO Box, reviewed, reconciled and maintained for the purpose of record keeping

by the Treasurer. These records will be available to any Metro Committee Member or Area Treasurer immediately upon request.

7.11 A prudent reserve for the Metro Committee's operations and service commitments must be maintained in the committee checking account.

7.12 The Metro Committee checking account will be audited annually for the preceding fiscal year with a report to be prepared by the Area Metro Committee Representatives or their

designee and presented to the Metro Committee and the participating Areas.

7.13 The Metro Committee Treasurer shall utilize the following spending guidelines and pay expenses as prioritized below:

a) Payment of Metro Committee debts or expenses outside the fellowship of Narcotics Anonymous.

- b) Payment of Metro Committee debts or expenses within the fellowship of Narcotics Anonymous.
- c) Direct provision of services approved by the participating Areas.
- d) All other expenses approved by the Metro Committee.

7.14 The Treasurer is responsible for insuring that the Metro Committee complies with all Federal, State, and local laws and tax regulations.

7.15 The Treasurer shall reconcile the checking account monthly and submit a written monthly statement itemizing all income and expenses from the preceding month and provide all

current fund balances. The Treasurer shall also submit an annual financial statement for the

preceding year at the January Metro Committee meeting summarizing all income and expenses from the previous fiscal year.

7.16 The Treasurer shall provide a receipt for all funds received from the Areas.

7.17 The Metro Committee shall adopt a budget for the coming fiscal year at the January Metro Committee meeting.

Section 8 - TRUSTED SERVANTS

"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." (2nd tradition). Being of service to the fellowship of Narcotics Anonymous is recognized as a valuable tool for the addict seeking recovery. This section lists many of the basic responsibilities for those members who serve as a Metro Committee trusted servants. Our groups have shown their trust in these individuals by, "delegating to the service structure the authority necessary to fulfill the responsibilities assigned to it." (3rd Concept). We trust our trusted servants.

8.1 Area Metro Committee Representative

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area and Metro Guidelines and A Guide to Local Services in NA
- b. Ability to run a business meeting using consensus-based decision making
- c. Demonstrated ability to work well with others, to share and delegate responsibility and to place principles before personalities.
- d. Attend monthly Metro Committee Meetings

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e. Rotate facilitation of Metro Committee meetings with other Area Metro Committee Representatives.

f. Assist in agenda preparation.

g. Represent the conscious of their Area to the Metro Committee and represent the Metro Committee to their Area.

h. Minimum of 3 years clean

8.2 Metro Committee Treasurer

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area and Metro Guidelines and A Guide to Local Services in NA
- b. Understanding of and willingness to follow all area financial procedures
- c. Demonstrated ability to perform basic bookkeeping functions
- d. Perform all Treasurer duties listed in Metro Committee guidelines
- e. Attend monthly Metro Committee meetings.
- f. Minimum of 5 years clean

g. Maintain possession of the second PO Box key

8.3 Metro Committee Secretary

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area and Metro Guidelines and A Guide to Local Services in NA
- b. Demonstrated ability to take accurate notes
- c. Attend monthly Metro Committee
- d. Record and send accurate meeting minutes to committee members following each Metro Committee meeting
- e. Maintain an up-to-date list of Metro Committee member contact information
- f. Maintain a record of guideline changes and major proposals and update guidelines annually.
- g. Furnish a copy of Guidelines and past three month's minutes to new Metro Committee Members
- h. Maintain possession of primary PO Box key and check for new mail once each week and distribute as appropriate.
- i. Minimum of 3 years clean

8.6 Service Committee Chairperson

- a. Working knowledge of Twelve Traditions, Twelve Concepts, Area and Metro Guidelines and A Guide to Local Services in NA
- b. Ability to direct and guide Service Committee members in providing direct services to the addicts of the Portland Metropolitan Area.
- c. Perform duties as detailed in the Service Committee guidelines.
- d. Attend monthly Metro Committee meetings.
- e. Minimum 3 years clean.
- f. Service Committee Chairperson responsibilities and requirements will be further defined for each newly authorized Service Committee.

