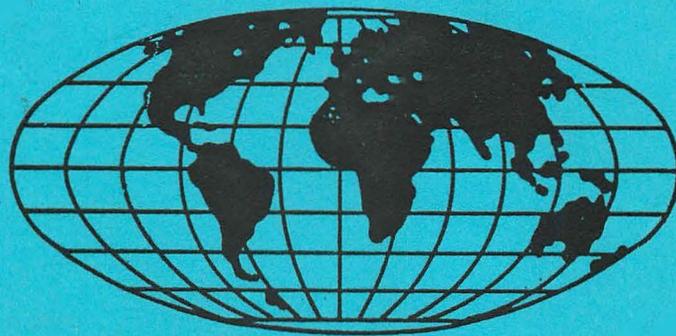


WORLD SERVICE CONFERENCE
86/87



CONFERENCE AGENDA REPORT

MATERIALS FOR CONFERENCE APPROVAL

JANUARY 27, 1987

INTRODUCTION

Throughout this report you will find portions with some language printed in **bold type**. The language printed in **bold** is either the motion or the exact language to be adopted. This has been done in an effort to make the reader's job more understandable.

The motions are numbered in sequence for ease in keeping track during discussions. The reports and their respective motions are in the same sequence that they will be considered at the Conference. Also for your convenience a consolidated summary listing of all motions appears at the end of the Conference Agenda Report entitled Action Item List.

Included in the report are separate nomination forms developed and used by several WSC Committees. They are included here for your information and use as may be appropriate or the choice of your region.

After the World Service Conference is over, two reports will be prepared. These reports are available for any member or group to purchase. A notice is presented in the *Newsline* and the July Fellowship Report when they are available stating what their cost is. The first report includes copies of reports from the committees, boards and regional service representatives given at the beginning of the Conference. The second report includes the Minutes of the Conference and short planning reports developed during the last days of the Conference that project the major work projects of each committee.

If there are any questions pertaining to this report, please call the WSO and one of the staff will help find an answer to your question.

WORLD SERVICE CONFERENCE AGENDA REPORT
WSC 1987

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WSC HOSPITALS & INSTITUTIONS COMMITTEE
WSC POLICY COMMITTEE
WSC SELECT COMMITTEE
WSC PUBLIC INFORMATION COMMITTEE
WSC LITERATURE COMMITTEE
WSC INTERNATIONAL COMMITTEE
WORLD SERVICE BOARD OF TRUSTEES
WORLD SERVICE OFFICE
WCCNA

Recess for the day

10:00 P.M.

WEDNESDAY--APRIL 29TH

Session 5A

WORLD SERVICE BUSINESS

9:00 A.M.

(These reports by WSC Committees will contain items for voting consideration by the Conference. See the Conference Agenda Report.)

ROLL CALL
OLD BUSINESS
WSC ADMINISTRATIVE COMMITTEE
WSC HOSPITALS & INSTITUTIONS COMMITTEE
WSC POLICY COMMITTEE
WSC SELECT COMMITTEE
WSC PUBLIC INFORMATION COMMITTEE
WSC LITERATURE COMMITTEE
WSC INTERNATIONAL COMMITTEE
WORLD SERVICE BOARD OF TRUSTEES
WORLD SERVICE OFFICE
WCCNA

Recess (Lunch)

NOON

Session 5B

COMMITTEE REPORTS (CONTINUED)

1:00 P.M.

Recess (Dinner)

5:00 P.M.

Session 6

NOMINATIONS

7:00 P.M.

WSC OFFICERS
WSC COMMITTEES
N.A. WAY PANEL
TAPE REVIEW
WORLD SERVICE BOARD OF TRUSTEES
WSO BOARD OF DIRECTORS
CONVENTION CORPORATION

Recess for the day

9:00 P.M.

To: The Fellowship

From: Leah Goodrich, Chairperson
World Service Conference

This reports contains the items of business for Fellowship action at this years World Service Conference. This material for consideration is the culmination of work, experience and dedication of trusted servants from around the world. Each committee has spent long hours of discussion and debate on the benefits and/or liabilities of all items before proposing them here. It is now your responsibility to determine the direction, and how effectively we further our primary purpose.

In reading this report you will see some new concepts and subtle changes from past years. Some committees don't have items to present for approval this year. This doesn't mean that the tasks are fewer, or that a committee has taken their work for granted. It simply means that Conference Committees will not present work that is not thoroughly and satisfactorily ready for presentation. Some committees have projects that require more time than a single year allows to reach completion or, in some cases, the committee needs more clear direction from the Conference which can only be ascertained at the annual meeting.

This report is a demonstration of the Narcotics Anonymous commitment to group conscience. The boards and committees that serve the Fellowship have prepared the various sections of this report in order that every member and group may have the opportunity to exercise their right to participation in the group conscience of N.A.

The boards and committees present in this report the items they feel should be adopted by the Fellowship. It is, however, the decision of the Fellowship as a whole to determine if any or all of these matters are to be adopted.

A copy of this report is distributed free to the voting participants of the Conference and an additional copy is sent to each region. This complies with the official responsibility to notify the Fellowship of the items scheduled to be considered at the World Service Conference. However, additional copies can be purchased from the WSO by any member, group or service committee. An order form was included in the last *Newsline* and Fellowship Report.

Every reasonable effort should be exercised to inform all N.A. members about this report and their right to participate in this Fellowship group conscience process. Some members and some groups will not be interested. That is their right, but they must be given the opportunity to participate if they desire to.

This year the Administrative Committee has been discussing matters of Conference procedure. We believe that a pre-Conference meeting on the Sunday before the Conference, would prove beneficial to Conference participants, particularly those who are attending for the first time. We have accordingly scheduled such a meeting and hope that new participants will be less intimidated or confused. At this meeting we will be discussing the procedure, the agenda, and be able to answer any questions that may come up. I believe that it will also help to make new participants feel more "a part of." We are also planning a Post-Conference Joint Administrative Meeting to discuss the work for the coming year, and avoid over-lapping or duplication of Conference work. This Post-Conference meeting is scheduled a few weeks after the World Service Conference.

A special report on the new Twelve Steps book, *It Works: How and Why* was recently mailed out to the Fellowship. It outlined some options available in the event this new book does not get approved. Following is a condensed reprint of that report as well as a motion which may be introduced on the Conference floor after the Literature Committee's motion to approve the book. The report is condensed in order to conserve time and space, some non-essential portions have

been omitted. However, the complete report is available to anyone who wishes to obtain a copy by writing to the WSO.

Because no motions are being proposed by the WSC Vice Chairperson or the WSC Treasurer, no reports from them appear in this Agenda Report.

A REPORT ON *IT WORKS: HOW AND WHY*

To: The N.A. Fellowship

From: The Chairpersons and Vice-Chairpersons of the World Service Board of Trustees, WSO Board of Directors, World Service Conference Administrative Committee and World Literature Committee

The development of *IT WORKS: HOW AND WHY* has been a matter of great interest and importance to the N.A. Fellowship for several years. Members around the world are anxious to have our book on the Twelve Steps and Traditions complete because it is so greatly needed. A tremendous effort has been exerted by everyone involved in this project to get the book completed at the earliest possible moment. The World Literature Committee is currently at work developing the second half of the book, the portion on the Twelve Traditions. This report is about the current status of Part One (the Twelve Steps) and some new developments that have taken place.

The approval form (the white cover) was first released in mid-April, 1986. The immediate response from most members who have read this new book was to enumerate its best qualities and endorse its content. However, there were a few who verbally expressed concerns. Because it was in the approval form, members all over the world began, in good conscience, to buy the book, read it, and prepared to express their group conscience at the 1987 World Service Conference.

As additional study of the book has taken place, a few members have begun to list items they question. In response to a few conversations between N.A. members and WSC Literature Committee trusted servants, a request was included in the September Fellowship Report encouraging this objective review and suggesting that feedback and suggestions be expressed in writing to the Committee as soon as possible.

At the recent WSC Committee meetings in Charlotte, North Carolina some members expressed their opinions regarding the book. Two special meetings were held at which the book was discussed and specific concerns were presented.

In the opinion of some who expressed their views in Charlotte, there is a need to change parts of the book in order to avoid conflict with the philosophy of N.A. or confusion because of inconsistency. There were other members who expressed the opinion that the book should be approved exactly the way it is. The number of specific items in question cannot easily be described so as to fit within this report. However, the issue of making changes in the book is the subject of this report.

According to the Conference-approved Literature Guidelines, the book *IT WORKS: HOW AND WHY* is in the approval form and due, according to the schedule of things, to be either approved or disapproved by the Fellowship at the next Conference meeting. However, the concerns of members cannot be ignored, especially if the changes that are recommended are appropriate and necessary. At the very least, adequate consideration of the issues raised should be given in order to determine their merit.

As a Fellowship, we have found ourselves in this situation before. At times in the past we have waited until the Conference date arrived and issues were vehemently fought out on the floor of the Conference. Unfortunately this procedure did not always resolve matters and some have continued to be a source of friction and controversy. The Basic Text is the best example. The World Service Conference has continued to make changes in it over the years and every change becomes a highly emotional dilemma. Additionally, each time the Fellowship is asked to consider changing an already approved item of literature it creates more conflict and controversy.

So, despite the need to complete our book on the Twelve Steps and Traditions, there is also a need to approve the best quality literature possible with a minimum amount of controversy. Unfortunately there is no built-in mechanism whereby proposed changes in approval-form literature can be made. Therefore, the bottom line of this discussion is that regardless of the merit of the issues recently raised, only when the Conference meets in April can any changes be made.

We cannot predict the future and the Conference must make the final decision. No service board or committee has the authority to stop the approval process. We are not here to decide these things for the Fellowship, only to be responsible in making the information known, and try to offer some solutions.

A further purpose of this report is to offer three alternatives that may be successful. They are presented here for your information and consideration.

Option 1: Accept Fellowship-wide input until March 1, 1987, have the proposed changes reviewed by an ad-hoc committee comprising members from the Board of Trustees, WSO Board of Directors, WSC Administrative Committee and World Literature Committee, and have appropriate changes proposed by the ad-hoc committee for adoption, as amendments to the book, when it is considered for approval at the Conference in 1987.

Option 2: Accept Fellowship-wide input until June 30, 1987. Have the ad-hoc committee review the input and publish a revised approval form by October 1, 1987, and have this version considered for approval at the Conference in 1988.

Option 3: Accept Fellowship-wide input until October 1, 1987. Have the literature ad-hoc committee review and make changes and publish a new approval form copy at the Conference in 1988 and possibly approve the book at the Conference meeting in 1989.

The trusted servants who helped put this special report together have all been directly involved with working on *IT WORKS: HOW AND WHY* for many months. It is our unanimous desire to do what the Fellowship wants in this matter and at the same time produce the highest quality publication within the shortest reasonable time.

We think it would not be in the best interests of the Fellowship to simply ignore the input that has been shared or take no action between now and the Conference meeting. We feel it would be irresponsible to force the Fellowship at that time to choose only between accepting the book without changes or making changes on the floor of the Conference meeting.

The immediate need is to either take some action that is reasonable and prudent now or wait until the Conference. It is the belief of these trusted servants that Option One should be initiated immediately in order to make use of the time currently available. Although further discussion at the Conference will determine subsequent action, if option one is selected we need to be prepared with the proposed amendments.

We wish to stress that although it is somewhat unusual for us to ask for or receive input on approval-form literature it is always welcomed. The Literature Committee remains open and receptive to the wishes of the N.A. Fellowship and

the only way we can do this is by receiving input directly from area and regional literature committees, groups and members. It is impossible for us to guess or otherwise ascertain the conscience of our Fellowship unless it is conveyed to us.

Therefore, we encourage every area and regional literature committee, as well as any members or groups who have input to send in their comments on *IT WORKS: HOW AND WHY*. Even if you absolutely love the book the way it is, or if there are sections or chapters that you feel shouldn't be changed, please let us know that too. Please send your specific comments directly to the World Literature Committee in care of the WSO.

The input will be collected until March 1, 1987, at which time it will be thoroughly evaluated and discussed by the literature ad-hoc committee. It is our hope that by following this process, the committee will be able to ascertain the worldwide group conscience on these issues and, if necessary, propose some specific amendments to the book which will be presented at the World Service Conference in April.

The final decisions must be made by the N.A. Fellowship as a whole as expressed through the group conscience. All of these alternatives will be presented and discussed at the World Service Conference. Hopefully, through reports such as this one, the N.A. membership will be informed and prepared to make the best decision possible regarding this important new book.

1. Moved that the Fellowship adopt one of the options for disposition of the book *It Works: How and Why* in the event it is not approved as initially presented by the Literature Committee.

Following are motions which were received from regional service committees. These motions are included as an accommodation to the regions so that the motions can be reviewed and discussed prior to the Conference. The regions submitting motions were asked to include statements of intent or explanations of how their motion would change Conference policy or the matter it pertains to. Those statements are also included. While the *Temporary Working Guide to the Service Structure* does not fully establish a comprehensive policy on how to handle motions from regions we have taken action that seemed prudent. Motions shown in this report from committees or boards will not change between now and the Conference. The motions from regions do not face the same constraints and may be presented at the Conference in language substantially or slightly different from that shown in this report.

2. "That the Georgia Regional Literature Committee work in progress, "In Loving Service," be referred to the WSC Literature Committee, and added to the World Literature Committee priority list."
3. "That the WSO Board, in conjunction with the WSC Administrative Committee, prepare a report for the Fellowship as a whole on the possibility and impact of reducing the price of our Basic Text and Informational Pamphlets by 25%. Included in this report will be the impact on our services world-wide and possible solutions to any adverse effect that this reduction in price would create in our ability to carry out our Fifth Tradition. This report will be made to the Fellowship by October 1, 1987."

Intent: The intent of this motion is to explore the feasibility of reducing the price of our recovery literature so that it may be made more available to addicts seeking recovery; Also, to place the support of our services on the spiritual foundation of our Seventh Tradition.

4. "To adopt the following guidelines for the World Literature Committee to replace the procedural guidelines for the World Literature Committee as it appears in the Temporary Working Guide and the Literature Handbook."
5. "To replace all references to the Procedural Guidelines for the World Literature Committee with the Guidelines for the World Literature Committee as they appear in the Temporary Working Guide."

MEMBERSHIP

The WLC is composed of a chairperson, vice-chairperson and 12 members.

The World Service Conference will elect nine of these members. Members elected by the WSC shall, except initially, serve for three-year terms. Nine members are initially elected by the WSC. These initial nine members shall draw lots, so as to divide themselves into three groups. Those in the first group shall serve for a one-year term. Those in the second, a two-year term, and those of the third group, a three year term. In this way a rotation is established, and each year the WSC will elect three members to serve three-year terms.

The Chairperson of the WLC appoints three members to serve one year terms.

The World Service Board of Trustees may appoint trustee members to the committee, not to exceed one-fourth of the membership of the WLC. These members are not counted as part of the nine elected by the conference, or the three appointed by the Chair of the WLC.

The WSC selects members from among RSR's, previous WLC members, regional literature chairpersons. Each region may also bring nominations of other qualified members in its region.

There should be no more than two members from any one region, however selected.

Each member, however selected, shall meet the following guidelines:

1. Five (5) years clean time.

2. Active in service for at least four (4) years in recovery; at least three (3) of which were directly involved in literature committee work on area, region or world levels.
3. Working knowledge of the Twelve Traditions.
2. Active in service for at least four (4) years in recovery; at least three (3) of which were directly involved in literature committee work on area, region or world levels.
3. Working knowledge of the Twelve Steps and Twelve Traditions by application.
4. Strong willingness and desire to be an active member of the committee.

PROCEDURES

Any member of the Fellowship can propose new literature. A proposal can be a simple letter suggesting a subject of title or it can be as comprehensive as a draft of a complete work. All proposals should be sent to the WSC Literature Committee at the World Service Office. A copyright release form should also be submitted along with all works written by any individual. Copyright release forms are essential if the Literature Committee is to give consideration to the item. The copyright release gives the Literature Committee the rights to the ideas, outlines, language and "story" suggested. Without a release, the Literature Committee does not have a legal right to use the idea or story and no work can be done.

The WLC receives a variety of proposals from N.A. members, groups and service committees. These proposals reflect a full range of specialized publications representing the principles and philosophy of the N.A. program. In the evaluation of literature proposals, the WLC uses the following criteria in determining if a particular piece of literature is appropriate.

1. The proposed item will expand the inventory of materials adopted by the Fellowship that aid members of the Fellowship in an understanding and application of the Twelve Steps and Twelve Traditions of N.A.
2. The proposed item carries the message of N.A. to the addict who still suffers.
3. The proposed item supplies valuable information to the professional field with whom addicts would most commonly come into contact with.
4. The proposed item clarifies the nature of addiction to the general public.

The Literature Committee reviews all proposals received each year. An outline of each item is included with a summary of the work to be considered. The members of the Literature Committee decide which projects they feel are the most important to be finalized in the upcoming year. The committee also prepares a report on the disposition of the current years work-list, i.e. the status of those works, problems encountered in working on them, etc. A prioritized work-list is developed from these prior to the WSC. The WSC may then adopt the proposed work-list for the coming year as recommended, amend the list, add or remove proposed items from the list prior to adoption.

Once a project is approved as part of the priority list, the WLC evaluates the material received in the proposal. If the committee feels that the draft is ready for Fellowship-wide consideration as is, it moves on to the review and input stage of the approval process. If the draft or idea is not ready as is, the WLC undertakes to develop, or have developed the specific items of literature.

Depending on the nature of the project, any of the following options may be used or combined:

The WLC may develop an outline of list of topics to be covered in the piece.

The WLC Chair may assign the piece to a regional literature committee.

The WLC Chair may give the project to more than one regional literature committee, for the purpose of getting different views of the subject.

The WLC may ask the Fellowship at large for ideas and topics to be covered in a specific piece.

With larger works, the WLC may elect to break up the work into subsections to be developed and worked on.

The WLC may work themselves on a draft.

Drafts completed by any of these means available to the WLC, are then thoroughly evaluated by the WLC and then recommends any changes they feel are appropriate. The WLC may incorporate these changes themselves at a WLC Workshop, or by an ad-hoc committee approved by the WLC with members appointed by the Chair of the WLC.

Once the draft is finalized, by any of these methods, it is evaluated again by the WLC to see if it meets the criteria, and is ready for Fellowship-wide review and input. If it is, and it is appropriate for the specific piece, it moves on to the Review and Input stage.

REVIEW AND INPUT:

The material is made available to the Fellowship for a nine month review and input period. Review form literature will be distributed only to area and regional literature committees, for the purpose of generating additional input and encouraging the growth and support of area and regional Literature Committees.

After the nine month review and input period, the collected and collated input is gone through either by the WLC, a special ad-hoc committee approved by the WLC with members appointed by the Chair of the WLC, or by a professional writer. Once this draft is complete it is evaluated by the WLC to see if it is ready for Fellowship-wide approval. If the committee feels that it is necessary, it may elect to put the new draft out again for a nine month review and input period. If the WLC feels that the draft is ready, it goes on to the approval stage. Before the piece is released for approval, it is given to the full Board of Trustees for their consideration. Recommendations regarding direct tradition conflicts are automatically changed. Recommendations other than direct tradition conflicts are evaluated by the World Literature Committee, which may act on those recommendations.

APPROVAL:

The approval form of all book-sized literature shall be made available six months prior to a WSC for an 18 month approval period.

All other material shall be made available at the WSC for a one year approval period.

Approval form literature will be distributed to N.A. members.

ADMINISTRATIVE:

The Chair and Vice-Chair shall prepare the budget and go over it with WLC members prior to submitting to the WSC.

The WSO Literature Coordinator works closely with the WLC Chair and is the liaison between the WSO and the WLC. The Coordinator is a special worker as defined by our 8th Tradition and does not manage or dictate to the WLC, rather acting as a servant to the committee and taking care of the routine daily work of the committee. For a more detailed description, see the *Revised Handbook for N.A. Literature Committee*.

The Literature Coordinator will notify all members of meetings, arrange for a secretary at WLC meetings, etc.

The WLC shall meet at least four (4) times a year. Although any member of N.A. is welcome to attend and observe, participation is reserved to members of the WLC and any Regional Literature Chairpersons. The Regional Literature Chairpersons, though they may participate in the meeting, do not have a vote in committee business.

In an effort to assure that the Fellowship receives materials which reflect the best efforts of the trusted servants to whom the responsibilities are entrusted, the concept of complete unanimity is incorporated into the deliberations. The WLC will normally be able to achieve a near-unanimous approval for draft materials before the draft materials are submitted to the Fellowship for consideration. As a last resort, when a unanimous decision cannot be achieved, a vote system is used. When this becomes necessary, a two-thirds majority vote is needed for recommendations to be followed.

Intent: The purpose of having two motions for #4 and #5 is to tie up all the loose ends which occur when new guidelines are created to replace guidelines currently in place. The necessity of the second motion is so that any references in other sections of the *Temporary Working Guide to the Service Structure* to the current guidelines would, upon adoption of the proposed guidelines, refer to the proposed guidelines.

In the next few pages are an explanation of the intent behind the proposal in motions 3 and 4, as well as a list of the conceptual changes. There are two major changes in this proposal. First, the elimination of the Literature Review Committee, which will be addressed shortly, and the second, the complexity of the procedural guidelines, which will be shown throughout, as this intent goes section by section over these proposed guidelines.

The reason behind the elimination of the Literature Review Committee (LRC) is that it just has not worked. A need has yet to be shown for having the World Literature Committee (WLC) split into two parts. The WLC is the only committee which has such a structure. Since the adoption of the procedural guidelines two years ago, there have been many problems as a result. One has been that the experience of the registered members of the World Literature Committee has not been fully utilized. This year, only four of the twelve members have been actively

involved. This is partially due to the feeling that they would be spinning their wheels, since they needed to wait for work to come out of the Literature Review Committee. When one part of a committee has to wait for the other part, there is a waste of available people. For a committee to work, it needs a unity of purpose and unified goals, not having one part of a committee looking over their shoulders at the other. An example of this can be found in the current guidelines under the evaluation of draft literature, where it states that the registered members evaluate draft literature and recommend any changes. These are then reviewed by the LRC, which must concur in order for the change to be made in the draft. This procedure follows a procedure where the draft has already been thoroughly evaluated by the Literature Review Committee and recommendations made, but we will go into complexity later. In summary, the need for a specific specialized group of individuals (the LRC) has not been demonstrated. The proposed guidelines are intended to unify the WLC into one cohesive group.

A. Membership--membership on the World Literature Committee consists of five conceptual changes as follows:

1. Under current guidelines there exists two classes of members. The Literature Review Committee, with its members serving three year terms, and the registered members of the World Literature Committee with one year terms. Under the current guidelines the purpose of this was to give a consistency of service to the World Literature Committee. Under the proposed guidelines everyone elected by the World Service Conference (nine members) will serve three year terms. There will also be three members selected by the WLC Chairperson to one year terms. This will allow the Chairperson the leeway to select those members of Narcotics Anonymous with literature experience the ability to serve on a limited basis.
2. Under the proposed guidelines the method of selection will be changed. Under current guidelines the following system of selection exists. The Conference selects three members of the LRC for three year terms. Two members of the Lit Review Committee are selected by the World Literature Committee Chairperson. Five registered members of the WLC are elected at the World Service Conference, and six members of the WLC are selected by a random drawing of names out of a hat at the World Service Conference. Obviously, keeping it simple was not a major priority under the current guidelines. In the proposed guidelines three members will be selected by the Conference (except the first year) and three members will be selected by the WLC Chair. Included in the proposed guidelines is a method for phasing in these guidelines.
3. In the proposed guidelines there is an addition of a provision for regional literature committee chairpersons to participate in the World Literature Committee. (This is addressed in the administrative section of this proposal) The purpose of this is to allow those people who would most likely have the best knowledge of what the Fellowship feels about literature, (adopted and proposed), to be directly involved in the WLC by their participation. At the same time, it will give the World Literature Committee access to a vast number of addicts (in area and regional lit committees), who will be

able to be involved in the review, input and development of new literature.

4. Under the current guidelines there is one Trustee liaison to the World Literature Committee. The proposed guidelines would allow the Board of Trustees to appoint members not to exceed 1/4 of the total members of the WLC. The purpose of this is to facilitate the review of possible Tradition conflicts, and also to gain the experience of the Trustees on a wide range of recovery oriented issues.
5. In the proposed guidelines there is a list of specific guidelines for membership on the World Literature Committee. The change is that in the proposed guidelines there is the addition of clean time requirements, which appears nowhere in the current guidelines. Hopefully, there is no reason to have to give an explanation for this.

- B. Procedures--One of the major problems with the procedural guidelines currently being used is the mind-boggling complexity of the literature process.

It is so complex that a flowchart is needed to gain even a basic understanding of it. (See the Literature Handbook enclosed in this Conference Agenda Report; look for the happy pamphlet!!) This is one reason for the problems we are experiencing now with literature. There are many major pieces of literature being worked on in a process that is just too complicated. These proposed guidelines are an attempt to give a simpler, more understandable explanation of the literature process.

