

**GUIDELINES**  
**of the**  
**NORTHERN CALIFORNIA REGION**  
**of**  
**NAR-ANON FAMILY GROUPS**

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**ACRONYMS**

ASR	Area Service Representative
CAR	Conference Agenda Report
GSR	Group Service Representative
H&I	Hospitals & Institutions
NCR-NFG	Northern California Region of Nar-Anon Family Groups
PI	Public Information
RD	Regional Delegate
RAD	Regional Alternate Delegate
RSA	Regional Service Assembly
RSC	Regional Service Committee
WSC	World Service Conference
WSO	World Service Office

## **ARTICLE I. BOUNDARIES**

This body shall be known as the Northern California Region of Nar-Anon Family Groups, hereinafter referred to as “NCR-NFG” or “the Region”. The Region shall serve Monterey, Kings, Tulare, and Inyo Counties and all of the counties of California to the north. The Region comprises Areas located within the geographic boundaries described above.

## **ARTICLE II. REGIONAL SERVICE STRUCTURE**

The Region supports the Areas and Groups by providing opportunities for them to communicate with each other, acting on behalf of their common interest and encouraging growth of the fellowship. The service structure of the Region consists of the Regional Service Assembly and the Regional Service Committee, hereafter referred to as the RSA and the RSC respectively.

The members of the Region shall perform the duties prescribed by these guidelines and any parliamentary procedures (Rules of Order) adopted by the Assembly. The Region must be able to work for the common good of Nar-Anon as a whole, bearing in mind that the membership's group conscience at the meeting level is our ultimate authority, and that we must strive to place principles above personalities. All actions of members and officers should be bound by Nar-Anon's Twelve Traditions and Nar-Anon's Twelve Concepts of Service.

### **Section A. Purpose of Regional Service Assembly**

The RSA is a vital link between the groups and the Region and as such is responsible for the following:

1. Sets Area boundaries within the Region.
2. Sets policy for the Region.
3. Communicates the group conscience of the Region through the delegate to the World Service Conference (WSC).
4. Approves Regional motions to be submitted by the Regional Delegate (RD) for inclusion in the Conference Agenda Report (CAR). The CAR comprises the motions and actions proposed for approval at World Service Conference. The motions are provided by the fellowship of Nar-Anon

(Groups, Areas, Regions, and/or Committees) to address methods to resolve conflicts, make changes to existing literature or policies, and to approve or propose new literature and policies.

5. Reviews the CAR and provides group conscience on agenda items.
6. Approves the Region's Budget developed by the RSC
7. Hears Area Reports.
8. Hears the Delegate's report of the proceedings and decisions at the WSC.
9. Elects Officers for the Region.

Voting members of the RSA are registered Group Representatives.

### **Section B. Purpose of Regional Service Committee**

The primary function of the RSC is to plan for the general improvement of the Region. To accomplish these objectives the RSC should meet quarterly. Two of these meetings can be held prior to the biannual Assemblies.

The RSC:

1. Hears Regional matters.
2. Discusses Delegate's report.
3. Develops Regional Budget.
4. Disperses budgeted funds.
5. Establishes and supports subcommittees to respond to the needs of the Region.
6. Reviews ways of keeping the groups informed and unified.
7. Hears Subcommittees reports and reviews activities.
8. Develops policy for Assembly approval.

Voting members the RSC are the officers of the Region, the Area Service Representatives (ASRs), subcommittee coordinators and others as the RSC may deem appropriate.

### **Section C. General Membership**

Attendance at the RSA/RSC shall be open to all individuals who share the Region's stated purpose. Members are welcome to attend as non-voting members. At the discretion of the Chairperson, non-voting members may be asked to speak.

## **ARTICLE III. ASSEMBLIES**

A full Assembly comprises the Officers, the Delegate, Area Service Representatives (ASRs), and Group Service Representatives (GSRs). A quorum of registered GSRs is required to conduct business. The definition of a quorum for our purposes is described under ARTICLE VI. POLICY, Section H. Assembly Voting.

