

READINGS FOR THE ANNUAL BUSINESS MEETING

RCA Safety Guidelines for Annual Business Meeting

We are here to share our experience in business matters, keeping to the spirit of RCA, with our fellowship as the beneficiaries of our knowledge and learning experiences.

There must be healthy, respectful, back and forth dialogue in a business meeting setting or we cannot be productive.

There must be room for each member's opinion, both minority and majority. The informed minority opinion may further inform the group, or it may not. But it is the duty of the delegates to listen and reflect upon it. Ultimately, the informed majority will prevail.

It is our duty to remember that we are here to discuss and debate issues. As we do this, we respect and value each individual as we seek to accomplish our goals as delegates and RCA members.

RCA Concepts of Service

1. Final responsibility and ultimate authority for RCA world services should always reside in the collective conscience of our whole Fellowship.
2. The member groups by their participation at the annual business meeting and in special balloting are the active voice and the effective conscience of RCA in its world services.
3. To ensure effective leadership, the Fellowship should endow each element of the RCA World Service Organization (WSO) with sufficient authority to match its assigned responsibilities. Delegated authority should always be subject to reporting and monitoring.
4. Throughout the WSO each member of a service body should be given equal opportunity to fully participate in decisions made by that body.
5. Throughout our service structure, a traditional *Right of Appeal* ought to prevail, so that minority opinion will be heard and personal grievances will receive careful consideration without fear of reprisal.
6. The Fellowship recognizes that the primary administrative responsibility in most world service matters should be exercised by the Board of Trustees of the RCA World Service Organization.

7. The RCA Bylaws and Special Rules of Order, as well as those specific policies and procedures approved by the Fellowship, empower and regulate the Board of Trustees in its management and conduct of world service affairs. These instruments are consistent with the RCA Traditions which make the Board directly responsible to the Fellowship.
8. The Board of Trustees is the principal planner and administrator of overall policy and finance for the RCA–WSO. It is entrusted with the responsible management of RCA funds, which are to be used to further the Fellowship’s primary purpose. The Board is responsible for the monitoring and oversight of contracted service providers.
9. Good leadership at all service levels is indispensable for our future functioning and safety. While the Board of Trustees provides the primary leadership in the area of world service, effective leadership is also necessary at all service levels.
10. In all cases, service responsibility and authority should be matched and well defined. Double-headed management is to be avoided. Accountability should be clearly defined and should include a single point of contact for reporting.
11. To ensure the Board of Trustees has the best possible support, serious attention should be given to the qualifications of committee members and service providers, and to clearly define their responsibility and authority.
12. The spiritual foundation of the RCA World Service Organization is contained in the RCA Traditions, and should ensure that:
 - a. No RCA service body, including the Board of Trustees and all its committees, ever becomes the seat of perilous wealth or power.
 - b. Sufficient operating funds and reserve be the World Service Organization’s prudent financial principle.
 - c. No RCA member ever be placed in a position of unqualified authority over others.
 - d. All important decisions are reached by discussion, vote, and wherever possible by substantial *unanimity*.
 - e. No service action ever be personally punitive nor an incitement to public controversy.
 - f. No RCA service body, including the Board of Trustees and all its committees, ever performs acts of government, and that, like the Fellowship they serve, they always remain democratic in thought and action.