Aside from literature being bounced back and forth between two committees, the literature review committee and the World Literature Committee, the proposed guidelines make the following changes:

1. The proposed guidelines add to the responsibility of the World Literature Committee to report on the disposition and any problems on the items in the prior years prioritized worklist. This allows for communication between the WLC and the Fellowship as a whole.
2. In the preparation of drafts, the proposed guidelines give specific actions or ways that the draft may be completed, which differs from the current guidelines in certain respects. Besides being clearly explained, it allows for the preparation of outlines or a list of topics to be covered in a piece; the division of a larger piece into subsections to be worked on, etc. It also takes away the option of giving the piece to a professional writer or editor at this point. The reason is that this is not the best time to employ a writer in the literature process, the cost of which would be lost since the work would be most likely be substantially changed during the review and input process.
3. Immediately before the review and input section is a notation referring to procedures for revised and service related materials. There have been Conference motions which deals with these matters and are not dealt with in these guidelines at this time.

C. Review and Input

1. The proposed guidelines add a section regarding the notation of the disposition of input. This is so that there is a record of how the input is used. It is also for better accountability to the Fellowship.
2. The proposed guidelines also adds the possibility of returning to the Fellowship an amended review and input form. This amended form would be prepared based on the input from the original review form. This option would be used if the World Literature Committee felt there was a substantial change in tone, direction and content. An example of how this could be helpful is the current state of It Works: How and Why Part 1, where the approval form is radically different from the review and input form.
3. The current guidelines state that "The WLC may recommend that a completed piece of literature may be distributed to the N.A. Fellowship for review and input." The proposed guidelines would make this a mandatory process.
4. The proposed guidelines describe a wider role for the WSB. Instead of just being concerned with Tradition conflicts, they are asked to evaluate the work as a whole. Tradition conflicts are automatically changed. Other changes are evaluated by the WLC. The current guidelines only have the Trustees concerned with Tradition issues. The proposed guidelines allow the WLC to draw on the experience, strength and hope of the entire board.

D. Approval Form

1. The proposed guidelines differentiate in the approval process between book-sized literature and other materials. The purpose for this is to give the Fellowship enough time to go over lengthy material. It also has a World Service Conference in the time period so that any problems that may occur in the first six months of the approval process could possibly be dealt with at that Conference. Again, "It Works" can be shown as an example where this would be beneficial.

E. Administrative

These proposed guidelines contain an administrative section to break down the responsibility of the WLC Chair and Vice-Chair in preparing a budget as well as their relationship with the WSO Literature Coordinator.

1. The World Service Office Literature Coordinator is a paid employee of the WSO and not a member of the WLC. Their responsibility is to direct any information for the World Literature Committee that goes to the World Service Office to the Committee through the Chairperson. It is the responsibility of the WLC Chair to keep in communication with the Literature Coordinator and not the other way around. A problem exists when the Literature Coordinator has

to deal with issues coming through the WSO due to being unable to reach the WLC Chair.

2. The proposed guidelines increase the minimum number of meetings from two to four per year. World Literature is one committee which must meet regularly to deal with business; it requires direct interaction because of the nature of the work.

6. **"When an item of literature is adopted by the WSC and it is a modification of an existing item of approved literature, the prior edition becomes unapproved and unacceptable for use at N.A. meetings. The effective date of this transition shall be no more than six months following the Conference at which the literature was approved. This motion is retroactive to any prior decision of the WSC."**

Intent: The purpose of this motion is to have a unified message throughout Narcotics Anonymous, based on the same literature being read in each meeting. When two meetings in the same city read the same literature, yet because there has been a revision, two separate things are being said, confusion exists. This motion would affect all revised literature in the future as well as past revisions (The White Book and Basic Text, for example). This motion would give the WSO six months time to have the newly revised piece of literature in circulation, at which time the prior edition will not be considered proper for use in N.A. meetings.

7. **"To put the pamphlet "Unity" on the WSC Literature Priority list for 1987-1988."**

Intent: The pamphlet was turned over to the WSC Literature Committee at the 1984 World Service Conference and not being worked on.

8. **"To establish an Adhoc Committee at the World Service Conference, to investigate and disperse the current information on accessibility of N.A. meetings to those individuals for whom the message of recovery is limited, impaired or inaccessible due to physical, audiological or linguistic difficulties or handicaps."**

Intent: We are faced with the task of developing the ways and means of reaching the addict with additional needs; thus fulfilling our primary purpose and following our 5th Tradition. Once all information has been returned from the regions we will need a centralized base of information from which Regional Additional Needs Committees can operate from. An Adhoc Committee could function much like the other committees at the World Level by; (A) Tabulation and collation of worldwide information; a centralized contact for Regional Additional Needs Committees to draw current information from. (B) The eventual development of specialized materials for blind and/or deaf addicts. (C) A base of information and policy suggestions for assisting in the development of Regional Additional Needs Committees by offering the experience and information of this Adhoc Committee.

9. **"That the Joint Administrative Committee (J.A.C.) be assigned responsibility to develop and present to the WSC 1988 a proposal that outlines a cost equalization plan for participation at the WSC by Conference participants."**

Intent: The London Region adopted a motion that intended the Conference approve a Cost Equalization Plan that would be effective during the '87/88 W.S.C. year. Recognizing, however, that a specific plan through in-depth analysis needs to be developed first, the London Region desires that the strongest W.S.C. Committee be assigned this duty.

The intent of a Cost Equalization Plan is that the financial burden of the W.S.C. participation be equally shared throughout our Fellowship. Emerging, new and financially weak Fellowships tend to be the furthest away thus, at present, they must grow to a much greater extent than nearer Fellowships, before they can afford to participate in our Conference. In a spirit of unity we must address this issue as the inequity of the financial burden may cause weaker emerging Fellowships to choose a more local option rather than participating in the World Service Conference. It seems right that it should cost us all the same to be represented at the World Service Conference.

To: The Fellowship

From: Randy Jones, Chairperson
WSC H&I Committee

At the beginning of the 1986 Conference year, the WSC H&I Committee set up an agenda of items to be accomplished during the year. The following goals which were accomplished are to be presented to the Fellowship.

We will establish alternatives for H&I funding and literature distribution. There have been problems within the H&I community resulting from the lack of accountability for H&I funds. In response to these issues, the 1985-86 WSC H&I Committee tried to work out guidelines for H&I can money. We worked with the Finance, Policy and the Administrative Committees in an attempt to develop ways to deal with can money. However, to have carried these out, we would have established a separate service structure. It became obvious that other committees have needs just as valid as ours. It became the consensus of our Committee that separate funding was not a good practice for H&I nor for the Fellowship as a whole. After considering alternatives, we felt the only thing we could do was to suggest to the Fellowship that we operate our funding practices within our existing service structure, which is to allow area and regional committees to fund all H&I needs and to do away with separate funding.

We have prepared a section on H&I budgeting and literature distribution to replace the section on H&I funding. Along with this change we will propose changes in sections throughout the H&I Guidelines dealing with funding in order to remain consistent throughout the Guidelines.

Concerning literature distribution, we will present a chart to help committees track how much and which pieces of literature go into a given facility. We have come up with a list of I.P.'s to be used in H&I work. We suggest better communication between H&I committees and institutions/treatment facilities that are financially capable of purchasing literature for meetings held in these facilities. This is suggested as a means to help alleviate unnecessary financial burdens placed on area and regional H&I committees who are currently providing literature to facilities that fall into this category.

What is contained in this report is a result of the WSC H&I Committee's efforts during the past year to accomplish the specific tasks set forth by this committee at WSC 1986-87.

The general outline of tasks to be given priority were:

1. To establish viable alternatives for H&I funding and literature distribution;
2. To work on a new section(s) for inclusion in the WSC H&I Guidelines (Handbook) that defines how to assist in transforming an existing N.A. meeting in an institutional setting, that is unable to adhere to the Twelve Traditions into an H&I meeting;
3. Continue to work on developing a statement regarding: 1) What constitutes an H&I meeting; 2) H&I's role in facilities that provide medication to their clients;
4. To begin work on drafts for H&I workshop guidelines to be included in the WSC H&I Guidelines;
5. Continue work on special projects: (Booklets addressing the transition from correctional and treatment facilities, as well as a booklet addressing our role in carrying our message into psychiatric facilities and methadone clinics);

6. To work on compiling a World H&I meeting and committee directory, to be distributed upon request;
7. Work with P.I. on an outreach mailing project.

As you can see, the tasks outlined in our 1986-87 Conference Agenda were varied and numerous. We have attempted to approach and work on each of these designated areas of concern throughout the year.

As will be noted in this report, you can see that much of what was prepared in our agenda has been addressed. Following are the proposed motions that the WSC H&I Committee is recommending for approval and adoption at WSC 1987.

Our first motion addresses the funding situation as it currently exists in H&I today. After months of deliberation to resolve the dilemma in H&I funding practices, the solution that was agreed upon was that the H&I can, as it exists today, is no longer a fundamentally sound way to fund H&I service efforts. There is no way to introduce the accountability measures necessary to ensure across the board credibility without creating a "separate" fund flow system.

The WSC H&I Committee is recommending the following actions to be taken:

10. Delete amendment dated 5/80, page 42 of the *Temporary Working Guide to the Service Structure*, beginning with "It is permissible.." and ending with "N.A. meeting or function."
11. "That the current funding practices of the Fellowship's H&I Committees, in particular the "H&I can," be removed from all N.A. meetings and functions and that the N.A. service structure provide for the needs of all H&I service efforts."

The intent of this motion is to return the responsibility for H&I funding to the service structure of N.A. as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

The Committee, upon presenting the above motions, realized subsequent amendments to the existing WSC H&I Guidelines would be needed to facilitate any changes which may occur if the aforementioned motions are adopted.

The following are the proposed amendments to the approved WSC H&I Guidelines:

12. Table of contents: Delete the title "H&I and Funding," and insert "Budgeting and Literature Distribution" in its place.
13. Page 2, last paragraph in right column, 2nd sentence: Delete the words, "area H&I committee," and insert the words, "area service committee."
14. Page 4, paragraph 1, line 6, delete the words "you provide," and insert the words "provided by your area or regional service committee."
15. Page 7, under "The purpose of the Area H&I Committee," the 2nd paragraph, 3rd and 4th lines: Delete the words "independently of the ASC, and" after "Its Chair reports monthly" add the wording "and is accountable in all matters." The sentence will then read "It meets monthly, its Chair reports monthly and is accountable in all matters to the ASC."

16. Page 7, (same paragraph) line 5: Delete the words "a treasurer," and insert after chairperson, "a vice-chairperson."
17. Page 8, at the top, add the following to the end of number 3: "and reports these in full to the ASC." Delete number 4 entirely and adjust numbering accordingly.
18. Page 8, at the bottom, number 4; delete the words "collect monies"
19. Page 8, at the bottom, number 7; delete the words "Treasurer's report." Insert the words "Report of budget expenditures including literature disbursements."
20. Page 9, Under Chairperson: letter f; insert the words "which includes a budget report." at the end.
21. Page 9, delete section g.
22. Page 9, under Vice-Chairperson: Delete section d
23. Pages 9 and 10, section 3: Treasurer, delete the entire section.
24. Delete the section entitled "H&I and Funding," Pages 12-13, and replace with the following section:

BUDGETING AND LITERATURE DISTRIBUTION

A budget needs to be prepared and submitted to the area service committee. Budgets may be prepared yearly, quarterly or monthly according to your local needs. The H&I chair's report to the ASC should include a monthly statement detailing literature and administrative expenses.

When the time comes to prepare your H&I budget, it is important to get input from members familiar with the needs of your committee, i.e. the past H&I chairperson, and the area or regional treasurer. It is important to take an inventory of your past budget to assist in projecting your upcoming expenses. This will help determine what you will need for a budget.

The H&I committee should receive literature from the area rather than funds for literature. Administrative expenses may be advanced to the committee for budgeted items, with receipts presented later, or the H&I committee may present receipts and be reimbursed for budgeted expenses. Budgets are not perfect, and occasional expenses beyond the budgeted amount may be necessary. Such expenses should be approved by the ASC.

New areas should proceed very slowly in preparing a budget on the amounts of literature needed to effectively carry the message. Small monthly allotments in literature may well suffice. As the area H&I committee expands to the point where more H&I meetings consistently have active panels and more literature is needed, then the area can vote to accept a budget increase. It seems more prudent to go slowly and continue to fill whatever literature needs there are, rather than having an abundance of literature left over from unsound planning practices.

Some basic aspects that you may wish to consider when preparing a budget are:

1. Literature (see literature disbursement and tracking forms). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to project a little above the monthly average to cover any unusual circumstance.
2. Re-evaluate the disbursement of literature to institutions which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. We suggest the White Booklet, I.P.'s 6, 7, 8, 11, 13 and 16 for adolescent facilities. Also, make available Basic Texts to be placed in libraries of correctional institutions, one for every two hundred inmates.
3. Hospitals, treatment centers, and institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their clients.
4. Administrative costs might include copies of minutes, guidelines or policies, reports on projects from other levels of service or other committees, postage and rent for H&I committee meetings if needed.

You will, of course, find expenses not included on this list and also see some here that may not apply to your H&I committee. Remember, sound planning and common sense are the best guides when planning your budget.

After it has been approved by your H&I subcommittee, the budget must be presented to the area or region for adoption. We should be cooperative in order to allow other subcommittees to have workable budgets also. Remember our unity of purpose. We are not in competition with other subcommittees, but rather each committee has its own way of reaching the same goal, to make recovery more available to the addict who still suffers.

The following forms may be used to keep track of the literature taken in to all H&I commitments to avoid over-supplying literature to any facility and to effectively plan a budget. The I.P.'s noted on the forms are those suggested by the WSC H&I Committee as being especially well suited for use in H&I meetings.

In an effort to ensure that H&I meetings are facilitated by H&I committees, and to ensure that institutions' rules and the Fellowship's Traditions are adhered to, the WSC H&I Committee has developed a paragraph to be added to the section in the H&I Guidelines entitled "Choosing an H&I Meeting Format."

25. The following is a proposed addition to the approved WSC H&I Guidelines:

Page 4, under "Choosing an H&I Format," following the second paragraph which ends with "...topic discussions," insert the following: "Whichever format is chosen it is important to remember that all H&I meetings are closed to outside participation. N.A. members from the outside should attend the H&I meeting only when invited by the panel chairperson. (This is outlined in "Rotation of Trusted Servants.") The panel should be a limited number of members because the panel chairperson must ensure that everyone is respecting the institution's rules and the Fellowship's Traditions and policies."

The consensus of the WSC H&I Committee is to change the name of the WSC H&I Guidelines to *Hospitals and Institutions Handbook*.

26. The following is a proposed amendment to the approved WSC H&I Guidelines:

That the title "H&I Guidelines" be deleted, and replaced with the title, "Hospitals and Institutions Handbook."

In an attempt to help ensure that the H&I committees are able to accommodate the ever increasing requests for H&I service efforts which includes providing literature to institutionalized addicts, the WSC H&I Committee is proposing to the World Service Conference that they recommend to the World Service Office a modification to its literature discount policy.

The following motion is being presented to the Conference for action:

27. That the World Service Conference recommend to the World Service Office that they amend their literature discount policy to reflect the following language: "That all Fellowship literature distribution committees or boards, be given a (straight) 30% discount on all I.P.'s and White Booklets purchased for direct use by Fellowship H&I committees registered through the World Service Office H&I Project Coordinator."

Finally, during the past year the number of copies of the WSC H&I Newsletter that are distributed has increased dramatically. Much of this increase is due in part to:

- A. The number of area H&I committees registering with the H&I Coordinator at the World Service Office.
- B. The number of single requests by inmates or residents of treatment centers seeking assistance.

As may be noted, the sole purpose of this newsletter is to share our experience, strength and hope as recovering addicts in Narcotics Anonymous with those addicts in treatment or correctional settings who often do not have an N.A. meeting (regular or H&I) available to them. It is also used as a forum to share our

experiences in carrying the message into hospitals and institutions and how it has been helpful in our personal recovery.

At last year's WSC, we asked that our yearly budget include a production increase from 2,500 to 3,000 copies every other month on a continuing basis. We realize today that our projected figure does not accomplish the task in proportion to the overwhelming requests which we receive. The proposed sale of subscriptions has not been successful. Fewer than fifteen (15) H&I committees have subscribed to the newsletter. We are asking at this time that our budget be increased, thereby allowing us to produce the amount of newsletters necessary for adequate distribution. The following motion will be presented to the Conference:

28. To adopt the following authorization or policy as part of the WSC budget for 87-88: "Increase the Conference expenditure from the current publishing level of 4,000 to 7,000 copies bi-monthly."

Attached to this report is a copy of WSC H&I Committee nominee information sheet. If your region uses this form to nominate members to serve on the H&I Committee, these people should be the most experienced and informed H&I people in your region with the time and resources necessary to participate. Part of the qualification is a minimum clean time of four years with three years of H&I experience. More than one member from a region can be nominated, but only two members from one region can serve on the committee at any one time.

In closing we, as a committee, would like to thank the Fellowship for allowing us to serve.

WSC H&I COMMITTEE NOMINEE INFORMATION FORM 1987

PLEASE NOTE: Potential voting members must be nominated and submitted by regional service committees. Nominees do not have to be RSR's or RSR-Alternates. Most important is H&I experience and time to do the work. Not all nominees will be drawn to become voting members. The committee is limited to a total of approximately twenty-one voting members. However, all nominees will be working participants and assigned specific tasks.

Qualifications: (Please be sure your region's nominee is eligible. Only two voting members per region may serve on the WSC H&I Committee at a time.)

1. Minimum of four years clean time
2. No less than three years H&I experience in N.A.
3. An obvious practice and knowledge of the Twelve Steps and Twelve Traditions as evidenced by clean time and completion of previous service commitments
4. Attendance at WSC H&I meetings and consistent input and communication with committee officers
5. Willingness and ability to serve, and possibly travel to attend regional workshops, learning days, etc.

WSC H&I Committee members may be removed from office after 1) failure to notify the committee of absence prior to any scheduled meeting(s); 2) failure to carry out tasks and responsibilities delegated by the committee; 3) relapse.

Nominee Name _____ Phone _____

Nominee Address _____

RSC Name _____ Years of Clean time _____

Current N.A. service position(s) _____

Previous N.A. service positions (list only those terms completed) _____

Any additional H&I service related experience (either N.A. or professional) _____

Is nominee able to attend WSC Conference and/or H&I workshops, approximately two per year? Indicate which _____

Is regional H&I subcommittee able and willing to support specifically assigned tasks of WSC H&I? Yes _____ No _____

To: The Fellowship

From: Ed Duquette, Chairperson
WSC Policy Committee

The following motions will be presented to the 1987 World Service Conference.

29. "To delete paragraph 4 on p. 37 of the *Temporary Working Guide to the Service Structure*, (the purpose of the WSC Policy Committee) and replace it with the following, as the purpose of the WSC Policy Committee."

The purpose of the World Service Conference POLICY Committee is twofold, the first of which is to evaluate suggestions in Conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee is to compile information on requests for the addition of new regions within a state, province or country, according to the need for improvement of services and/or communication within the local structure. This information is to be included in the Conference Agenda Report.

30. "To approve the following as the guidelines of the WSC Policy Committee and to include this language as an addendum in the *Temporary Working Guide to the Service Structure*."

WSC POLICY COMMITTEE GUIDELINES

I. Purpose

The purpose of the Policy Committee is twofold, the first of which is to evaluate suggestions in Conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee is to compile information on requests for the addition of new regions within a state, province or country, according to the need for improvement of services and/or communication within the local structure. This information is to be included in the Conference Agenda Report.

II. Voting Membership

The term of membership on this committee is one Conference year.

- A. The Chairperson and Vice-Chairperson are elected by the WSC. Other committee members are elected as follows:
- B. One member of the WSO Board of Directors (appointed by that Board)
- C. One member of the World Service Board of Trustees (appointed by that Board)
- D. Two past World level trusted servants appointed by the newly elected Policy Committee Chairperson, three previous WSC Policy Committee members to be elected by the outgoing WSC Policy Committee

E. Four RSR's elected by the WSC.

III. Vacancies in Committee

Any member may resign voluntarily or involuntarily by relapse or failure to fulfill assigned duties. Involuntary resignations must be approved by a majority of the committee. Vacancies in the committee will be filled by nomination by the Chairperson upon majority agreement of the committee members.

IV. Participation

At the WSC quarterly meetings, the committee will receive written input, presentations, and/or discussion regarding its work from any interested member of the Fellowship. This session will be limited to two hours, after which participation by anyone other than voting members of the committee and the WSO Project Coordinator will be at the Chairperson's discretion.

Intent: As far as the purposes of this committee are concerned we need to look at two separate areas. The first is the area of Conference policies and procedures. This is probably the most widely understood purpose of a WSC Policy Committee. The Committee will be a resource to the Conference to clarify existing Conference policies and procedures, as well as make recommendations to the Conference on proposed changes or modifications to either the policies or procedures of the Conference or our service structure. In addition, the Policy Committee may assist and support other Conference Committees develop or revise their own internal procedures and/or guidelines.

The second area of purpose of the Policy Committee is a new concept, one that the Conference has rarely been able to deal with effectively. This is the area of the formation of new regions. There exists a growing concern within the Policy Committee that the Conference needs to look more closely at the formation of new regions. If we focus on the growth of our Fellowship in the past few years we see some pretty awesome statistics. Our Fellowship is growing by leaps and bounds. The Policy Committee is concerned with what this might do to the effectiveness of the Conference.

The Conference needs to begin the process of evaluating the unique situation that results in the formation of a new region. This evaluation will help the Conference develop criteria for the formation of new regions, as well as provide alternatives to support the Fellowship in situations that have previously been resolved by forming a new region.

This second purpose of the Policy Committee will be to compile as much information as possible surrounding the formation of a new region. When a new region would like to be recognized by the Conference, the information gathered by the Policy Committee will be included in the Conference Agenda Report. This would allow all the Conference participants the opportunity to become familiar with each individual regional formation as the unique situation it is. In this way the Policy Committee advises the WSC of its evaluation and leaves the final decision of recognizing new regional service committees to the participants of the WSC.

This information gathered will also help the Policy Committee develop a process for new regions to be recognized by the Conference, as well as develop criteria for the formation of new regions, and recommend these concepts to the Conference for adoption at some later date.

In the past the Policy Committee has been composed of Conference participants and other members of the Fellowship who have shown the desire to participate on the Committee. This practice has had its problems. The continuity of members from meeting to meeting has been poor, including the Chairpersons. The Committee has in the past spent a great deal of time bringing members, who have missed previous meetings, up to date on works in progress. This has resulted, many times, in redoing completed or partially completed works because the members at the present meeting were not happy with the work done at the previous meeting.

Another important consideration of these new guidelines is the number of members engaging in Committee discussions. In the past the Committee has been so large that it has been impossible to finish the Committee's agenda items given the available time for Committee deliberations.

Probably the most important aspect of the composition of the Policy Committee is their experience with the functioning of the WSC. In some WSC Committees, such as the WSC Literature Committee, it is necessary to have a fair cross section of the N.A. Fellowship. That Committee deals with materials that will have a profound affect on all of Narcotics Anonymous. The WSC Policy Committee, in contrast, deals with policies and procedures of the World Service Conference. Therefore, the most important criteria for membership on this Committee should be the members' knowledge of the intricacies of the WSC. By limiting the number of members of the Policy Committee and the level of experience of those members we feel that the Committee will be able to produce better works in a better time frame.

It is always important to have a vehicle to allow other committees, boards and the rest of the N.A. Fellowship to provide valuable input on works in progress. This was the motivation to incorporate an open forum session into the Committees' guidelines. This session will take place at least at each WSC quarterly workshop. We feel this is paramount given the other limitations in the Committee guidelines.

31. "To accept the following guidelines as the approval process for original written materials specifically intended for use by service committees, (handbooks for Fellowship service committees, guidelines for WSC Committees, informational service pamphlets, etc.)."

A rough final draft of the work will be distributed to all members of all the Conference Committees and Boards at the annual Conference to review for input.

This input will be mailed to the originating committee, via that committee's WSO project coordinator, thirty (30) days prior to the July quarterly workshop.

The originating committee will then use this input to complete the work as they see fit.

The work will be included in the Conference Agenda Report for the Fellowship to review ninety (90) days prior to the annual Conference.

Intent: It is the feeling of the Policy Committee that many of the problems of the past, pertaining to the approval of these types of materials, have resolved themselves simply by the maturing of the members of the Conference Committees, and the participants of the World Service Conference themselves. What has evolved has been each Committee of the Conference having its own approval process for these service tools. Some of these processes rely on other committees or boards to approve these works before they are put on the Conference Agenda and sent out to the Fellowship for consideration.

Perhaps this was necessary in the past, but it is the feeling of the Policy Committee that we should rely on the maturity of all of our Conference Committees and Boards to cooperate with each other. This process would allow

the committee where the work originates the latitude to pursue whatever it feels is the most appropriate avenue to complete work within these simple guidelines. It is important to note that this process pertains only to original materials. Materials that have been previously approved by the WSC need not necessarily follow this process.

These works won't require another committee or board to approve them before they go on to the next process for approval. This mentality has put a burden on another committee or board that is working on its own agenda. It has also created frustration in the committee of origin when another committee or board is unable to give the work immediate attention.

