

# TAC CONVENTION COMMITTEE GUIDELINES

Revision June 2023, Adopted August 2023

## I. BOUNDARIES:

This body shall be known as the TAC (These Areas Connected) Committee of Narcotics Anonymous.

This Committee shall serve the areas it represents (Shasta/Trinity, Sierra Foothill, Greater Butte, River Cities, Humboldt, Lake County, Mendocino, Middle Mountain). This Committee shall serve as a standing subcommittee of the represented Area Service Committees on a rotating basis (Guidelines Section XXVIII).

## II. PURPOSE

The purpose of the TAC Committee is to serve as the operational and administrative body of the annual TAC Convention and to perform the day-to-day implementation of the current TAC Convention. The TAC Committee is entrusted to make decisions and establish policy as necessary for the operation and administration of the TAC Convention of Narcotics Anonymous. This convention is held by members of Narcotics Anonymous to bring our membership together and encourage unity and fellowship among our members.

## III. FUNCTIONS

- To plan, coordinate and implement the annual TAC Convention of Narcotics Anonymous.
- To hold monthly, or as needed, service meetings.
- To record and distribute minutes of the regular TAC Committee meetings to TAC members.
- To encourage support and participation from all members throughout the areas of this committee.

## IV. PARTICIPANTS 33

The TAC Committee is a sub-committee of the participating areas on a rotating basis (guidelines section XXVI) and is comprised of 33 voting members as follows:

### A. ADMINISTRATIVE COMMITTEE (12) –Budget \$10,000

Chairperson  
Vice-Chairperson  
Secretary and Alternate  
Treasurer and Alternate  
Contract Negotiator and Alternate  
Representative of Area of Accountability and Alternate (SPOA)  
Policy Advisor  
Web Master

### B. STANDING SUB-COMMITTEES (14)

Program Chair and Vice-Chair  
Merchandise Chair and Vice-Chair

Registration Chair and Vice-Chair  
Entertainment Chair and Vice-Chair  
Hospitality (Host) Chair and Vice-Chair  
Arts and Graphics Chair and Vice-Chair  
Venue Relations Chair and Vice Chair

*C. AREA LIAISONS (7)*

7 Area Liaisons + 2 SPOAS

**V. GENERAL REQUIREMENTS AND DUTIES**

All elected members must have a commitment to service, the willingness and resources to do the job, a working knowledge of the NA 12 Steps, 12 Traditions and 12 Concepts.

All administrative committee members are required to submit an emailed report for each TAC meeting. The Chairperson of each standing sub-committee is required to submit a report for each TAC meeting. Area liaisons are required to submit a report if their areas have specific needs or questions requiring action by, or specific answers from, the TAC Committee.

Reports are crucial to the accuracy of TAC Committee meeting minutes and should be emailed to the secretary and alternate secretary within 1 day of the committee meeting to ensure they are included in the TAC committee minutes.

Members of the TAC Committee are allowed to hold service positions outside of the TAC committee, providing the position does not conflict with the duties or requirements as a TAC committee member, and are not in conflict with the guidelines of the other service bodies on which they serve.

Active participation in recovery-based meetings of NA

**VI. TERMS OF COMMITTEE MEMBERS**

No TAC admin, Committee member shall serve in the same elected position for more than two consecutive one year terms. Sub-Committee chairpersons and Vice chairpersons may serve no more than three consecutive one year terms. It is generally understood, with some exceptions that Vice-chairpersons will stand for election to respective Chairperson Positions on the subsequent committee.

**VII. CHAIRPERSON**

**REQUIREMENTS:**

It is suggested that he/she have current and/or previous experience on the TAC Committee (e.g. Vice-chairperson) and a minimum of five years continuous clean time.

**DUTIES:**

- Preside over and ensure that meetings are run in accordance with Roberts Rules of Order following prescribed agenda.

