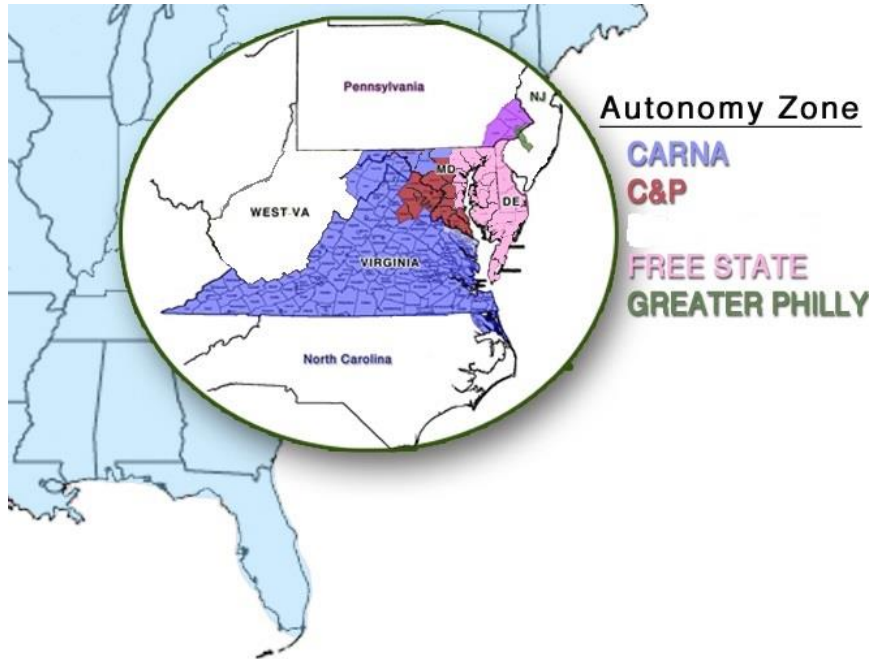


AZF Guidelines

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Section 1 Mission Statement ¹

The Autonomy Zone brings all elements of Narcotics Anonymous (NA) from its participating regions together to further the common welfare of NA by providing events which:

- Create an opportunity for Regions to come together to exchange experience, strength, and hope and collectively express itself on matters affecting Narcotics Anonymous as a whole
- Train, mentor and/or inform participants about the fellowship of Narcotics Anonymous

The AZF is ultimately responsible to the groups it serves inspired by the joy of selfless service, and the knowledge that our efforts make a difference.

Section 2 Purpose ²

We have joined together to discuss issues of mutual concern, address common needs, exchange ideas, and share experiences, in order to further our primary purpose. As a forum for the discussion of common problems and their solutions, we complement the existing service structure of NA by addressing our own specific needs through unity, cooperation, and communication. We identify our member Regions' common needs, to work with member Regions and their respective subcommittees, to plan and facilitate multiregional service efforts that address those needs.

Section 3 Representation ³

Participants at the AZF fall into three (3) categories: Member Regions, AZF trusted servants and observer participants.

1. **Member Regions of the AZF** are: Central Atlantic, Chesapeake and Potomac, Free State, and Greater Philadelphia ^{4, 5}
2. **AZF Trusted Servants** are those individuals elected by the member participants of the AZF to serve the body by fulfilling the duties associated with their positions.
3. **Observer Participants** comprise all other individuals attending an AZF meeting.

Section 4 Trusted Servants

The AZF will elect the following trusted servants, and these individuals will assume responsibility for the tasks associated with their commitments. Election to a trusted servant position requires membership in NA and a nomination by an AZF member participant.

Facilitator ⁶

1. Minimum 8 years continuous clean time.
2. Previous service experience in NA at the area, regional, and/or zonal level.
3. Experience and ability to facilitate a meeting.
4. Knowledge of webinar technology, and the ability to conduct electronic meetings.
5. Position is a two-year term coinciding with the cycle, with a maximum of two consecutive terms.
6. Is the single point of accountability and primary contact for the Autonomy Zonal Forum (AZF).
7. Facilitates all meetings of the AZF.
8. Sets the agenda in writing and makes it available to all participants one month before the AZF meeting.
9. The Zonal Facilitator will request participation from NAWS as needed.