### **Section A. Group Service Representatives**

At the assembly level only the GSRs/Alternate GSRs or Substitute GSRs voting their groups conscience, have the voting power. A member may hold more than one position as a possible voting member, however when voting the member can only vote for one group. This is consistent with one vote per group. Only registered GSRs/Alternates/Substitutes are considered voting members. This recognition is gained by filing a GSR/Alternate or Substitution form with the Administrative Body prior to the vote being taken.

#### **Paragraph 1. Group Service Representative Form**

The RSC will provide a form for each Area within the Region to register GSRs and Alternate GSRs. Each Area is responsible for reproducing and completing a form for each GSR/Alternate GSR within the Area. Only those names appearing on this form will be recognized at the Assembly as voting members.

If a GSR or Alternate GSR is not able to attend an Assembly and a group sends a substitute, a Substitution Form must be filled out and

presented to the Administrative Body before that representative can be recognized as a voting member.

### **Section B. Interim Assemblies**

The Chairperson may call interim assemblies whenever there is a need to decide urgent matters affecting Regional policy, or to fill vacant positions due to a resignation.

To conduct business, a quorum of the Registered Regional GSRs will be necessary.

### **Section C. Election Assemblies**

Every three years at the Fall Assembly, the Region shall hold an election assembly; this assembly shall call all GSRs to attend. The purpose for this assembly is to install the new officers, Delegate and Alternate Delegate.

#### **Paragraph 1. Nominations**

Slate of nominees should be drafted by the RSA/RSC before an election assembly. Names may be added from the floor. Any member of the Committee may nominate a qualified individual for a position.

The following members are eligible for nomination to a service position:

- a. Past or current officers of an Area or the Region.
- b. Past or current RSC Sub-Committee Chairperson.
- c. Any GSRs/ASRs showing an interest in service that meet the suggested time requirements of the position.

No member shall hold more than one (1) Office at a time no member shall serve more than two (2) consecutive terms in the same position.



## ARTICLE IV. OFFICERS

### **Section A. Terms**

Officers shall be elected to serve for three (3) years. The term of service shall begin in January of the year following the election.

### **Section B. Positions Chairperson, Vice Chairperson, Secretary, Treasurer**

#### **Paragraph 1. Chairperson**

Suggested minimum of three (3) years of continuous service in Nar-Anon.

Duties:

- a. Presides over all regular business meetings of the RSA/RSC. Must be capable of conducting a business meeting with a firm yet understanding hand.
- b. Arranges the next RSC/RSA meeting agenda with the rest of the administrative body immediately following the current RSA/RSC meeting.
- c. Co-signer on the RWSC bank account.
- d. Holder of the P.O. Box key.
- e. Handles correspondence.
- f. Maintains archives.

#### **Paragraph 2. Vice Chairperson**

Suggested minimum of two (2) years continuous service in Nar-Anon; willingness to become the Chairperson at the end of the current Chair's term, upon approval of the RSA.

Duties:

- a. In the absence of the Chairperson, the Vice Chairperson, will perform the duties of the Chairperson, as outlined in these guidelines.

- b. In the event the current Chairperson is unable to fulfill the duties of the position, assumes the Chairperson position for the duration of the term or until an election assembly can be called.
- c. Stays informed of all Sub-Committee activities and is available to mediate any Sub-Committee problems.
- d. Co-signer on the RWSC bank account.
- e. Maintains records of approved motions made at the RSA/RSC meetings for the current and previous years.
- f. Acts as parliamentarian for the RSA/RSC

### **Paragraph 3. Secretary**

Suggested minimum of one (1) year of service in Nar-Anon

#### **Duties:**

- a. Keeps accurate minutes of each regular RSA/RSC meeting.
- b. Prints and distributes minutes of all RSA/RSC meetings.  
  