- Prepare and coordinate the agenda with the assistance of the Vice chairperson.
- Responsible for necessary correspondence within the committee.
- Help resolve personality conflicts, and keep activities within the principles of the NA 12 Traditions, 12 concepts and in accordance with the purpose of the TAC Convention.
- Responsible for the day-to-day implementation of sound and prudent decision making during the Convention.
- Assign duties to TAC Committee members, allowing the subcommittees to do their jobs, providing guidance and support, giving trust and encouragement to use their own judgment.
- Attend the monthly ASC meeting of Single Point of Accountability (SPOA) when deemed necessary by said ASC and requested by that area representative at prior TAC Committee meeting. To maintain a constant relationship with area liaisons and attend monthly ASC meetings when deemed necessary, serving as the representative of the TAC Committee.
- Prevent important questions from being seceded prematurely, in order to foster understanding by the entire Committee prior to action.
- A co-signer on all TAC Committee bank accounts.
- In matters of regular TAC Committee business, votes only to break a tie.
- Advise the TAC Committee of any attendance problems in violation of the TAC Committee guidelines and report the failure of any member to fulfill his/her responsibilities.

#### **VIII. VICE-CHAIRPERSON**

##### **REQUIREMENTS:**

It is suggested that he/she have current or previous experience on the TAC Committee, a minimum of five years continuous clean time, and willingness to become Chairperson for subsequent TAC Conventions.

##### **DUTIES:**

- Act as Chairperson if Chairperson is unavailable.
- Assumes the Position of Chairperson if the Chairperson can no longer fulfill the position.
- Coordinate sub-committees and attends sub-committee meetings, in order to ensure they get the necessary support.
- Work closely with Chairperson to develop monthly agenda and to help delegate responsibilities to sub-committee Chairpersons.
- A co-signer on all TAC Committee bank accounts.

#### **IX. SECRETARY**

##### **REQUIREMENTS:**

Commitment, resources and clerical skills to do the job and a minimum of two years continuous clean time.

##### **DUTIES:**

- Keep accurate and objective minutes of each meeting, including synopsis of all administrative and sub-committee reports.
- Type and email copies of minutes no later than 10 calendar days following each meeting to all committee members and others as directed by the committee.
- Maintain a list of names, email addresses, and phone numbers of TAC Committee members for Committee use.
- Keep a record of previous year's minutes on hand at each meeting, passing them on to next secretary for archives, at the end of Secretary's term of office.

- Responsible for maintaining TAC archives; consisting of Flash drives, previous TAC minutes, and financial records for past 7 years. Will also be responsible for holding the keys to the TAC storage unit.
- Keep extra sets of minutes, updated after each committee meeting for members who request a complete set.
- Prepare roster, attendance records and advise Chair & Vice-Chair of member attendance problems.

#### **X. ALTERNATE SECRETARY**

##### **REQUIREMENTS:**

It is suggested that he/she have previous experience as a Secretary, a minimum of two years continuous clean time and the willingness to become Secretary.

##### **DUTIES:**

- In the absence of Secretary shall perform the duties of Secretary.
- Must have the resources and clerical skills necessary to perform the position, assist Secretary in distribution of minutes and handling of correspondence.

#### **XI. TREASURER**

##### **REQUIREMENTS:**

It is suggested he/she have previous experience on the TAC Committee preferably as the alternate Treasurer, a minimum of five years continuous clean time, commitment and willingness to perform the job, accounting and computer skills sufficient to maintain accurate records, is financially secure.

##### **DUTIES:**

- Maintain bank account for the TAC Committee.
- Write all checks for Committee member's expenses for money paid out.
- Responsible for complete accounting and reporting to the TAC Committee. Pay all budgeted expenses and obtain approval from TAC Committee to write checks. Advise Committee of cash flow conditions and provide current written monthly financial reports. Keep available originals and copies of bank statements.
- Review Committee expenditures and provide monthly budget report to the TAC Committee.
- Report to the Committee all financial issues as needed.
- Process all requests for reimbursement.
- Provide specific additional financial information and reports requested by area representing Single Point of Accountability.
- Maintain a close working relationship with the alternate Treasurer.
- Prepare a final financial report for the TAC Convention following the event.
- Develop plan for management of treasury room at TAC Convention, including participation criteria and money handling procedures at the Convention in conjunction with and approval from Chairperson.

##### **DUTIES IN RELATION TO CLOSING CONVENTION FINANCIAL RECORDS.**

- Expenditures and reimbursements directly related to time of Convention shall be paid as soon as possible.

- Final financial report will be presented at February TAC meeting. All outstanding items (noncleared checks, deposits due but not received, sales tax due from
- Merchandise sold at Convention) will be transferable to new Treasurer as reserve line items and shall not count against operational reserve amount.
- All money in excess of operational & Prudent reserve will be equally divided and paid to the participating TAC areas.
- After election of incoming officers, arrangements will be made for affected account signatories to meet at bank before March TAC meeting to update account cards.
- All financial records shall be organized and complete and presented to Secretary for storage in archives.

