

Guidelines of the Western States Zonal Forum

Approved May 4, 2018 at WSC 34

I. Mission Statement

The Western States Zonal Forum (WSZF) is a service-oriented sharing session that joins the regions of the Western States Zone to collectively share our service challenges and share our solutions to challenges through annual meetings and ongoing communication. The Forum provides training opportunities to benefit zonal and local members and their service bodies. The interaction and collaborative exchange with NAWS and the World Board serves our body and helps us prepare for the World Service Conference (WSC) and supports Fellowship development.

II. Member Regions

Membership in the WSZF includes, but is not limited to, the following regions. Any region which considers itself appropriate for membership in the WSZF is invited to participate in any and all of our meetings.

1. Alaska Region
2. Arizona Region
3. California Inland Region
4. California Mid-State Region
5. Central California Region
6. Northern California Region
7. Pacific Cascade Region
8. Region 51
9. Rio Grande Region
10. San Diego/~~Imperial~~ Counties Region
11. Sierra Sage Region
12. Southern California Region
13. Washington /~~Northern~~ Idaho Region

- To accomplish its primary purpose, the WSZF has established guidelines that provide direction and accountability for its actions. The member Regions must approve these guidelines by consensus.
- The WSZF 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.

III. Meetings:

- The WSZF meets annually in the first quarter ~~will meet in person as necessary, according to the member regions. The meetings will be at least once per year in first quarter.~~ There will also be organized zonal meeting opportunities at Western Service Learning Days, and the WSC, and as necessary, according to member regions. Online meetings can be called and scheduled as needed.
- All decisions made by the WSZF pertain to the business of the Zone. Any other decisions that directly affect our member regions will be brought back to ~~their~~ our Regions.
- Meeting location will be decided at our annual ~~the yearly first quarter~~ meeting in the year prior. It is suggested to bring bids for hotel locations to the annual gathering. The meeting must take place close to a major international airport with affordable transportation to and from the facility. The host region provides a secretary for the WSZF.

- Although any member region may present a bid to host the next year's WSZF, a letter of permission from that region must be acquired within 6 months. Reference the planning timeline on WSZF.org
- The Zonal Facilitator will request participation from NAWS at least 3-6 months prior to the proposed date of the zonal CAR and CAT workshops, or any special events
- The agenda for the next Zonal Forum meeting will be set by the Facilitator with input from each Regional Delegate and the hosting region. Suggestion to use the scan form on WSZF.org

IV. Zonal Trusted Servants

Elections

1. Elections are held the first WSZF meeting following the WSC.
2. All positions are two-year terms, coinciding with the cycle, with a maximum of two consecutive terms.
3. Nominations will be taken at the ~~WSZF meeting before the~~ WSC.

Facilitator and Alternate Facilitator

Requirements

1. 8 years continuous clean-time
2. Previous service experience in NA at the Area, Regional, or Zonal level.
3. Ability to lead a meeting and guide the workgroup.
4. Ability to keep financial and project plan records.
5. Knowledge of webinar technology and the ability to conduct electronic meetings.

Facilitator Responsibilities

1. Non-Voting member of the Zone.
2. Is the single point of accountability and primary contact for the Western States Zonal Forum.
3. Present complete written and oral report at each zonal meeting.
4. Facilitate all regular meetings of the WSZF.
5. Finalize the agenda in writing and proposed budget and post to WSZF.org and our online communication platform no later than November 30th and provide printed copies to all participants at the meeting.
6. Is responsible for posting the minutes from each zonal meeting and the current budget annually.
7. Co-signer on the checking account or other banking instrument.
8. Maintains physical custody of the checkbook, receipts, reports and electronic records of the treasury.
9. The Zonal Facilitator will request participation from NAWS as needed.
10. Will appoint a project leader to any projects agreed to.
11. Purchases online and technology tools Zoom, Loomio, and Web Services from the regions' contributions.

Alternate Facilitator Responsibilities

1. Non-Voting member of the Zone.
2. Works with the Facilitator to keep accurate financial information in a clear and concise manner according to generally accepted accounting principles.
3. Present complete written and oral report at each zonal meeting.