Another important aspect of this process is that the review and input vehicle stays out of committee. It is up to the individual trusted servants of the WSC to produce their input without committee deliberations. This has, in the past, met the same obstacles mentioned in the above paragraph.

Probably the most dynamic aspect of this process is that the originating committee can develop its own process, within these guidelines, to finish each individual project. If a project is a rather large one that requires further review and input, it is quite appropriate for the committee to schedule a series of open forums, or any other vehicle it sees fit, to receive the needed input. In this way each unique project can fit into this one simple process for approval and receive whatever specific attention is needed to be completed.

32. **"To accept the following guidelines as the approval process for audio-visual tools intended for use by service committees."**

A rough draft of the work will be presented to all members of all the Conference Committees and Boards at the Annual Conference to review for input. (This will be the first opportunity to review the work). The input will be mailed to the originating committee via that committee's WSO project coordinator, thirty (30) days prior to the July quarterly workshop.

At the July quarterly workshop the work will be presented to the same trusted servants to review for the second time and present further input. All input must be presented to the originating committee prior to the close of the July workshop.

The originating committee will then have until the close of the October quarterly workshop to complete any changes to the work.

The World Service Office will then produce the material.

A copy of the material will be distributed to all WSC participants ninety (90) days prior to the annual Conference as official notice to regions that the material is to be considered for adoption at the annual Conference.

Intent: This approval process is concerned with a relatively new media for the presentation of service tools: audio and visual tools. All the concerns addressed in the approval process for written service tools is incorporated in this process as well. The review and input process is kept out of committee. There are no committees or boards who must approve the work before it continues on through the process. And, the originating committee has the latitude to pursue the work as it sees fit within these guidelines.

The Policy Committee was concerned with one major aspect of these tools, that is utilizing these materials before they are approved by the Conference. This is why only Conference participants will receive copies of these materials to review prior to the Conference.

33. **"To accept the following guidelines as the approval process for public information tools with an immediate time constraint."**

This process is for the development and consequent approval of materials when time is of the essence. These materials must be of public information nature and adhere to the following provisions:

- 1. The proposing committee must request approval of the project by both the Joint Administrative Committee and the Board of Trustees;**
- 2. The Joint Administrative Committee and the Board of Trustees must concur that the project warrants this special process for development;**
- 3. The project must be developed under the guidance of a special committee composed of:**
 - a. The Chair and Vice-Chairpersons of the P.I. Committee and the requesting committee**
 - b. Two members of the Board of Trustees**
 - c. The Chair and Vice-Chairpersons of the WSC**
 - d. Executive Director of the World Service Office**
 - e. Chairperson of the WSO Board of Directors;**
- 4. The Fellowship will be notified of the nature of the project that is being developed;**
- 5. The material will be displayed at the next annual session of the WSC for review and consequent Conference approval for continued use.**

Intent: This process is concerned with some situations that have arisen in the past where the WSO and the WSC have been ineffective in responding due to the time frame required. If a situation comes up where an immediate response is needed, the WSO or the WSC must rely on what is presently available. If there is nothing available that is Conference-approved, the lengthy process of development and approval must take place. This could take years.

This time problem could have strong repercussions. Some situations require immediate response. This process gives the Conference the latitude to address these situations compassionately and timely.

The Policy Committee feels the restraints built into this process are realistic. This is a touchy subject, but one that needs attention. We need to be more flexible in dealing with problems that face our Fellowship and require immediate attention.

To: The Fellowship

From: Leah Goodrich, Chairperson
WSC Select Committee

During this past Conference year the Select Committee on the service structure has had perhaps its most successful work period besides the one which produced the original work in progress entitled *A Guide to Service in Narcotics Anonymous*. The Committee members have worked hard and long to complete the chapters which were not included in the original draft and have subsequently begun the work for revising the existing draft.

We are now in the final stages of revising Chapters One, Three, and Five, which should be completed at our February meeting. They will be distributed first to all those members who have completed and mailed the form found in the existing document by the end of February, 1987. Those chapters will then be made available to service committees and members who wish to order them. The complete revised work in progress will also be made available to members through the WSO. Summaries of these chapters are briefly described below.

Chapter One, "The N.A. Member," discusses the relationship and responsibilities of the individual member to service. Both personal and general service examples are explained and how members can enhance their recovery by getting involved in either form of service.

Chapter Three, "Group Conscience and the Trusted Servant," shares the experience of Tradition Two in relation to the Narcotics Anonymous service structure. Group conscience, as both a principle and a process, its relationship to our trusted servants, and how trusted servants serve and implement the group conscience are covered in this chapter.

Chapter Five, "Regions," has been the most difficult to complete because of the significant changes presented, as to how our RSC's function within the service structure. The Select Committee spent many hours discussing the nature of regional service and how it could best provide services to the areas and groups. The subcommittee system was given particular attention along with the re-evaluation of the GSR and ASR service positions. The new concepts proposed in Chapter Five will require the Fellowship to substantially re-evaluate established practices and functions of our RSC's, and give considerable study to the new proposals.

The Select Committee on service structure is recommending adoption of the following motion of procedure for completion of the *Guide to Service in Narcotics Anonymous*:

34. "At the WSC quarterly meeting in July, 1987 an open forum meeting will be held by the Select Committee to answer questions, receive input on the draft, and to otherwise have a general evaluation of the work. The Select Committee will receive additional written input from the Fellowship until September 1, 1987. In September, the Committee will meet to consider the input and to propose any further changes to the draft that are warranted from the input. In November, 1987, this completed work will be sent out to the Fellowship for further review and/or possible adoption at WSC '88."

Intent: This motion is presented to outline a work schedule which we believe is realistic and sensible. It provides for a considerable review period without actually demanding strict accordance to a specific time frame. It is flexible enough to allow the committee the opportunity to revise any portion of the draft that seems unacceptable, as reflected in Fellowship discussions and input. It further makes

committee members available to the Fellowship to answer questions and gather input at the WSC quarterly meeting. The Fellowship at WSC '88, will have their first opportunity to take action on the draft, although it is not being specifically asked to do so. Therefore, the WSC has the flexibility to set the timetable for approving the document.

TO: The Fellowship

FROM: Bruce Allen, Chairperson
WSC Public Information Committee

The WSC P.I. Committee has worked very hard this year to accomplish its tasks. Some of those tasks were items remaining from the previous Conference year and others were new. Not everything got done, but I am pleased with the experience that was gained. Probably most important was the committee's realization that the previous working structure needs some changes.

As we left the Conference last year, we were a group of individuals with a desire to complete the work outlined for us but without a clear understanding of how best to get that work done. The lack of consistent communication and the great distances which separate committee members made it extremely difficult to work on some of the tasks. Because of that, the committee, during its Charlotte meeting, agreed that regional P.I. subcommittee participation should be sought out and utilized. This goal is currently being realized through a mailing to all regional P.I. subcommittees asking for their input. We further asked each of them whether or not they were able and willing to work on specific tasks of our committee. We are looking forward to a year of changes in the area of committee working structure. We believe that this new method of Fellowship collaboration will result in even better materials for members providing service through public information.

In addition to the realization of the need to involve more working participants in the committee, we further agreed that it had become necessary to slow down on our task-oriented goals. This committee, during the past three years, has produced a wealth of written information for the Fellowship. Those materials were much needed and have, I believe, proved invaluable to many of us. However, looking back, it appears that we may have overlooked the needs of the committee itself. We propose, during the next year, to make additional changes to committee working guides and structure. We propose this in order to strengthen the commitment of the committee members, improve committee communications and more clearly define the role which WSC P.I. will play in the upcoming years.

One new goal is to conduct a survey of members. I foresee a much simplified survey compared to the first census done in 1984. This survey will also highlight which portions of the public are lacking awareness about N.A. For instance, if most responses indicate that very few members heard about N.A. through their school counselor or the courts, then we obviously need to increase P.I. activities in those areas.

Other questions will be most helpful in providing information which reveals the successful experiences of the Narcotics Anonymous Program to the general public. While it is quite adequate to tell a newcomer at a meeting that it works simply because of the example of addicts staying clean, most of P.I.'s work is with non-N.A.'s who will never attend a meeting and if they do, will not experience the same empathetic response as is shared between addicts. In addition, most professionals are interested in evaluating facts that are significant in determining the value of N.A. to all types of different people who may need our help. If the general public, including professionals, fails to recognize the N.A. experience and our concept of recovery, it will be a reflection of our inability to convey our message effectively.

We realize our efforts to conduct the census several years ago were not very well conceived or initiated. Our goals and objectives were not clearly understood by either the Fellowship or ourselves. Input from members indicated a grave objection to any question dealing with type of drugs used, so that type of question will not be included in the survey we are suggesting.

If we are to be successful in such an effort, the Fellowship has to clearly understand the value of this project as it relates to the continuation and growth of Narcotics Anonymous. Our responsibility as a Fellowship is to provide information about ourselves in a way that the public can acknowledge and refer to the suffering addicts who will seek us out both now and in the future.

Our relationship with the world around us, and how we are perceived, will become more important in the years to come. If we sincerely believe that the Narcotics Anonymous Program and its philosophy is the solution for the dilemma of our disease, that information needs to be presented in a way that can be understood and accepted. It is our hope that the data collected from the survey project will provide us with the information that clearly shows our success: who we are, what we do, and how we can help. We need to assure you, the Fellowship, that a project of this nature will conform to the principles of our Twelve Steps and Traditions and in no way will be misused to monitor the membership.

In addition to committee motions, you will find included in this agenda report, a nominee form from the WSC P.I. Committee. Every region is encouraged to utilize the additional information provided on this year's form in choosing their nominee.

The following will describe the action items included in this Conference Agenda Report. Some of the motions refer to previously approved materials which the committee feels need to be updated and amended. Other motions provide for completely new items of material for Conference approval which the WSC P.I. Committee has prepared during the past year.

35. In the *Guide to Public Information*, the question and answer on pages 15-16 "What about P.I. endeavors for or at N.A. conventions?" as well as section D of Item III on page 42, be deleted."

Intent: References in both of these places indicate that P.I. activities during a Narcotics Anonymous convention should include presentations to the media and other non-N.A. professionals. The WSC P.I. Committee, and the WCCNA Board, have both come to realize that those types of activities are not beneficial to our primary purpose and distract from the celebration of recovery which our conventions reflect.

36. That the World Level P.I. Contingency Plan contained in Addendum 1 be approved.

Intent: This plan clarifies and expands the process set down in the motion passed at WSC '85. It was developed and approved by the P.I. Committee and reflects the experience gained through the past two years of implementation.

37. That "Learning Days and Workshops," as included in Addendum 1, be approved as a new section in the *Guide to Public Information*.

38. To delete, in the *Temporary Working Guide to the Service Structure*, on page 43, the motion carried on 5/7/83 that states, "That the WSC permit the WSC P.I. Subcommittee to produce and distribute N.A. P.I. material after approval within 60 days by the WSB, without the necessity of Fellowship review and WSC approval".

Intent: The above motion was made in an attempt to provide desperately needed P.I. service materials without the long delay then encountered by utilizing the regular approval methods in use at that time for service-related literature. The

WSC P.I. Committee does not feel it appropriate to continue using that procedure and would rather see a motion adopted which more clearly outlines a responsible method of reviewing and approving service-related materials and P.I. tools. The Committee supports this year's motion of the WSC Policy Committee, regarding an approval procedure which allows for review and input by other N.A. service boards and committees, along with full Conference approval. The P.I. Committee further intends to expand, within its own internal guidelines, the review of P.I. materials by sending them to area and regional P.I. subcommittees throughout the Fellowship.

QUESTION: Do you desire to have the WSC P.I. Committee conduct a membership survey?

Intent: The WSC P.I. Committee agreed unanimously to the concept of conducting a membership survey. It also felt that Fellowship-wide support for the concept should be requested prior to proceeding with any specific plan. We believe information gained from a survey will be very helpful in further carrying the message of N.A. throughout the general public. We need to have some numbers available when providing information about Narcotics Anonymous to non-N.A.'s, most importantly, the number of members currently attending meetings.

**WSC PUBLIC INFORMATION COMMITTEE
1987 NOMINEE INFORMATION SHEET**

PLEASE NOTE: Nominees must be nominated and submitted by regional service committees. Nominees do not have to be RSR's or RSR-Alternates. Most important is P.I. experience and time to do the work. Not all nominees will be drawn to become voting members. The committee is limited to a total of 25 voting members. However, all nominees will be working participants and assigned specific tasks.

Qualifications: (Please be sure your region's nominee is eligible. Only one voting member per region may serve on the WSC P.I. Committee at a same time.)

1. Minimum of two years clean time
2. Previous P.I. experience, preferably two years, and/or expertise of a specific nature relating to N.A. public information
3. An obvious practice and knowledge of the Twelve Steps and Traditions as evidenced by clean time and completion of previous service commitments
4. Attendance at WSC P.I. meetings and consistent input and communication with committee officers
5. Willingness and ability to serve, and possibly travel to attend regional workshops, non-N.A. events, etc.

WSC P.I. Committee members may be removed from office after 1) failure to attend more than two meetings; 2) 90 days continued non-participation; 3) relapse.

Nominee Name _____ Phone _____

Nominee Address _____

RSC Name _____ Years of Clean time _____

Current N.A. service position(s) _____

Previous N.A. service positions (list only those terms completed) _____

Any additional P.I. service related experience (either N.A. or professional) _____

Is nominee able to attend the WSC Conference and P.I. workshops, approximately two per year? Indicate which _____

Is regional P.I. subcommittee able and willing to support specifically assigned tasks of WSC P.I.? Yes _____ No _____

To: The Fellowship

From: Suzanne Schifano, Chairperson
World Literature Committee

The motions which will be introduced by the WSC Literature Committee at the 1987 World Service Conference are as follows:

39. To take from the table the motion committed to the Literature Committee at WSC 1986: "To move the story 'I Found the Only N.A. Meeting in the World' to the front of the White Book" and take action to adopt or reject.

Intent: This motion was introduced at the 1986 World Service Conference and, after discussion, was committed to the Literature Committee. The Committee considered the motion at length and reached a unanimous conclusion: That, in the spirit of anonymity, the Committee opposes the motion.

40. Take action to adopt or reject the 1986 motion committed to the World Literature Committee: To remove from all approved literature the WSC '86 edited stories "One Third of My Life," "I Can't Do Anymore Time," "The Vicious Circle," "Something Meaningful," "I Was Different," "Fearful Mother" and "Fat Addict." This change to take place at WSC '89.

Intent: A motion was passed at WSC '86 instructing that the above motion be presented at WSC '87. This was a result of considerable discussion which took place during the '86 Conference. There were some participants who maintained that the white booklet stories provided historical information about the evolution of the Narcotics Anonymous Program and philosophy. There were other participants who expressed the desire that the White Booklet reflect the most current philosophy of the N.A. Program. This motion *does not* include "We Do Recover." If the above motion is passed, the stories listed would not remain in the Basic Text unless the Fellowship instructs otherwise (due to the wording "all approved literature"). At any rate, the WSC Literature Committee would, over the next year, solicit, consider and evaluate new stories for possible inclusion in the white booklet at WSC '89.

41. To make the following changes in the Basic Text in order to bring it in line with the Newly Revised White Booklet. These changes will be made in the Fourth Edition and remain in subsequent editions.

In Chapter 6, the first paragraph after the White Booklet excerpt, (3rd ed. p. 56) delete the sentence which contains the phrase "Because we hear about suggested steps and no musts..." [Both of these references were taken out of the White Booklet]

In Chapter 7, the first paragraph after the White Booklet excerpt, (3rd ed. p. 72) change "They forgot that it is really the first [fix, pill, drink, snort or toke]" to "the first drug" that starts the deadly cycle all over again."

In Chapter 7, halfway through the chapter (3rd ed. p. 76,) paragraph begins, "We are grateful that we were made so welcome at meetings that we felt comfortable." In the last sentence, change [Just one fix, pill, drink, snort, or toke...] to "Any use of drugs will interrupt the process of recovery."

In Chapter 9, the tenth paragraph (3rd ed. p. 89) The first sentence reads "Three basic spiritual principles are honesty, open-mindedness, and willingness..." delete [to try].

In Chapter 9, the fourth paragraph from the end (3rd ed. bottom of p. 92) "If someone with a drug problem comes to us seeking recovery, [delete and is willing to try,] we gladly share with them.

In Chapter 36, Pothead! seventh paragraph (3rd ed. bottom of p. 228), "Then it said they didn't care what drug I used and the only requirement for membership was the [delete honest] desire to stop using.

Intent: These six referenced sentences contain phraseology which was altered by the adoption of the Revised White Book. These sentences do not appear in the italicized portions of the Basic Text which are exact quotes from the White Booklet. They occur in the regular text portions. The Literature Review Committee discussed this matter at great length during several conference calls as well as the meeting in Charlotte. Although it would appear that the conscience of the Fellowship is to make these changes consistent throughout our literature, the Conference was not specific in directing the World Literature Committee to make the changes *wherever they appear*.

42. To adopt the following worklist for the World Literature Committee to replace the previously adopted worklist.

It Works: How and Why
 Questions and Answers about N.A.
 For Those in Treatment
 Revising the WLC Procedural Guidelines
 Revising portions of the Literature Committee Handbook
 In Times of Illness

Intent: This list contains considerably less items than have been included in past years. The reason is that the World Literature Committee wishes to submit a practical, reasonable list of items which they can realistically complete in the next year. New items added to this list are: "Questions and Answers about N.A.," "For Those in Treatment" (which was submitted to WLC by the WSC H&I Committee), revising the WLC guidelines and portions of the new Literature Committee Handbook. Deleted from the previous list were "To The Medical Profession," the "Resource Guide for Trusted Servants" (which was referred to the WSC Policy Committee), "Revised Recovery and Relapse," "Addicts in the Armed Services," "First Three Steps," and "Just for Today."

43. To approve I.P. No. 21 *The Loner--Staying Clean in Isolation*

Intent: This new literature item was distributed in April 1986 for a one-year approval period and is scheduled to come to a vote at the 1987 World Service Conference. A copy of the pamphlet is attached in Addendum 2 at the end of the Conference Agenda Report.

44. To approve I.P. No. 22 *Welcome to Narcotics Anonymous*.

Intent: This new literature item was distributed in April 1986 for a one-year approval period and is scheduled to come to a vote at the 1987 World Service Conference. A copy is enclosed in Addendum 2 at the end of the Conference Agenda Report.

45. To approve the *Handbook for Narcotics Anonymous Literature Committees Newly Revised*.

Intent: This new literature item was distributed in April 1986 for a one-year approval period and is scheduled to come to a vote at the 1987 World Service Conference. A copy is enclosed in Addendum 2 at the end of the Conference Agenda Report.

46. To approve the book *Narcotics Anonymous, It Works: How and Why*.

Intent: This new literature item was distributed in April 1986 for a one-year approval period and is scheduled to come to a vote at the 1987 World Service Conference. In an effort to control costs, copies of this book could not be enclosed with this report. However, they have been sold by the WSO to all interested N.A. members, groups and committees for the past year.

Note: For further discussion regarding the book *It Works: How and Why*, refer to the WSC Chairperson Report, page 5.

WSC LITERATURE COMMITTEE NOMINEE INFORMATION FORM 1987

PLEASE NOTE: Nominees must be supported and the nominations must be submitted by regional service committees. Nominees do not have to be RSR's or RSR-Alternates. Most important is literature committee experience and the time to do the work. Not all nominees will be drawn to become voting members. The committee is limited to a total of nineteen voting members. However, all nominees who are not chosen will be retained in a pool and called upon as needed.

Qualifications: (Please be sure your region's nominee is eligible. Only two nominees per region may serve on the WSC Literature Committee at the same time.)

1. Minimum of three years clean time
2. No less than three years of literature experience
3. An obvious practice and knowledge of the Twelve Steps and Traditions as evidenced by clean time and completion of previous service commitments
4. Attendance at WSC Literature Committee meetings and consistent input and communication with committee officers
5. Willingness and ability to possibly travel to attend regional workshops, learning days, etc.

WSC Literature Committee members may be removed from office after 1) failure to notify the committee of absence prior to any scheduled meeting(s); 2) failure to carry out tasks and responsibilities delegated by the committee; 3) relapse.

Nominee Name _____ Phone _____

Nominee Address _____

RSC Name _____ Years of Clean time _____

Current N.A. service position(s) _____

Previous N.A. service positions (list only those terms completed) _____

Any additional literature committee or related experience (either N.A. or professional) _____

Is nominee able to attend WSC Conference and quarterly WLC meetings, approximately two per year? Indicate which _____

Is regional literature subcommittee able and willing to support specifically assigned tasks of the World Literature Committee? Yes _____ No _____

To: The Fellowship
From: Jack Bernstein, Chairperson
Board of Trustees

At the World Service Conference last year, the Board of Trustees presented the Fellowship with our opinions on five recurring issues. These articles included: Our Relationship to Nar-Anon and Families Anonymous, Open and Closed Meetings, N.A. Language, Methadone Users in N.A. Meetings, and Special Interest Meetings in N.A.

The articles were presented to the Fellowship for consideration and further input. Additionally, the possibility of voting and Conference approval at the World Service Conference 1987 was considered.

Over the next seven months, input was received and read by each member of the Board. Ad-hoc committees were appointed to study each subject with the purpose of evaluating the input and finalizing their respective statements. This process allowed for each trustee to maintain familiarity with all Fellowship input while at the same time permitting an approach which utilized division of labor and time for each subject.

At our regular meeting in November, the ad-hoc committees gave thorough reports on their projects. During the course of these discussions, we became aware of the need and responsibility to focus upon the most beneficial manner in which to present our work to the Narcotics Anonymous Fellowship. Part of our discussions addressed the pros and cons of asking the World Service Conference to vote on or adopt our positions, thus creating "policy."

After long and thorough consideration, the Board of Trustees decided not to present these issues for voting purposes at this time. To do so might lead the World Service Conference or the Fellowship into a "policing" or enforcement role. The purpose of undertaking this work has always been to provide the best possible guidance, philosophy, and concepts to Narcotics Anonymous members. Our own individual thinking has changed with growth and experience, and may undergo further change as time goes on. It is our hope that the Fellowship will accept these concepts to be utilized in service and recovery. However, we feel it would not be in the best interest of the Fellowship to adopt this work, nor any modified version, as some type of "official policy."

Our Fellowship has always relied upon a non-governing type of leadership. The Board of Trustees has been asked to provide guidance based upon experience and knowledge, and we continue to do so. We have faith in group conscience, unity, and our common welfare as foundations for Fellowship action guided by the Twelve Traditions of Narcotics Anonymous.

We believe that this material is important and that the single most effective vehicle for presentation to the Fellowship is in the Fellowship Report. This method allows for distribution to all registered area service committees, regional service committees, and World Service Conference participants. There were other alternatives which were explored, all of which seemed less efficient. In the January Fellowship Report, we included two articles which had arisen from our ongoing discussions and had reached a stage of completion. The remaining articles from WSC 1986 are still being revised and will be published upon completion.

In the future there will undoubtedly be more issues which the Board of Trustees will address. Looking ahead, we are planning to explore other alternatives for making this information available to the Fellowship. As our discussions progress, we will keep the Fellowship informed of the possibilities and advantages of each one.

The following motion will be presented to the 1987 World Service Conference.

47. On page 23, section III, subsection C, item 2 of the *Temporary Working Guide to the Service Structure*, strike "majority" and replace with "2/3 majority."

The revised sentence would then read; "Nomination and election by separate election for each trustee position by a 2/3 majority vote of the World Service Conference."

Intent: The intent of this motion is to ensure a broader and stronger base of support for members of the Board of Trustees when they are elected at the World Service Conference. Members of the Board of Trustees are called upon to help and advise the Fellowship on a regular basis, and with increasing frequency. It is our opinion that any member of the Fellowship who is nominated for election to this position should receive more than a simple majority vote. Also, since the number of Conference participants has increased steadily over the past several years, it seems judicious and reasonable to seek more than a simple majority vote for electing trustees.

To: The N.A. Fellowship
From: Steve Bice, Chairperson
World Service Office

During the past year the Office studied four separate matters for possible inclusion in the Agenda Report. The first was a proposal for a comprehensive Audio Tape Policy pertaining to recording members speaking at conventions. The second was a proposal for a policy on miscellaneous merchandise (items other than literature or tapes) that are sold by the WSO, at conventions, or by regions and areas. The third matter was to make changes in the content of the *N.A. Way Magazine*. The fourth matter was revision of the WSC Convention Guidelines. The proposal to change the guidelines is presented from the World Convention Corporation.

Although there was considerable discussion and study on these issues the WSO is not submitting proposals on the taping and merchandise matters.

The only item being proposed by the WSO therefore pertains to the *N.A. Way Magazine*. We began to study this matter in January, 1986. A financial analysis was conducted of magazine income and expenses. The situation looked rather bleak. We conducted a survey in the Spring and evolved from that survey several plans that, if implemented, would modify magazine content and financial position. In June, the Board adopted one set of options and publicized our action. We received input on that decision and continued to re-evaluate the action. By November, we had decided that the decision should ultimately be made by the Conference rather than by the WSO Board alone. Action to implement the previous decisions was set aside and the following report was prepared for your consideration.

