

NARCOTICS ANONYMOUS  
WORLD SERVICE CONFERENCE

April 1st and 2nd, 1978  
Los Angeles Valley College  
5800 Fulton Ave.  
Van Nuys, California

CONFERENCE WORKING PAPER

The information, procedures, recommendations, and motions presented in this WORKING PAPER are intended to help us have a productive, orderly Conference. They are not mandates and we are not bound by them. They are presented in lieu of any formal W.S.C. Guidelines. As we proceed, some sections may become obsolete and we may find that changes or additions must be made. As active, committed members and trusted servants we must maintain the freedom to function (within the confines of our Traditions) as best serves the fellowship of Narcotics Anonymous.

## WORLD SERVICE CONFERENCE AGENDA

Saturday, April 1st, 1978

9:00 AM to 10:00 AM	Registration, Coffee Hour
10:00 AM to 12:00 NOON	Opening Session
12:00 Noon to 1:00 PM	Lunch
1:00 PM to 3:00 PM	Business Session #1
3:00 PM to 3:30 PM	Coffee Break
3:30 PM to 5:30 PM	Committee Session #1

Sunday, April 2nd, 1978

9:00 AM to 10:30 AM	Committee Session #2
10:30 AM to 11:00 AM	Coffee Break
11:00 AM to 1:00 PM	Business Session #2
1:00 PM to 2:00 PM	Lunch
2:00 PM to 4:00 PM	Business Session #3
4:00 PM to 4:30 PM	Coffee Break
4:30 PM to 5:30 PM	Closing Session

(Unless the specific needs of this Conference dictate a change in this agenda, all Sessions will begin and end on time, so please try to be prompt.)

OPENING SESSION

SATURDAY, APRIL 1st, 1978

10:00-12:00

The purpose of this session is to set the scene and lay the foundation for the rest of this conference. This session will include the following items:

1. Serenity Prayer
2. The Twelve Traditions
3. Roll Call
4. The Specific Goals Of This Conference
5. The Basic Service Structure Of Narcotics Anonymous
6. Procedures For This Conference

1. SERENITY PRAYER:

"God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference."

2. THE TWELVE TRADITIONS OF N.A.:

A reading from our white booklet.

3. Roll Call:

There are registered N.A. groups in the following States, Provinces, and Countries: (As the name of your State is read please stand and be acknowledged.)

4. THE SPECIFIC GOALS OF THIS CONFERENCE

The main objective of this conference is to firmly establish the World Service Conference as the POLICY DEFINING body for N.A. In addition to this main objective there are several other goals we should work toward.

- a. improved communications and cooperation
- b. initiating Guidelines for the W.S.C.
- c. establishing Conference committies to work year-round for the good of N.A.
- d. discussing, defining, and implimenting new and better ways for us to carry the message of recovery to the addict who still suffers.
- e. \_\_\_\_\_
- f. \_\_\_\_\_

5. THE BASIC SERVICE STRUCTURE OF N.A.; although approved by the Board of Trustees and in general use throughout the fellowship; it has never been formally adopted.

5. continued

MOTION:

That the basic service structure of Narcotics Anonymous, as it exists today; including the concepts of the Member, the Group, the Area Service Committee, the Regional Service Committee, the World Service Conference, the World Service Board of Trustees, and the World Service office---BE FORMALLY RECOGNIZED AND ADOPTED BY THIS CONFERENCE.

The purpose of this motion is to formally establish the framework in which a conference of this type is an integral part. The passage of this motion should have no effect on past, present, and future efforts to determine and describe the service units within the structure; it only affirms that these units exist.

Procedures for this Conference - No formal Guidelines or procedures exist for conducting a WORLD SERVICE CONFERENCE. The following "temporary procedures" are suggested for use at this Conference. These procedures will be voted on, item by item, and have no effect on whatever procedures are drafted for future Conferences.

GENERAL PROCEDURES

1. The officers of the Board of Trustees will serve as officers for this Conference. It is recommended that officers for next year's WSC be elected during this Conference.
2. All presentations, motions, statements, etc., will be made from the podium or front table. This is to facilitate taping this Conference to assure an accurate record of its proceedings.
3. The Chair will recognize the following as Conference participants:  
option a. Any Trustee or duly elected Regional Delegate  
option b. Any Trustee, duly elected Regional Delegate, or duly elected Area Representative
4. Only Conference participants will be allowed to vote, make motions, or address the Conference.
5. Conference participants will wear a colored tag so that they can be easily identified for the purpose of voting.
6. A person acting as Chairman, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
7. The Conference Chairman may temporarily turn his position over to the ViceChairman in order to participate in a Conference discussion.
8. Items for consideration must be submitted in writing prior to 3:30 p.m. on Saturday so that they can be directed to the appropriate committee.
9. If the Conference completes the business of a given session before the scheduled end of the session we will proceed to the next scheduled item of business immediately. Conversely, a session may have to be carried over into the next sessions' time in order to complete the business at hand.

