

WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS

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TO: WSC Conference Participants
All Members of WSC Committees

FROM: Michael Lee, Chairperson
World Literature Committee

RE: Procedural Guidelines for World Literature Committee

DATE: June 9, 1987

One of the priorities of the World Literature Committee this year is to revise the Procedural Guidelines of the World Literature Committee. These guidelines determine the whole structure we use in Narcotics Anonymous to create, develop and revise our literature. The goal of the Committee is to come up with a revised set of guidelines to present to the Fellowship for approval in the January, 1988 Conference Agenda Report. The work the Committee does on these guidelines this year could have far reaching consequences for the literature process in Narcotics Anonymous for many years into the future.

This letter is being sent to you with a copy of the current 1987 guidelines attached for your review and input. What I am doing is loosely following a modified version of the policy adopted at the Conference which set up an "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)." Because the literature guidelines are now revised material rather than original material, we are not required to follow this procedure. However, because of the importance and the debate which has surrounded the literature process, I wanted to give every single member of the world services community the opportunity to submit input on this issue.

The kind of input that is needed is not necessarily line by line input on the existing guidelines. We particularly need input that addresses the big picture. For example, is there a place for professional writers in the process; if so, how? How open or closed should the Literature Committee be? Should the Committee continue to have some kind of defined membership with required clean time and service experience qualifications? Should there continue to be a Literature Review Committee and a committee of Registered Members? If so, should the relationship between these two committees change? Is the procedure for determining the annual priority worklist a workable procedure, or should it be modified somehow?

Please send your input to the World Literature Committee in care of the World Service Office by Friday, July 10. Alternatively, you can bring your input in person directly to the World Literature Committee at our July quarterly meeting in Newark, July 18. We also will be having an open forum session during the quarterly meeting at which verbal input, comments, and guidance on these issues can be given.

My new address and telephone number are as follows:

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Suite #101
1455-A Market Street
Box 11908
San Francisco, CA 94103
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Please feel free to contact me directly, or through the WSO Literature Project Coordinator, as appropriate. Thank you for your continued support.

ML/ng

Enc: Procedural Guidelines for World Literature Committee

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 eight (8) 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 order 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. The Vice-Chairperson of the World Literature Committee is a member of the Literature Review Committee.

E. 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 eleven (11) registered members 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.

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] (see note*), 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.

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.

*NOTE: The World Service Conference subcommittees meet quarterly at locations which are selected by the WSC Administrative Committee.

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.

These Guidelines were approved at WSC 1985.

Editorial note: Following are amendments that have been approved by the World Service Conference. Each separate motion has been included below or, if appropriate, the specific language that was changed has been amended in the pages of the guidelines.

DATE CARRIED May 2, 1986.

The World Literature Chairperson may replace committee resignees from the pool of nominees put forth at the World Service Conference and add to the pool based on the consent of the World Literature Committee.

DATE CARRIED May 2, 1986.

The Procedural Guidelines for World Literature be amended to reflect that the Vice-Chairperson of the World Literature Committee be a member of the Literature Review Committee for a total of eight members rather than seven.

DATE CARRIED May 1, 1987.

To amend the World Literature Guidelines as follows: In the section following evaluation criteria, paragraph 8, delete the last nine lines beginning "It is generally not appropriate..." and ending "...literature for Narcotics Anonymous." (Note: these lines have been deleted in this printing.)