\*\*\*NOTE: Sales tax certificate covers calendar year. So taxes due from sales at convention are payable with taxes due from merchandise presales from following convention.

## **XII. ALTERNATE TREASURER**

### **REQUIREMENTS:**

It is suggested that he/she have current and/or previous experience in TAC Committee and/or previous experience as Treasurer, a minimum of Five years continuous clean time, and the willingness to assist and become Treasurer, and is financially secure.

### **DUTIES:**

- In the absence of Treasurer, the alternate Treasurer shall perform the duties of the Treasurer.

## **XIII. CONTRACT NEGOTIATOR**

### **REQUIREMENTS:**

It is suggested that he/she have current and/or previous experience on TAC Committee (e.g. Alt. Contract Negotiator), a minimum of five years continuous clean time, demonstrated negotiating skills including appropriate presentation and communication skills.

### **DUTIES:**

- Contact hotels regarding contract requirements, availability and rates.
- Negotiate terms and conditions with hotels.
- Assist sub-committees regarding contractual needs for performance of sub- committee requirements.
- Attend presentations from potential hotels, convention bureaus, and service providers.
- Travel to areas requiring contracts and visible needs.
- Present updates and information regarding contracts at TAC Committee meetings
- Source general event liability insurance for the TAC Convention dates and times as well any contractual hotel and venue requirements.
- Set up contracts for the succeeding TAC conventions once the bid for that conventions has been accepted and approved by the current committee.

## **XIV. ALTERNATE CONTRACT NEGOTIATOR**

### **REQUIREMENTS:**

It is suggested that he/she have previous experience on TAC Committee (e.g. Sub-committee, area liaison) a minimum of five years continuous clean time, and willingness to become Contract Negotiator.

**DUTIES:**

- Assist Contract Negotiator, observe and learn negotiating skills, and in the absence of Contract Negotiator, perform the duties of Contract Negotiator.
- If the Contract Negotiator position becomes vacant, the alternate assumes the position for the remainder of the year.

**XV. REPRESENTATIVE OF AREA OF ACCOUNTABILITY (SPOA)**

**REQUIREMENTS:**

Although specific requirements rest with the Area of Accountability, it is strongly suggested that he/she have demonstrated dedication to service in Narcotics Anonymous and have excellent communications skills.

**DUTIES:**

- Attend all TAC Committee meetings and objectively participate in all decisions in a manner that best serves the interests of the participating TAC areas.
- Pay particular attention to details and information that may not be included in meeting minutes, but affects overall performance of TAC Convention Committee.
- Relay all requests of assistance and direction from TAC Committee to ASC.
- Attend all area service committee meetings and objectively and accurately report performance of Convention Committee.
- Report concerns and solicit guidance of ASC on such matters and convey information and direction to TAC Committee.
- Effectively serve as their area liaison.

**XVI. ALTERNATE REPRESENTATIVE OF AREA OF ACCOUNTABILITY (SPOA 2)**

Same requirements and duties. Effectively a co-representative working closely with representative to provide a second objective facilitator.

**XVII. POLICY ADVISOR**

**REQUIREMENTS:**

A working knowledge of the Narcotics Anonymous Guide to Local Service and service structure guidelines. Minimum of four years continuous clean time.

**DUTIES:**

- Chair of Guideline Review sub-committee, thoroughly reads and understands TAC Convention guidelines.
- When instructed by Chairperson, makes objective decisions of policy based on guidelines to areas of TAC Committees concern.
- Reconcile areas of conflict on policy matters using all research materials available, using such experience to amend or alter TAC guidelines in sub- committee for approval by entire TAC committee. Provide revised guidelines for approval by October TAC committee meeting.
- Responsible for notification and rotation of area representing Single Point of Accountability.

- Provide copy of TAC Committee guidelines to all new members.
- Points out areas of behavior of committee in conflict with TAC Committee guidelines in a manner consistent with spiritual principles of Narcotics Anonymous.

#### **XVIII. Webmaster**

##### REQUIREMENTS:

Suggested minimum 4 years clean time.

Prior Convention experience.

Time and commitment to fulfill duties.

Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

Experience in internet communications and proficient in current web technology.