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10. Ensures a project leader for any projects is agreed on and selected by delegates.
11. Is a Co-Signer together with the treasurer on the checking account. ⁷

Secretary ⁸

1. Minimum 8 years continuous clean time.
2. Previous service experience as a secretary of a committee or subcommittee in Narcotics Anonymous at the area, regional, and/or zonal level.
3. Access to internet email and skilled with operating MS Word.
4. Position is a two-year term coinciding with the cycle, with a maximum of two consecutive terms.
5. Records accurate minutes using the template provided.
6. Provides an accurate summary of the discussions of the meeting as well as the final outcomes of such discussions.
7. Includes all written submissions to the meeting such as reports and proposals.
8. Maintains and updates the AZF contact list.
9. Within two weeks following the meeting/teleconference emails an electronic version of the minutes to every voting member of the AZF.
10. After allowing for one week in which to receive approval or opposition from the voting body (no response indicates approval), sends the minutes to NAWS (FSTeam@na.org) ⁹
11. Sends an approved copy to the Web servant for posting on the website and for archival purposes.
12. When requested, mails a hard copy to anyone who provides a self – addressed stamped envelope and requests hard copy be sent.
13. Maintains and updates the AZF guidelines.

Treasurer ¹⁰

1. Minimum 8 years continuous clean time.
2. Previous service experience as a Treasurer of a committee or subcommittee in Narcotics Anonymous at the Area, Regional, or Zone
3. Able to keep accurate financial information in a clear and concise manner
4. Able to Manage the Autonomy Zonal Forum financial affairs
5. Able to Reconcile bank statement, balance checkbook
6. Skilled with email, word processing and spreadsheets
7. Attends each 2-day AZF as schedule
8. Facilitates budget review every July
9. Accounts for income and expenditures between AZF face to face
10. Computer with internet access required.
11. Presents complete written and oral report at each AZF meeting
12. Retains and has available all financial records for members and all new participants of the AZF- Regional, Area, and Group Reps who request that information.
13. Prepares copies of bank statements with a written report
14. Maintains physical custody of the checkbook, receipts, reports, and electronic records of the treasury
15. Is a Co-signer on the checking account
16. Is responsible for obtaining a tax ID number
17. Keeps an accurate record of all financial transactions and reconciles bank statements.

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18. Disburses monies as per previously approved expenditures.
19. Deposits all donations from Areas and Committees within 10 working days of receipt.
20. Submits a yearly projected budget,
21. After the budget is approved, the Treasurer will establish a prudent reserve equal to 25% of the combined total of the newly approved budget and the previous year's budget
22. After expenses are paid and prudent reserve is met, all remaining money will be donated to NAWS
23. Takes care of all AZF bills promptly.
24. Treasurer and Facilitator will have sole access to debit/visa card.

Removal of Trusted Servants

1. Failure to attend two (2) consecutive meetings without prior notification to administrative body of reasonable cause can be cause for removal.
2. Relapse as defined by the Fellowship of Narcotics Anonymous
3. Misappropriation of Narcotics Anonymous funds

Regional Delegate / Representative of Host Region ¹¹

1. Will communicate with the facilitator and the secretary regarding the meeting space needs, timing requirements, and other pertinent details concerning planning for the meeting.
2. The RD of the Host Region will establish and maintain relationships with the meeting facility.
3. The RD of the Host Region will forward a flyer, containing the site location, hotel options and travel information to the to the AZF secretary at least 90 days prior to the event.