As a result of the discussions in the magazine and *Newsline*, a greater interest in subscriptions became evident. The number of subscriptions increased from about 2,300 to over 5,000. With this substantial increase, the magazine is, at last, operating on a cost effective basis. The proposal to change the content is expected to increase subscriber interest. It would also provide a substantial service to our membership by providing an opportunity for ideas to be discussed in an open forum.

The increased size of the magazine resulting from additional content will increase the expense involved for preparation and printing. The Board had previously decided to increase the price of a yearly subscription to \$15.00 when the Board acted to expand the content. This was also held in abeyance when the Board decided to send the matter to the Conference. The Board expects to increase the price to \$15.00 if the proposal below is adopted by the Conference.

The Board feels the proposal should be adopted and provide opportunity for open discussion of issues important to the Fellowship.

PROPOSAL FOR N.A. WAY EXPANSION

In 1986 the World Service Office began to take a close look at its monthly publications. At that time the *N.A. Way* magazine was still losing money, but growing such that it was expected to break even by the year's end (it has). The *Newsline*, on the other hand, was costing the WSO a considerable amount to produce (about \$33,000 in 1985), and was growing steadily as the Fellowship grew. Even as corners were cut to reduce costs, continued growth ensured that the cost would always increase.

The WSO Board of Directors reviewed this financial picture along with a proposal by the staff to consider merging the *N.A. Way* and the *Newsline*. The

Board directed the WSO staff to conduct a survey within the Fellowship to determine whether members find the *Newsline* and the *N.A. Way* magazine useful, whether the Fellowship feels the WSO should continue to provide *Newsline* at its own cost, and whether there was any support for the idea of a merger of the two publications.

The results of the survey were published in the August, 1986 issues of both the *N.A. Way* and the *Newsline*, and are available from the WSO on request. Almost unanimously the respondents told us that the articles contained in both the *Newsline* and the *N.A. Way* were useful, and should continue to be distributed in some form. As to the production costs for the *Newsline*, 58% said the WSO should not continue to absorb the cost, and 33% said the WSO should. Asked whether a section should be added to the *N.A. Way* to include *Newsline* type information, 71% said yes, 22% said no. When asked "Would you be willing to pay \$15.00 per year for such a combined publication?" 79% said yes, 16% said no.

On the basis of those survey results, the WSO began to explore specific plans to expand the magazine's content and format. The two facets of the *Newsline* that had not been previously a part of the *N.A. Way* magazine are N.A. news, such as updates from various committees and international happenings, and editorials such as the "From the Trustees" articles.

In response to the survey results, the following motion is presented by the WSO Board of Directors for consideration at WSC '87.

48. Adopt and add the following paragraphs to the existing *N.A. Way* Magazine policy.

1. A section shall be added to the *N.A. Way* which would report newsworthy happenings around the Fellowship. This may include developments within various service boards or committees, local events in various areas that may be of interest to the Fellowship as a whole, or any other news and information regarding Narcotics Anonymous.
2. A section shall be added to the *N.A. Way* which would include editorial comments from within the Fellowship. The specific intent of this section would be to provide a clear statement from at least two sides on issues of concern to the Fellowship, and to provide space for responsible replies from our readers. Such an editorial section would also provide the forum for statements by the Trustees and for the Fellowship's discussion of those statements.

Intent: The intent of the above motion is to broaden the scope of the *N.A. Way* magazine. While it may be desirable to keep the *Newsline* in a scaled down form as a vehicle to get some information out to the Fellowship as a whole at no cost, we feel it would be equally desirable to place some N.A. news and information in the subscription based *N.A. Way* to pass along some of the cost of that service. This addition to the magazine may also make it a more interesting publication, keeping all of its current features intact and adding a dimension that may attract a greater readership.

The intent of the second part of the motion is to open up a forum for discussion of the variety of "inside issues" that we address as a Fellowship. N.A. World Services has at times been criticized for providing adequate forums for the majority viewpoint on issues within N.A. (in the Fellowship Report and the *Newsline* for example), but not providing an adequate airing of differing viewpoints. The intent of this proposal is to develop a forum that would allow all sides of internal N.A. issues to be heard.

To: The Fellowship

From: Steve Bice, Chairperson
World Convention Corporation of N.A.

When the Conference adopted the motion proposed last year to bring the World Convention under the corporation umbrella of the World Service Office, it made certain parts of the previously adopted *Convention Guidelines* obsolete. During the past year the trusted servants responsible for the World Convention have reviewed the *Convention Guidelines* and are proposing on the pages that follow, a number of changes that will bring the Guidelines into conformance with the action taken by the Conference last year.

At the request of a number of members, a broader review of the Guidelines was taken in order to re-evaluate the adequacy of the basic information contained. Two of the important issues we were requested to review were the propriety of the section on Public Information, and the lack of relevant information specifically directed to combined states, regional and area conventions or similar activities.

A subcommittee of the Convention Corporation was appointed to work on this project. Members assigned to the committee were experienced, each having had direct and major responsibility for part of a previous world convention. The committee held two meetings. Advance notice of the meetings was included in the notices for the WSC Committee Workshops. The meetings were held at those workshops. Advance notice was provided also in the *Newsline* specifically to invite members with input for the committee to send the input or be present at the July meeting to give input at the meeting.

Prior to the July meeting each member was assigned specific tasks to research and for preparation of draft materials. These drafts were reviewed at the July meeting. Changes were made at the meeting and the drafts mailed to the members prior to the October meeting. At the October meeting the entire material was reviewed again and improvements were made. All committee members were at both meetings.

The final product of this process was then submitted to the World Convention Corporation Board of Directors and the WSO Board of Directors. Both Boards reviewed the attached report and have given their endorsement. The motions that follow represent therefore the combined efforts of the subcommittee and both Boards. Their recommendations are that all motions on the following pages and the attached material be adopted by the Conference in 1987.

The primary thrust of the *Convention Guidelines*, as they were proposed and adopted two years ago, was to address the issues related to the World Convention. In order to redirect that emphasis to a broader focus and facilitate inclusion of information specifically directed to conventions other than the World Convention, it is necessary to make some changes in Part One of the adopted Guidelines. One motion is being advanced to include and accommodate all of the minor word changes and reorganization of the Table of Contents. Separate motions are being advanced for complete sections that have been rewritten.

An entirely new Part Two is being proposed. This will be a section directed to the broad needs of combined states, regional and area conventions or similar activities.

The remainder of the existing approved Guidelines will be incorporated as they are or modified and placed into a new Part Three which will be directed specifically at the World Convention.

Note: In order to avoid confusion, please note that the page numbers included in the following motions for changes are those page numbers reflected in the Guidelines as

they were revised and reprinted in the summer of 1986 by the WSO. If your copy is not the current edition, the page numbers will not match, but you should be able to find the appropriate paragraphs. You can obtain a revised copy by ordering from your literature committee, regional office or the WSO.

49. Adopt the following Table of Contents for the *Convention Guidelines* as well as the following specific changes:

C O N T E N T S

PART ONE

General Planning

- Purpose**
- Planning Committee**
- Types of Conventions**
- Bid Committee**
- Convention Committee Meetings**

Convention Committee

- Executive Committee**
- Subcommittees**
 - Hotels and Hospitality**
 - Fund-Raising and Entertainment**
 - Convention Information**
 - Registration**
 - Arts and Graphics**
 - Program**
 - Merchandising**

Miscellaneous Questions and Answers

PART TWO

Combined States, Regional and Area Conventions

- Legal and Corporate Matters**
- Bidding to Host Conventions and the Need for
Developing Guidelines**
- Fund Distribution**

PART THREE

- World Convention Corporation of Narcotics Anonymous**
- Bidding to Host a World Convention**
- WCCNA Management**
- Financial Management**
- WCNA Geographics**

END OF CONTENTS

Page 4, paragraph one, *delete* the word "coastal/";

Page 4, paragraph two, *delete* the word "/state" in both instances;

Page 12, *move* the second paragraph in its entirety to the new PART THREE pertaining to the world convention (WCCNA Management) and *insert* the following paragraph in its place:

"This subcommittee should consist of: a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports to the sponsoring region, area and/or corporation; a co-chairperson to act as chairperson if necessary; and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed if the Convention Committee, the sponsoring region, area and/or corporation may direct."

Page 12, paragraph 6, lines 2-4, *move* the sentence that reads, "These would be used by WSC, WSO, Board of Trustees, or any WSC Committee that may wish to meet, as well as for use in other business matters." to the new PART THREE pertaining to the world convention (WCCNA Management).

Page 13, first full paragraph, lines 4-6, *move* the third sentence to the new PART THREE pertaining to the world convention (WCCNA Management) and *insert* the following:

"Final approval of any contracts will be the responsibility of the full Convention Committee, or the corporation if one is sponsoring the convention."

Page 14, fourth paragraph, line 1, *delete* the acronym "WCNA's" and *insert* in its place the word "conventions"

Page 14, sixth paragraph which reads, "These guidelines are designed to eliminate the need for excessive fund-raising in an effort to make WCNA's more affordable to our members," *delete* entirely.

Page 15, paragraph one, *delete* the acronym "WCNA" in both places and *insert* in its place the word "conventions."

Page 15, paragraph two, *delete* the following words: "APPLICATION OF THIS SECTION TO AREA AND REGIONAL CONVENTIONS. Regardless of the ongoing financing of the world convention," and begin the sentence with the word "Area..."

Page 16, fifth paragraph, *delete* the acronym "WCNA" in both instances and *replace* with the word "convention(s)"

Intent: These changes, when taken as a group, facilitate the reorganization of the existing guidelines into a more properly structured document. The first section will contain general convention guidelines and the third section will have guidelines pertaining only to the World Convention.

50. On page 17, *delete* entirely the section entitled "Public Information" and *insert* the following section entitled "Convention Information."

CONVENTION INFORMATION

The Convention Information (C.I.) subcommittee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain nonmembers. These two jobs are handled very differently and, because of the resulting contacts with non-NA's, those members chosen to serve on C.I. must have a thorough knowledge of the Twelve Traditions, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. It is always important that convention subcommittees work closely together and because of the work which C.I. is responsible for, it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitalities, and Arts and Graphics subcommittees. All information must be up-to-date and accurate.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no "advertisement." It is, however, the duty of the C.I. subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This is done in a spirit of providing information rather than of promoting N.A. or its activities. In a subsequent section of these guidelines, entitled "Miscellaneous Questions and Answers," question number four provides additional information about promoting N.A. conventions.

The C.I. subcommittee chairperson has the sensitive task of encouraging a large attendance without abandoning the principle of "attraction rather than promotion." Some of the following experience and suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of N.A.:

A. Within the Fellowship

Preparation and distribution of flyers, programs and a map of the area, if necessary. Distribution is usually accomplished by handing out or mailing the information to the GSR's and ASR's in the hosting region with additional mailings to other RSC's and the WSO for inclusion in the *Newsline*. Members' names should never be used on an envelope with an N.A. identification. The Convention Committee should rent a post office box and that box number, with no reference to N.A. on the return address, can be used on all mailings. Flyers and personal phone contact numbers can be distributed freely within N.A. groups at regular meeting places, but even here, attraction is our aim and discretion and good taste should prevail.

B. Outside the Fellowship

Pre-convention informational activities of the C.I. subcommittee's activities outside the Fellowship should be extended only to those hospitals, treatment centers and similar agencies which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, center or facility to the convention. This is in keeping with our primary purpose. The H&I subcommittee in your area or region should be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies which have direct contact with addicts may be available from the area or regional P.I. subcommittee. A short cover letter to the agencies should be included with the convention flyers or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centers are residential, a request might be made that the convention committee be advised about the number of residents they expect to attend. This information would then be turned over to the registration committee. A member of the C.I. subcommittee may be assigned to the registration desk to

greet and assist members and staff from treatment centers. Assuring that institutionalized addicts have the chance to attend a convention serves our primary purpose by showing them and the staff that there are indeed clean, recovering addicts in the outside world.

The C.I. subcommittee does not do the type of work that is commonly associated with a public information committee. P.I. committees inform the public about Narcotics Anonymous, and the majority of that information is shared with non-addicts, often in the form of community presentations. The community at large is not included in the C.I. subcommittee's efforts of distributing information about the convention. Letters or general announcements to professionals, other than those mentioned in paragraph B above, would not benefit the celebration of recovery which a convention represents. A convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

It is recommended that pre-convention press releases to print and/or visual media sources be avoided. Anonymity, non-affiliation and "attraction rather than promotion" are just some of our principles which can be easily, although unintentionally, be violated if the press is encouraged to attend a convention.

It is, however, a good idea for the C.I. subcommittee to prepare a press packet to have available at the registration desk in case a reporter does show up. All members staffing the registration desk should be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. subcommittee. A well informed, knowledgeable C.I. subcommittee member should be readily available to accommodate the reporter's needs or questions. If pre-arranged, and whenever necessary or possible, a special room (press room) may be made available for just those occasions. That room would need to be staffed during designated hours by members of the C.I. subcommittee.

The World Service Conference P.I. Committee works closely with the World Convention Corporation in all matters relating to public information and convention information at world conventions. The experience of regional P.I. subcommittees should also be sought and utilized by regional convention committees. P.I. committees can help put together a press packet and may also be helpful as volunteers in the press room or at registration.

Intent: This substitute section will permit the *Convention Guidelines* to reflect a better understanding of what a convention committee should do in the area of public information. This is also a recognition that the convention efforts at public information are a response to media representatives seeking out convention information, rather than having the convention committee promote or publicize the convention. These changes are consistent with recent changes in the WSC P.I. Committee's guidelines and responsibilities.

51. Page 18, *delete* in its entirety the section titled "Registration" and *insert* the revised section with the same title."

REGISTRATION

Usually the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning. This advance planning by the committee includes drafting the flyers and forms, which must be done well in advance (at least five or six months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and preregistration forms should also be established at this time.

The development of the convention flyer should be a cooperative effort between the Registration and the Arts and Graphics Subcommittees.

The Registration Subcommittee should develop the convention registration form for the Arts and Graphics Subcommittee. This form is customarily placed at the bottom of the Convention Flyer. After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.

The amount of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. This advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office so the convention can be mentioned in the *Newsline*. The committee should also do a direct mailing to N.A. members listed on attendance rosters of previous conventions. When preregistration and arrival registration information is available, the Registration Subcommittee prepares a finalized flyer. Copies of this flyer, and the registration forms, should also be sent to the WSO for *Newsline* inclusion and sent to all members on the mailing lists. The WSO *Newsline* includes announcements of conventions and reaches thousands of N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. Flyers should be attractive but need not be ornate or expensive.

The finalized flyer, with registration forms, should be sent at least four months prior to the convention date and again about forty-five days prior to the convention. In this way, members can make plans to attend and those who have forgotten or delayed in registering are reminded. Sometimes convention planning committees generate additional activities which were not scheduled when the original convention schedule was announced. The final mailing, at forty-five days prior to the convention, can be used to provide announcements of those changes or new activities.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. One person should be assigned the responsibility of picking up registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the regisree and all money received. If free

registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-raising activities, numbered cash receipts are used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Undeposited cash received by the Registration Subcommittee should not be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

A duplicate records system should be maintained for all Registration Subcommittee activities. A simple file box containing 3 X 5 cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions for which they have paid, the receipt number and confirmation number (which are the same).

As each mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations which are received by the announced cutoff date. The cutoff date for preregistrations is included on the convention flyer. Following is an example of a simple confirmation which has been used satisfactorily:

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*****
*   YOUR CONFIRMATION NUMBER FOR THE   *
*   CONVENTION IS # _____         *
*   PLEASE BRING THIS CARD WITH YOU WHEN *
*   YOU PICK UP YOUR REGISTRATION PACKET *
*                   AT THE CONVENTION.  *
*****

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The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- A convention program
- Name tag or badge
- Tickets (banquet, brunch, etc.)
- Sightseeing information
- List of local restaurants with approximate price ranges, (especially those open 24 hours)
- Marathon meeting list
- Souvenir items (N.A. phone books, keytags, etc.)

A Registration Committee can be broken down to the following positions and responsibilities:

Chairperson: Oversees and coordinates all aspects of the Registration Subcommittee and reports to the Convention Committee, schedules work shifts and puts together work team members.

Vice-chairperson: Assists the chairperson and may become more actively involved in one or more aspects of the Registration Subcommittee.

Secretary: Keeps minutes and records.

Mailing Subcommittee: Handles all registration that comes through the mail. Mails out registration receipts and confirmation numbers as soon as possible.

Shift or Work Team: Writes receipts, collects registration money, and gives out registration packages at conventions.

The number of teams needed to man a shift will be determined by anticipated attendance and length of registration hours. A team of three members seems to work best. Two members write receipts and issue packages. The third team member is the deposit person who sits between them and collects the money and receipts.

During registration hours the treasurer and co-treasurer collect the registration money at regular periodic intervals from the deposit person.

A suggested shift for a team to work is three hours on and three hours off.

One last note for registration committee members. At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together!

Intent: This rewritten section contains all of the basic material presented in the portion of the Guidelines that it replaces. This new section includes minor changes that have resulted from experience gained within the Fellowship since the original guidelines were written two years ago.

52. Page 22, 4th paragraph which reads, "The Fellowship of Nar-Anon often holds meetings and workshops during N.A. conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. We remember that Nar-Anon members wouldn't be in that Fellowship if it weren't for us, and sometimes the opposite is true. Nar-Anon meetings may be listed separately on the N.A. Convention program, or have a separate Nar-Anon program. The Program Subcommittee should be advised of scheduling requirements for Nar-Anon as well as any other matters of mutual concern," *delete* entirely.

Intent: This change brings the guidelines within a refined understanding of our Twelve Traditions.

53. Page 23, *delete* entirely the section titled "Merchandising" and *insert* the following revised section with the same title.

MERCHANDISING

The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum. Every Convention Committee wants to be able to provide commemorative items for the convention attendees, however, the efforts to do this should be done in such a way that a department store atmosphere is not created.

The Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at an N.A. convention violates our Sixth Tradition and should be strongly discouraged. Any time there is a person or group of people selling merchandise at an N.A. convention, other than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is alright for individuals to generate personal profit in the name of our Fellowship. Any funds generated from an N.A. convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items, then the possibility of a consignment agreement should be investigated. This will ensure that all merchandising done at a convention is done by the Merchandising Subcommittee or its equivalent body.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (i.e. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandising Subcommittee is responsible for communicating with the Hotels and Hospitality Subcommittee for the provision of space for a store at the convention site. Store hours should be coordinated with the Program and the Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management. The Merchandising Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts promptly to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory. Following the convention a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion there will be committee representatives from other N.A. conventions or similar activities (ie. state, regional, world convention committees) at

a convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed as long as it does not conflict with the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place. This not only simplifies the situation for the sponsoring committee, but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The Merchandising Subcommittee coordinates arrangements to provide space for this type of sale to take place with the Hotels and Hospitality and the Program Subcommittees. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

The Merchandising Subcommittee is responsible for the acquisition and sale of N.A.-approved literature and other items selected for sale at the convention.

Although these steps may seem a bit excessive they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle. Finally, we all have a responsibility to ensure that our Fellowship, and not individuals, is the beneficiary of funds generated at N.A. conventions

Intent: This revised section contains all of the conceptual ideas in the section it replaces. This rewritten section clarifies understanding pertaining to merchandising that has resulted from Fellowship input during the past two years.

54. Page 29 (the title page for Part Two), *delete* the three subtitles and *insert* the following titles: Combined States, Regional and Area Conventions; Legal and Corporate Matters; Bidding to Host Conventions and the Need for Developing Guidelines and Fund Distribution. Following the title page for Part Two, *add* the following sections.

COMBINED STATES, REGIONAL AND AREA CONVENTIONS

Part Two does not apply to the World Convention. It is intended to be a guide for Combined States, Regional and Area Conventions or similar activities.

A Convention Committee should be a subcommittee of the hosting or sponsoring ASC or RSC. This places the convention within the N.A. service structure via the Ninth Tradition by making it a committee directly responsible to those it serves. This point needs special emphasis. The Convention Committee is totally responsible to the hosting service committee and exists only because that service committee formed it. Any convention not reporting to a branch of the N.A. service structure is not responsible to the Fellowship and hence is not an N.A. convention.

Convention Committee Guidelines should be the first order of business and should be reviewed and approved by the host ASC or RSC. Recommended guidelines are covered throughout this text.

The Convention Committee should be allowed sufficient leeway to perform its responsibilities and should not bog down the host service committee with routine business matters that can be handled within the Convention Committee. Also, the Convention Committee Chairperson should give a report of the committee's

activities at each of the hosting service committee meetings. This keeps the ASC or RSC in touch with how things are going and enables them to provide support and guidance when needed. As with any subcommittee of area and regional service, the Chairperson and Vice-Chairperson of the hosting ASC and RSC should also keep in close contact with the Convention Committee and its officers.

Conventions, as in any service sponsored by N.A. service boards or committees, should conform to N.A. principles and focus on our primary purpose of carrying the message. When considering or preparing a bid to host an area, regional, combined states, or worldwide convention, there are questions we should ask ourselves such as: "Is there a need?" "Is it practical?" and "Will it conflict with our ability to support our ASC, RSC, services and groups?" These questions need to be weighed by the potential host ASC or RSC. Some of us have found that our area or region was not prepared to handle such an event. Sometimes we found that it would take too much time away from our trusted servants who were supporting committees such as phonelines, P.I., H&I, literature and other services that require stable support to properly serve the Fellowship. When this situation is encountered, we should realize there are other ways of bringing large numbers of members together such as picnics, camp-outs and Fellowship days. These events do not require large cash outlays, labor-intensive duties and the related financial and legal responsibilities necessary to host a convention. The potential for financial and legal complications are always present when hosting a convention. If problems occur, they are the responsibility of the host service committee. We should be prepared to closely evaluate all legal and financial commitments before entering into them. When these problems occur they substantially impair the ability of the local membership to provide N.A. services.

Financial benefit may be gained from holding a convention but should not be the major purpose. This tends to divert us from our primary purpose and a large amount of funds can disrupt a service structure as much as a total lack of funds.

There are different types of conventions, such as area, regional, combined state, and world conventions. Some areas and regions are stable enough to have the available trusted servants hold an annual convention without affecting other N.A. services, but this is currently an exception rather than the rule. Combined states conventions seem to be a practical alternative to the continued stress of handling an annual convention. Combined state conventions are hosted by a different area or region each year so that no one local N.A. community has to repeatedly bear the weight of putting on a convention. This gives areas and regions who are unable to host an annual convention the opportunity of holding a convention. Examples of such combined states conventions are the East Coast Convention, the Western States Unity Convention, and the Mid-Coast Convention. Some combined states conventions may be limited to designated geographic areas. This allows the regions in a particular location to take turns hosting the convention while simultaneously providing the support and experience needed to the current host region.

Combined state conventions may reduce the need for an assortment of area and regional conventions. Having a reduced number of combined state conventions may increase the Fellowships' enthusiasm and participation because it is truly a momentous event for all to attend rather than being "this month's convention."

Conventions are truly spectacular events but we must adequately weigh the impact such an immense undertaking has on the local N.A. community before deciding to forge ahead.

LEGAL AND CORPORATE MATTERS

Combined states conventions which are held in several different regions may need to consider a different plan of action. It may be desirable to develop a

separate corporation that will work within the boundaries of the conventions (similar to that of WCCNA). This will prevent the need for starting and terminating a new corporate or organizational structure from year to year.

The guidelines governing this type of convention and its activities should be a "combined" effort of a convention committee/corporation. The corporation should be made up of members from all the regions within the boundaries where the convention will be held. This corporation is responsible for the convention and its activities just like an RSC. In order to accommodate a "service board" of this type, it must still be responsible to an element of the service structure. The most logical way to accommodate this is to have the corporation be attached to and responsible to the region hosting the currently planned convention. A corporation created within the Fellowship is not autonomous and must be attached to the service committee and/or N.A. community it represents through carefully written by-laws. The convention corporation is responsible for overseeing proper, consistent bookkeeping and reporting. It also ensures that proper reports are made with the appropriate branches of government (i.e. Form 990, state filings where applicable, etc.)

Conventions of Narcotics Anonymous, as defined by the Fellowship, are a celebration of recovery. Although, the intent is only to celebrate recovery, as the convention interacts with outside individuals and corporations, it forces us to act like a business enterprise also. It is this business-like behavior that forces the convention into the public arena where it is subject to other outside enterprise and possibly public attention. Due to this, it is essential that all conventions conduct their work within the framework of the Twelve Traditions. It is imperative that as a convention grows, the reality of these business-like needs be addressed for the protection of each member as well as Narcotics Anonymous as a whole.

Among the important aspects of this business-like activity is the financial liability that such events entail. The committee responsible for the convention is financially liable for injuries, damages and financial loss resulting from the convention. If the committee is properly organized and protected, the individual members of the Convention Committee would not normally be liable for damages or suit.

However, if the convention is not properly organized or protected then the member who signs the contract and others on the committee are liable. If the convention is organized on behalf of Narcotics Anonymous (which they all are) then all those assets connected to Narcotics Anonymous may become liable if injury or loss resulted. So, the reality of liability both from a contractual and public injury standpoint is fearfully present. Our duty is to be responsible and to ensure that Narcotics Anonymous is not brought into public controversy. This will protect N.A. assets from being exposed as a result of litigation. As a member of Narcotics Anonymous and the Convention Committee, you have the direct responsibility for the integrity of convention affairs handled on behalf of Narcotics Anonymous.