##### DUTIES:

- Responsible for timely upkeep of the TAC convention website with current convention location and information and current committee contact information.
- Manage online registration links and coordinate with treasurer and registration chairs.
- Manage website information and funnels going to committee emails.

#### **XIX. SUB-COMMITTEE CHAIRPERSONS:**

Consist of: Program, Merchandise, Registration, Entertainment, Hospitality, Arts and Graphics and Venue Relations.

##### REQUIREMENTS:

It is suggested that sub-committee Chairs have previous experience on that particular subcommittee or in that field. The TAC Committee establishes sub-committees to serve specific needs within the convention committee. Subcommittees may be established by a two-thirds majority vote.

##### DUTIES:

- Coordinate the organizational meeting or the sub-committee and attend all regular subcommittee meetings.
- Provide sub-committee with information necessary for its functioning including the convention guidelines and the past year's sub-committee minutes, reports and records.
- Develop an agenda and time line for meeting its responsibilities as set forth in the guidelines.
- Prepare a plan for carrying out their subcommittee functions within their approved budgets.
- All elected subcommittee chairs are required to maintain a supplied binder with ongoing and one year prior committee chairs notes and data. Binder should be available at all TAC and subcommittee meetings. To be returned at the end of their term. Information prior to the previous year should be stored in the TAC archives.
- Closing duties: A written summary of this Subcommittee's impression of their participation in the Convention, as well as any solutions and/or problems needs to be detailed in a final report. A written inventory of supplies to be returned to TAC committee should be included. Please include any suggestions pertaining to the time line and task list in your final report.

## **ARTS AND GRAPHICS CHAIRPERSON**

### **REQUIREMENTS:**

- Suggested minimum of two years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Have arts and graphics skills
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### **DUTIES: Budget (\$2,500)**

- Update TAC breastplate for current year/location.
- Creating and distributing flyers for theme & logo contest and subcommittee volunteer flyers.
- Design pre-registration brochure and coordinate printing and distribution.
- Create/design convention badges, committee badges, program covers and banner. Solicitation and coordination of printers for these items (including lamination).
- Coordinate with Programming to format and submit program insert pages.
- Coordinate with entertainment on printing of tickets for paid events.
- Request and complete all required signage from subcommittees and hang all signs and banners at the convention.
- Create signage as needed at the event if required by committee / sub-committee's

## **REGISTRATION CHAIRPERSON**

### **REQUIREMENTS:**

- Suggested minimum of four years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

### **DUTIES: Budget (\$3,000)**

- Securing PO Box with two keys for pre-registrations.
- Responsible for checking the PO Box on a regular basis
- Ensure that each TAC Liaison has receipt book to sell pre-registrations in their areas.
- Distribute pre-registration brochures to TAC Area Liaisons, ensure brochures are delivered to Region.
- Maintain addresses for all other areas/regions throughout California, Oregon & Nevada.
- Mail brochures to other areas/regions throughout California, Oregon and Nevada.
- Responsible for maintaining a current list of all pre-registrants. Check email regularly for Stripe registrations, send confirmation emails to online registrants.
- Responsible for submitting possible Registration gifts to the TAC committee, ordering Registration gifts and getting invoice to Contract Negotiator before signing any contracts/invoice.
- Ensuring that envelopes and lanyards are purchased and putting together registration packets.
- Keep track of pre-Registrants before the cut-off date of November 30th and put names in for a drawing of pre-Registration prize.

## **HOSPITALITY CHAIRPERSON**

The Hospitality subcommittee coordinates greeters for the main-speaker meetings at the TAC convention. This subcommittee also operates a hospitality area where the fellowship can gather, relax, drink coffee and obtain information about local restaurants. Sleeping is not allowed in the hospitality room. Hospitality



chair and/or vice chairperson are on call 24 hours on-site. This Subcommittee oversees all operations of both hospitality areas.