A draft will be sent for Regional Chairperson's review within 30 days following each meeting. Final minutes will be distributed to members within 60 days.
- c. Notifies World Service Office (WSO) at the end of the election assembly of the names and addresses of the newly elected officers.
- d. Provides copies of the approved Assembly minutes to the WSO.
- e. Keeps minutes on hand at each RSA/RSC meeting of current year's meeting. At the end of office term, passes the previous year's minutes to the RSA/RSC Chairperson for compilation for RSA/RSC archives and passes the current year's minutes on to the incoming secretary.

- f. Maintains an up-to-date telephone number, email and mailing list of RSA/RSC registered voting members and makes available to Regional Officers and chairs of committees.
- g. Following the addition of new RSA/RSC members will notify these individuals of the need to comply with Article X (Items a-c) and where they may obtain copies.
- h. Co-signer on the RSC bank account.

#### **Paragraph 4. Treasurer**

Suggested minimum of two (2) years continuous service in Nar-Anon

##### **Duties:**

- a. Custodian of the RSC bank account.
- b. Responsible for maintaining an accurate financial ledger of RSC transactions.
- c. Responsible for disbursements to cover RSA/RSC expenditures.
- d. Responsible for reporting RSA/RSC financial status, in the form of a written report at each regular business meeting.
- e. Responsible for the preparation of current financial statements prior to each assembly meeting and a final report at the end of office term.
- f. At the final assembly meeting of each year, a separate summary report shall be prepared as a recap of the two prior assemblies/committee meetings. This report will be used as the basis for future budget planning.
- g. Co-signer of the RSC bank account.
- h. Holder of the P.O. Box key.

**ARTICLE V. REGIONAL DELEGATE/REGIONAL ALTERNATE DELEGATE**

Regional Delegate should be a current ASR and should have a suggested minimum of three (3) years of continuous service in Nar-Anon. If not feasible the Region may select from members who have held a three year term of ASR, and who is currently chairing one of the subcommittees. When elected as Delegate, can no longer be an ASR.

**Section A. Terms**

Delegates and Alternates shall be elected for a 4-year term. This allows the delegate to hold the position for two (2) Conference cycles during the term.

**Section B. Elections**

Elections for delegates/alternates shall be held in the fall following the second conference cycle. The term of office will begin in January following the election. This will allow for the outgoing delegate to report to the Assembly the results of the second Conference.

**Section C. Positions****Paragraph 1. Regional Delegate**

Duties:

- a. The primary responsibility is to work for the good of Nar-Anon, providing two-way communication between the Region and the rest of Nar-Anon as a whole.
- b. Speaks for the Members, Groups and Areas within the Region, at the World Service level and makes every effort to keep the Region informed of the WSC Agenda as soon as it becomes available, prior to the WSC.
- c. Attends all regular meetings of the RSA/RSC the WSC, and when invited, Area meetings.
- d. Contacts inactive Areas to determine their status within the Region.

- e. Works closely with the ASRs and the RSA and sub-committee representatives and is a source of information regarding the Twelve Traditions/Concepts and provides input in matters concerning them (may serve on one or more of the RSA/RSC Sub-Committees, although not as a chairperson).
- f. Following the invitation by the World Service Conference Committee to submit motions. Solicits Regional motions from the groups within the Region and presents those motions to the Regional Assembly for a vote to be submitted for inclusion in the CAR.
- g. Following receipt of the CAR coordinates and facilitates as many WSC Agenda, study groups as the RSC requests.
- h. Prior to the WSC, obtains a group conscience vote from the RSA for items that are included in the CAR and a vote of confidence to vote on items brought before the floor of the Conference.

## **Paragraph 2. Regional Alternate Delegate**

Should have prior service as a GSR/ASR or Subcommittee Chairperson. Suggested minimum of two (2) years continuous service in Nar-Anon and willing to become the RD, upon approval of the RSA, at the end of the current RDs term.