The most logical methods of protection are the formation of a non-profit corporation and/or obtaining the necessary liability insurance. These lend protection to the members involved in the N.A. service committee and allow for a more formal approach to dealing with the public. When planning a regional or area convention, if there is a regional service office that has been incorporated, it is possible to utilize this existing corporation rather than create another. If a regional office does not exist, then a temporary convention corporation may be formed pending the establishment of a regional office. Once a regional office corporation has been established, consideration should be given to having the office take over legal responsibility for the convention and having the convention corporation dissolved. This will allow consistency, continuity and unity within the Fellowship. In any case, all corporations must be guided by the Twelve Traditions

of Narcotics Anonymous and be directly accountable to the N.A. community that created them.

In the case of combined states conventions which move throughout many states or regions, a corporation may be formed in the most feasible state, with board members drawn from those geographical areas or states where the convention will occur. The corporate by-laws should provide that the corporation should connect itself to and be responsible to the hosting regional service committee as it moves geographically. This will promote continued financial and spiritual accountability to the Fellowship. Since the convention is moving from state to state it is necessary to inform the appropriate state agencies of the change in officers when filing state or federal report forms. Also, it is helpful to keep the same accountant so that past records will be kept in a single place and the hosting service committee need not reinvent the bookkeeping system and filing with appropriate state and federal agencies.

There are some misconceptions about conventions and corporations that create conflict. Hopefully, the following statements will provide clarification on some of those misconceptions.

1. A convention should incorporate to allow for its bills to be paid and avoid liability if the committee has overestimated its income or funds have been embezzled.

If the corporation was willing to go bankrupt and not pay its bills this would be true. However, the principles of our program require us to be responsible for our actions. This then requires our members (whether a corporation exists or not) to assume responsibility for their actions. This makes it essential that caution be taken when estimating registration, banquet counts, T-shirt sales, etc., and that good personal conduct of our members is exercised at the convention. It is also important to obtain liability insurance to protect against unexpected events.

2. A corporation will automatically be allowed tax exemption.

This is not true. However, an application can be made by the corporation or the committee to the Internal Revenue Service and the state tax agency for tax exemption. Approval can take up to two years before exempt status is officially granted. During this period the corporation may not be allowed to take advantage of the tax exempt status.

3. A convention committee or corporation is autonomous and not part of Narcotics Anonymous thus the committee or corporation can function as an independent entity answering only to itself.

This is a grave misconception and may be devastating to the members of that committee or corporation. Based on the principles of our program, N.A. conventions are part of N.A. and, as a celebration of recovery, are a service of N.A. Therefore, regardless of legal title, a gathering of addicts for the purpose of recovery is Narcotics Anonymous, and an organization created by these members to facilitate its function must then be governed by the Twelve Steps and Twelve Traditions of Narcotics Anonymous. This makes their actions a direct reflection of Narcotics Anonymous. So, no N.A. service committee or corporation is autonomous from the Fellowship of Narcotics Anonymous. The corporation and convention committee must be

responsible to a service branch of N.A. for it to qualify as an N.A. convention.

4. It is mandatory to form a corporation when having a convention.

This is not true. There are other avenues available. Extreme care should be taken when evaluating whether or not a convention needs the protection of a corporate structure. It is important to contact the WSO and/or an attorney in determining whether to incorporate or not.

If your region or area is planning to form a corporation the following process should be followed:

1. Contact the WSO for assistance and information
2. Contact an attorney in the region/area where the corporation is to be formed
3. Develop by-laws to be approved by the region/area and submit the required applications to the state in which the corporation is to be formed
4. There are certain forms that will need to be filed whether incorporated or not: one is the Application for Federal Tax Identification Number. This simple form is used to get the ID number necessary to open bank accounts and transact other types of business. This number does *not* entitle its holders to tax exempt status.

It is not possible within these guidelines to provide a uniform set of by-laws and other paper work necessary to form a corporation, due to the varying corporate legalities that exist in different states. The WSO can provide you with guidance and language that relates to the Fellowship and aid in your aims of becoming responsible to the Fellowship.

BIDDING TO HOST CONVENTIONS AND THE NEED FOR DEVELOPING GUIDELINES

The most common procedure for becoming the host site of a convention is that of bidding. This section will be directed to combined states, regional, and area conventions and similar types of activities.

It is imperative that a bid or a convention committee or corporation be "directly responsible to those they serve." A regional service committee (RSC), or some other arm of the Fellowship, should take the responsibility of seeing that a bid or convention committee adheres to the Twelve Traditions and operates according to specified guidelines. The RSC should approve guidelines for both the bid and convention committees.

When the guidelines are being developed there are several areas which need to be taken into consideration. The name, the program, and all activities of the convention should reflect an atmosphere of recovery in N.A. An understanding of the Traditions is most important.

Traditions have often been compromised by convention committees. When strong personalities take over, spiritual principles have a tendency to go by the wayside. Our Twelve Steps, Traditions, and literature have a specific focus and our conventions should maintain that focus with a strict adherence to the Traditions.

By so doing, our conventions will reflect our primary purpose as well as an atmosphere of recovery in N.A.

A bid committee cannot start of its own volition. It should begin as an ad-hoc committee of an ASC or RSC, whichever applies.

Any bidding site committee should assume certain responsibilities both to itself and the Fellowship as a whole. Before a bid committee is started, the ASC or RSC should search itself to understand a few things.

At first sight hosting a convention does not seem like all that much trouble but maybe the ASC/RSC should ask a few questions of itself, like "Why do we want to host this convention?" "Can this area/region support the kind of effort that is needed without being harmful to itself?" "Are we thinking of doing this to bolster the treasury?" If you begin asking these questions at the ASC or RSC you will find out how relative they are. If hosting a convention is going to create more problems than it will solve, then hosting a convention may not be a good idea at this time.

If the ASC/RSC has searched itself and come up with positive answers to these questions, then elect a bid committee. Entrust them with the task of researching costs, attendance figures, programs, contracts, hotels, how many people will be needed, and what criteria needs to be met to present the bid.

Once all the pertinent information is gathered it should be presented to the ASC/RSC. They, not the bid committee, should determine whether or not to continue with a prospective host site.

FUND DISTRIBUTION

It is important to understand that conventions are not the funding source of Narcotics Anonymous and are not established to support special projects or the specific interests of the convention committee. Projects of the region or their support should be left to regional service committee contributions. Other than the generation of a prudent reserve for the next convention there should be little or no funds created as a result of a convention. However, excess funds may develop as a result of the activities of a convention. At the close of a convention the distribution of those funds has proven to be a significant issue. The following information provides clarification and a method of distribution for those funds that will be helpful in avoiding conflicts.

An important consideration for a convention committee is the start up funds to be set aside for the following year's convention. In regional or combined states conventions, a prudent reserve should be retained for this purpose. The amount of the prudent reserve to be set aside should be determined by the convention committee and approved by the regional service committee. If the convention is a combined states convention it should be decided by the convention corporation or host committee and approved by the hosting regional service committee. The amount should be entered into the convention's operational by-laws (a reasonable prudent reserve is \$4,000.00 to \$5,000.00). Increasing the prudent reserve should require, (1) a 2/3 vote by the convention committee (or board of directors if incorporated) and, (2) a 2/3 vote by the hosting regional service committee. It is extremely important that all convention matters concerning prudent reserve be voted on both by the convention committee and the regional service committee members in order to allow objective input from the regional service committee whose concerns are separate from the functional aspects of the convention.

Once a prudent reserve has been established, the next consideration will be the surplus funds over and above the prudent reserve. A convention committee's main task is to facilitate a convention for the purpose of celebrating recovery. Disbursement of excess funds as a result of the convention should not be a task of

the convention committee. Distribution of funds resulting from conventions should be done by the service committee to whom the convention committee is responsible. The service committees will distribute the funds according to the normal practice accepted by Narcotics Anonymous. It is advisable that the hosting service committee not retain more than a minimal amount of the excess funds as large amounts of money tend to disrupt our service committees and divert us from our primary purpose.

Once a prudent reserve is established, fund-raising efforts should not be needed, registration and other fees can be set at levels that will limit the accumulation of excess funds. This allows the convention committee to focus on the task of facilitating the convention. In the case of combined states or coastal conventions, the excess funds over prudent reserve should be turned over to the hosting regional service committee for distribution. When turning over excess funds to the regional service committee, the convention treasurer should provide a financial statement for the regional service committee's review. This will allow the committee to terminate its existence and allow the new host committee to begin the next convention.

If all conventions follow these practices, whether the convention is part of one region or services several regions, the development of a prudent reserve and distribution of surplus funds as indicated will further maintain unity within our Fellowship. There will also be a significant reduction in the personality conflicts within the committee and the casting of unwarranted suspicion on the members of the convention committee. Therefore, as the convention attains its prudent reserve, the need for fund-raising to produce the convention will be greatly reduced and eventually eliminated. In addition, the regional service committee will be unaffected, financially, as a result of hosting a convention to celebrate their recovery.

If a convention operates as an activity of a regional corporation the principles discussed above about distribution of funds should still be followed. We must remember that we have only one need for money in N.A. and that is to further our primary purpose which is to carry the message to the addict who still suffers.

END OF SECTION

Intent: This is a new section which will more adequately satisfy the need for guidelines pertaining to combined states conventions and those held by regions and areas. This section uses the term "combined states" instead of the various alternative terms. This has been done in order to clarify the language of the guidelines and not an effort to force a change in terminology. This section includes a long needed portion on legal and corporate matters. This section reflects a growth in understanding pertaining to our legal needs and better understanding of the extent of legal advice that should be contained in an N.A. publication. The section on bidding reflects accumulated experience of the need for clear guidelines and procedures to select among competitive options for hosting a convention. The section on fund distribution provides clarification on the issue of distribution of funds that may incidentally be generated when conducting a convention or similar activity.

55. Page 31, first two paragraphs on Corporate and Legal Matters and Bidding and Selection Process, *delete* entirely, and *insert* a new section page entitled Part Three. The new page will list the following titles to be included in PART THREE: World Convention Corporation of Narcotics Anonymous, Bidding to host a World Convention, WCCNA Management, Financial Management, WCNA Geographics.

Intent: This completes the reorganization of the *Convention Guidelines* into three parts. This final part pertains specifically to the world convention. The first section, WCCNA, will contain only the text of the motion adopted by the World Service Conference in 1986 forming the World Convention Corporation of Narcotics Anonymous.

56. Page 31, *delete* the section titled "Bidding Requirements for the World Convention of N.A." and *insert* the following replacement section with the title "Bidding to Host a World Convention."

BIDDING TO HOST A WORLD CONVENTION

1. Bid must be from a committee formed by a regional service committee with fifty (50) meetings or more.
2. The region must have had conventions previously and some of those convention committee members must be on the bid committee.
3. Have seven (7) members attending WCNA with two (2) having five years or more clean time.
4. Has not had a WCNA within the prior four years in the region and/or zone.
5. Have a letter of support for the bid from the regional service committee and surrounding regional service committees.
6. Provide a letter giving summary information as to why the region wants the convention and how this region can best serve the Fellowship by hosting the convention. This is referred to as the "letter of need."
7. Provide a written history of your region and conventions that have taken place within the region.
8. Letter from bid committees explaining the experience with past conventions and qualifications of principal committee members along with information on their clean time.
9. A written contract offer and binder from hotels where convention would be held, if bid is accepted. The offer must contain figures on room rates, banquet rates, coffee expenditures, projected registration rates and other financial information that may be helpful in understanding the bid.

Bids are prepared in compliance with the aforementioned requirements. A copy of the hotel fact sheet is completed and sent along with the bid. All of the bid material is then sent to the World Convention Corporation for Narcotics Anonymous (WCCNA) by October 1. WCCNA reviews each bid to make sure that all the requirements have been met.

The "letter of need" for each bid that has met the requirements is then published in the January Conference Agenda Report. This is the basis upon which the Fellowship decides where the next convention will be held.

Intent: There are only minor revisions to this section. They bring the actual operational instructions within the practical needs for the management of the convention. It may be important to note that the bidding process for the World Convention will normally result in bid offerings that are substantially the same in cost to the member. Because the convention will be managed so as to avoid accumulation of excessive profits, bids will be very competitive. This will permit the Fellowship to select the site on the basis of the need statement formulated by the bid committees and choice of city in which the convention would be held.

57. Page 32, *delete* the section titled "Site Selection" and *insert* the following section titled "WCCNA Management."

WCCNA MANAGEMENT

The World Convention is an activity of the World Service Conference under the management responsibility of the World Convention Corporation. In January of each year, the Convention Corporation recommends several options for World Convention locations in the Conference Agenda Report. The participants of the Conference vote to select the location for the convention. However, the site selected in this manner is not utilized until sixteen months after the succeeding World Service Conference.

The N.A. community of the site selected by the Conference to host the convention organizes a "host committee" of members in the city where the convention is to be held in order to accomplish the routine activities of the convention. The Host Committee becomes a subcommittee of the World Convention Corporation and is directly responsible to the Corporation. The World Convention Corporation maintains all final authority and responsibility for management of the convention. In this manner, the World Convention is an activity directly responsible to and managed by the N.A. Fellowship through the World Service Conference. All income and expenses are managed by the World Convention Corporation.

The Host Committee is organized and operates according to the subcommittee outline contained in Part One of these Guidelines. The subcommittees are responsible to the full Host Committee and the Board of Directors of WCCNA. The WCCNA Board may work directly with some subcommittees on specific matters.

With respect to the Hotels and Hospitality Subcommittee of the Host Committee these policies apply. (Insert at this place the three paragraphs moved from page 12 of the existing approved Guidelines.)

Intent: The replaced sections contain language that is no longer needed. The new language contains a more general statement of the responsibility of the WCCNA and how the host committee works with the WCCNA. Each year any subsequent actions adopted by the Conference pertaining to the management of the world convention will be added at the end of this section.

58. Page 32, *delete* the sections titled "Surplus Funds Distribution" and "Distribution Plan for WCNA" (and the note shown on page 34). *Insert* the following section titled "Financial Management."

FINANCIAL MANAGEMENT

The World Convention is managed in such a manner as to accomplish three goals: Provide a suitable celebration of recovery, be financially responsible and minimize the expense to those attending. Effort should be exerted to balance these objectives in planning and financial management. Each year the convention should provide sufficient revenue over expenses to satisfactorily finance the needs of the next convention, meet administrative expenses and help establish a reasonable prudent reserve. The Corporation provides a financial report to the World Service Conference each year.

Intent: The sections deleted will not pertain to future WCCNA operations. It is anticipated that funds will not be generated that are in excess of the needs for establishing a prudent reserve, administrative expenses for the next year, and a reserve for hosting the following year's convention.

59. Page 33, change the title of "WCNA Convention Geographics" to "WCNA Geographics" and retain the text and map currently included in this section.

Intent: This minor word change eliminates the inconsistency of having the word "convention" appear twice in the title.

WORLD CONVENTION--1988

The 1987 World Service Conference will vote to select the site for the 1988 World Convention. The procedure followed for the selection of the convention site is that bids are submitted in accordance with the guidelines in the WSC adopted *Convention Guidelines*. Two bids were received by the October 1, 1986 deadline: Southern California and Northern California. Those bids were reviewed and found to meet the guideline requirements. Both bids provided information on hotels, accommodations and pricing. The bids were comparable in these respects. By having followed the guidelines all of the principal factors that should affect selecting one location over another have been found to be comparable. The remaining factor is how the bid committees believe that hosting the convention will either benefit the Fellowship at large or their own N.A. community. The "letters of need" have been included for your information.

Conference participants should be prepared to vote to select the 1988 location between these two sites.

60. To accept and adopt the bid for WCNA 18 to be hosted by the _____ Region.

LETTERS OF NEED

From the Northern California Region:

We would like to convey our gratitude to the WSC and the WCCNA for reviewing and accepting our bid for the WCNA XVIII to be held Labor Day weekend of 1988. Northern California is privileged to be considered for hosting this worldwide celebration of recovery.

In Northern California, as in other regions, we are experiencing tremendous growth of our fellowship, an ongoing "identity crisis" at meeting level, and a sense of geographic and spiritual isolation from the rest of the Fellowship.

We feel great joy at seeing so many new faces in N.A., but it has been offset by growing pains. Many addicts come to the Program of Narcotics Anonymous and hear the terminology of other Twelve Step programs and quotes from their literature. Many in our region have the mistaken impression that Narcotics Anonymous and the other programs are indistinguishable.

Some new members are receiving what can be a fatal misconception of our requirement for membership. Upon hearing members share at meeting level, they are often left with the impression that they must become heroin addicts with histories of incarceration before they will truly belong to N.A. In this manner, we have lost many addicts who felt they could not identify: tragically, some went back out to "re-qualify" and many left our fellowship for another Twelve Step program. Because lives are at stake, this misconception must be dispelled to effectively fulfill our primary purpose and protect the future of our fellowship.

The time has come for us to convey to the member and the non-addict that *Narcotics Anonymous stands on its own merits* and is a capable, growing, unified fellowship of recovery from the disease of addiction.

Many of our members seem to feel a geographic disassociation from the Fellowship as a whole and the resulting isolationist, apathetic attitude has not been conducive to the unity of our fellowship, nor has it promoted the spiritual growth of our individual members. While we respect the autonomy of the group, these attitudes have a negative effect on the unity of Narcotics Anonymous which is the tie that binds our Fellowship together.

Were we to host an international celebration of recovery in our own backyard, our members could: experience identification with addicts from around the world; share the hope and joy of literally thousands of other recovering individuals; witness the undiluted, clearly focused power of the N.A. message, and feel the unity and love that binds our Fellowship together. For Northern California participants, this convention would promote spiritual growth and provide powerful evidence that we are part of a unified worldwide Fellowship.

Several long term members of our region (most of them "veterans" of past regional convention committees) have expressed their enthusiasm and willingness to lend their time and talents to the WCNA XVIII. The site we have proposed, our willingness to serve, and our history of supporting the Fellowship are assets we offer to the members of Narcotics Anonymous. Northern California looks forward to sharing experience, strength, and hope with you all should we be chosen as the host site for WCNA XVIII.

From the Southern California Region:

The Southern California Region respectfully requests that the World Convention be placed here in 1988. We are confident that we have the ability to accommodate that event comfortably, and we believe that our region would benefit greatly from the opportunity to host the Fellowship at WCNA-18. The following paragraphs describe both that ability and that need.

Our region began hosting conventions as far back as WCNA-1 in 1970. After the last world convention was held in California in 1977 and the WCNA began to be placed in various locations around the Fellowship, Southern California began holding annual regional conventions. Our most recent Southern California Convention drew over 3,000 registrants. Our convention experience is extensive, and many of those experienced members are prepared to involve themselves in WCNA-18. We are quite ready, willing and able.

For years, members of N.A. outside our state have asserted that California does not need the world convention. Our Fellowship is large and active, our World Services are centered here, we have an abundance of oldtimers, we have hosted past world conventions--why, they ask, would a region like Southern California need to host a world convention? We feel that our need is great, and we are grateful for this opportunity to present that need to you.

We would point out that we have not hosted a world convention since 1977. The closest we have been to a world convention since that time was the 1980 convention in Kansas, 1,400 miles away. The overwhelming majority of our current members have had no exposure to N.A. outside of our state, and no opportunity to attend a world convention. It is true that N.A. started in our region, and our World Services are centered here. It is true that we have an abundance of members, including many oldtimers. It is a mistake, however, to assume that our region does not experience the same kinds of developmental problems that our Fellowship experiences everywhere else. We even have some interesting ones of our own, because of our long history.

One major problem we have is that much of our local membership lacks a clear identity as Narcotics Anonymous. Many of our members had several years of clean time before the discussions even began in earnest about our own language of recovery, our own literature, our own world service structure that truly served a worldwide Fellowship. This Fellowship has developed rapidly in the last several years. Those of us who have had the opportunity to become exposed to the Fellowship around the world have kept abreast of the changes as they have developed, and we have adapted. Many of our members who got clean in a

mixture of N.A. and other Fellowships are just now getting the picture that as N.A. has matured, certain changes have come along; N.A. is growing up.

One result of this growth has been a "generation gap" of sorts. Some members are trying to change with the times as N.A. grows and develops, and many of our older members, when confronted with the need for change, are feeling rejected or insulted. Many are going to A.A., and many are staying and working through this. In many places around the state, these issues have not even arisen yet. The A.A. language of recovery is used extensively in N.A. meetings, modeled by members who have many years of recovery in N.A., but who have had little exposure to today's Narcotics Anonymous as a whole. For all of us, a blast of solid N.A. recovery as experienced at a world convention would be great medicine for this. We are actually quite isolated here in California from the rest of the Fellowship. Having you all come and spend some time with us, having you hug those oldtimers and share your gratitude with them, having you model a clear N.A. orientation, these things would do a world of good for Narcotics Anonymous in California.

How would we hope to be of service to the Fellowship as a result of having the world convention here? We hope to continue to serve the Fellowship by keeping those members involved who have 10, 15, 20 years clean in N.A. We hope to contribute to the bedrock of clear Narcotics Anonymous principles by providing unity across the "generation gap," and involving our oldest, strongest members in the ongoing growth and development of our Fellowship. We share your hope, your prayers and your commitment to a strong, clear, unified Narcotics Anonymous with much love to offer all of its members--newcomers and oldtimers alike.

ACTION ITEM LIST FOR WSC '87 MEETING

FROM THE ADMINISTRATIVE COMMITTEE

Yes No

[] []

1. Moved that the Fellowship adopt one of the options for disposition of the book *It Works: How and Why* in the event it is not approved.

FROM VARIOUS REGIONS

Yes No

[] []

2. "That the Georgia Regional Literature Committee work in progress, *"In Loving Service,"* be referred to the WSC Literature Committee, and added to the World Literature Committee priority list."

Yes No

[] []

3. "That the WSO Board, in conjunction with the WSC Administrative Committee, prepare a report for the Fellowship as a whole on the possibility and impact of reducing the price of our Basic Text and Informational Pamphlets by 25%. Included in this report will be the impact on our services world-wide and possible solutions to any adverse effect that this reduction in price would create in our ability to carry out our Fifth Tradition. This report will be made to the Fellowship by October 1, 1987."

Yes No

[] []

4. "To adopt the following guidelines for the World Literature Committee to replace the procedural guidelines for the World Literature Committee as it appears in the Temporary Working Guide and the Literature Handbook."

Yes No

[] []

5. "To replace all references to the Procedural Guidelines for the World Literature Committee with the Guidelines for the World Literature Committee as they appear in the Temporary Working Guide."

Yes No

[] []

6. "When an item of literature is adopted by the WSC and it is a modification of an existing item of approved literature, the prior edition becomes unapproved and unacceptable for use at N.A. meetings. The effective date of this transition shall be no more than six months following the Conference at which the literature was approved. This motion will become retroactive to any prior decision of the WSC."

Yes No

[] []

7. "To put the pamphlet *"Unity"* on the WSC Literature Priority list for 1987-1988."

Yes No
 8. "To establish an Adhoc Committee at the World Service Conference, to investigate and disperse the current information on accessibility of N.A. meetings to those individuals for whom the message of recovery is limited, impaired or inaccessible due to physical, audiological or linguistic difficulties or handicaps."

Yes No
 9. "That the Joint Administrative Committee (J.A.C.) be assigned responsibility to develop and present to the WSC 1988 a proposal that outlines a cost equalization plan for participation at the WSC by Conference participants."

FROM THE HOSPITALS AND INSTITUTIONS COMMITTEE:

Yes No
 10. Delete amendment dated 5/80, page 42 of the *Temporary Working Guide to the Service Structure*, beginning with "It is permissible.." and ending with "N.A. meeting or function."

Yes No
 11. "That the current funding practices of the Fellowship's H&I Committees, in particular the "H&I can," be removed from all N.A. meetings and functions and that the N.A. service structure provide for the needs of all H&I service efforts."

Yes No
 12. Table of contents: Delete the title "H&I and Funding," and insert "Budgeting and Literature Distribution" in its place.

Yes No
 13. Page 2, last paragraph in right column, 2nd sentence: Delete the words, "area H&I committee," and insert the words, "area service committee."

Yes No
 14. Page 4, paragraph 1, line 6, delete the words "you provide," and insert the words "provided by your area or regional service committee."

Yes No
 15. Page 7, under "The purpose of the Area H&I Committee," the 2nd paragraph, 3rd and 4th lines: Delete the words "independently of the ASC, and" after "Its Chair reports monthly" add the wording "and is accountable in all matters." The sentence will then read "It meets monthly, its Chair reports monthly and is accountable in all matters to the ASC."

Yes No
 16. Page 7, (same paragraph) line 5: Delete the words "a treasurer," and insert after chairperson, "a vice-chairperson."

Yes No
 17. Page 8, at the top, add the following to the end of number 3: "and reports these in full to the ASC." Delete number 4 entirely and adjust numbering accordingly.

Yes No
 18. Page 8, at the bottom, number 4; delete the words "collect monies"

Yes No
 19. Page 8, at the bottom, number 7; delete the words "Treasurer's report." Insert the words "Report of budget expenditures including literature disbursements."

Yes No
 20. Page 9, Under Chairperson: letter f; insert the words "which includes a budget report." at the end.