**REQUIREMENTS:**

- Suggested minimum of two years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

**DUTIES: Budget (\$800)**

- Attend all TAC committee meetings and hospitality subcommittee meetings
- Provide a written report to the TAC committee chairperson.
- The budget item called "Hospitality – Beverage" should be spent on beverages for the Hospitality room(s) and the Subcommittee should accept donations for them. This is a regenerative fund, so more should be purchased as the supply is depleted. It is the Subcommittee's responsibility to work with the Treasurer to determine a plan for the accountability of funds.
- Appoint or elect a person in charge of "greeters". Make a volunteer list with shift sign-up times.
- Appoint or elect a person in charge of the hospitality suite.
- Hospitality suite hours will be determined by this Subcommittee and then brought to the TAC committee for approval. (Hospitality suites are closed during main meetings.) You may want to ask areas and/or groups to host time slots in order to staff hospitality rooms.
- Appoint or elect a person in charge of the TAC convention information table.
- Make a volunteer sign-up sheet and have it approved at the TAC Committee meeting. All flyers are approved by the TAC Committee BEFORE distributing them at RSC's, ASC's and Groups by Liaison's, GSR's, and RCM's. All volunteer sign-up sheets should have the convention logo on them. This logo can be obtained from the A&G Chair.
- This Subcommittee must communicate with the TAC contract negotiator in order to review a proposed menu of snacks, which may be made available in the hospitality suites (hotels differ in what items they will allow to be brought in).

**ENTERTAINMENT CHAIRPERSON**

**REQUIREMENTS:**

- Suggested minimum of three years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

**DUTIES: Budget (\$4,000)**

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Is responsible for proposing and organizing a schedule of activities and events for the entertainment of the fellowship during the convention.
- Activities may include, but are not limited to, dances, member participation games, recovery plays, comedy shows, talent shows & karaoke.
- All proposed contracts with paid performers, and related services must be executed by the contract negotiator.
- The Entertainment Committee works with the Program Subcommittee to coordinate space

requirements and availability.

#### **MERCHANDISE CHAIRPERSON**

##### **REQUIREMENTS:**

- Minimum of four years clean.
- Suggested Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

##### **DUTIES: Budget (\$7,500)**

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.
- Work closely with the Arts and Graphics Committee for the design of merchandise prior to contracting with a company.
- Be responsible for the contracting of all Convention merchandise. A minimum of three bids must be obtained for approval by the Convention Committee.
- Be responsible to see that convention merchandise is purchased from the company contracted to produce said merchandise, only by the Merchandise Sub- Committee, with the proper Convention Committee approval.
- Make sure that all merchandise sold by the Merchandising Committee, or people authorized to sell merchandise by the Merchandise Sub-Committee, is paid for in full, before it is handed over.
- Must maintain a record of all merchandise purchased and sold and must keep that record up to date. Include this information in monthly reports to Convention Committee.
- Oversee the sales of all current year merchandise.
- See that the sale of all commercial merchandise is prohibited.
- Oversee the sales of all other fellowship merchandise.
- Be responsible for the operation of a “store” at the Convention, where merchandise can be sold.
- Must deliver all money raised from pre-Convention sales of merchandise to the Treasurer within 72 hours, and daily during the Convention.
- Must give a report of all left over merchandise at the first regular Convention Committee meeting following the Convention.
- A written report must be done and handed in at all Convention Committee Meetings, except at special order of business meetings if not pertaining to their position.

#### **PROGRAM CHAIRPERSON**

##### **REQUIREMENTS:**

- Suggested minimum of four years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

##### **DUTIES: Budget (\$2,800)**

- Hold a monthly Sub-Committee meeting. The meeting should be scheduled on the same day and time each month to encourage participation from the fellowship.

- Maintains the Convention’s collection of speaker tapes. An inventory of all tapes must be submitted within 30 days of being elected and again 30 days prior to the Convention.
- Inform the N.A. community of the opportunity to submit speaker tapes as well as the deadlines to be considered for the upcoming Convention.
- Be responsible for the scheduling of all Convention events. Must submit the Convention agenda to the Convention Committee 90 days prior to the Convention for approval.
- Provide in a timely manner all information to the Arts and Graphics Sub- Committee for the design and set up of Convention Program.
- Oversee setting up all speaker meetings, marathon meetings and workshops. All speakers must be individuals who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. Main Speakers must have ten years clean; Workshop chairs must have three years clean.
- Coordinate the taping of all speaker meetings, topic meetings and workshops, if approved by the Convention Committee, always keeping within the Twelve Traditions of N.A.

**VENUE RELATIONS CHAIRPERSON**

**REQUIREMENTS:**

- Suggested minimum of two years clean.
- Prior Convention experience.
- Time and commitment to fulfill duties.
- Working knowledge of the Twelve Steps, Twelve Traditions & Twelve Concepts of N.A.

