

Bidding Guidelines ECCNA CONVENTIONS

Requirements in submitting bids to the ECCNA:

1. A Letter of Support from all sponsoring NA Area(s)/Region(s) must be submitted via the Bid Committee together with the bid. This is to be signed by Chairperson of the Sponsor, together with their contact information.
2. A Letter of Intent (to hold the Event) from the facility and a Facility Fact Sheet must be submitted with the Bid
3. The ECCNA Advisory Board (AB) must receive written bids no later than the 30 days prior to the current years' convention. At that time, the AB will review the bids for guideline compliance. (Please see ECCNA.org for Host Policy)
4. The Bids will be created and represented by a "Bid Committee" consisting of willing NA members from the bidding NA Area/Regional Community. This committee may be either formed by themselves with Area/Regional Sponsorship or directly by the Sponsoring body (s). Components of this service body will include the Admin part of a "Host Committee", (see Section 7 of "Host Policy", "Host Committee").

Suggestions:

1. Each bid should be sponsored from an Area/Region where there has been an active ASC/RSC for two years.
2. Historically, the convention has been held at a school campus where housing and food tend to be affordable in the off season (June). The Full Registration includes all costs including room, board and meals. Day registrations and combination Day registration/meal packages may be offered as approved by the AB.

How it Works:

In order for an Area/Region be eligible to host the convention, they must first submit a bid package to the AB through a "Bid Committee". A group of NA members may approach and Area/Region to secure their support and thereby form a bid committee. The bid must be submitted at least thirty (30) days prior to current year convention and is for the next year's convention. This bid must be in writing, reflect the Conscience of the Area(s)/Region Service Committee(s) and be signed by the Chairperson and Vice-Chairperson of the ASC(s)/RSC(s) along with the name and telephone number of a contact person of such. The bid letter should also contain a "letter of intent" from selected site. Once the bid is received by the AB, an AB member will make contact with the Area(s)/Region(s) to confirm the information received.

In addition, the Area(s)/Region(s) should have already selected the Admin part of the Bid Committee. This will allow the Bid Committee to become the Host Committee in order to immediately begin doing business if elected.

In the event that there are no bids received by the AB, prior to the convention or no bid is selected at the convention, the AB may, in its discretion, withhold an additional \$500.00 from the Book Purchase to seed an announcement material disbursement project. This will be to foster interest in ECCNA through mailings and outreach programs to the end that a bidder may come forward. These would be developed by the then-current AB as they see fit. Mailings will be facilitated by the AB Mailings Chair. Bid presentation fundraisers/gatherings/meetings/simulcasts, and such, could then be proposed and implemented by the then-current AB in a way that is suitable for the situation. In any event,

the AB shall move forward with its “Purpose”, perhaps skipping a year, as the situation presents itself or until a new Host is found. If no bid is presented within 12 months of the last convention the corporation may be dissolved at the discretion of the AB. In that situation, all remaining funds would then be used to purchase basic texts, distributed equally among the regions on the East Coast.

Any Area/Region submitting a bid will be required to have a Bid Committee Representative attend the Bid Meeting at the convention to present their bid. The Bid Meeting is facilitated by the AB. The order of presentation is determined by the AB President flipping a coin (if two) or drawing straws (if more than two) in the presence of the Bid Committee Chairs during the meeting.

After each bid is presented, the floor will be opened for questions. The members in attendance will select the Host for the future convention at the Bid Meeting by paper ballot. Simple majority wins the vote. In case of a tie, the AB President will flip a coin, in the presence of all Bid Committee representatives, to determine the winner.

The new Host’s contact person shall be immediately notified of this selection by the AB President and the selection will be formally announced at the current convention during the Saturday Night Speaker Meeting. The winning Bid Committee then becomes the Host Committee for the upcoming year and shall assume responsibility for the completion of the formation of the Host Committee.

Once a Host Committee has been formed, it becomes an active participant of the East Coast Convention, and is accountable to the Host Area(s)/Region(s) and the AB. The decision of an Area(s)/Region(s) to host ECCNA constitutes a binding agreement whereby that Area(s)/Region(s) agrees to abide by the existing ECCNA policy and fund flow guidelines. The Chairperson and Vice Chairperson of the new Host Committee automatically become members of the AB for the duration of the Convention.

After the winner is announced, the Administrative Committee immediately comes to task at the current convention by providing personnel to develop a pre-registration flyer and staff the next years’ pre-registration table under guidance of the AB. Sale of pre-registrations by the new Host Committee may commence Saturday night through the close of the convention on Sunday.

More General Information:

1. Only the ECCNA Advisory Board is authorized to execute contracts on behalf of ECCNA.
2. For further details and information please refer to the “Host Policy” tab under the “Docs” tab at ECCNA.org