VOTING PROCEDURE

1. Each conference participant shall have one and only one vote.
2. Any item to be voted shall be displayed in writing before the vote.
3. Prior to any actual vote, a voice vote (yea or nay) will be taken to determine if the item should be brought to a vote at the Conference or returned to the groups for a "group conscience" vote.
4. Actual votes will be taken as follows:
  - a. The chairman will call for a voice vote.
  - b. If the outcome is unclear, if any participant challenges the judgment of the Chair, or if any participant challenges the validity of the vote in any way then a standing vote is called.

- c. For a standing vote the Chairman will ask all in favor of the item to stand and remain standing.
- d. The number of participants standing will then be counted by three independant counters. (The tallies of these three counters must agree prior to continuing the voting process.)
- e. Those in favor will then be asked to sit, and the procedure will be repeted for those opposed to the item in question.
- f. The tally of those in favor and the tally of those opposed will be compared and the position in plurality will be declared. (note: In case of a close vote, the Chair will accept a motion for one recount or for disregarding the vote in favor of sending the item in question to the Group lever for the final decision.)

CONFERENCE COMMITTEE PROCEDURES - In order to minimize the time spent discussing and debating within the Conference as a whole a sub-committee system will be utilized for this Conference.

1. All input to the Conference including questions, ideas, motions, suggertions, etc. will be directed to a specialized committee rather than to the WSC as a body.
2. The following committees will be established for this Conference:
  - a. Administrative
  - b. Policy
  - c. Finance
  - d. Literature
  - e. Institution
  - f. Public Relations
  - g. (other)
3. These committees are chaired by a Conference Participant elected to the position during this conference.
4. Each committee will include atleast one Trustee
5. No committee shall have a preponderance of members from any particular geographic area of region.
6. WSC Committees will be composed of Conference participants who may appoint additional committee members as needed.
7. The committee will discuss each item of imput during its committee sessions. The committee will then draft a brief report on the discussion (including all important points, both pro and con) and prepare a recommendation. Both the report and the recommendation will later be presented to the WSC as awhole.
8. The discussions of a committee need not be limited to specific input they have received, but each particular committee is expected to limit itself to its area of specialization.

PROCEDURES FOR A CONFERENCE DECISION

1. The Conference Committee Chairman presents the committee report and recommendation on the item in question.
2. Aspeaker or speakers in support of the committee recommendation are allowed a total of 5 minutes to present their point of view.
3. A speaker or speakers opposed to the committee recommendation are then allowed their 5 minutes in which to express the opposing point of view.
4. A vote is then taken (see voting procedure)

ELECTION PROCEDURE

1. Nominations for any elective WSC position are accepted from Conference Participants.
2. Nominations must be seconded.
3. The nominee is entitled to decline the nomination.
4. The names of the nominees are posted prior to the vote.
5. A standing vote is taken and repeated until a single nominee receives the majority support of conference participants.
6. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote.

BUSINESS SESSION

Saturday, April 1st, 1978 - 1:00 - 3:00 PM

The topics for this session are the service unit status reports and internal conference business. The specific sections of this session are:

1. Regional Status Reports
2. Board of Trustees Report
3. World Service Office Report
4. Election of Committee Chairmen
5. Election of next years WSC Officers

REGIONAL STATUS REPORTS - This past February a mailing went out in which each Region was asked to prepare a brief status report to be presented at this Conference. Those wishing to present their reports will be recognized at this time. (Please limit your presentations to less than 5 minutes.)

BOARD OF TRUSTEES REPORT - The trustee's report will consist of a status report and the presentation of the Board's new Guidelines.

WORLD SERVICE OFFICE REPORT - The WSO report will consist of a status report, a financial statement, and some statistical information.

ELECTION OF WSC COMMITTEE CHAIRMEN - (see Conference Committee Procedure, Election Procedure, and Voting Procedure) note: It has been suggested that the position of WSC Administrative Committee Chairman be left open at this time and that whoever is as WSC Chairman for next years Conference assume this position.