### Duties:

- a. In the absence of the RD, performs the duties of the RD previously listed.
- b. In the event that the RD is unable to fulfill the duties of the position, assumes the RD duties until an election assembly can be called.
- c. Attends the WSC with the RD the last year of the RD's term, in order to become familiar with the WSC process. This is conditional upon Assembly approval.

- d. Attends all regular RSA/RSC meetings and Area meetings when invited.
- e. May serve on one or more of the RSA/RSC Sub-Committees.

## ARTICLE VI. POLICY

### **Section A. Minutes**

All meetings will be recorded and the resulting minutes distributed to the members of the RSA/RSC. Any member of Nar-Anon can be given a copy of the minutes upon request. No official business will be conducted without a written record of the transaction. A motion may be made and passed for general discussions to be off the record.

### **Section B. Post Office Box**

The Chairperson or Treasurer may establish a Post Office Box to be a point of contact with the Region. This box may be shared with an Area if convenient and the cost split. This P. O. Box may be changed as deemed necessary by the current administrative body. Notice shall be sent to Regional ASRs and GSRs when current information has been changed.

### **Section C. Bank Account**

The Region shall establish a prudent reserve to cover the budgeted business expenses of the Region. Funds shall be maintained in a bank account. Whenever possible, the account shall be readily available to the persons with signature authority. Deposits to the account of donations made to the Region shall take place no later than 30 days from the date of receipt. Funds shall be disbursed in accordance with Article VII.

### **Section D. Convention/Activities**

The Region will encourage and support annual Conventions within the Region. Other activities supported by the various Areas will be encouraged by the Region as well by publication in the Regional Newsletter when information is submitted prior to the deadline.

### **Section E. World Service Conference (WSC)**

The Region will support Nar-Anon as a whole by sending the RD and/or RAD to the WSC when the conference has been scheduled, and proper notification has been received to submit the Delegate's equalized expenses.

### **Section F. Contributions to World Service Office (WSO)**

The Region will make regular donations to the WSO of all funds over the established prudent reserve for the Region.

### **Section G. Sub-Committees**

The Region will create and support Sub-Committees, such as Hospitals & Intuitions (H&I), Public Information (PI), Literature, Activities, and Ad-Hoc Committees to respond to the needs and directives of the membership of the Region as they arise and to serve as a platform for the initiation of work to be reviewed at the RSC level.

### **Section H. Assembly Voting**

A quorum of the Assembly shall be determined by comparing the registered voting members to the registered voting members present. And shall consist of 51% of the registered voting members, or business will not be conducted.

When voting on CAR motions, two-thirds (2/3) majority of the registered GSRs present is required. In those cases where this is not possible, such as with matters brought to the floor of the WSC, the Regional Delegate, being a trusted servant and having a vote of confidence from the RSA, may vote his/her conscience in accordance with the Twelve Steps and Traditions.

#### **Paragraph 1. Motions**

Only voting members may make or amend a motion. Motions may be amended at any time prior to voting. A motion to amend must have a second.

**Paragraph 2. Tie Breakers**

In case of a tie vote on any motion of election, the triumvirate (**body of three**) (Chairperson, Treasurer, and the Secretary) shall cast one vote each to decide the issue. If a person has a vote as a GSR they cannot vote a tie breaker. If one or more of these officers are absent or unable to vote, the RD, Alternate Delegate, and Vice Chairperson in that order shall replace the officer(s) missing, retaining the triumvirate. Triumvirate privileges do not apply in actions requiring two-thirds majority.

**Section I. REMOVALS**

Regional Officers and Delegate/Alternate Delegate may be removed from their position for non-compliance after due written notification. A two-thirds (2/3) vote of the RSA is required for removal. Non-compliance includes, but is not limited to:

1. Non-fulfillment of the duties of their position.
2. Non-attendance at two (2) consecutive regular meetings without prior notification to the Chairperson. The Officer/Delegate shall submit a written report to the Chairperson if an alternate is not available.

