

ADDENDUM F – PACIFIC NORTHWEST CONVENTION OF NARCOTICS ANONYMOUS  
GUIDELINES (Revised 10/25/2014)

**Article I      PURPOSE**

- A.    The purpose of the guidelines for the Pacific Northwest convention is to define the Pacific Northwest Convention, the Board of Representatives, the convention proposal procedures, financial accountability and reporting formats.
  
- B.    The Pacific Northwest Convention of Narcotics Anonymous (PNWCNA) shall be held once a year, in October, as a celebration of recovery in the Pacific Northwest.
  
- C.    The PNWCNA shall be held within the geographic boundaries of Oregon, Washington, Idaho, USA and British Columbia, Canada.
  
- D.    The PNWCNA shall rotate between the regions, which are located within the geographical boundaries of Oregon, Washington, and Idaho USA, and British Columbia Canada.

**Current Rotation:**

Pacific Cascade Region	2014
Southern Idaho Region	2015
Washington Northern Idaho Region	2016
British Columbia Region	2017
Pacific Cascade Region	2018
Southern Idaho Region	2019
British Columbia Region	2020
Washington Northern Idaho Region	2021
Pacific Cascade Region	2022
Southern Idaho Region	2023
British Columbia Region	2024
Washington Northern Idaho Region	2025
Pacific Cascade Region	2026
Southern Idaho Region	2027
British Columbia Region	2028
Washington Northern Idaho Region	2029
Pacific Cascade Region	2030

Any newly formed region, within the above boundaries, wishing to join the rotation shall send representation to the Board of Representatives Meeting. The new region will join the rotation after one complete rotation cycle.

- E. In the event that the rotation above in article I (d) cannot be maintained the opportunity to host the convention shall fall to the next region in the rotation.

## **Article II BOARD OF REPRESENTATIVES**

### **A. PNWCNA BOARD RESPONSIBILITIES**

1. The purpose of the Board of Representatives for the PNWCNA is to provide continuity for PNWCNA. It is not a deliberative body.
2. The Board of Representatives for the PNWCNA shall be composed of two members from each of the regions, present or future, formed within the borders of the states of Washington, Oregon, and Idaho, USA and the province of British Columbia, Canada duly elected by their respective RSC's.
3. The Board of PNWCNA shall meet once a year during the annual PNWCNA. The current convention committee will provide for the meeting space for the Board meeting to be held at noon on Saturday. The time and place of the meeting location shall be included on the convention program.
4. The Board of PNWCNA will appoint, every two years, a Board Document Secretary whose responsibilities will be maintaining and distributing Board documents, i.e., Guidelines, Checklists, summary sheet. This position will not be held for more than two consecutive terms.
5. Each regionally authorized board member in attendance shall have a vote in all matters of the Board.

### **B. INDIVIDUAL PNWCNA BOARD REPRESENTATIVE RESPONSIBILITIES**

1. A member of the Board of Representatives from each region shall be custodian of the PNWCNA archives for that region. The archives could include, but are not limited to: minutes, program, registration package, sample merchandise, etc.
2. The Board Representative of the hosting region shall provide a facilitator (including an agenda) and a recording secretary for the annual meeting of the Board of Representatives of the PNWCNA.

3. The Board Representative of the hosting region shall be responsible for distribution of the PNWCNA Board Meeting record, including a current PNWCNA Board Representative mailing list.
4. The Board Representatives will maintain the PNWCNA Board documents and records for their region. This will include bringing all current documents of the Board to the Board meetings, i.e., PNWCNA Guidelines, past meeting records, current motions.
5. The Board Representative of the future hosting region will provide the Treasurer of the current convention an address for distribution of the seed money.
6. The Board Representatives of each participating region will provide the Treasurer of the current convention an address for distribution of the proceeds from the current convention.