ELECTION OF NEXT YEARS WSC OFFICERS - In order that we might avoid some of the problems which we have previously faced concerning our previous WSC's, we will elect the following officers to begin serving upon the completion of this WSC and to continue to serve until the close of next years Conference.

1. Chairman
2. Vice-Chairman
3. Secretary
4. Treasurer

It will be the responsibility of these officers to plan for and arrange the execution of next years WSC: to open and maintain lines of communications between Conference Participants, Sub-Committees, and Service Units; and to draft WSC Guidelines to be presented at next years Conference. It has been suggested that these officers should form the nucleus of the WSC Administrative Committee. (see Election Procedure and Conference Committee Procedure)



COMMITTEE SESSION #1

April 1st, 1978 - 3:30-5:30 PM

For this Session the newly elected WSC Committee Chairmen will meet with other Conference Participants in committee. (note: The Committees may add to their number by selecting Conference Observers who have expressed their desire to serve by submitting a Committee Application form.) The Committees will address themselves to the items of input from the Fellowship; as well as the more basic questions of:

1. What are the needs of Narcotics Anonymous as they relate to our specific area of concern?
2. What can we do in our specific area to better carry the message of recovery to the addict who still suffers?

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COMMITTEE SESSION #2

Sunday, April 2nd, 1978 - 9:00 - 10:30 AM

During this second committee session the WSC Committees should concentrate on preparing their Committee Reports and Recommendations.

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BUSINESS SESSION #2

April 2nd, 1978 - 11:00 AM - 1:00 PM

This session will be devoted to the presentation of Committee Reports and Recommendations and the various actions initiated by these presentations/

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BUSINESS SESSION #3

April 2nd, 1978 - 2:00 - 4:00 PM

This third Business Session has been set aside to:

1. Complete Committee Presentations
2. Deal with other business which has developed during the course of the conference
3. Set courses of action to be taken during the next year

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CLOSING SESSION

April 2nd, 1978 - 4:30 - 5:30 PM

1. Review the progress of the 1978 WSC
2. Review our major plans and objectives for the future
3. Closing Prayer

N.A. WORLD SERVICE CONFERENCE

Minutes: April 1978

Conference opened with reading of the 12 Traditions.

Session One: To set up procedures for rest of Conference.

Roll call was taken, followed by an Introduction of the Board of Trustees.

The result of a discussion as to what the specific goals of this conference were was: "to really establish the WSC as the policy defining body for N.A." The floor was then opened for comments, some of which included requests for guidelines on literature, committees, convention bidding rules, manner of electing delegates, pamphlets for institutions and information on how different areas could help the World Service Office.

Greg P. made the following motion: The basic structure of N.A. as it exists today, including the concepts of the member, the group, the ASC, the Regional Service Committee, the WSC, The World Service Board of Trustees and the WSO be formally recognized and adopted by this conference. Motion was made from the floor, seconded and carried.

The following working procedures were suggested for THIS CONFERENCE ONLY and were voted on item by item:

- I. The Officers of the Board of Trustees serve as officers for this conference. Next year's conference be elected at this conference (CARRIED)
- II. That all presentations, motions, statements, etc. will be made from the podium or front table to be able to get everything done on tape. (CARRIED)
- III. The Chair will recognize the following as conference participants:
  - A. Option One: The Board of Trustees, Mgr. of WSO, Delegates from each region. (OPPOSED)
  - B. Option Two (MODIFIED): Any Trustee, Regional Delegate, Area Representative or spokesperson from a state outside of California. (CARRIED)

- IV. Only conference participants will be allowed to vote, make motions or address the conference. (CARRIED)
- V. Conference participants will wear a colored tag for voting and recognition. (CARRIED)
- VI. A person acting as chairman or conducting or counting a vote does not have a vote while serving in this capacity. (CARRIED)
- VII. A Conference Chairman may temporarily turn his position over to the Vice-Chairman in order to participate in discussion. (OPPOSED)
- VIII. Items for consideration must be submitted in writing prior to 3:30 pm the day of first conference session. (CARRIED)
- IX. If the conference completes the business of a given session before the scheduled end of the session, they will proceed to the next item of business and conversely, a session may have to run over into the next session's time slot. (CARRIED)
- X. Basic Voting Procedure:
1. Each conference participant will have one and only one vote. (CARRIED)
  2. Any item voted on will be clearly stated before the vote. (CARRIED)  
(Amended from "in writing" due to lack of a blackboard)
  3. Prior to any actual vote, a voice vote "yea" or "nay" will be taken to determine if the item should be brought to a vote at the conference or returned to the groups for a conscience decision. (CARRIED)

ACTUAL VOTES TAKEN AS FOLLOWS:

- A. Chairman calls for voice vote. If outcome unclear or is challenged, then a standing vote is taken. If close vote, ONE recount or sent back to groups. (CARRIED)

CONFERENCE COMMITTEE PROCEDURES:

To minimize time spent in discussions on conference floor, a subcommittee system will be utilized for this conference.