**DUTIES: Budget (\$500)**

- Open and set-up Convention site and meeting rooms.
- Responsible for the transporting, hanging and taking down of all Convention banners.
- Keep meeting areas clean and free of trash.
- Empty trashes and butt cans.
- Close and secure all meeting areas each night of event before leaving.
- Responsible for gathering necessary volunteers for performing duties during the convention.
- Work daily with the Programming, entertainment and Registration subcommittees to address needs at the convention as they arise.
- Attend all TAC Committee meetings and report to the committee.
- Organize final walk-through and clean-up of convention site.

**D. SUB-COMMITTEE VICE-CHAIRPERSONS**

Sub-committees Vice-chairpersons are elected from sub-committees they represent and are considered participants of the TAC Committee. In the absence of the Chairperson, the Vice chair person shall perform the duties of the Chairperson.

Clean time requirement will meet the requirement of the Chairperson.

**XX. AREA LIAISON ( 7 )**

Area liaisons are elected or appointed from the area they represent. Each area is required to be represented with a liaison on the TAC Committee, with exception of rotating Area of Accountability whose representatives functionally serve as liaison.

## REQUIREMENTS:

General requirements and specific requirements as set forth by areas.

## DUTIES:

Represent the group conscience of their ASC on the TAC committee. As representatives of the area, Liaisons speak for members and groups of their ASC. Attend all TAC and ASC Committee meetings, providing effective two-way communication between these bodies; objectively participate in all TAC decisions in a manner that best serves their area.

## **XXI. VOTING**

### PROCEDURES

#### A. QUORUM

- A quorum must be established before any old or new business.
- A quorum of this body shall be a minimum of fifty percent plus one participant of the active (filled) seats.
- Once a quorum has been established it will be presumed that a quorum still exists. Anyone sensing a lack of quorum may request a roll call.

#### B. MOTIONS

- Any committee member (except the Chairperson) may make, second or speak to motions when recognized by the Chair of the Committee. Once a motion has been made, a second will be necessary before any discussion will be allowed.
- Secondary motions to amend, substitute, refer, or table a motion may be made at any time prior to voting on a motion unless the question has been called
- Any motion that would alter the Committee guidelines will be:
- Submitted in writing with a written intent clearly showing language proposed to be deleted and/or added, read during new business and may then be seconded.
- Liaisons will take motion to ASC for discussion and direction. This process shall allow for the most complete group conscience possible.

#### C. VOTING

- A two-thirds majority of participants present and eligible to vote shall be required to pass any and all motions pertaining to the guidelines or policies of the TAC Committee.
- A simple majority of TAC participants present and eligible to vote shall be required to pass any and all other motions. A simple majority is defined as 50% plus one. Participants eligible to vote shall be defined as all participants accounted for during the most current roll call of the TAC Committee. The Chairperson votes only to break a tie.
- When a vote is counted in favor of, against, and abstentions, all votes will be counted. In the event of a tie or if the TAC Committee demonstrate a general lack of support the Chair shall make a ruling.
- Normal voting is done by raised hands. The vote is counted and the results are announced.
- Any TAC participant may request a roll call vote; whenever a roll call vote is conducted, each vote will be published in the TAC minutes.
- In matters of general fellowship interest including elections, themes, logos, banner designs and

color themes or others deemed so by general consensus: all participants, members and observers present shall be allowed to vote.

#### **XXII. ATTENDANCE AND PERFORMANCE**

- Participants (all seated or filled positions) shall attend all regular Committee meetings. In the event a participant cannot attend, the Chairperson shall be notified. If a participant misses two consecutive meetings or three meeting total during one convention period, the Chairperson or Vice-chair shall address the matter to the Committee for possible action. (Item C, this section.)
- If a sub-committee Chair or Vice-chair fails to attend two consecutive TAC Committee meetings, two of their respective sub-committee meetings, or three meetings total during one Convention period, the TAC Committee may assume direct control of the sub-committee. Chair will take actions required to bring sub-committee back to timelines. Chair or Vice-chair will continue as acting Chair until such time as order is restored and new sub-committee Chair is elected.
- If a participant is not attending Committee meetings as per the guidelines or is not fulfilling their responsibilities, the Chairperson or Vice-chair is required to bring the matter to the attention of the Committee for possible action. If a motion to suspend the participant is made and seconded, it must pass with a two-thirds majority before it is acted on. Any participant suspended will have the right to petition the Committee for a redress of a personal grievance, without fear of reprisal.
- Any member of Narcotics Anonymous is welcome to attend all regular Committee meetings as a non-participant observer. The Chairperson at his/her discretion may call upon a nonparticipant observer to speak. Although not allowed to vote, in keeping with the second concept of NA service, any objective advice, observation or criticism of Committees actions or performance by non-participant members shall be carefully considered by TAC Committee. Any voting participant may sponsor such observations and bring to Committee for possible action.