When removal or resignation of an Officer/Delegate occurs between regularly scheduled meetings, the Chairperson shall appoint an interim service member. An election will be held at the next regular RSA to fill the position on an interim basis until the next election assembly.

Removals or resignations that occur during a meeting shall have that position filled on an interim basis at that meeting.

**Article VII. FUNDS**

All monies accumulated from Area contributions and other Nar-Anon sources shall be maintained in a bank account.



## **Section A. Disbursement**

### **Paragraph 1. Budget**

- a. Sub-Committee's expenses as budgeted.
- b. A Regional Chairperson's/Regional Delegate's mileage, postage and phone calls as budgeted.
- c. Yearly RSC and Workshop expenses as budgeted.
- d. Copy expenses as budgeted. Make copies of Article X documents as needed, RSC meeting agendas, data/facts reports and pre-conference materials.
- e. Unbudgeted expenses will not be reimbursed without an approved motion of the RSC.

### **Paragraph 2. Non-budgeted funds.**

Funds not budgeted shall be disbursed to the WSO Treasurer.

### **Paragraph 3. Expenditures.**

All expenditures made by the Committee shall be recorded.

No expenditure shall be made from the Treasury without receipt or proof of payment if over \$25. Minor expenses may be requested and described by written statement.

### **Paragraph 4. Signatures.**

Checks over \$500 shall require two (2) signatures, of the following:

- a. Chairperson
- b. Vice Chairperson
- c. Treasurer
- d. Secretary

### **Paragraph 5. Regional Delegate / Regional Alternate Delegate Expenses.**

The committee shall make funds available to assist the RD and Alternate RD with the designated expenses incurred due to attendance at the WSC Workshops.

**Paragraph 6. Budget changes.**

All motions requiring modifications to the budget require a two-thirds (2/3) majority vote of the RSA.

**Paragraph 7. Absence of the Treasurer.**

In the absence of the Treasurer at the RSA/RSC meeting the Chairperson, Vice Chairperson, or Secretary shall:

- a. Obtain the check book prior to meeting.
- b. Take custody of all moneys collected.

**ARTICLE VIII. SUB-COMMITTEES**

The Region may establish Sub-Committees from time to time to carry on the work of the committee. These Sub-Committees shall perform the duties prescribed by these guidelines.

**Section A. Sub-Committee Duties:**

1. Responsible for electing their own officers, including representatives to the RSC and to have a written report for the regular RSC meeting.
2. Responsible for developing written guidelines for their committee, and to submit them to the RSC for approval.
3. Responsible for preparation of an itemized yearly budget which will be submitted to the RSC for approval. A written financial report will be presented at each regular RSC meeting.
4. Responsible for holding regular business meetings at central locations.
5. Submit a written agenda of proposed activities for support and approval to the RSA/RSC meetings, respectively.

**Section B. Standing Sub-Committees**

Standing sub-committees shall be formed upon approval by the voting members. The Sub-Committees shall include, but not be limited to, H&I, PI, Literature, Convention and Activities. Standing sub-committees shall consist of a Regional coordinator and volunteers from the Region. Regional Coordinator shall be elected at the Assembly.

**Paragraph 1. Hospitals and Institutions (H&I)**

Acts as a resource to groups and members in their efforts to carry the message into hospitals and institutions. Its mission is to carry the message to those who may not be aware of Nar-Anon, keeping in mind the twelve traditions.

**Paragraph 2. Public Information (PI)**

Acts as a vital link between individuals seeking help and those who are in a position to share their experience, strength, and hope. Its mission is to act as a vehicle to provide information to agencies and the public within the Region regarding the Nar-Anon message, avoiding tradition violations.