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Appendix A- A Model for Consensus-Based Decision-Making (CBDM)

1. Bring proposals to the body. Formulate clear proposals in advance with as much communication and collaboration as possible to facilitate the consensus-decision process. Facilitator presents the proposal to the body (analogous to the motion in a Roberts Rules (RR) process. Maker of the proposal speaks first to the intent.
2. Open up the floor first for clarifying questions about the proposal (not a debate on the merits but a brief session to be sure everyone understands the proposal)
3. Facilitator asks whether anyone has any reservations about the proposal. These are heard, and they may be answered or the proposal may be tweaked in a manner similar to the "friendly amendment" process in Robert's Rules.
4. Once all reservations have been heard and answered in this way, facilitator asks, "Do we have consensus." Participants respond in one of four ways. Some models only have three, as pointed out below.
 - a. Assent. This means that I can support the proposal, all things considered. It may not mean that I'm in agreement with every aspect, but that I've heard the discussion and had my chance to participate in the process of finalizing the proposal, and am prepared to support it.

Assent is signified by remaining silent.

b. Assent with Reservation. This is not materially different from number one, and is the option often left out for that reason, but it is sometimes included as a way of giving people a place to stand when they don't want to object more strongly, but they do want to note that they have reservations. It is done by raising your hand and simply saying when the facilitator calls on you, "Assent with reservations." The assumption is that the reservations have been heard already, and you're simply noting that you can support the proposal, and continue to have these reservations.

c. Stand Aside. A common misconception about the stand aside is that it is similar to an abstention. It is not. It is more accurate to say it is similar to a "no" vote. It is a statement that I do not support the proposal, but my objection is not of the nature or the severity to warrant a block. One of the group's guidelines needs to be how many or what proportion of stand asides indicate a consensus too weak to adopt the proposal.

d. Block. This is also commonly misunderstood. Given that a proposal can be defeated by a sufficient number of stand-asides, the block should be an extremely rare step taken only when a participant honestly believes that one of the traditions or concepts is directly violated by this proposal, or some very fundamental moral position of the participant is violated. A member who blocks should be able to articulate which tradition or concept or other principle fundamental to N.A. is violated by the proposal.

5. The decision is announced by the facilitator.

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Appendix B - Rose City Metro Committee Meeting Format

1. Open with Serenity Prayer.
2. Reading of the 12 Concepts of Service.
3. Welcome and introduction of new meeting participants. (Facilitator asks if any one is there for their first or second Metro Committee meeting and asks them to introduce themselves.)
4. Roll Call
5. Approval of minutes.
6. Area Reports (Each Area Metro Committee representative will report on activities, issues or instruction received from their Area related to the Metro Committee and the services it provides.)
7. Treasurer's Report
8. Service Committee Reports (Each Service Committee chair will report on the past months activity, planned activity for the next month and raise any issues or concerns that need to be addressed by the Metro Committee or brought back to the Area Service Committees for discussion.)
9. Concept Review and Discussion (The committee will read and discuss one concept

from the

Twelve Concepts for NA Service handbook each month, starting with the First Concept and progressing in order each month, returning to the First Concept after the 12th month.)

10. Open Forum (This portion of the meeting is to allow any addict in attendance to have the floor to discuss any issues, concerns or ideas they would like to communicate to the

committee. The intent is to create a forum for healthy discussion and debate on service

issues of relevance to the committee or the fellowship.)

11. Old Business (The committee will act on any business carried over from previous meetings

or make decisions on matters that were referred to the Area Service Committee's for their input.)

12. New Business (The committee will hear any new proposals submitted for review)

13. Close (Third Step Prayer)

Breaks can be taken as necessary at the discretion of the meeting facilitator.

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