Yes No
 21. Page 9, delete section g.

Yes No
 22. Page 9, under Vice-Chairperson: Delete section d

Yes No
 23. Pages 9 and 10, section 3: Treasurer, delete the entire section.

Yes No
 24. Delete the section entitled "H&I and Funding," Pages 12-13, and replace with the following section: (This section appears on pages 19 through 22.)

Yes No
 25. The following is a proposed addition to the approved WSC H&I Guidelines: Page 4, under "Choosing an H&I Format," following the second paragraph which ends with "...topic discussions," insert the following: (The language appears on page 23.)

Yes No
 26. The following is a proposed amendment to the approved WSC H&I Guidelines:

That the title "H&I Guidelines" be deleted, and replaced with the title, "Hospitals and Institutions Handbook."

Yes No
 27. That the World Service Conference recommend to the World Service Office that they amend their literature discount policy to reflect the following language: "That all Fellowship literature distribution committees or boards, be given a (straight) 30% discount on all I.P.'s and White Booklets purchased for direct use by Fellowship H&I committees registered through the World Service Office H&I Project Coordinator."

- Yes No
 28. Adopt the following authorization or policy as part of the WSC budget for 87-88: "Increase the Conference expenditure from the current publishing level of 4,000 to 7,000 copies bi-monthly."

FROM THE WSC POLICY COMMITTEE:

- Yes No
 29. "To delete paragraph 4 on p. 37 of the *Temporary Working Guide to the Service Structure*, (the purpose of the WSC Policy Committee) and replace it with the following, as the purpose of the WSC Policy Committee." (This language appears on page 26.)

- Yes No
 30. "To approve the following as the guidelines of the WSC Policy Committee and to include this language as an addendum in the *Temporary Working Guide to the Service Structure*." (These guidelines appear on pages 26 through 27.)

- Yes No
 31. "To accept the following guidelines as the approval process for original written materials specifically intended for use by service committees, (handbooks for Fellowship service committees, guidelines for WSC Committees, informational service pamphlets, etc.)." (These guidelines appear on page 28.)

- Yes No
 32. "To accept the following guidelines as the approval process for audio-visual tools intended for use by service committees." (These guidelines appear on page 29.)

- Yes No
 33. "To accept the following guidelines as the approval process for public information tools with an immediate time constraint." (These guidelines appear on page 30.)

FROM THE SELECT COMMITTEE:

- Yes No
 34. "At the WSC quarterly meeting in July an open forum meeting will be held by the Select Committee to answer questions, receive input on the draft, and to otherwise have a general evaluation of the work. The Select Committee will receive written input from the Fellowship until September 1, 1987. In September, the Committee will meet to consider the input and to propose any further changes to the draft that are warranted from the input. In November, 1987, this completed work will be sent out to the Fellowship for further review and/or possible adoption at WSC '88."

FROM THE WSC PUBLIC INFORMATION COMMITTEE:

- Yes No
 35. In the *Guide to Public Information*, the question and answer on pages 15-16 "What about P.I. endeavors for or at N.A."

conventions?" as well as section D of Item III on page 42, be deleted."

Yes No
 36. That the World Level P.I. Contingency Plan contained in Addendum 1 be approved.

Yes No
 37. That "Learning Days and Workshops," as included in Addendum 1, be approved as a new section in the *Guide to Public Information*.

Yes No
 38. To delete, in the *Temporary Working Guide to the Service Structure*, on page 43, the motion carried on 5/7/83 that states, "That the WSC permit the WSC P.I. Subcommittee to produce and distribute N.A. P.I. material after approval within 60 days by the WSB, without the necessity of Fellowship review and WSC approval".

QUESTION: Do you desire to have the WSC P.I. Committee conduct a membership survey?

FROM THE WORLD LITERATURE COMMITTEE:

Yes No
 39. To take from the table the motion committed to the Literature Committee at WSC 1986: "To move the story 'I Found the Only N.A. Meeting in the World' to the front of the White Book" and take action to adopt or reject.

Yes No
 40. To remove from all approved literature the WSC '86 edited stories "One Third of My Life," "I Can't Do Anymore Time," "The Vicious Circle," "Something Meaningful," "I Was Different," "Fearful Mother" and "Fat Addict." This change to take place at WSC '89.

Yes No
 41. To make the following changes in the Basic Text in order to bring it in line with the Newly Revised White Booklet. These changes will begin with the Fourth Edition and remain in subsequent editions. (The changes appear on pages 37 through 38.)

Yes No
 42. To adopt the following worklist for the World Literature Committee to replace the previously adopted worklist.

It Works: How and Why
 Questions and Answers about N.A.
 For Those in Treatment
 Revising the WLC Procedural Guidelines
 Revising portions of the Literature Committee Handbook
 In Times of Illness

Yes No
 43. To approve I.P. No. 21 The Loner--Staying Clean in Isolation

Yes No
 44. To approve I.P. No. 22 *Welcome to Narcotics Anonymous.*

Yes No
 45. To approve the *Handbook for Narcotics Anonymous Literature Committees Newly Revised.*

Yes No
 46. To approve the book *Narcotics Anonymous, It Works: How and Why.*

FROM THE BOARD OF TRUSTEES:

Yes No
 47. On page 23, section III, subsection C, item 2 of the *Temporary Working Guide to the Service Structure*, strike "majority" and replace with "2/3 majority."

The revised sentence would then read; "Nomination and election by separate election for each trustee position by a 2/3 majority vote of the World Service Conference."

FROM THE WORLD SERVICE OFFICE:

Yes No
 48. Adopt and add the following paragraphs to the existing *N.A. Way Magazine* policy. (These paragraphs appear on page 44.)

FROM WCCNA

Yes No
 49. Adopt the following Table of Contents for the *Convention Guidelines* as well as the specific changes: (Table of Contents and changes appear on pages 46 through 47.)

Yes No
 50. On page 17, *delete* entirely the section entitled "Public Information" and insert the following section entitled "Convention Information." (This section appears on pages 47 through 49.)

Yes No
 51. Page 18, *delete* in its entirety the section titled "Registration" and *insert* the revised section with the same title." (This section appears on pages 49 through 52.)

Yes No
 52. Page 22, 4th paragraph which reads, "The Fellowship of Nar-Anon often holds meetings and workshops during N.A. conventions. This is for the convenience of both Fellowships and is an example of cooperation not affiliation. We remember that Nar-Anon members wouldn't be in that Fellowship if it weren't for us, and sometimes the opposite is true. Nar-Anon meetings may be listed separately on the N.A. Convention program, or have a separate Nar-Anon program. The Program Subcommittee should be advised of

scheduling requirements for Nar-Anon as well as any other matters of mutual concern," *delete* entirely.

- Yes No
[] []
53. Page 23, *delete* entirely the section titled "Merchandising" and *insert* the following revised section with the same title. (This section appears on pages 53 through 54.)
- Yes No
[] []
54. Page 29 (the title page for Part Two), *delete* the three subtitles and *insert* the following titles: Combined States, Regional and Area Conventions; Legal and Corporate Matters; Bidding to Host Conventions and the Need for Developing Guidelines and Fund Distribution. Following the title page for Part Two, *add* the following sections. (These sections appear on pages 54 through 60.)
- Yes No
[] []
55. Page 31, first two paragraphs on Corporate and Legal Matters and Bidding and Selection Process, *delete* entirely, and *insert* a new section page entitled Part Three. The new page will list the following titles to be included in PART THREE: World Convention Corporation of Narcotics Anonymus, WCCNA Management, Bidding to host a World Convention, Financial Management, WCNA Geographics.
- Yes No
[] []
56. Page 31, *delete* the section titled "Bidding Requirements for the World Convention of N.A." and *insert* the following replacement section with the title "Bidding to Host a World Convention." (This section appears on page 61.)
- Yes No
[] []
57. Page 32, *delete* the section titled "Site Selection" and *insert* the following section titled "WCCNA Management." (This section appears on page 62.)
- Yes No
[] []
58. Page 32, *delete* the sections titled "Surplus Funds Distribution" and "Distribution Plan for WCNA" (and the note shown on page 34). *Insert* the following section titled "Financial Management." (This section appears on pages 62 through 63.)
- Yes No
[] []
59. Page 33, change the title of "WCNA Convention Geographics" to "WCNA Geographics" and retain the text and map currently included in this section.
- Yes No
[] []
60. To accept and adopt the bid for WCNA 18 to be hosted by the _____ Region.

ADDENDUM 1

WORLD SERVICE CONFERENCE PUBLIC INFORMATION COMMITTEE FOR APPROVAL AT WSC '87

WORLD LEVEL PUBLIC INFORMATION CONTINGENCY PLAN

This memorandum outlines how contacts with Narcotics Anonymous by national or international electronic or print media news services shall be handled. It is essential that all members of the WSO Board of Directors, Board of Trustees, WSC Officers and WSO staff familiarize themselves with this plan.

1. Every national or international electronic or print media contact should be asked what audience level the exposure is likely to receive. It is important to understand from the contact person how the contact, and any information gained, is going to be used. Will it be used in a local, regional or national broadcast or print story?

In most situations, national or international media contact individuals do not produce stories or material for less than a nationwide audience. However, there are circumstances when a story may be used only in a region or local area. The caller must be politely asked to help us in responding by giving us information about the range of the intended audience.

2. The contact must also be asked what scheduling and deadline requirements are in effect. Making our response positive and successful can only be done if we know the contact's deadlines.

NATIONAL MEDIA AUDIENCE WHICH MAY AFFECT A MEMBER'S ANONYMITY

1. Contacts involving members' anonymity require prompt response from every world service branch. One or more of the individuals from each of the paragraphs below should be contacted and act for that individual service arm, responding with whatever assistance they can provide.
 - a. The WSC P.I. Chairperson or Vice-chairperson. If they cannot be reached, then the WSC Chairperson or Vice-Chairperson should be reached.
 - b. The World Service Office P.I. Coordinator, WSO Administrative Assistant or WSO Executive Director.
 - c. The Board of Trustees member assigned to WSC P.I. and/or the Chairperson of the WSB. If these are unavailable, the trustee physically closest to where the contact is made should be reached.
2. Aside from those national media contacts which might possibly involve a member's anonymity, responsibility for responding to all other requests shall be assigned to the WSO P.I. Coordinator, in conjunction with any one of the persons listed above.

The representative from each service arm will assign an individual to be part of the team to work with the media contact.

For electronic media contacts in which television or film crews will be involved, more specific guidelines are required that involve adherence to the concepts shown below.

Protection of anonymity

The presence of a trustee

The presence of a non-addict trustee

If an addict is to be interviewed, supervision should be accomplished by the trustee and world level P.I. member assigned as coordinator.

WORLD SERVICE CONFERENCE
PUBLIC INFORMATION COMMITTEE
FOR APPROVAL AT WSC '87

LEARNING DAYS AND WORKSHOPS

This material, if approved, should be added to the *Guide to Public Information* as section 4.1.

LEARNING DAYS --

Learning days are generally felt to be an informal sharing experience about a specific realm of service or recovery. Instead of working on a specific issue relating to the service needs of N.A. or listening to speakers talk about a certain topic during a convention, which is what we expect from a workshop, learning days can function to increase our collective knowledge as well as provide support and unity. Learning days have been held which focus on P.I., H&I, literature, the Fourth Step, sponsorship, unity, etc.

Some of the best structures for learning days seem to be a question and answer setting or round table discussion. It is usually more formal than a round table in that the ideas are presented and then the floor is opened for questions or discussion with the speaker or panel. Discussion is done in an orderly fashion without breaking into smaller groups.

Round table discussions, which are simply people sharing informally in a group, may be broken up into small groups during a portion of the learning day, later going back into the larger group and sharing individual information with the whole. Whether you decide on staying in one large or many small discussion groups, one topic only should be assigned to a group. If the general theme is P.I., for example, smaller groups may be assigned the related topics of phonelines, PSA's, interviews, etc. The designated resource person (leader, chairperson) lends experience to the discussion and clarifies any problem areas.

A combination of the two formats may also be used. Depending on the focus and format, several different forms of participation may be used, including trusted servants from within or outside of the area.

Learning Days and workshops require considerable preparation. Individuals must be available to serve as resource people for the discussion or presentations. These individuals should have an experience-based knowledge of the topic. They should also be skilled at lending support when appropriate and calming disagreements (personality conflicts) if they occur.

Some practical aspects of planning a learning day may seem routine, but should not be overlooked. The day and location can be very important in attracting as many N.A. members as possible. Consideration must be given to work days, holidays, other N.A. events and distances to be travelled. Cooperation and communication are important in scheduling a smoothly flowing learning day.

Although the process and methods of learning days and workshops differ, they have the same primary purpose: to inform and aid the addict seeking recovery.

WORKSHOPS --

The format of a workshop is different from that of a learning day. Actual workshops, as the term implies, are those events during which a specific topic, activity or item is worked on. Some of the events during which workshops have been held are during a service conference or meeting that is arranged to deal with a certain item of business or area of service. Workshops have also been included as part of a convention program.

Examples of workshop topics include developing subcommittee guidelines, reviewing a World Service Conference agenda or maybe even a workshop for group or service committee inventories. The common theme of these business type workshops is that time is allotted to brainstorm and examine specific issues and projects within the Fellowship. Workshops scheduled during a convention generally receive better attendance when focused around a topic relating to personal recovery rather than the service type workshops described above. Topics for convention workshops might have their focus on one or more of the Twelve Steps, personal relationships, spiritual principles, etc.

Workshops held as part of a regularly scheduled service conference or learning day normally have a specific topic and specific goal, and the format can be highly structured. Time allotments are usually made for presentation, discussion, and constructive criticism of each aspect of the topic or the work in progress. The structure may even utilize a chairperson, vice-chairperson, treasurer and secretary if the event is going to be a regularly scheduled, ongoing activity.

If a workshop is scheduled as a separate event, it may also be successfully used to review new literature, discuss service responsibilities and positions, present new ideas for service commitments and to review and recommend action on items presented in World Service Conference agendas.

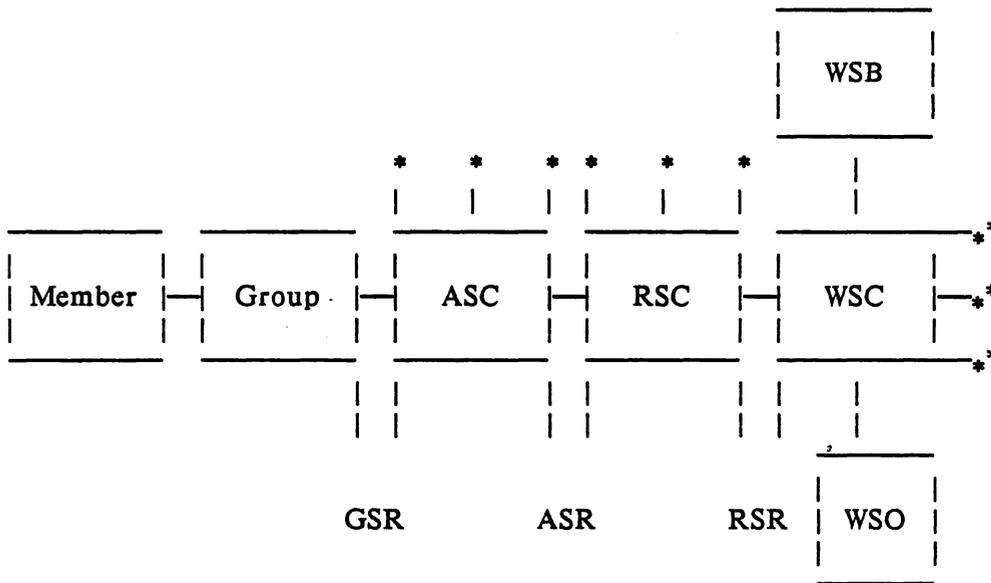
Although the terms workshop and learning day are often used interchangeably, experience from around the Fellowship seems to prove that they do have separate uses and goals.

**WORLD SERVICE CONFERENCE
PUBLIC INFORMATION COMMITTEE
FOR APPROVAL AT WSC '87**

**Outline for a P.I. Presentation
at N.A. Workshops and Learning Days**

This outline should be used in conjunction with the general information about workshops and learning days described in the previous pages. The outline, set up primarily for WSC P.I. presentations, can be adapted by area and regional committees, using the suggestions for topic discussion groups relative to the needs and activities of the individual groups involved.

- I. Begin with a general description, use a diagram of the service structure if a chalkboard is available.



* = subcommittees
** = committees

- II. If the presentation is done by a world level trusted servant or special workers---

Describe the roles of WSC committees and/or WSO coordinators and their responsibilities to Conference Committees

- A. Networking of and communication between world and regional/area P.I. subcommittees

1. Networking is utilizing a mutually agreed upon procedure or protocol to cooperate and communicate between these service committees
2. Exchange of minutes between areas and/or regions
3. Exchange of contact lists (persons and procedures)

- B. Creation and/or distribution of P.I. materials

1. Creation of P.I. materials
 - a. Cover letter--introductory letter to the public at large
 - b. Enclosures--meeting lists, information sheets, bulletin cards, hotline information, etc.
 - c. PSA's
 - d. Radio spots
 2. How materials can be obtained
 - a. Directly from the WSC, RSC or ASC (exchange of materials)
 3. Discuss any new item or projects being worked on
- C. Mention the P.I. Newsletter and its function as an information sharing forum for P.I. subcommittees
1. Quarterly newsletter comprised of input from all levels of service
 2. Available to any registered P.I. subcommittee
- D. Discussion of PSA's
1. Only WSC approved tapes can be used
 2. Their use in various regions
 - a. Impact on areas--may increase helpline/hotline calls-- "Are you prepared?"
 3. Problems with TV stations
 - a. Mutually agreed upon airing times to be aware and prepared for reaction to PSA
 - b. Type of equipment used
 - c. TV station may want to edit tape
 - d. Running tape prior to or immediately following a rehabilitation facility type broadcast
 4. Need for communication between areas and regions where broadcasts areas overlap
 - a. If possible, area may use cable TV to broadcast only to local area
 - b. To ensure mutual readiness of all areas affected
 5. Price and description of PSA's and PSA kits
 6. PSA's can be shown now or later

III. Question and Answer Period

ADDENDUM 2

demanded of you, but you will receive many suggestions. This Fellowship provides the opportunity for us to give you what we have found: A clean way of living. We know that we have to "give it away in order to keep it."

So, welcome! We are glad that you have made it here, and hope that you decide to stay. It is important for you to know that you will hear God mentioned at N.A. meetings. What we are referring to is a Power greater than ourselves that makes possible what seems impossible. We found that Power here, in N.A., in the program, in the meetings, and in the people. This is the spiritual principle that has worked for us. It has become possible for us to live drug-free a day at a time; and whenever a day is too long, then five minutes at a time. We can do together what we could not seem to do alone. We invite you to use our strength and our hope until you have found some of your own. There will come a time when you too may want to share with someone else what has been freely given to you. **KEEP COMING BACK—IT WORKS!**

I.P. No. 22

WELCOME TO NARCOTICS ANONYMOUS



Your local N.A. helpline number is:

This pamphlet was written to answer some of your questions concerning the Program of Narcotics Anonymous. Like N.A. itself, our message is very simple: We have found a way to live without using drugs and we are happy to share it with anyone for whom drugs are a problem.

© World Service Office, Inc.
P. O. Box 9999
Van Nuys, California 91409 U.S.A.

World Service Conference
Literature Committee
Approval Literature
for WSC '87

WELCOME TO NARCOTICS ANONYMOUS

Welcome to your first N.A. meeting. N.A. offers addicts a way to live drug-free. If you are not sure you're an addict, don't worry about it; just keep coming to our meetings. You will have all the time you need to make up your own mind.

If you are like many of us when we attended our first N.A. meeting, you may be feeling pretty nervous and think that everyone at the meeting is focusing on you. If so, you are not the only one. Many of us have felt the same way. An old-timer once said during a meeting "If your stomach's all tied up in knots, you're probably in the right place." We often say that no one comes through the doors of N.A. by mistake. Non-addicted people don't spend their time wondering if they're addicts. They don't even think about it. If you're wondering whether or not you're an addict, you might be one. Just allow yourself the time to listen to us share about what it has been like for us. Perhaps you will hear something that sounds familiar to you. It does not matter whether or not you have used the same drugs others mention. It is not important which drugs you used; you're welcome here if you want to stop using. Most addicts experience very similar feelings, and it is in focusing on our similarities, rather than our differences, that we are helpful to one another.

You may be feeling hopeless and afraid. You may think that this program, like other things you have tried, will not work. Or you may think that it will work for someone else but not for you because you feel you are different than us. Most of us felt like that when we first came to N.A. Somehow we knew that we couldn't go on using drugs, but we didn't know how to stop or stay clean. We were all afraid to let go of something that had become so important to us. It is a relief to discover that the only requirement for membership in N.A. is a desire—not the ability—to stop using.

At first, most of us were mistrustful and fearful of trying a new way of doing things. About the only thing we were sure of was that our old ways

were not working at all. Even after getting clean, things didn't change right away. Often, even our usual activities such as driving a car or using the telephone seemed frightening and strange, as if we had become someone we didn't recognize. This is where the fellowship and support of other clean addicts really helps, and we begin to rely on others for the reassurance we so desperately need.

You may already be thinking: "Yes, but..." or, "What if...?" However, even if you have doubts, you can use these simple suggestions for starters: Attend as many N.A. meetings as you can and collect a list of N.A. phone numbers to use regularly, especially when the urge for drugs is strong. The temptation is not restricted to the days and hours that meetings occur. We are clean today because we reached out for help. What helped us can help you. So don't be afraid to call another recovering addict.

The only way to keep from getting or continuing a habit is not to take that first fix, pill or drink. The most natural thing for an addict to do is to use drugs. In order for most of us to abstain from using mood-altering, mind-changing chemicals, we have had to undergo a drastic change physically, emotionally, and spiritually. The Twelve Steps of N.A. offer us a way to change. As someone said: "You can probably *get* clean by just coming to meetings, however, if you want to *stay* clean and experience recovery, you will need to practice the Twelve Steps." This is more than we can do alone. In the N.A. Fellowship, we support one another in our efforts to learn and practice a new way of living that keeps us healthy and drug-free.

At your first meeting, you will meet people with various lengths of clean time. You may wonder how they could remain clean for that period of time. If you keep coming to N.A. meetings and stay clean, you will come to understand how it works. There is a mutual respect and caring among clean addicts because we've all had to overcome the misery of addiction. We love and support each other in our recovery. The Program of N.A. is comprised of suggestions which we have found help us remain clean. Nothing will be



THE LONER— Staying Clean in Isolation

"Receiving a letter makes my day! It seems the letters I receive from my loner friends are always perfectly timed. It reminds me that someone far away is getting to know me and cares enough to write. I matter in someone else's recovery and they matter in mine."

World Service Conference
Literature Committee
Approval Literature
for WSC '87

Our Gratitude Speaks...
When We Care and
When We Share
with Others the N.A. Way

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THE LONER—Staying Clean in Isolation

Introduction

For the purpose of this booklet, we identify "the loner" as a geographically isolated addict who wants to recover from addiction. If you are unable to come to N.A. meetings, we hope that this booklet will reach you and offer workable solutions for living a happy, joyous and free life.

Although this booklet is directed specifically to addicts recovering in remote areas, unable to attend regular N.A. meetings, any addict who reads this booklet will gain some valuable insights on how to recover from the disease of addiction. Most of us, at some point in our recovery, have experienced feelings of loneliness or isolation. There are also addicts who feel isolated from others because of hearing or visual impairment or some other physical disability. So, whether we are isolated emotionally, physically or geographically, we believe the suggestions offered in this booklet will help any addict stay clean and find a new way of life.

"Being a loner at times can be frustrating, but I have to make an effort in every area of my new life. Being a part of N.A. is special to me. I know I have friends whom I haven't met yet, but to know they are there gives me hope to go on."

Reaching Out for Help

Narcotics Anonymous is a program of Twelve Steps and Twelve Traditions designed to help addicts find recovery, regardless of where they may be. By practicing these spiritual principles, we achieve freedom from active addiction. We suggest you read all the N.A. literature you can get, and if at all possible, attend an N.A. meeting or function. If there are no N.A. meetings in your area, go ahead and start one. Even though you may start it by yourself, you never know when another suffering addict will walk through the door. Fill out the form in the back of this booklet for a free starter kit and send it to the World Service Office.

There are many N.A. services available which were designed to reach out to isolated addicts. Some of these are coordinated through special committees. In many areas, there are local N.A. phonelines, meeting directories and newsletters. You can also get N.A. literature and other information about N.A. from the nearest area or regional office.

The World Service Office also provides a variety of services to addicts who are geographically isolated. They produce a *World Directory* which lists all of the registered N.A. meetings in the world. They also send out free Group Starter Kits and informational packages upon request. You can write or call to find out where the nearest N.A.

meeting or office is. You can also get answers to a lot of other questions through the shared experience, strength and hope of N.A. groups around the world channeled through the World Service Office.

You might also find the Narcotics Anonymous Loner Group helpful. It is a means by which geographically isolated addicts communicate with one another through the mail. This unconventional meeting allows recovering addicts to share their experience, strength and hope through regular correspondence. The Loner Group publishes a bimonthly newsletter, entitled *Meeting by Mail*. If you wish to become involved with the Loner Group, write to the World Service Office, attn: Loner Group.