**Paragraph 3. Literature**

Under the direction of the Literature Chairperson this committee's mission is to be an instrument to produce literature for the Nar-Anon fellowship as a whole, thereby helping the overall unity. In an effort to involve all members, the committee will hold workshops at annual Northern Region Conventions. Literature developed will be submitted to the WSC literature committee.

**Paragraph 4. Convention**

The coordinator for conventions convenes the first planning committee meeting for the host Area. The host Area elects the convention officers. In lieu of a host Area, the responsibility shall fall back on the coordinator.

**Purpose:**

It is the responsibility of the Convention Committee to make certain that all speakers at the convention carry a message of recovery in

Nar-Anon. It is suggested that the Main Speaker(s) should have at least two years of Nar-Anon recovery, all other chairs of meetings should have at least one year of Nar-Anon recovery in order to keep the focus on Nar-Anon. Should the committee want to deviate from this suggestion, prior approval should be requested from the RSC. The committee shall establish guidelines for the convention including the readings and prayers to be used at meetings and submit them to the RSC for approval prior to the convention.

### **Paragraph 5. AD-HOC or Special Sub-Committees**

Ad-hoc or Special Sub-Committees may be formed by the Chairperson or by motion and approval by the voting members. Special Sub-Committee members shall be appointed by the RSC Chairperson, unless otherwise specified in the motion to commit.

#### Purpose:

Ad-hoc or Special Sub-Committees are formed to carry out some short term goal as requested by the RSC. These committees shall present a verbal and written report to the RSC, upon completion of the goal. The committee dissolves upon request.

## **Article IX. SPIRITUAL GUIDANCE**

The Region shall not make any motion or take any action that conflicts with the Twelve Traditions or Twelve Concepts of Service.

## **Article X. Compliance**

The Region shall comply in all actions with the following documents:

- a. The Twelve Traditions.
- b. Nar-Anon's Twelve Concepts of Service.
- c. The Guidelines of the Northern California Region of Nar-Anon Family Groups.
- d. A current edition of parliamentary procedures.
- e. Past Regional motions.

All new trusted servants at Regional level should have a copy of Items a. through c. Notification will be made by the Regional Secretary.

## **Article XI. AMENDMENT OF GUIDELINES**

In order to amend these guidelines, a written motion must be submitted to the Assembly, specifying Article No., Section No., and intent. After this motion has been seconded, it will further be reviewed by an AD-HOC committee. The results of this review and the exact wording of the amendment(s) will be voted on at the next regular Assembly.

## **Article XII. SPECIAL RULES OF ORDER**

New Business resulting from a member's report or recommendation is to be taken up in new business.

## **VOCABULARY**

**Area:** A geographical boundary set by the Assembly.

**Area Service Representative:** Area coordinator and chairperson of the Area Service Committee.

**Assembly Motions:** Recommendations brought before the Assembly by the Groups within the Region to change policy and or guidelines that affect the fellowship as a whole.

**Delegate or Alternate Delegate:** A representative elected by the Group Service Representatives responsible for carrying the fellowship's group conscience to the World Service Conference.

**General Motions:** Recommendations made by the Regional Service Committee to the Assembly regarding the business of the RSC.

**Group Service Representative:** The voting power of the groups carrying the group's conscience on matters to be decided at the Assembly.

**Regional Service Committee:** A body of officers that are elected by the Group Service Representatives, to conduct the business of the Region and to call for Assembly.

**Regional Service Assembly:** The level at which policies, guidelines and matters affecting the fellowship as a whole are decided for the Region.

**World Service Office:** Clearing house for all things Nar-Anon.

**World Service Conference:** The level at which policies, guidelines and matters affecting the world fellowship of Nar-Anon is decided.

## **GUIDELINES REVISION HISTORY:**

March 26, 2016:

Per motion of Ruth B. (see attached) and as carried by vote of Regional Assembly on this date.

September 7, 2016:

Per vote of Regional Service Committee members, final text of revised guidelines reviewed, ratified and promulgated to the fellowship.