#### **XXIII. RESIGNATIONS AND REMOVAL OF PARTICIPANTS**

- If a participant of the committee delivers a resignation, either verbally or in writing to the Chairperson, or Vice-chairperson in the Chairpersons absence, the resignation will be considered effective immediately and non-retractable.
- Any participant found to have used their position for personal gain or who have misused or stolen Convention funds shall be removed from their position immediately
- by Chairperson or Vice-chair; and the matter is to be addressed by the Convention Committee at the next meeting. Permanent removal of the participant for specific concerns would require a two-thirds vote of the Convention Committee members.

#### **XXIV. ELECTIONS**

- At the first Committee meeting following the Convention, the TAC Committee will elect its participants in accordance with section XXI section-C of these guidelines.
- Nominees are to be present, state qualifications and field questions before election.
- No member shall serve in the same elected position for more than two one year terms. Subcommittee members may serve no more than three consecutive one year terms.
- At the second Convention meeting, sub-committee Vice-chairs will be confirmed.

#### **XXV. DISBURSEMENT OF TAC FUNDS, TRAVEL AND EXPENSES**

- The TAC Committee reimburses expenses as follows. Committee members will be reimbursed for

- travel, copies, mailings, and other expenses on an as-needed basis determined by TAC Committee.
- A completed TAC funding reimbursement request form must accompany receipts, and be submitted to TAC Treasurer for reimbursement; a piece of paper simply listing expenditures is not acceptable. Receipts are not necessary for reimbursement for auto travel; travel must be itemized with miles driven from departure point to destination and is reimbursed at a rate of .30 per mile one way.
- List of Committee members that will receive rooms at the convention paid for by the TAC Committee are as follows: **Chair, Vice Chair, Contract Negotiators, Treasurers, Merchandise, Entertainment, Programming, Registration, Arts & Graphics, Venue Relations, and Hospitality.**

(If a member wishes to pay for their own lodgings, they will be allowed to do so)

#### **XXVI. PROVIDERS OF CONVENTION SERVICES**

- In order to avoid the appearance of any wrongdoing and maintain the spiritual integrity of the TAC Committee, the following business restrictions will be adhered to:
- Participants on the TAC Committee and its sub-committees are restricted from bidding for any goods or services provided to the Convention. Any participant related to a provider or potential provider of goods or services shall abstain from votes related to that particular provider. This will eliminate any real or perceived conflicts of interest issues.

#### **XXVII. AMENDMENTS TO THE GUIDELINES**

- These guidelines may be amended at any time by a 2/3 majority vote of the TAC Committee participants present and eligible to vote. Adhering to the procedures listed under section-XX section-B part-3.
- The guidelines will be reviewed annually by the Guidelines sub-committee chaired by the Policy Advisor. Any interested participants of the TAC Committee, or members in good standing of areas represented are welcomed and encouraged to serve on this sub-committee.
- A copy of the guidelines will be provided to all areas represented by TAC after the annual review.
- Guidelines must show date of last review.

#### **XXVIII. ACCOUNTABILITY**

- In keeping with the fifth concept of NA service a single point of decision and accountability shall rest with the represented areas (see boundaries section I) on a rotating basis.
- The rotation will follow Section XXXIII part A
- The area representing the Single Point of Accountability is required to send two elected or appointed representatives to serve as participants on the TAC Committee as administrative committee members
- Representatives of area serving as Single Point of Accountability (SPOA) are asked to remain available for consultation to incoming area in rotation if necessary.
- Two months prior to next Convention, liaison of next area in rotation should meet with current S.P.O.A. representatives to discuss matters conducive to smooth transfer of accountability.
- Should an area be unable or unwilling to assume the position of Single Point of Accountability, the rotation will continue in order until the position is filled.
- Should an area be added to the rotation, the incoming area will enter the process as the last area of the current rotation.