There are two other publications which are very beneficial to addicts in remote areas. The first one is the *Newsline* which is a monthly publication produced by the World Service Office. There is no charge for this publication, and you can have your name added to the mailing list just by writing to the WSO. You will then begin receiving the *Newsline* on a regular basis. It contains notices of upcoming N.A. conventions, as well as articles written by the World Service Board of Trustees and various other newsworthy items. This publication is very helpful in encouraging communication and unity by keeping you informed of developments in the worldwide Fellowship of Narcotics Anonymous.

The *N.A. Way* magazine is another helpful publication. This Fellowship magazine contains many articles about recovery written by addicts for addicts. We suggest that you and other members of your group subscribe to the magazine so that you can receive issues on a monthly basis. You can obtain a subscription blank in the back of the magazine, or request one from the WSO.

The most important service N.A. offers is the recovering addict. Remember, *the therapeutic value of one addict helping another is without parallel.** So if it is possible, contact some other recovering addicts either by phone or by mail. If you contact the N.A. World Service Office they will assist you in reaching the nearest recovering addict. Remember that you don't have to be lonely, even though you might be alone.

"It is so easy for me to forget about the importance of sharing, especially when my pride and arrogance prevent me from sharing feelings and thoughts I don't like or don't want to have. When I write things about myself, it helps."

The Value of Sharing

There is no easy solution for recovering addicts who have no local N.A. community for fellowship and support, but recovery is possible if we truly want to stay clean. Although we may be the only recovering addict for miles around, we need not be afraid to reach out for help. There are many ways of contacting other recovering addicts, and any initial contact can be used as a link to new ones. Many isolated addicts have regular pen pals with whom they communicate to share their recovery. It is also important to have a sponsor—someone to help you learn and practice the Twelve Steps. If there is no one near you to ask to be your sponsor, don't be afraid to ask someone in another area. You can write letters to each other, send tapes back and forth and make long-distance phone calls whenever necessary. The action of sharing with another addict—whether it is in person, by phone or on paper—can alleviate problems even without immediate feedback.

One member shared about getting clean in a country where she didn't speak the language. Her

*This sentence is a quote from our Basic Text *Narcotics Anonymous*. Reading the Basic Text is a very important part of our recovery from addiction. If you don't have a Basic Text, write to the WSO. They will send you an order form which you can use to order the Basic Text and other N.A. literature. The address is printed in the front of this booklet.

sponsor was in a different country, many miles away. She had to use the phone and call other women in the N.A. Fellowship in another country to get direction on working the Twelve Steps. But she wanted to recover from her addiction, and so she was willing to take that action. She found that by making the phone calls, she was creating a bond with those other recovering women. Pretty soon, she didn't call just her sponsor, she also called other members whose telephone numbers her sponsor had shared with her. And she shared those numbers with other women who wanted to recover from addiction. That way they could all rely on and help each other. All of a sudden, they had some unity—a feeling of belonging to a worldwide Fellowship, and not being alone anymore. For someone who was alone in a strange country, our member felt that she was no longer alone. She was a member of N.A. She stayed clean and she practiced the Twelve Steps. She found another way, a way to recover and live a new life.

We have all found that after sharing with another recovering addict, we feel better. There is someone who understands our disease and can help us take the steps which are necessary for our recovery. So, whether it is by telephone, on paper or through cassette tapes, the value of sharing is paramount to our recovery.

"I'm an addict. I started the first meeting of N.A. in this town four weeks ago. The first meeting only had two people and I was on my own the last two. But I have a few more people coming next week. Even sitting by myself in that room for an hour and a half, I don't feel lonely. I just pray that one day I might help someone. I'm really very grateful and I know by giving it away, I keep it. I need N.A. so much."

Starting an N.A. Meeting

How do you start an N.A. meeting? It's really quite simple. All you really need to start an N.A. meeting is a desire to stop using and an N.A. Basic Text—and maybe a pot of coffee. You can find more information about locating a facility and electing officers in the *N.A. Group Starter Kit*. The

most important thing though is to maintain consistency and perseverance. Whenever an N.A. meeting is started, even if it is by only one person, that person must make a commitment to be there. If no one else shows up, read from the Basic Text. We have learned this lesson through repeated experiences and it still holds true today. Many N.A. meetings have started this way, and thousands of addicts are alive and clean today because just one or two addicts made and kept the commitment to have the N.A. door open when others reached out for help.

In some cases, when a meeting is first started, the attendance is small. Sometimes no one shows up except the member who started the meeting. In situations like these, it is helpful to do some basic public information work such as putting up notices or announcements about your meeting in places where addicts might see them. Newspapers and bulletin boards are common places to use for such notices, but above all, keep the N.A. door open, make some coffee and study from the N.A. Basic Text. Do not be discouraged if your new meeting seems to have a rocky start. Put up some more notices and come back the next week. Do it over and over again until other addicts begin coming to the meeting—and they will come. There have been many examples cited by members of N.A. where meetings have been kept open for up to a year with only one or two regular members. Then, for no apparent reason, the rooms suddenly filled with people seeking recovery. Many of these groups now report quite a few years' experience with successfully carrying the message of recovery.

In all your efforts, remember that even doing the basic footwork will help keep you clean and grateful for your recovery. Be direct with all people with whom you speak, whether it is the pastor of a church, an administrator of a hospital or the local police. They probably will be interested in what you have to say. If you have a piece of N.A. literature to leave with them, that will serve as a reminder to them of your own efforts to stay clean and may plant the seed for

them referring an addict to the meeting. When they see that you are not there to evangelize or to encroach on their programs, they will not feel threatened, and so may offer to help support a meeting in your area. Perhaps they will ask you questions about the N.A. Program. You can share your personal experience with addiction and recovery, or give them some N.A. literature, and so carry the N.A. message that way. Your efforts are bound to pay off. You do the footwork, and leave the results to God. At the very least, you will stay clean. You surely will come to a better understanding of the Twelve Steps and Twelve Traditions. And you may well be God's instrument for helping plant N.A.'s seed of recovery in your community.

"All of the N.A. materials have been important to me, but especially my N.A. book which gives me continuous hope. Writing to other addicts who have been loners at one time also helps me through daily living. In my personal recovery the most important thing is my spiritual contact with God, which I obtain through the book, literature, my sponsor and letters to loners and other addicts I have met across the country."

Crises

Crises come in many forms to all addicts. Without other recovering addicts or meetings to help us keep a balanced perspective, routine problems can become magnified in our minds. We may start to think that staying clean isn't paying off, and arouse feelings of self-pity, resentment and anger. We must keep foremost in mind that whatever pain we experience will pass.

Problems are realities of life and do not disappear just because we stay clean. In recovery, however, we find that we grow through pain and often feel that a crisis brings a gift by allowing us the opportunity to experience growth through

living clean. No matter how painful life's tragedies may be for us, one thing is clear—we must not use, no matter what. Our experience has shown that if we put forth even half the effort to stay clean that we did to use, we have an excellent chance of maintaining our recovery. When we reach out for help, we begin to grow.

"Some of the special things I like to do when no one is home and I'm not at a meeting are to read my N.A. Way magazine, my Basic Text and write to other loners. Anything that talks to me about recovery, love and fellowship the N.A. way adds direction to my thoughts. My most dependable source of comfort and enlightenment is my Higher Power. I'm very grateful to have come to believe."

Living the Program

The Twelve Steps are our blueprint for recovery from the disease of addiction. As we continually practice these steps, we come to live the program. Through the direct application of these principles in all of our affairs, we find acceptance, faith and humility. We learn to live life on its own terms.

As we recover, we come to depend on a Power greater than ourselves. We learn that by asking for God's will for us, and the power to carry that out, we can do things we never believed possible. Our lives become worthwhile, and we lose the obsession to use, just for today.

We cannot afford to become complacent because the disease of addiction is with us twenty-four hours a day. Daily vigilance towards defective attitudes is essential for ongoing recovery. By living the steps, we begin to find relief from our self obsession. We learn that attitudes, thoughts and reactions change. In time we realize that we are not alone, and begin to understand and accept who and what we are.

The N.A. Basic Text contains many suggestions that are the basis of our recovery. By using these tools, our despair and active addiction can turn into hope and new life. By living the Twelve Steps of N.A. we are part of the worldwide N.A. Fellowship, no matter where we are.

"I feel very lonely sometimes being a loner, but I have faith today that I will not use just for today. I'm very grateful to be a part of N.A. I love you all and can never begin to give back as much as I have received from all my N.A. friends."

STARTER KIT REQUEST FORM

WSO Inc.
P.O. Box 9999
Van Nuys, California 91409 U.S.A.

Date _____

Country _____

Language _____

I request the following information:

- Free starter kit (booklet and literature)
- Nearest N.A. meeting
- Local N.A. phone number

Name _____

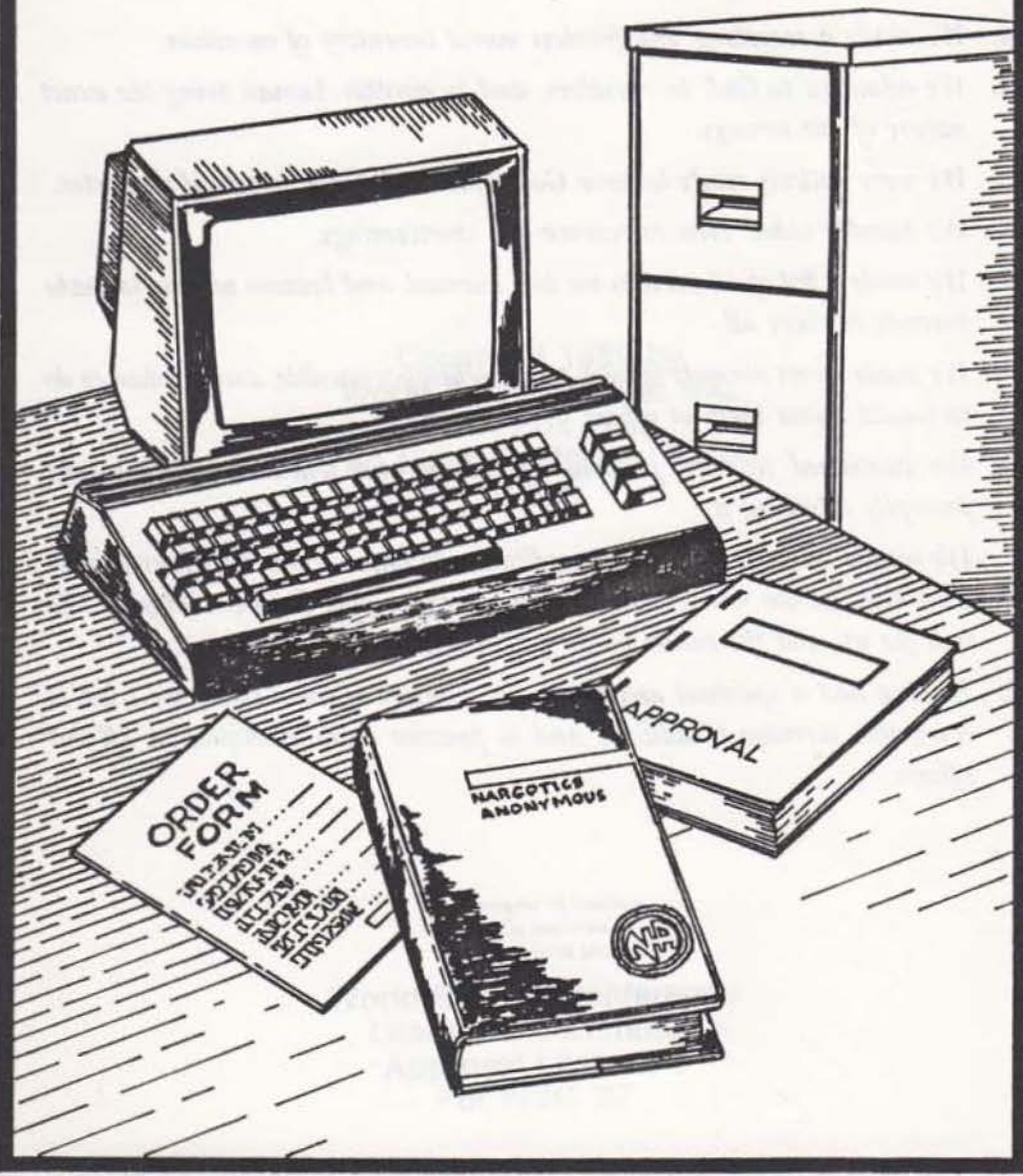
Street _____

City _____

State _____ Zip _____

Country _____

Handbook
for
Narcotics
Anonymous
Literature Committees
NEWLY REVISED



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. *We admitted that we were powerless over our addiction, that our lives had become unmanageable.*
2. *We came to believe that a Power greater than ourselves could restore us to sanity.*
3. *We made a decision to turn our will and our lives over to the care of God as we understood him.*
4. *We made a searching and fearless moral inventory of ourselves.*
5. *We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.*
6. *We were entirely ready to have God remove all these defects of character.*
7. *We humbly asked Him to remove our shortcomings.*
8. *We made a list of all persons we had harmed, and became willing to make amends to them all.*
9. *We made direct amends to such people wherever possible, except when to do so would injure them or others.*
10. *We continued to take personal inventory and when we were wrong promptly admitted it.*
11. *We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us, and the power to carry that out.*
12. *Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.*

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World Services, Inc.

Handbook for Narcotics Anonymous Literature Committees

NEWLY REVISED

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World Service Office, Inc.
P. O. Box 9999
Van Nuys, California 91409
U.S.A.

World Service Conference
Literature Committee
Approval Literature
For WSC '87

DEDICATION

This handbook is dedicated to the generation of literature for the Program of Narcotics Anonymous. So that others may experience the freedom in recovery from addiction that we have found, we dedicate ourselves to carrying the message in written form. We pray:

"God, grant us knowledge that we may write according to Your divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours—in order that no addict, anywhere, need die from the horrors of addiction."

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INTRODUCTION

The effort to develop literature for the Program of Narcotics Anonymous is an ongoing one. Any addict who has found recovery through the Twelve Steps of N.A. is welcome to contribute to the generation of new literature. This handbook is intended to provide an overall description of the functions of N.A. literature committees and inform N.A. members how they can contribute thoughts and ideas for N.A. literature and, if desired, get involved in a literature committee.

There are literature committees which function at each of the various levels of service. An N.A. member, interested in serving in the field of literature, generally starts out by attending a local or area literature committee meeting. There are several different duties fulfilled by literature committees which can be found in the sections describing each type of literature committee. *But the most important function of a literature committee is making sure that every group has literature on its table.*

The revision of this handbook was accomplished by the World Service Conference Literature Subcommittee. The original handbook, published in 1980, served as the basis. Necessary updates and additions were made based on the experience of those who have participated in the Literature Committee, striving to carry the message of recovery in written form.

Over the years, the WSC Literature Subcommittee has evolved and grown. We believe this process is indicative of the tremendous growth and maturation which has occurred within the Fellowship of Narcotics Anonymous as a whole. Many area and regional literature committees have sprung up all over the U.S. and interest is now being generated in other countries. It is our hope that this handbook will provide guidance and assistance for all N.A. members who desire to carry the message, in written form, to still-suffering addicts.

One final thought we offer is to keep foremost in mind our primary purpose which is to carry the message to the addict who still suffers. We urge you to follow the service structure of Narcotics Anonymous and keep in touch with the literature committee at the next level of service. The World Literature Committee is eager to work with you and exchange ideas and suggestions. We hope you will find service in this capacity as stimulating and rewarding as we have found it. With these thoughts in mind, we would like to welcome you to the field of literature and extend our very best wishes for your continued recovery from the disease of addiction as well as your efforts to carry the message to other addicts. May a Power greater than yourselves guide you and bless you always.

MATERIAL CONTRIBUTED BY

INDIVIDUAL MEMBERS

All N.A. members are welcome to share their experience, strength, and hope in the written form. The World Literature Committee is always glad to receive original material from N.A. members. The material may be as little as one line, a few paragraphs, or an entire pamphlet or booklet. Shared perspectives, topic-related material, experience with applying the Twelve Steps and Twelve Traditions and other aspects of N.A. recovery are all appropriate. Some of us write down our thoughts about the program and our recovery. Occasionally we also experience an awareness, or hear something which inspires us in our recovery, and we also note those on paper. Sharing these notes helps us bring out the message of our program in a form which is useful to other recovering addicts.

We ask members to send in all material without worrying if it is "any good." There are professional editors and members of the literature committee who can correct spelling and punctuation errors. If you have a local literature committee in your area, attend the meeting and ask for help. Here are some general guidelines which should be followed:

1. Eliminate profanity so that no institution can keep our material from recovering addicts.
2. Focus on N.A. recovery. Refer to specific treatment agencies, religious groups, or other Twelve Step programs only in a general way.
3. Avoid specific drug trade names.

All material created, whether by an individual, an area or a regional literature committee should be submitted to the World Literature Committee. Mail to the World Service Office, Inc., Attn: World Literature Committee, P.O. Box 9999, Van Nuys, California 91409. Your contributed material will be forwarded to the World Literature Committee, which then has the responsibility of reviewing the material and revising, editing, or accepting it as it is.

All material submitted must be accompanied by a copyright release form and becomes the property of the World Literature Committee. Copies of the appropriate release form may be obtained from the World Literature Committee Secretary or the back of this handbook (See Appendix A). Copies of the original material cannot be returned to the author. "Let go and let God."

HOW TO FORM A LITERATURE COMMITTEE

When the need arises, and members of the Fellowship are supportive and ready to form a literature committee, select a date and schedule the first meeting. Be sure to approach your area or regional service committee and inform them of your plans to start a literature committee. This will help ensure recognition and support from your area or regional service committee.

Elected officers should be drawn from a core of members who regularly attend the committee meetings, and whose purpose is directed by the group conscience. Discretion should be exercised in the choice of officers so that the committee may have confidence in its trusted servants. In addition, those who choose to serve in this capacity should have adequate knowledge and experience with the principles of N.A. so that they don't commit themselves to duties they are unable to fulfill.

DUTIES OF OFFICERS

The Chair is responsible for communicating with other officers of the committee to ensure continuity of effort. The Chair sets up and schedules regular meetings including the times, dates, and locations and directs the focus of the meeting. In addition, the Chair is responsible for making regular reports to the appropriate service committee (area or regional) and serving as a liaison between the World Literature Committee and the members in the area or region.

The Vice-Chair assists in all duties relating to literature work. S/he is a key figure in the structure of any literature committee. The Vice-Chair acts as Chair if, for any reason, the Chairperson is unable to attend literature committee meetings or fulfill the responsibilities of the position.

The Secretary records minutes of the literature committee meetings and maintains an active file of works in progress. S/he may recruit other members to assist in the performance of clerical duties, such as typing drafts of material and other input.

The Treasurer opens the bank account, keeps financial records, and makes regular reports to the committee.

A clear understanding of the duties of each of these officers is fundamental to a working committee. Literature committee members and officers should always be drawn from active N.A. members who attend N.A. meetings regularly.

PURPOSE AND FUNCTIONS

The primary purpose of a literature committee is to carry the message of recovery in the written form to still-suffering addicts. There are several basic ways in which a literature committee can attend to this purpose. The

first, of course, is to provide literature for all of the N.A. groups in your area. Secondly, a literature committee may choose to compile, produce and distribute local meeting directories. In some areas these tasks are taken on by the staff of the N.A. office or other trusted servants. The important thing is not who does the job, but rather that it does get done. Most literature committees place large orders with either the regional service committee or the World Service Office. After receiving the order, the literature committee supplies the literature to the N.A. groups in the area. This is the most important function of a literature committee—making sure that every group has literature on its table. Another effective way of carrying the message of recovery is letting addicts know where to find N.A. meetings.

Some literature committees produce a local newsletter. Newsletters can help promote unity and growth within an area or region. The purpose of a newsletter is to carry the N.A. message to members in various ways. These ways may include personal stories of N.A. recovery, articles about the Twelve Steps, experiences with applying the principles of N.A. in recovery, and a calendar of local, regional and national events within the Fellowship. You can refer to the *Handbook for Narcotics Anonymous Newsletters* for more specific information about producing a local newsletter.

There are always new pieces of literature to be reviewed and/or approved. Regional and area literature committees are very effective means through which N.A. members can have an opportunity to see, evaluate, and comment on the new literature prior to approval. At your regular literature committee meeting, read through one of the new pieces of literature, and then ask the committee members to discuss their impressions of the piece. The chairperson of the committee generally takes on the responsibility of taking notes and summarizing the comments of the members.

It is important to remember that submitting input (comments and suggestions) does not mean rewriting a piece of literature or even providing specific language changes. The most valuable asset we can share is our experience of recovery from addiction. Do not feel as if you are required to be professional editors or writers, but rather share your thoughts and viewpoints about the conceptual development of each piece.

For example, in reviewing a new pamphlet, consider some of the following questions: Do you think it addresses the major ideas which should be addressed in a pamphlet on this topic? Can you think of any other important points which are not discussed in this pamphlet? Are there any sections which you feel are vague and need to be clarified or expanded? These are the general kinds of questions to be considered when reviewing new literature.

If your committee is reviewing more than one new piece of literature, we suggest you send in your input to the World Literature Committee as you accumulate it, rather than waiting until you have completely finished everything. It is much easier to copy, collate and file the input accordingly if it is received a little at a time.

One additional way area and regional literature committees may be of service is by assisting the World Literature Committee in developing new pieces of literature. The World Literature Committee Chair may ask your committee to generate some original material to be used in conjunction with other input on a project, or to take responsibility for completing a specific project. These assignments are always made by mutual agreement between the World Literature Committee Chair and the particular local literature committee involved. If your committee is interested in writing new recovery material for N.A. it is usually best to start by taking on a small project first. For further information, contact the World Literature Committee c/o World Service Office.

It is important to remember that members who contribute material need to "let go" and relinquish it unconditionally. All materials are subject to editing and specific language may be changed. With all N.A. literature, profanity should be omitted to ensure that the N.A. message is widely available. It is suggested that Literature Committee members refer to the Style Sheet for Literature Composition (see Appendix B) so that the language of new pieces of literature remains consistent. We must also be mindful of the Twelve Traditions. We are careful to avoid tradition violations which could lead to controversy and divert us from our primary purpose. All materials submitted should be related to some aspect of N.A. recovery and rooted in the experience of recovering N.A. members. Our goal is to develop material which genuinely reflects the principles of N.A. as a whole.

LITERATURE COMMITTEE MEETINGS

Literature committee meetings are generally opened with a moment of silent meditation, followed by the Serenity Prayer. Roll is taken. The minutes of the last meeting are read, amended if needed, and approved. To set the tone of the meeting, the Chair presents the agenda. Drafts of work in progress can be read. Work from the previous committee meeting should be reviewed at each meeting, and continued until the project is completed. These general guidelines hold true for every literature committee function. When a literature committee is writing new recovery material, more specific guidelines are helpful. For further information on this, refer to the section entitled Recommended Procedures for Literature Workshops.

In the beginning, you will probably have to spend some time informing members as to the intent and purpose(s) of your literature committee. Hopefully, this handbook will eliminate the need for extensive preoccupation with the business aspects of your literature committee. The point of a literature committee is carrying the message of recovery. Supplying literature, compiling meeting directories, producing a newsletter, writing and reviewing new literature are some of the ways we do that.

All members should be encouraged to send in their ideas and perspectives as well as their personal experiences. All ideas are important. Copies of all material should be sent to the WSC Literature Subcommittee with an executed copyright release form.

Before ending the meeting, members should be informed of the time, date, and location of the next meeting. The Seventh Tradition is observed. It is customary to close with a prayer.

FINANCES

Your committee will require funds to carry out its primary purpose. Each of the functions a literature committee fulfills has certain monetary requirements. If your committee starts a stockpile of approved literature for your areas or groups, you will need an initial sum to establish a literature inventory. Starting with a basic small order, literature can be bulk purchased and distributed to local groups or areas slightly above cost. The margin of profit can be used to cover shipping costs and increase the literature inventory so that no group is ever without literature. If you publish a newsletter and/or meeting directory, you will need funds for printing and distribution. If your committee emphasis is on reviewing existing material or generating new material, you may need money for office supplies, duplicating and postage.

If your literature committee is a standing subcommittee of the ASC or RSC, you should be able to request necessary funds when available. Literature committees also are frequently funded through literature sales. In rare situations, if the ASC or RSC is not able to support the literature subcommittee another option is suggested. You may approach the ASC or RSC about having the local activities subcommittee put on a fund-raiser for the literature committee. However, it is stressed that literature subcommittees are not fund-raising committees and these functions can easily divert us from our primary purpose.

Your committee treasurer should maintain a prudent reserve and forward the balance to the ASC or RSC so that the flow of funds is followed in accordance with our service structure. Donations received by the literature committee are held by the treasurer with regular accountings made to the committee.

Keep finance simple. Don't get too many things going at once. Put the spirit of the Fellowship first and remember that it is by our combined efforts that our message is carried.