### **Article III CONVENTION PROPOSALS**

- A. A written proposal to host the PNWCNA, supported in writing by the hosting committee's Regional Service Committee, shall be submitted to the Board of Representatives by noon Saturday on the PNWCNA weekend, two years in advance of the proposed convention.
- B. Each RSC presenting a proposal agrees to abide by the PNWCNA Guidelines.
- C. It is suggested that the proposal presented by those seeking to host the PNWCNA consist of a flyer which will include:
  1. Supporting Region;
  2. Date of the PNWCNA;
  3. Name and address of hotel and/or related facility;
  4. Room prices;
  5. Approximate full package price;
  6. General description of what the full package includes;
  7. Contact address; and,
  8. Optional – Local Amenities

### **Article IV FUNDS**

- A. The current convention committee shall provide \$500.00 US to the host region 3 years out, and an additional \$500.00 to the host region the year they provide the proposal. These funds will be given to the proposing region's PNW Board Representative at the PNW Board Meeting on the Saturday of the convention.

- B. The current convention committee shall provide \$4500.00 (US) seed money to the committee of the following year within sixty (60) days of the convention. These funds will be mailed directly to the following year hosting region's PNW Board Rep by certified delivery.
- C. The hosting region shall be responsible for any losses incurred by the PNWCNA.
- D. Any excess proceeds from the convention, after the seed money is allocated, shall be divided as follows. 25% sent to NAWWS with the remaining 75% will be divided equally among those Regions included in the rotation cycle.
- E. A summary report shall accompany each check and shall be available to the Fellowship. These reports shall include the attached summary sheet, registration flyer, and the program.

**Article V      MERCHANDISE**

Any excess PNW Convention merchandise shall be divided as follows: 50% shall remain in the hosting region and 50% shall be forwarded to the hosting region for the following year. Where possible, the merchandise will be divided on Sunday following close of the convention.

**Article VI      HOST COMMITTEE**

- A. Each host committee shall provide a complete registration flyer for the PNWCNA, one year in advance, to be available at the current convention.
- B. The PNW Convention banners will be no larger than 8 ft (2.44m) by 11 ft (3.35m). A digital image of the current conventions banner will be provided to each region at the board meeting during the convention.
- C. The current hosting regional committee will be responsible for the storage and handling of their regional banners. Any host committee can request the banners from each region, within 6 months of their convention, for display at their convention, but must be done so at their expense. Part of that expense is the return of the banners to each region, within 6 months of the close of their convention. T
- D. A full set of minutes and reports from the current convention will be sent to a PNWCNA Representative in the region hosting the convention immediately following the convention.
- E. Minutes from each of the regularly scheduled PNWCNA Host committee meetings shall be sent to one PNWCNA representative of each region. A list of the names and E. Minutes from each of the regularly scheduled

PNWCNA Host committee meetings shall be sent to one PNWCNA representative of each region. A list of the names and addresses of the representatives to receive the minutes will be provided to the host committee by the PNWCNA Board of Representatives.

**Article VII AUDIO TAPES**

PNWCNA audio tapes shall only be available for sale at Narcotics Anonymous events, through a catalog listing Narcotics Anonymous Speakers, or by mail order request. The Host committee shall select a taping vendor who will honor the principles of the Twelve Traditions of Narcotics Anonymous in regards to distribution of the PNWCNA audio tapes.

**Article VIII REVISION OF PNW CONVENTION GUIDELINES**

- A. Revisions to the guidelines shall only occur when proposed changes made by the PNW Board of Representatives and/or the participating Regional Service Committees are approved by all RSC's participating in the convention rotation.
  
- B. PNWCNA Board Representatives will provide their Region's RSC approval date for PNWCNA Guideline changes to the PNW Board Document Secretary.

Guidelines Originally Adopted 4/93

Approved as Amended

Date Approved: 10/29/11 Pacific Cascade Region

Date Approved: 10/29/11 British Columbia Region

Date Approved: 10/29/11 Southern Idaho Region

Date Approved: 10/29/11 Washington Northern Idaho Region