1. All input to the conference, including questions, ideas, motions, etc. will be directed to specialized committees except for requesting clarification on reports being given. (CARRIED)

2. The following committees established at this conference were suggested:

ADMINISTRATIVE	LITERATURE
POLICY	INSTITUTIONS
FINANCE	PUBLIC RELATIONS

Motion was made to hold on establishment of conference committees after a lengthy discussion. (CARRIED)

3. Committees should be chaired by a participant elected during this conference. (CARRIED)
4. Each committee should include at least one Trustee. (CARRIED)
5. No committee shall have members from a majority of one geographical area. (CARRIED)
6. WSC Committees will be composed of conference participants who may appoint additional committee members as needed. (CARRIED)
7. The committee will discuss each item of input during its committee session. Committee will then draft a brief report on the discussions - pro and con - and prepare a recommendation. Both the report and recommendation will later be presented to the conference as a whole. (CARRIED)
8. Discussions of a committee won't be limited to the specific input they've received but each is expected to limit itself to its area of specialization. (CARRIED)

Allan proposed that prior to separation into committees we have an open input session for such recommendations to find out if they fit into specific committees and also suggested having a discussion before taking standing votes.

Greg referred back to voting procedure on page 4, item 4 section B and suggested adding a sentence stating:

"Prior to standing vote the conference will be opened for discussion."

Motion was (OPPOSED)

Floor was then opened for discussion of suggested procedure (9).

9. The routing of conference input forms shall be done by the conference as a whole. (CARRIED)

#### PROCEDURES FOR A CONFERENCE DECISION

- I. Conference Committee Chairman presents the committee report and recommendation on the item in question. (CARRIED)
- II. A speaker (or speakers) in support of a committee recommendation is (are) allowed a total of five (5) minutes to present their point of view. (CARRIED)
- III. A speaker (or speakers) opposed to a committee recommendation is (are) then allowed their five (5) minutes in which to express their opposing point of view. (CARRIED)
- IV. A vote is then taken. (CARRIED)

#### ELECTION PROCEDURES

- I. Nominations for any WSC positions, now including committee chairmen, are accepted from conference participants. (CARRIED)
- II. Nominations must be seconded. (CARRIED)
- III. A nominee is entitled to decline nomination. (CARRIED)

- IV. The names of nominees are to be clearly stated prior to the vote. (CARRIED)
- V. A standing vote is taken and repeated until a single nominee receives the majority support from conference participants. (CARRIED)
- VI. In order to expedite the voting process in case no single nominee receives support of a clear majority, the nominee who received the least support will be excluded prior to each subsequent vote. (CARRIED)

Motion was made that in the procedures on page 5, item 2, number E "Institution" that this committee be eliminated for this conference. (Reason given: it had nothing to do with the Administration of N.A. and info could be received from WSO or So. California Institution Committee for those interested.) Not carried.

After a lengthy discussion, a recommendation by Greg was made that someone make a motion to accept the procedures as written and to set aside the First Session Sunday A.M. to use as a discussion on outside issues. Seconded... (CARRIED)

Conference adjourned for lunch.

#### BUSINESS SESSION #1

First item of business: Regional Status Reports.  
The following gave reports:

Oscar	- So. California
Steve	- No. California
Al S.	- Texas
Bernard	- Victoria, British Columbia, CANADA
Tommy B.	- Atlanta, Ga.
Mary L.	- Midwest Regional area: N. Dakota, S. Dakota, Neb., Kansas, Minn., Mo., Iowa
Ray	- Pennsylvania - North & South
Jann Scott	- Boulder, Colorado
Lisa	- Minneapolis area

#### Board Of Trustees Report:

Greg presented report. Report included theme of getting back involved and experience of trials and tribulations of growth. He told everyone to get a set of our guidelines and a list of the 10 members of the Board of Trustees was made available.

World Service Office Report: presented by Jimmy K.