RECOMMENDED PROCEDURES FOR LITERATURE WORKSHOPS

I. Preliminary planning

- A. The elected officers of the literature committee can conduct the workshop or meeting.
- B. Where there are no elected officers, choose members to conduct the workshop (chair, typist, file clerk, etc.).

II. Topic outline

- A. Determine the topic of the material you will cover.
- B. List ideas your group thinks pertain to the topic.
- C. Out of the list, choose the major subjects for outline headings and subheadings.
- D. Choose a working title for the material.
- E. Type the topic outline and distribute copies to your committee members.

III. Source material (Input)

- A. Gather and/or write material that pertains to the topic you have chosen. Type two or more copies of each source.
- B. Set one copy aside for the file.

IV. First draft

- A. Mark the other copy as it pertains to the topic outline. The material can be marked by page, paragraph, sentence or phrase. Cross out material that doesn't apply.
- B. Cut the marked material and separate into piles by topic and item number.
- C. Take each pile and consider how the input can be arranged with some continuity. Consideration should be given to including useful information and omitting irrelevant material. Paste up the material on a piece of paper.

- D. When all the material is pasted up, type it. The typist should be free to make grammatical changes so that the work will proceed more quickly and yet still be subject to the group conscience after typing.

Note: The cut and paste method can be very effective with some material and totally inappropriate for other pieces. Sometimes input received is well-written and complete. Cutting it apart may disconnect the logical sequence. With useable pieces such as these, it may be appropriate to proceed directly to the next section (V.).

- E. The typed material is read before the group for evaluation and approval. Consider the draft in terms of the topic outline and the source material.

V. Second draft

- A. It is recommended the group be limited to four or five people and a typist or recording secretary. Your workshop may contain several such small groups.

- B. Pay special attention to the following:

1. Flow
2. Content
3. Omissions
4. Redundancies

- C. Lay-out: Be sure the material includes an introduction, body, and summary. Sometimes moving a sentence or paragraph to a more appropriate position can effect greater clarity in the material.

- D. Flow reading: Each member holds a copy of the material. Someone rapidly reads the material, with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point.

- E. The member reads through the material again, slowly. Discuss the changes noted during the previous reading.

- F. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical.

- G. Continue the process of flow reading and discussion until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. Don't get too

bogged down with the editing. When your material is submitted to the World Literature Committee, it will be evaluated and edited before final distribution.

- H. On any material containing the Twelve Steps or Twelve Traditions (a full quote, not a paraphrase or excerpt), there is a requirement that proper copyright credit be given to A.A. The following specific language must be used:

Twelve Steps and Twelve Traditions reprinted
for adaptation by permission of A.A. World
Services, Inc.

VI. Third draft

- A. Take your completed draft to the full workshop group, and repeat the flow reading process until the larger group conscience is satisfied with the draft. Experience has shown that a larger group more accurately represents the needs and views of N.A. as a whole. This process works, and it yields a group conscience piece of material. Individual and group prayer is helpful.

VII. Records

- A. The chair or secretary should maintain original file folders with originals and copies of all drafts. In this way, no material is lost and it can easily be forwarded to the World Literature Committee.

- B. Members should maintain personal working files. They can be available to the chair or secretary if necessary.

VIII. Approval and distribution

- A. The finished work should be mailed to the World Literature Committee. The complete set of files should accompany the final draft. The World Literature Committee is responsible for evaluating the new material. In cooperation with the World Service Office, it is then distributed to all regional and area literature committees for review, input and final approval.

DEVELOPING A FILING SYSTEM FOR RECORDS

Filing is an important part of literature work because as we accumulate material it gets harder and harder to keep track of it all. Paper work is the substance of our work in literature, and if we organize it, we are able to locate important material easily and avoid excessive revisions and duplication of effort.

The purpose of a filing system for literature-in-progress is to prevent irreplaceable losses. A filing system is an inherent aspect of the literature process; therefore, it needs to be developed accordingly. The filing system described below serves as a model to be adapted to the specific needs of individual committees.

The job of the librarian, who may also be serving as secretary, needs to be discussed. The files are the librarian's responsibility. Only the librarian and the committee chair should have access to the files. If this point is stressed, the chance of irreplaceable work being lost is diminished. It is suggested that the files never be left unattended unless they are locked.

The filing system should be developed with the idea in mind that it will be passed on to others. It needs to be as simple and understandable as possible.

The size and complexity of the filing system depends on the size of the project. In most instances, the system is divided into two major sections: administrative and work-in-progress. Administrative files contain minutes, names and addresses of committee members, release forms, and procedural guidelines.

Work-in-progress files are kept at each stage of the work. The reason for this is that if material is lost, one merely needs to backtrack one step rather than recreate the whole process. A set of files is created and maintained for each individual project. The set includes the original outline, the original paste-up, first typed draft, first workshop material, subsequent workshop material and typed drafts, and the final typed draft.

A copy of the final draft and all related material should be sent to the World Literature Committee. Each page should be numbered to avoid confusion.

The files should be maintained at least until the finalized version of the material has been approved by the World Service Conference.

AREA LITERATURE COMMITTEES

An area literature committee performs many of the same functions as a regional literature committee. One of the most important functions is to link your local N.A. membership to N.A. as a whole through communication with the regional and world literature committees. A monthly report of goals and progress of the literature committee should be made at each area service committee meeting. In addition, the area literature committee chair should keep in contact and be involved with the regional literature committee so that the area literature committee can work in conjunction on various projects. Area literature committees often contribute to area or regional newsletters. They also assist the regional literature committee and the World Literature Committee by participating in the processes of creating and reviewing new literature.

REGIONAL LITERATURE COMMITTEES

The functions of a regional service committee literature subcommittee may include stockpiling literature, producing a newsletter, compiling a meeting directory, and/or creating and reviewing new literature. The regional literature committee may meet separately, but should provide the regional service committee with regular reports of its goals and progress.

Either the chair or vice-chair of the regional literature committee should be in regular correspondence with the chairperson of the World Literature Committee. Minutes of meetings should also be sent to the World Literature Committee.

The regional literature chair serves as the liaison between the World Literature Committee and the areas and groups it serves. Information received from the World Literature Committee, whether personal correspondence, Fellowship Reports or *Newsline* announcements, should be made available to all members of the regional literature committee, as well as the chairs or representatives of the area literature committees.

Regional literature committees may divide work among their area literature committees to assist in completing projects delegated by the World Literature Committee. Both the chair and vice-chair should be appraised of area, regional, and World Literature Committee activities.

In the event the regional literature chair does not fulfill his/her duties, the vice-chair should assume the office and inform the World Literature Committee. This may be accomplished by majority vote of the regional literature committee.

WORLD LITERATURE COMMITTEE

The primary purpose of the World Literature Committee is carrying the message of recovery in written form. The Committee coordinates the efforts of the various area and regional literature committees to ensure that duplication of effort doesn't occur, and that all materials generated are pertinent to recovery from addiction.

All materials written by local, area or regional literature committees are submitted to the World Literature Committee. This ensures that a new piece of literature doesn't merely reflect the viewpoint or opinion of one member, group, area or region, but reflects the principles of the entire Fellowship of Narcotics Anonymous.

The Literature Subcommittee of the World Service Conference consists of a Chairperson and Vice-Chairperson who are elected by the WSC every year. The committee includes a Literature Review Committee which is elected by the World Service Conference. Registered members also make up an important part of the World Literature Committee.

The duties of the Chairperson involve coordinating the efforts of all regional, area and special purpose literature committees throughout the world. The Chairperson is responsible for responding to inquiries of members relating to procedure or factual information bearing on the business of the Committee; for arranging the agenda of the Committee meetings; for being a co-signer of the Committee's bank account; for signing all certified copies of acts of the Committee; for making a report of the year's work at the World Service Conference; and for representing the group conscience of the World Literature Committee at the World Service Conference.

The duties of the Vice-Chairperson involve coordinating the various area and regional newsletters throughout the country, supporting and encouraging the growth and development of new area and regional literature committees and assisting inactive area and regional literature committees in becoming active. In addition, the Vice-Chairperson serves as Chairperson in the absence of the Chairperson; is a co-signer of the Committee's bank account and makes a report of the year's work at the World Service Conference.

The duties of the Secretary of the World Literature Committee include calling a World Literature Committee meeting to order in the absence of the Chairperson and Vice-Chairperson and presiding until the immediate election of a Chairperson pro tem. In addition, the Secretary keeps a record of all the proceedings of the Committee; signs all certified copies of acts of the Committee; is a co-signer of the Committee's bank account and compiles the minutes no later than two (2) weeks following the meetings of the Committee for distribution to the officers and members of the Committee.

The WSO Literature Coordinator works closely with the World Literature Committee Chair and is the liaison between the World Service Office and the World Literature Committee. This staff member fulfills a variety of duties in order to provide full staff support to the World Literature Committee. S/he is responsible for maintaining the Committee's files; keeping on file all committee reports; making the minutes and records available to members upon request; and conducting the routine correspondence of the Committee. The Coordinator also assists the Chairperson in making logistic arrangements for the meetings of the World Literature Committee and assists regional literature committees in holding workshops. These arrangements include renting an appropriate facility, securing typewriters and office supplies as well as procuring volunteers to help with registration, setting up, typing, etc. (Typewriters and other supplies such as paper, pens, staples, glue, dictionaries, etc., are often donated by local N.A. members.)

All new literature submitted to the Fellowship is routed through the World Literature Committee for evaluation and editing. A more detailed description of this process is contained in the approved Procedural Guidelines for the World Literature Committee (see Appendix C).

The WSC Literature Subcommittee maintains three sets of files. The Chairperson is responsible for the maintenance and upkeep of all administrative files. These include: bank statements and other financial records; Fellowship Reports; current mailing list; resources such as the service manual, rules of parliamentary procedure, etc.; WSC minutes; WSC Literature Committee minutes; minutes received from area and regional literature committees; and copies of all works in progress.

The Office Coordinator is responsible for the maintenance of the resource files. These include: material received from individual members, groups, area and/or regional literature committees on a variety of topics; articles from area or regional newsletters (from whom a release agreement has been received) on a variety of topics. The resource files are indexed by topic and used to assist in the creation of new pieces of literature.

The Coordinator also maintains the files of input received on various projects; copies of correspondence; and the archives of the WSC Literature Subcommittee. These include all original outlines, drafts and input received on pieces of literature approved by the World Service Conference. Within the World Literature Committee archives, one may find the files documenting the process of creating the Basic Text, the "story files" (all stories submitted, personal release forms and final approved versions), the files for *It Works: How and Why*, and the files for each of the approved informational pamphlets.

Once a piece of literature is approved by the WSC, the WSO Coordinator microfiches the paper copy files which are stored at the WSO with all of N.A.'s archives. All archival materials are kept in locked, fire-proof safes. In this way, the files cannot be lost in case of fire, vandalism or other unforeseen tragedy. The microfiched files are economical, convenient and easily accessible to the World Literature Committee.

APPENDIX A

ASSIGNMENT

AGREEMENT made this _____ day of _____ 19____, by and Between WORLD SERVICE OFFICE, INC., referred to as "Assignee," and _____ hereinafter referred to as "Assignor."

RECITALS

Assignor is the owner of material, information, notes, personal recollections, and other matter relevant to assignor's personal story of his or her experience with and recovery from drug addiction or use which is entitled _____. The Assignee heretofore first referenced is a California Non-profit Corporation operating as a service arm for an international Fellowship known as Narcotics Anonymous. It is the intention of said Assignee to use the experiences of persons once involved with drugs to assist those others who are seeking understanding and assistance in changing their own lives.

IT IS THEREFORE AGREED:

1. For valuable consideration, receipt of which is hereby acknowledged, Assignor hereby sells, assigns, and transfers to Assignee, without exception and without limitation any and all of Assignor's interests and copyrights and rights to copyright and rights to publish together with all rights to secure renewals, reissues, and extensions of such copyrights in said story or article, including any excerpt from or adaptation of said story.
2. Assignor hereby covenants, warrants, and represents to Assignee, and this Agreement is made in reliance thereof, each of which is deemed to be a separate covenant, representation, and warranty:
 - (a) Assignor is the sole owner of, and has the exclusive right to use said story and the copyright, free and clear of any liens, encumbrances, licenses, or claims of whatsoever nature, and has made no agreement with respect to said story or related material and/or its copyright which is in conflict with this agreement.
 - (b) No other copyright has been affected, nor has any other registration relating to copyright protection been made with respect to said story, except as hereafter set forth:

(if none, state none)

(c) Assignor agrees to hold Assignee completely and forever harmless from any liability whatsoever in connection with any use by Assignor of said story or excerpts or adaptations of same pursuant to this agreement.

(d) Assignee agrees to take all reasonable caution to protect the anonymity of the Assignor.

(e) This agreement shall be binding upon the Assignor's heirs, assigns, administrators, trustees, executors and successors in interest and Assignor agrees to authorize and direct his heirs and personal representatives to make and execute any instrument and perform any legal act that Assignee may think necessary to secure the copyright, or any renewal or extension thereof.

3. This agreement contains the sole and final agreement between the parties concerning the subject matter herein referenced and supercedes any and all other agreements either oral or written which are hereby expressly revoked and disaffirmed. It is specifically agreed that this agreement may be modified only in a writing signed by both parties.

IN WITNESS WHEREOF, the parties have executed this agreement at _____, State of _____, on the day and year first above written.

Assignor

Assignor (Spouse or Witness)

Assignee (World Service Office)

APPENDIX B

STYLE SHEET FOR LITERATURE COMPOSITION

<u>Use the word/phrase</u>	<u>In reference to (instead of):</u>
1. Clean	Condition of abstinence from drugs (sober, straight)
2. Clean time/recovery	Sobriety, arrested/inactive addiction
3. Addicts	People who are powerless over chemicals (speed freak, cocaine addict, pillhead, duster, alcoholic, drug-abuser, dual-addict, dope fiend)
4. Addiction	Active practicing, dependency
5. Using	Drugging, drinking, getting loaded, picking up
6. Recovering	Condition of ongoing spiritual growth (recovered)
7. Working/practicing/ living the steps	Taking the steps

APPENDIX C

PROCEDURAL GUIDELINES FOR WORLD LITERATURE COMMITTEE

Approved literature is the embodiment of the message of recovery developed by the Fellowship according to these policies. The World Literature Committee acts as the trusted servant for the Fellowship of Narcotics Anonymous in all matters pertaining to the development of literature. In the Guidelines below, the name of the Literature Committee is used to mean the Literature Committee acting for the Fellowship of Narcotics Anonymous.

Any member of the Fellowship can propose new literature. A proposal can be a simple letter suggesting a subject or title or it can be as comprehensive as a draft of a complete work. All proposals should be sent to the WSC Literature Committee at the World Service Office. A copyright release form should also be submitted along with all works written by any individual. Copyright release forms are essential if the Literature Committee is to give consideration to the item. The copyright release gives the Literature Committee the rights to the ideas, outlines, language and "story" suggested. Without a release, the Literature Committee does not have a legal right to use the idea or story and no work can be done.

The Literature Committee is comprised of a Chairperson, Vice-Chairperson, who also acts as secretary of the Committee, a Literature Review Committee and registered members. The Chairperson and the Vice-Chairperson are elected by the World Service Conference in accordance with the provisions of the N.A. Service Manual. As a means of encouraging Fellowship-wide participation in the Literature Committee, no more than two members from the same region may serve on the Literature Committee simultaneously, regardless of the manner by which members are selected.

1. There are seven (7) members of the Literature Review Committee (LRC). Before members are considered for the LRC, they will have gained and demonstrated in prior service work their knowledge and understanding of the Twelve Steps and Twelve Traditions of Narcotics Anonymous through service at area, region and/or world levels for a period of at least five (5) years, three (3) of which were directly involved with literature committees. Our experience has shown that those involved in service for these longer periods of time have demonstrated the ability to complete lengthy commitments and usually bring a deep understanding of recovery through the Narcotics Anonymous Program. These individuals share valuable perspective and experience in living the N.A. principles which is then reflected in the literature produced by the World Literature Committee. Many lessons have been learned throughout the history of the Literature Committee, resulting in more effective methodologies and these Guidelines. In or-

der to benefit from this experience, there is a great need for continuity among the members of the Literature Committee. In an effort to promote such continuity, members of the Literature Review Committee, except for the appointees of the Chairperson, serve for three years.

A. Three (3) members of the Fellowship are elected by the World Service Conference. These members may be re-elected for consecutive terms to the Literature Review Committee.

B. One member of the Committee shall be a member of the Board of Trustees appointed by the Board in such manner as they may select. The Trustee member serves as a regular member of the Literature Review Committee, except that s/he presides over the meetings of the World Literature Committee and further acts as a liaison to the WSB. The Trustee member will normally be found to have considerable experience (four or more years) in literature development.

C. The Chairperson of the World Literature Committee is a member of the Literature Review Committee.

D. Two (2) members are appointed by the World Literature Committee Chairperson to serve for one-year terms. These members may be reappointed by succeeding Chairpersons. In order to utilize the experience and knowledge gained through involvement with literature development, previous members of the World Literature Committee will frequently be found to be appointees by Chairpersons.

2. There are twelve (12) registered members of the World Literature Committee. One of these is the Vice-Chairperson of the World Literature Committee. These members demonstrate their interest and ability in literature work, as well as knowledge and understanding of the Twelve Steps and Twelve Traditions, through prior service on area or regional literature committees for a period of at least three years.

A. Five (5) registered members are selected by the World Service Conference by election to serve for one year. Each registered member may be re-elected at a succeeding World Service Conference. The registered members elected are chosen from regional service representatives attending the Conference, previous RSR's or previous registered members of the World Literature Committee. Regional service representatives elected to serve as registered members of the World Literature Committee continue to serve as registered members for a full year from the end of the World Service Conference at which they are elected, regardless of their term of office as a regional service representative.

B. Six (6) registered members are selected by the World Service Conference by drawing to serve for one year. Each year, prior to the World Service Conference, eligible regional service committees may nominate a member of the Fellowship from their region to be selected for membership as a registered member of the World Literature Committee. The six members are randomly selected by a drawing at the World Service Conference from these nominees. In order to promote the widest possible participation in the

World Literature Committee, registered members selected by drawing are not eligible for selection in the same manner the following year and the region from which the member was selected cannot submit a nominee for the following year.

C. The Vice-Chairperson of the World Literature Committee is a registered member, coordinates the activities of the registered members and presides over any meetings of the registered members.

The World Literature Committee receives a variety of proposals from N.A. members, groups and service committees. These proposals reflect a full range of specialized publications representing the principles and philosophies of the Narcotics Anonymous Program. In the evaluation of literature proposals, the Literature Committee uses the following criteria in determining if a particular piece of literature is appropriate.

1. The proposed item will expand the inventory of materials adopted by the Fellowship that aid members of the Fellowship in an understanding and application of the Twelve Steps and Twelve Traditions of Narcotics Anonymous.

2. The proposed item carries the message of Narcotics Anonymous to the addict who still suffers from active addiction.

3. The proposed item supplies valuable information to the professional fields with whom addicts would most commonly come in contact.

4. The proposed item clarifies the nature of addiction to the general public.

The Literature Committee reviews all proposals received each year. An outline of each item is included with a summary of the work to be considered. The members of the Literature Committee indicate to the Chairperson which projects they feel are the most important to be finalized in the upcoming year. These responses are then used in the preparation of a prioritized worklist which is submitted, with other Conference materials, 90 days prior to the World Service Conference. The prioritized list reflects a manageable number of projects on which the committee plans to work in the upcoming year. The World Service Conference may then adopt the list as recommended, amend the list, add or remove proposed items from the list prior to adoption.

Once a project is approved as part of the priority list, the Literature Committee undertakes to develop or have developed the specific items of literature. Depending on the nature of the project, the Literature Committee Chairperson may assign an item to a local, area or regional literature committee; the Literature Committee may complete the work themselves at a workshop or conference; or have it done by other individuals such as professional writers or editors.

Drafts completed by any of these means available to the Literature Committee are thoroughly evaluated by the Literature Review Committee. The Literature Review Committee recommends any changes they conclude are appropriate. Before the final draft is complete, the recommended

changes are made at a World Literature Conference, special workshop, by an appointed ad-hoc committee or a professional writer/editor. At such time as the Literature Review Committee is satisfied that the draft meets criteria, the proposed item is forwarded to the registered members for further evaluation.

The registered members evaluate draft literature, recommending any changes they feel are appropriate. If a majority of the registered members recommend any change(s), the recommended change(s) are then evaluated by the Literature Review Committee. If the LRC concurs with the recommendation, the changes are made, in the manner described in the paragraph above. Although this process is somewhat lengthy, the experience of the World Literature Committee has demonstrated that an overemphasis on speed often results in unnecessary errors. Although time is certainly of the essence, the Literature Committee must remain focused on quality, if it is to fulfill its purpose of carrying the message of recovery in the written form.

The evaluation of proposed literature assures that an accurate representation of the Twelve Steps and Twelve Traditions of Narcotics Anonymous is presented when the steps or traditions are included in full or in part of a draft. Before the evaluation is complete, the draft is edited to ensure correct use of morphological and syntactic rules (including spelling, grammar, punctuation, and capitalization). This process further maintains consistency in writing style and Narcotics Anonymous terminology.

The development of literature and the internal working of the Literature Committee involves expression of a group conscience of the Committee. Developing literature for a spiritual Fellowship is a delicate and important process for it conveys not only the language of recovery, but also the framework for a new relationship of an individual to his/her perception of a Higher Power.

In an effort to assure that the Fellowship receives materials which reflect the best efforts of the trusted servants to whom the responsibilities described herein are entrusted, the concept of complete unanimity is incorporated into the deliberations. The Literature Committee will normally be able to achieve near-unanimous approval for draft materials before the draft materials are submitted for Fellowship consideration. As a last resort, when a unanimous decision cannot be achieved by the Literature Committee, a vote system is utilized. Each member of the Literature Committee, as described above, has one vote in the deliberations. When this may become necessary, the Literature Committee shall rely upon a two-thirds majority for recommendations to be followed.

The World Literature Committee meets no less than twice a year, and as often as necessary to accomplish its goals and objectives. Although any N.A. member is welcome to attend and observe the meetings of the Literature Committee, participation is limited to the actual members of the Committee. The annual meeting held at the World Service Conference is for the purpose of deliberating on any input received from the Fellowship in the

form of general suggestions, and for planning the accomplishment of its worklist. Agreements may be reached with certain regional literature committees to write drafts of specific items, special workshops may be planned and arrangements made for the annual November meeting of the Literature Committee.

At the November meeting, generally held in a central location of the continental U.S., the status of each project is discussed. At that time, reassignments of certain projects may be made if necessary, or other provisions made in order to accomplish work on the prioritized items. The meeting is an informal gathering of the World Literature Committee for the purpose of working on and/or completing projects on the approved worklist. Items to be brought to the upcoming World Service Conference are also discussed. It is generally not appropriate for registered members of the WLC to introduce actions related to developing or changing the internal workings or policies of the Committee. Any actions of this nature are considered by the Literature Review Committee who then makes recommendations to the Chairperson. In this way, the Literature Committee avoids the conflict and controversy often associated with internal "politics," concentrating its efforts entirely on the creation and development of literature for Narcotics Anonymous.

The Literature Committee may recommend that a completed piece of literature be distributed to the N.A. Fellowship for review and additional input. The Fellowship is normally provided a period of nine months in which to review the new literature and generate input for the Literature Committee. The input received may be used in the preparation of an approval form, which may be accomplished at a World Literature Conference, special workshop, by an appointed ad-hoc committee or a professional writer/editor. The new item is then forwarded to the World Service Board of Trustees for evaluation. This evaluation by the WSB ensures that the piece accurately represents the principles of Narcotics Anonymous as outlined in the Twelve Traditions. Any language which is inconsistent with the Twelve Traditions of Narcotics Anonymous is automatically revised based on the recommendations of the Board of Trustees. Upon completion of this process, the approval form is distributed to the Fellowship one year prior to consideration at the next World Service Conference.

The printing and distribution of review-form and approval-form literature is accomplished by the World Service Office. From the time these Guidelines are approved until one year following, review-form and approval-form literature shall be available at a nominal cost to any member of Narcotics Anonymous. Beginning the following year, review-form literature will be distributed only to area and regional literature committees, for the purpose of generating additional input and encouraging the growth and support of area and regional literature committees. Approval-form literature shall continue to be distributed to N.A. members.

Any written material (input) which is received by the World Literature Committee pertaining to a piece of literature not on the Committee's priority list, is kept on file for future consideration. All WSC-approved literature is considered for revision at least every five years. Additionally, input may be received pertaining to general topics which is channeled to the Literature Committee resource files. This source material may then be used for a variety of different projects. Proposals received by the Literature Committee which are not placed on the priority list, are kept on file for consideration for the following year's list.

More specific information about the functions and activities of area and regional literature committees, as well as the World Literature Committee, may be found in the *Revised Handbook for Narcotics Anonymous Literature Committees*. This Handbook also describes, in detail, the roles of the trusted servants of the Literature Committee and ways for individual members to contribute material.

Approved at WSC 1985

**World Service Conference
Literature Committee
Approval Literature
For WSC '87**

Faint, illegible text, possibly bleed-through from the reverse side of the page. The text appears to be organized into a list or numbered sections, but the individual words and sentences are too light to read accurately.