Section 5 Meetings

1. The facilitator leads zonal meetings.
2. The agenda for each meeting is established at the previous AZF.¹²
3. Our purpose is to support our local communities through the sharing of information and experience.
4. The secretary records the minutes for each meeting.
5. Our goal is to have two events per year.¹³
6. All are welcome to participate in the meetings of the AZF. The facilitator makes the determination about who speaks and when. Priority is always given to the RDs and RD Alternates.¹⁴
7. Quorum on Zoom calls equals 2/3rds of the existing voting regions.¹⁵

Section 6 Financial/Budget ¹⁶

Funding of Trusted Servants ¹⁷

- A. Travel Reimbursement- for Facilitator, Secretary, Treasurer Room (receipts required ¹⁸AZF will fund up to 3 rooms for 2 nights for each AZF weekend. Sharing rooms is encouraged ¹⁹
 - a) Budget includes \$35.00 per diem/day
 - b) Travel Reimbursement based on actual expenses incurred- receipt needed. {e.g., gas, tolls, parking, etc.} ²⁰
 - c) Hotel not reimbursed if event held within 35 miles travel distance from home.²¹

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B. Use of Financial Cards

- a) The Debit/Visa card is used for paying the following expenses:
 - i) Web services for Zone (Hosting and Domain)
 - ii) Phone line answering services
 - iii) Zoom Licenses
 - iv) Toll free phone-line
 - v) PO Box (e.g., Postmaster)
 - vi) Pre-approved Travel and Lodging (i.e., Gas and hotel with receipts)
 - vii) Miscellaneous approved expenditures

Any misuse of any financial cards is grounds for immediate termination of Treasurer's position and cancellation/forfeiture of the card. Recovery of misappropriated funds shall be handled using World Services Bulletin #30 as guidance

INCOME				
Income Category	Income From		Actual	Budget
A	Central Atlantic			
B	Chesapeake & Potomac			
C	Free State			
D	Greater Philadelphia			
E	Miscellaneous			
	Total			
EXPENSES				
Budget Category	Budget Item	Last Year Budget	Last Year Actuals	Budget
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
	Total			

Section 7 Decision Making ²²

Other than Elections, all decisions are made using consensus. Consensus is defined as the decision-making process used by the AZF 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 AZF and consensus is not reached, the practice will continue as it currently stands or will not be implemented. General guidelines are outlined below.

Quorum 2/3 of the RDs of the existing voting regions must be present for decision making on Zoom calls.²³

1. The facilitator opens the dialogue when a proposal or amendment is presented beginning with the maker of the proposal / topic.
2. 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.
3. 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
4. The Facilitator will conduct a straw poll to measure the initial level of support for the proposal. A straw poll can help to determine if any further discussion is necessary and to determine if the body is ready to decide. These are not binding decisions and are simply a tool to aid in the consensus-based process.
5. Facilitator asks for Consensus among voting members. Voting members are defined as the RDs of our participating regions. In the absence of the RD, the AD becomes a voting member.
6. A voting member may “Stand Aside.” This means that the member is removed from the vote count and does not affect the vote.
7. Consensus is reached when 75% of the voting members are in favor of a proposal/topic. ²⁴

Things to Consider

All delegate team members of our participating regions are full participants in the decision-making process.

Consensus is based on the belief that each person has a piece of the truth Consensus exists when each member of the group can say:

- I have had the opportunity to voice my opinions.
- I believe the group has heard me.
- I can actively support the group’s decision as the best possible action at this time, even if it is not my first choice.

Section 8 Elections

Election Timeline 2023	
August-Sept 2022	Dispense Resumes- Open Nomination
Saturday, October 1, 2022	End Nominations
Saturday, October 15, 2022	Close Receipt of Resumes
November-22	Close Receipt of Resumes/Nomination
December-22	Review interview and resumes individually

Section 9 Work Groups/Task Teams

The Zone may utilize work groups and/or task teams to accomplish tasks assigned by the zone or complete assigned projects. Workgroups/task teams provide a range of specific expertise and experience and can include zonal trusted servants and others selected. They have a specific task and given a clearly outlined “charge.” The charge tells them exactly what is expected, the scope of the work and includes a timeline for completing that work. The workgroup is directly accountable to the AZF. A point person is delegated and helps facilitate the workgroup and provides updates of the progress the workgroup is making. That person acts as the link between the workgroup and the zone. As the work moves forward, adjustments made be made to the workgroup’s direction via input from the zone. Once the workgroup has completed the assigned task and it is no longer needed, it is then dissolved. Work groups are generally for longer type projects, while a task team is more suited for shorter type tasks. A work group can utilize a task team in the completion of a project.

