

GUIDELINES OF THE WORLD SERVICE BOARD

A. The purpose of the World Service Board (WSB) is to serve the fellowship of Narcotics Anonymous by:

1. Actively seeking and encouraging new and better ways to carry the message of recovery to the addict who still suffers.
2. Actively seeking to insure the maintainance of the Twelve Traditions of Narcotics Anonymous.
3. Supervising, encouraging, and maintaining the services of Narcotics Anonymous.

B. The function of the World Service Board is to deal with those things, both within and outside the fellowship, which effect the continuation and growth of the fellowship. The Board strives to supervise the business affairs and impliment the policies of the fellowship. The WSB itself does not, however, make policy; this is the responsibility of the World Service Conference (WSC). The WSB further serves its supportive function by offering guinance where and when needed. The Board and its members are responsible to the fellowship as a whole through our Service Structure; and must always remain responsive to the needs of the fellowship. Our Traditions are and must be the foundation for the actions of the WSB or for any other of our service committees.

C. We keep what we have only with vigilance .....etc. insert the text of The Twelve Traditions of N.A. from our booklet in the final draft of these guidelines

D. The membership of the World Service Board conforms to the following:

1. Members of the WSB are and shall be commonly referred to as Trustees.
2. The number of Trustees serving at any <sup>Time</sup> <sub>1</sub> is limited to a maximum of fifteen(15). There need not be a full compliment of Trustees serving at any given time; ultimately, the number of active Trustees will be determined by need.
3. Trusteeship is of two basic types; Addict and Non-Addict. Of the active Trustees, at least two-thirds (2/3) are recovered drug addicts.
4. At least one-half (1/2) of the active Trustees reside within commuting distance of the World Service Office (WSO).
5. The qualifications required of Addict Trustees include:
  - a. the willingness to serve as an active member of the board
  - b. nomination by the World Service Conference
  - c. a commitment to service as shown by experience working as a member of other N.A. service committees, and his or her contributions to the continuation and growth of the fellowship
  - d. the time and resourses necessary for active Trusteeship
  - e. a minimum of five (5) years continuous abstinence from drugs including alcohol

(rough draft)

- f. a good working knowledge of the Twelve Traditions of N.A.
6. The qualifications required of our Non-Addict Trustees are the same as those for Addict Trustees except that they are not subject to the sobriety and service experience requirements.
7. A Trustee is selected by the following procedure:
  - a. prospective Trustees are named, seconded, and voted upon by the WSC
  - b. those candidates receiving the support of a majority of the Conference become 'Conference Nominees'
  - c. following the WSC, or whenever needed, the WSB selects its replacements or new Trustees from the list of 'Conference Nominees'
8. A Trustee serves for a term of three(3) years and may serve for more than one term provided that he or she is re-nominated by the WSC. These terms are staggered so that no more than one-third (1/3) of the Trustees retire during any given year.
9. A Trustee is expected to willingly resign his or her Trusteeship upon a majority vote of the WSB (irregardless of term of office).
10. A Trustee is expected to willingly resign his or her Trusteeship upon receipt of a majority request (for cause) from the WSC (irregardless of term of office).
11. The resignation or retirement of a Trustee does not exclude him or her from future nomination by the WSC.
- E. In order to function more effectively the World Service Board elects officers.
  1. The officers of the W.S.B. include:
    - a. Chairman
    - b. Vice-Chairman
    - c. Secretary
    - d. Treasurer
  2. The duties of these officers are equivilent to those of the officers of a Board of Directors of a California Non-profit Corporation.
  3. These officers are elected by the W.S.B. from among their number at the final regular W.S.B. meeting of each calandar year, and serve for the following calandar year.
  4. The officers of the W.S.B. may be elected to serve for more than one term of office; and may, if the situation arises, complete their term of office prior to schedualed retirement.
- F. The meetings of the World Service Board conform to the following:
  1. The W.S.B. holds regular quarterly meetings on the first Saturday of the months of February, May, August, and November.
  2. Additional, "Special", meetings are held whenever needed upon two (2) week notification by the chairman of the W.S.B.