Presented conference with copies of financial statement (balance) sheet. Gave a briefing on April 4, 1977 date of WSO Incorporation as a non-profit organization.

CASH BALANCE as of 4/4/77:                   \$ 534.59  
(left over from old acct.)

Literature down but had been ordered. Have printer that prints at a volume price.

"Keeping our noses above water."

Revenue from sales from  
April 1977 to Feb. 28, 1978:               \$ 4,330.58

Donations from groups:                       500.00

EXPENDITURES:

Printing                                       \$ 3,091.91  
Mailing   671.91  
Rent for 2 months                           100.00  
Telephone                                    501.99  
Misc. Supplies                              444.24  
Ascot Stationers                            283.16  
Imperial Paper                              61.17

TOTAL:   \$ 5,154.38

Left WSO Balance of:                       \$ 210.79

Inventory build-up approximately         \$ 500.00 (paid for)

Depreciable Assets                         \$ 540.00 (approx.)

Accounts Receivable                        \$ 250.00 (approx.)

GRAND TOTAL FOR YEAR (NET WORTH)       \$ 1,500.79

Additional services throughout the year included answering approximately 950 messages from WSO answer-machine. Other calls added about another 900. Sent out 135 starter kits for the year at a cost of \$5.00 each which made an expense of \$675.00.

ELECTION OF COMMITTEE CHAIRMEN

Motion was made to elect this year's Administration Committee Chairman as WSC Chairman for 1979. Seconded, (CARRIED)

Motion made the Recording Secretary (Lin A.), as an active officer of the WSC, be allowed a vote. Seconded, (CARRIED)

Election of next year's WSC officers to begin serving upon completion of 1978's conference and to serve until the completion of next year's conference. (CARRIED)

The following were elected:

CHAIRMAN	-	Sue I.
VICE-CHAIRMAN-		Tommy B.
SECRETARY	-	Lin A.
Treasurer	-	Steve B.

Motion made that these officers form the nucleus group for the Administrative Committee of the WSC. Seconded, (CARRIED)

On day number two of the WSC (Sunday) the committees met and gave reports and recommendations to the Conference as a whole. Unfortunately, all minutes and tapes of this section of the conference were misplaced and unavailable for this report.

The outcome from the election of Committee Chairmen was obtained primarily through telephone contacts and are as follows:

ADMINISTRATIVE	-	Sue I.
POLICY	-	Hank M.
INSTITUTIONAL	-	Mary L.
PUBLIC RELATIONS	-	Co-Chaired: Rick S. & Jan S.
LITERATURE	-	Mark McG.
FINANCE	-	

Submitted By:

*Lin A.*

WSC Secretary  
1978/1979



WORLD SERVICE OFFICE INC.  
BALANCE SHEET

1977 Fiscal Year.

41	Cash		5	3	4	59			
	Revenue from Sales	4	3	3	0	58			
	Donations		5	0	0	00			
	Printing						3	0	91
	Mailing							6	71
	Rent (2 mos)							1	00
	Telephone							5	01
	Misc Supplies							4	44
	Assoc Stationers							2	83
	Imperial Paper								61
								5	154
	W.S.O. Inc. Balance								210
			5	3	6	517	5	3	65
	Cash		2	1	0	79			
	Inventory on hand paid		5	0	0	—			
	Depreciable Assets Off Furniture		5	4	0	—			
	Accounts receivable		2	5	0	—			
	Total		1	5	0	79			

Starter Kits for Year - 135 amount  
 Phone calls from taps 950  
 Other — 900  
 Call Total 1850

6750

World Service Office Inc. Start of Fiscal Year

Balance Sheet

1978

REF

DEBITS

CREDI

3 1

Cash Balance  
Donations  
Sales

361 87  
55 -  
539 63

Paid Out

World Service Office Inc Bal.

956 50

4 1

Cash Balance  
Donations  
Sales

420 53  
186 -  
873 02

Paid Out

World Service Office Inc. Bal.

1479 55

5 1

Cash Balance  
Donations  
Sales

322 21  
65 -  
930 36

Paid Out

World Service Office Inc. Bal.

1317 57

6 1

Cash Balance  
Donations  
Sales

974 11  
50 -  
693 02

Paid Out

W.S.O. Inc Bal.

1717 13

7 1

Cash Balance  
Donations  
Sales

312 72  
160 -  
579 96

Paid Out

W.S.O. Inc Bal.

1052 68

12-762  
MADE IN U.S.A.