- For accountability, if the S.P.O.A. does not show up two months in a row, chair will contact the S.P.O.A. area and if the area still does not send or are not able to fulfill the obligation of the S.P.O.A. for a third month, then the rotation will again resume and will go to the next area in rotation.
- Accountability (SPOA) shall supersede these guidelines in the event of any conflict.

**XXIX. BUDGETING, FUND-RAISING, PRUDENT RESERVE, and OPERATIONAL RESERVE**

- The importance of a budget for the convention committee and subcommittees needs to be emphasized at the earliest stages of planning. A budget will be provided to Admin and each subcommittee.
- The importance of fund-raising need also be emphasized; fund-raising bridges the gap between the operational reserve and budgeted expenses. It also creates awareness of the upcoming convention within our fellowship and serves the important role of advance advertising for participation in upcoming convention.
- All subcommittees should be fully involved with fund-raising activities as well as specific subcommittee duties.
- An Operational Reserve of \$25,000.00 is established for the TAC Convention of Narcotics Anonymous. The Operational Reserve can be increased or decreased by a 2/3 majority vote of the TAC Committee. Careful analysis of budget, fund-raising and registration figures should be used to set Operational Reserve. Too small a figure places too large a burden on the TAC Committee to raise funds at the expense of planning and providing a Convention that serves our purpose (section II); too large of an Operational Reserve creates apathy to the need of the advance publicity provided by fundraising activities and encourages subcommittees to budget based not on need, but consumption of entire Operational Reserve.

|                                    |                    |
|------------------------------------|--------------------|
| Administrative Committee Budget    | \$10,000.00        |
| <b>Subcommittee Budgets</b>        |                    |
| Arts and Graphics Committee Budget | \$2,500.00         |
| Registration Committee Budget      | \$3,000.00         |
| Hospitality Committee Budget       | \$800.00           |
| Entertainment Committee Budget     | \$4,000.00         |
| Merchandise Committee Budget       | \$7,500.00         |
| Programming Committee Budget       | \$2,800.00         |
| Venue Relations Committee Budget   | \$500.00           |
| Committee Members Room Budget      | \$4,000.00         |
| Mileage                            | \$2,000.00         |
| <b>Total</b>                       | <b>\$37,100.00</b> |

- The prudent reserve shall be reached adding 20% of the closing Treasurers report until the 10,000.000 prudent reserve is reached. Once established, the prudent reserve can only be used for current convention emergency expenses, or expenses beyond the current convention cycle. (Deposits etc.)

**XXX. EXCLUSIONS**

- A. While these guidelines attempt to address all areas, situations will arise that are not directly addressed by them. The importance of consensus-based decision making and reaching a group

conscience based on the influence of a loving higher power should be used in these situations. We need to always place principles before personalities in all matters affecting Narcotics Anonymous as a whole.

**POLICIES AND PROCEDURES:**

All flyers must come through the committee for approval prior to distribution or reproduction. This is to ensure that no mistakes are made with names, phone numbers, address, spelling, etc.

The cost of all printed material is to be in the Arts and Graphics budget i.e.,

- Programs
- Pre-Reg. fliers
- Registration Badges and components
- Comedy show tickets
- Banners
- All onsite signage.

**BIDDING POLICY:**

Bids for hosting convention must be submitted by no later than August at the monthly committee meeting and will be reviewed by the committee. After the committee reviews the bids the next convention site will be voted on at the October meeting and the host Area will be contacted.

**XXXI. TAC BIDDING GUIDELINES**

The TAC convention of NA is hosted on a rotational basis by the 8 active Areas of the convention. (For order of rotation See section XXXII A)

Each prospective host area is notified by August of the previous year when they are next in the rotation. That area is then responsible for submitting a "letter of intention" and a completed bid sheet to the TAC Convention Committee. If no plausible bid or letter of intention to bid is submitted in writing to the TAC Committee by February of the convention cycle then it will be the responsibility of the TAC Committee to designate a host area no later than the April meeting of the cycle year.

**XXXII. ORDER OF ROTATION**

A. The TAC convention will rotate host areas in the following order:

- Shasta/Trinity
- Sierra Foothills
- Greater Butte
- River Cities
- Humboldt
- Lake County
- Mendocino
- Middle Mountain

B. Budget:

Viable host will adhere to the \$10,000.00 Committee budget