Point Person

- Provides the “what” and the “why” – specific strategic oversight of the charge
- Gives input to and signs off on WG reports to the zone
- A full participant of the WG, even as facilitator
- Forwards aims of project
- All requests go through the Point Person

See Service Workgroup Internal Guidelines ²⁵

Section 10 Strategic Planning

To serve our vision, purpose, and message most effectively, the AZF engages in Strategic Planning. Strategic planning helps focus our service efforts through identification and prioritization of issues, opportunities, goals, approaches, and development of project plans.

Our planning committee will be responsible for the preparation and monitoring of our strategic planning process. We will keep a current outline, set of best practices, and timeline as a flexible addendum to these guidelines that lay out the process in more detail. We will remain open and flexible to grow and evolve how we engage in strategic planning as a zone.

See Addendum II – Planning and Election Timelines ²⁶

Addendum I - Autonomy Zonal Forum Proposal

DATE: _____ PROPOSAL #: _____

MAKER: _____ POSITION OR TITLE: _____

SECONDED BY: _____ POSITION OR TITLE: _____

PROPOSAL: _____

INTENT: _____

FINANCIAL IMPACT: _____

POLICY AFFECTED: _____

RATIONALE BY MAKER: _____

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Addendum II –Planning and Election Timelines

2022	PLANNING	ELECTIONS
JAN	Strategic Planning cycle proposed/accepted. Initiate Survey task team to release survey within 30 days	
FEB	Survey released to AZF	
MAR		
APR	Discuss information gathered and information coming from discussion. Develop, categorized, prioritized list of issues and set goals. If time create approaches, Poll Approaches and Prioritize. Create Task Group to Create Actions Plans	
MAY		Open Nomination and Dispense Resumes
JUN		End Nominations
JUL	Review & approval and implementation of Action Plans	
AUG		
SEP		
OCT	Review Task	Oct 15th Close Receipt of Resumes
NOV		Nov 22 Close Receipt of Resumes/Nominations
DEC		Dec 22 Review interview and resumes individually

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2023	PLANNING	ELECTIONS
JAN	Review Task. Set up for closing them out either January or April	
FEB		
MAR		
APR	New Cycle prepares to begin. Set up task team for next survey. Survey task team includes review of previous strategic plan	
MAY	Survey Released	
JUN		
JUL	Discuss information gathered and information coming from discussion. Develop, categorized, prioritized list of issues and set goals. If time create approaches, Poll Approaches and Prioritize. Create Task Group to Create Actions	
AUG		
SEP		
OCT	Action plans presented-reviewed-sent back?	
NOV		
DEC		

Endnotes denote revision dates:

-
- ¹ 07-2018
 - ² 11-2019
 - ³ 09-2019
 - ⁴ 11-2019
 - ⁵ 02-2022
 - ⁶ 11-2018
 - ⁷ 01-2021
 - ⁸ 01-2021
 - ⁹ 09-2019
 - ¹⁰ 01-2021
 - ¹¹ 09-2019
 - ¹² 01-2005
 - ¹³ 09-2019
 - ¹⁴ 01-2017
 - ¹⁵ 07-2018
 - ¹⁶ 11-2019
 - ¹⁷ 09-2021
 - ¹⁸ 04-2021
 - ¹⁹ 02-2021
 - ²⁰ 02-2021
 - ²¹ 04-2021
 - ²² 11-2019
 - ²³ 07-2018
 - ²⁴ 01-2022
 - ²⁵ 01-2022
 - ²⁶ 01-2022