(rough draft)

The regular quarterly  
 3. Meetings of the W.S.B. are ~~closed~~ open to ~~members of the~~ fellowship  
 as ~~non-participant~~ non-participant observers.

4. The attendance of at least two-fifths (2/5) of the active trustees at a meeting constitutes a quorum for conducting the business of the Board.
5. Each trustee is expected to attend at least two (2) regularly scheduled meetings of the W.S.B. each year. A trustee who is unable to attend may be asked to resign his or her trusteeship.
6. Accurate minutes of all meetings of the W.S.B. are taken and published within thirty (30) days of the meeting. A copy of these minutes is sent to:
  - a. Each trustee
  - b. The World Service Office
  - c. Each duly registered Regional Service Committee

These are the only copies distributed, however, any member of the fellowship may, upon request, receive the minutes of a W.S.B. meeting from the World Service Office by sending a self addressed, stamped envelope.

7. The regular meetings of the W.S.B. last approximately two (2) hours and have the following basic format:
  - a. opening (prayer, roll call, reading of minutes, etc.)
  - b. Old business (Sub-committee reports, W.S.O. report, business carried over from previous meetings)
  - c. New business (current problems, questions, requests, potential problems, etc.)
  - d. Planning
  - e. internal business
  - f. closing

G. In order that we may better serve, we utilize a sub-committee system between meetings of the World Service Board.

1. Our 'Trustee Committees' are of two basic types,
  - a. standing
  - b. temporary
2. The standing committees include:
  - a. literature
  - b. public relations
  - c. institutional
  - d. World Service Office
  - e. World Service Conference
3. Our temporary committees are established as the need arises and exist so long as the need exists.
4. Trustee Committees are chaired by a Trustee who has been selected by the Board because of his or her expertise in a specific area. Other members of these committees include other Trustees, members of the fellowship, and non-addicts as appointed by the committee chairman.

(rough draft)

5. Minutes of all sub-committee meetings are taken and a copy is maintained by the Secretary of the WSB, and by the World Service Office. These minutes are not published and distributed, however, any member of the fellowship may, upon request, receive a copy from the WSO by sending a self-addressed, stamped envelope.
- H. These guidelines may be amended by a two-thirds (2/3) majority vote of the WSB and a majority vote of the WSC. The approval of both these bodies is required prior to Guideline changes.
- I. These Guidelines are not hard, fast, rules; they are the general procedures which we follow. As Trustees we feel that it is our responsibility to do what is necessary to preserve our fellowship. We agree that all our actions as Trustees must:
1. be in keeping with the Twelve Traditions of N.A.
  2. be open and above board
  3. be documented so that others who follow us may learn from our successes and our failures.
- J. Due to the fact that our Service Structure is still developing, certain sections of these guidelines must be superceded by the following temporary procedures. These temporary procedures will remain in effect until our Service Structure is fully operational and formal guidelines for the World Service Conference have been drafted, accepted, and put into effect.
1. Section B. The sentence, 'The <sup>WSB</sup> ~~Board~~ itself does not, however, make make policy; this is the responsibility of the World Service Conference (WSC)' is deleted
  2. Section D. #5b. is deleted
  3. Section D. #7 is changed to read 'New Trustees and the replacements for outgoing Trustees are selected by a majority vote of the WSB.'
  4. Section D. #8 is changed to read 'A Trustee serves for a tern of three (3) years and may serve for more than one term provided that he or she is re-elected by a majority vote of the WSB.'
  5. Section D. #10 is deleted
  6. Section D. #11 is replaced by 'Trustees who have resigned or retired are not disqulsified from future Trusteeship.'
  7. Section E. #2 is added to with 'In addition, the Chairman of the WSB presides over any WSC type meetings, and the Secretary of the WSB takes minutes of any of these meetings.
  8. Section H. has a section removed so that it will read 'These Guidelines may be amended by a two-thirds (2/3) majority of the WSB.'