4. Works with the Facilitator to prepare copies of bank statements with a written report.
5. Co-signer on the checking account or other banking instrument.
6. E-mail minutes to zonal participants within 14 days of the close of each the zonal meeting.
- ~~7. Seek regional web servant assistance to keep website and hosting site current.~~
8. Will be nominated to serve as Facilitator after serving as Alternate Facilitator.
9. Facilitates the California Collaboration meeting.

V. Website Guidelines: REVISIONS PENDING

1. WSZF.org is an integral communications conduit connecting all of the regions in the zone. Its purpose is as an information exchange between members, other regions, zones, and NA World Services. The site should be owned, funded, and hosted by the zone. All costs for site maintenance will be included in the zonal budget.
2. The web servant is assigned website maintenance and works closely with all zonal trusted servants. Site maintenance guides and tutorials should 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 can be maintained by the web servant with input from the Regional Delegates.

VI. Workgroups

1. External workgroups are open to members who live in the Zone.
2. Internal workgroups are open only to current or past WSZF RD and RDA's.
 - A. All current and former RD's and RDA's remain on our online communication platform unless request for removal.
3. Workgroups report on progress wherever zonal meeting opportunities occur and at the annual WSZF meeting; ~~first of the year.~~

VII. 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 in an effort to address expressed reservations or concerns.
5. Facilitator asks for Consensus.
6. CONSENSUS is reached when 2/3 of the voting RD's are in favor of a proposal/topic. (9 out of 13 for full vote).
7. Definition: Consensus Based Decision Making:

Consensus is defined as the decision-making process used by the WSZF 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 Zone and consensus of 2/3rd is not reached, the practice will continue as it currently stands or will not be implemented.

VIII. Process for Zonal Nominations and Nominations for WSC Positions (Workgroups, World Board, HRP, and Co-Facilitator)

1. Member region submits candidate for Zonal Nomination with time for RDs to take the nomination back to member RSCs (if needed). For WSC positions, this will be the First Quarter meeting in Odd number years. For workgroup nominations, the timeline will depend on the request from the WB. If possible, there needs to be at least 6 months to bring back to member RSCs.
2. The candidate does not need to be present for nomination but must submit a complete service resume outlining the necessary requirements for the position sought.
3. Zonal participants have time to ask the candidate questions regarding the nomination and their qualifications or if not present, will make of list of written questions to be answered by the candidate within 30 days after the meeting.
4. Consensus of the voting members will be used during the nomination process. The candidate will be notified by writing or in person of the Zone's decision.

IX. Budgeting

1. The Budget will be prepared by the Facilitator and Alternate Facilitator then submitted at the first meeting in odd numbered years and voted on by the member Regions at the WSZF at the next meeting.
2. The budget will be annual.
3. Each region contributes towards our shared budget, at \$300 per region, by September 30th. ~~Contributions will be made to the budget by member regions, \$300 per region.~~
4. The Facilitator and Alternate Facilitator are responsible to pay for the Zone's online and technology tools the Zoom, Loomio, and Web Service accounts out of these contributions annually.
5. The budget will include (see Addendum A):
 - 1) Travel, lodging, and per diem for Facilitator and Alternate Facilitator.
 - 2) Other expenses as agreed to by the Zone and its member regions.
6. At the end of the term for the Facilitator and Alternate Facilitator (non-conference year), an audit is conducted with the outgoing facilitators, incoming facilitators (if applicable), and at least one current RD from our Zone.

Addendum A

- ~~1. All requests for funds must be submitted on a Reimbursement Request. A copy is included.~~
- ~~2. All reimbursement requests must be submitted no later than thirty days after the last travel day of a trip or event.~~
1. ~~3.~~ Facilitators ~~You~~ will only be reimbursed for travel on the days they ~~you~~ were scheduled to travel or attend an event.
- ~~4. All requests must include a receipt for each reimbursable item, with the exception of meals.~~
2. ~~5.~~ Per Diem ~~will be aligned with the current Guide to World Services Travel Policy is \$55 per day per facilitator (not including web-servant). Please provide all receipts of spending.~~
3. ~~6.~~ Mileage ~~Travel~~ will be per the IRS guidelines per year.
4. The WSZF funds half the cost of a room for both the Facilitator and Alternate Facilitator
5. Receipts for travel, hotel, and zone expenses (e.g. online and technology costs) will be posted with the annual budget.

NA.org (2019). NA.org Retrieved June 11, 2019 from

https://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/2010_GWSNA.pdf